

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS May 24, 2016 – BOARD AGENDA

- 9:00 1) **J. Mark Wedel, County Board Chairperson**
A) Call to Order
B) Pledge of Allegiance
C) Board of Commissioners Meeting Procedure
D) Approval of Agenda
- 9:05 E) **Health & Human Services (see separate HHS agenda)**
- 10:00 Break
- 10:15 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File May 10, 2016 to May 23, 2016
B) Approve May 10, 2016 County Board Minutes
C) Approve Commissioner Warrants
D) Approve Auditor Warrants – April Sales & Use Tax
E) Approve 3.2% Malt Liquor License – Sherwood Forest
F) Approve Temporary 3.2% Malt Liquor License – Jacobson Volunteer Fire Dept. – Ball Bluff Township
G) Adopt Resolution: County Engineer
H) Adopt Resolution: LG220 Exempt Permit Lawler Area Community Club
I) Adopt Resolution: High Lifter Quadna Mud Nationals
J) Accept \$150.00 Donation to STS from Ms. Jean Ames
K) Authorize Equipment Purchase – Highway Department
- 10:17 3) **John Welle, County Engineer**
A) Adopt Resolution: Award Contract No. 20163
- 10:25 4) **Ross Wagner, Economic Development & Forest Industry Coordinator**
A) Approve Tourism Promotion and Development Grants
- 10:40 5) **Nathan Burkett, County Administrator**
A) Approve 2016 Community Corrections Budget
B) Approve Community Corrections Staffing Plan
C) Approve Aitkin County Financial Policies

11:45 Break

12:00 6) Committee Updates

12:30 Adjourn

The Aitkin County Board of Commissioners met this 10th day of May, 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.

CALL TO ORDER

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the May 10, 2016 amended agenda. Consent Agenda Item 2I, Adopt Resolution - 2016 Federal Supplemental Boating Safety Patrol Grant Agreement was added, and Agenda Items 6B1, Approve 2016 Community Corrections Budget, and 6B2, Approve Community Corrections Plan were removed.

APPROVED AGENDA

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: April 26, 2016 to May 9, 2016; B) Approve County Board Minutes: April 26, 2016; C) Approve Commissioner Warrants: General Fund \$65,739.38, Road & Bridge \$39,338.26, Health & Human Services \$1,147.74, Trust \$1,754.69, Forest Development \$5,075.56, Long Lake Conservation Center \$8,695.13, Parks \$33,848.11 for a total of \$155,598.87; D) Approve April Manual Warrants: General Fund \$141,263.95, Road & Bridge \$3,243.93, Health & Human Services \$1,708.14, State \$31,260.26, Trust \$-23.76, Taxes & Penalties \$8,813.51, Long Lake Conservation Center \$1,333.74 for a total of \$187,599.77; 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; H) Adopt Resolution Authorizing Signing Authority – Attorney’s Office; I) Adopt Resolution: 2016 Federal Supplemental Boating Safety Patrol Agreement Grant

CONSENT AGENDA

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve American Legion request to hold the annual brat sale on Friday, May 27, 2016 from 11:00 a.m. to 1:00 p.m. on the Aitkin County Courthouse lawn.

ANNUAL BRAT SALE

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to authorize signing amended CenturyLink contract for phone lines at a cost of \$1,100.00 per month.

AMENDED CENTURYLINK CONTRACT

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to authorize the sale of the following forfeited vehicles – Sheriff’s Office:

AUTHORIZE SALE OF FORFEITED VEHICLES – SHERIFF’S OFFICE

- 2000 Mitsubishi Eclipse
- 2006 Chevrolet Equinox
- 1995 Mercury Villager van

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to adopt resolution authorizing signing authority – Attorney’s Office:

WHEREAS, the new Minnesota Government Access Accounts, allowing

RESOLUTION

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.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2016 Federal Supplemental Boating Safety Patrol Grant Agreement:

BE IT RESOLVED, that the Aitkin County Board of Commissioners approve the 2016 State of Minnesota Federal Supplemental Boating Safety Patrol Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$6,375.00 for the term of May 13, 2016, through September 5, 2016

Lori Grams, Treasurer reviewed the 2016 First Quarter Investment Report with the Board.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting to set Public Hearing date for Amendments to Mobile Home Park and Recreational Camping Area Ordinance on June 14, 2016 at 3:00 p.m. in the County Boardroom at the Aitkin County Courthouse.

Mike Dangers, County Assessor reviewed the 2016 Assessment Summary with the Board.

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voting yes to authorize the County Administrator to engage in a contract with

**20160510-035
RESOLUTION
AUTHORIZING
SIGNING
AUTHORITY
ALLOWING
ACCESS TO MN
GOVERNMENT
ACCESS (MGA)
ACCOUNTS FOR
ELECTRONIC
COURT RECORDS
AND DOCUMENTS**

**RESOLUTION
20160510-036
2016 FEDERAL
SUPPLEMENTAL
BOATING SAFETY
PATROL GRANT
AGREEMENT**

**2016 1st QUARTER
INVESTMENT
REPORT**

**SET PUBLIC
HEARING DATE
FOR ORDINANCE
AMENDMENTS**

**2016
ASSESSMENT
SUMMARY**

**CONTRACT FOR
CONCEPTUAL**

AITKIN COUNTY BOARD

May 10, 2016

BKV Group of Minneapolis, MN for conceptual design and facilities use assistance in an amount not to exceed \$13,000.00.

DESIGN SERVICES

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve establishment of a Community Corrections Advisory Board and to appoint the following members:

COMMUNITY CORRECTIONS ADVISORY BOARD

- J. Mark Wedel Commissioner, Aitkin County
- Laurie Westerlund Commissioner, Aitkin County
- Honorable John Solien Judiciary
- Sheriff Scott Turner Law Enforcement
- Attorney James Ratz Prosecution
- Director Tom Burke Social Services
- Cheryl Meld Education
- Nancy Johnson-Houg Lay Citizen Member
- Sharon Richardson Citizen Minority
- Jessica Brown Victim Services
- Director Elizabeth DeRuyck Corrections

Ex-Officio Advisory Board Members

- Victor Moen State Liaison, MN Dept. of Corrections

And

- To be named at a later date Defense Attorney

Commissioner Don Niemi left at 10:35 a.m.

NIEMI LEFT

Break: 10:35 a.m. to 10:48 a.m.

BREAK

The Board reported on the following: McGregor Airport, BWSR, Facilities, Enbridge, Economic Development, Personnel, Aitkin County Fairboard, NACo, HRA, Park Board, CARE, Ordinance, H&HS Webinar, and Aitkin Airport.

BOARD DISCUSSION

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried (4-0 Niemi absent), to adjourn the meeting at 11:54 a.m. until Tuesday, May 24, 2016 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Nathan Burkett, County Administrator

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DKB1
5/13/16 4:18PM

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

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>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
1 DEPT				Commissioners
86222 Aitkin Independent Age				
01-001-000-0000-6230		82.50		Synopsis 3/22
			1479	04/20/2016 04/20/2016
				1 Transactions
86222 Aitkin Independent Age		82.50		
				Printing, Publishing & Adv
10452 AT&T Mobility				
01-001-000-0000-6250		69.98		Wireless
			287259994975	03/18/2016 04/17/2016
				1 Transactions
10452 AT&T Mobility		69.98		
				Telephone
10200 Marcotte/Anne Marie				
01-001-000-0000-6330		565.38		mileage reimb.
			1047@.54	04/06/2016 05/10/2016
				1 Transactions
				Transportation & Travel & Parking
				mileage reimb.
		951.48		01/05/2016 03/22/2016
				2 Transactions
				Transportation & Travel & Parking
10200 Marcotte/Anne Marie		1,516.86		
6097 Verizon Wireless				
01-001-000-0000-6250		35.01		monthly mifi charges
			786663881	04/05/2016 05/04/2016
				1 Transactions
				Telephone
6097 Verizon Wireless		35.01		
1 DEPT Total:		1,704.35		Commissioners 4 Vendors 5 Transactions
40 DEPT				Auditor
86222 Aitkin Independent Age				
01-040-000-0000-6230		62.50		Board of Appeals
			1014	1014
				Printing, Publishing & Adv
				Board of Appeals
		62.50		1014
				Printing, Publishing & Adv
				Expiration of Redemption
		2,602.50		1014
				Printing, Publishing & Adv
				Expiration of Redemption
		2,602.50		1014
				Printing, Publishing & Adv
				Serv/Dir
		36.00		1014
				Printing, Publishing & Adv
86222 Aitkin Independent Age		5,366.00		5 Transactions
2214 Holder/Maryann				
01-040-021-0000-6301		750.00		June Rent
			June 2016	June 2016
				Rentals
2214 Holder/Maryann		750.00		1 Transactions
4641 Holiday Credit Office				

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
01-040-021-0000-6511		3.77	license center gas	Gas And Oil
4641 Holiday Credit Office		3.77	04/06/2016 04/06/2016 1 Transactions	
12666 Roy/Brett				
01-040-000-0000-5119		330.00	refund 2 months liquor license	Liquor Licenses
12666 Roy/Brett		330.00	1 Transactions	
86235 The Office Shop Inc				
01-040-000-0000-6405		14.78	Adding machine tape	Office & Computer Supplies
			04/26/2016 04/26/2016	
01-040-021-0000-6405		7.17	Pen refills	Office & Computer Supplies
			05/06/2016 05/06/2016	
01-040-021-0000-6405		6.78	Staples, notes, rubber bands	Office & Computer Supplies
			05/04/2016 05/04/2016	
01-040-021-0000-6405		69.50-	Credit- 2- 1/4 x 230' CBM TH	Office & Computer Supplies
86235 The Office Shop Inc		40.77-	4 Transactions	
40 DEPT Total:		6,409.00	Auditor	5 Vendors 12 Transactions
42 DEPT			Treasurer	
11603 Girard's Business Solutions, Inc.				
01-042-000-0000-6405		49.99	service technical roller kit	Office & Computer Supplies
			05/09/2016 05/09/2016	
11603 Girard's Business Solutions, Inc.		49.99	1 Transactions	
42 DEPT Total:		49.99	Treasurer	1 Vendors 1 Transactions
43 DEPT			Assessor	
10452 AT&T Mobility				
01-043-000-0000-6250		209.94	Wireless	Telephone
			03/18/2016 04/17/2016	
10452 AT&T Mobility		209.94	1 Transactions	
1570 Freedom Valu Centers, Inc				
01-043-000-0000-6511		121.11	April fuel	Gas And Oil
1570 Freedom Valu Centers, Inc		121.11	1 Transactions	

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 5/13/16 4:18PM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
6097 Verizon Wireless 01- 043- 000- 0000- 6250			194.08	MONTHLY CELL PHONE BILL 04/02/2016 05/01/2016	680690882	Telephone
6097 Verizon Wireless			194.08	1 Transactions		
43 DEPT Total:			525.13	Assessor	3 Vendors	3 Transactions
44 DEPT				Central Services		
12050 Maven Perspectives 01- 044- 000- 0000- 6231			4,300.00	4 step LLCC plan- finalize&subm 04/27/2016 04/27/2016	1381	Services, Labor, Contracts
12050 Maven Perspectives			4,300.00	1 Transactions		
3336 Office Of MN. IT Services 01- 044- 000- 0000- 6231			1,300.00	April usage 05/04/2016 05/04/2016	DV16040388	Services, Labor, Contracts
3336 Office Of MN. IT Services			1,300.00	1 Transactions		
86235 The Office Shop Inc 01- 044- 000- 0000- 6231			374.13	Quarterly copy charges 04/27/2016 04/27/2016	285200- 0	Services, Labor, Contracts
86235 The Office Shop Inc			374.13	1 Transactions		
44 DEPT Total:			5,974.13	Central Services	3 Vendors	3 Transactions
45 DEPT				Motor Pool		
170 Aitkin Motor Company 01- 045- 000- 0000- 6302			47.74	Oil change, tire rotation #31 04/20/2016 04/20/2016	8955	Car Maintenance
170 Aitkin Motor Company			47.74	1 Transactions		
12445 Brandl Chevrolet, Buick GMC 01- 045- 000- 0000- 6302			37.93	#30- oil change, tire rotate	221965	Car Maintenance
12445 Brandl Chevrolet, Buick GMC			37.93	1 Transactions		
45 DEPT Total:			85.67	Motor Pool	2 Vendors	2 Transactions
49 DEPT				Information Technologies		
6097 Verizon Wireless						

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
5/13/16 4:18PM
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
01- 049- 000- 0000- 6231		MAY RENEWAL	386695110	Programming, Services, Contracts
61.03		04/02/2016 05/01/2016		
6097 Verizon Wireless		1 Transactions		
61.03				
49 DEPT Total:		Information Technologies	1 Vendors	1 Transactions
61.03				
52 DEPT		Administration/Personnel Dept		
86222 Aitkin Independent Age		Position Vacancies April	1483	Printing, Publishing & Adv
01- 052- 000- 0000- 6230		04/30/2016 04/30/2016		
322.40		1 Transactions		
86222 Aitkin Independent Age				
322.40				
10452 AT&T Mobility		Wireless	287259994975	Telephone
01- 052- 000- 0000- 6250		03/18/2016 04/17/2016		
49.66		1 Transactions		
10452 AT&T Mobility				
49.66				
12048 McDowell Agency, Inc./The		Background screen - Neuschwand	74656	Background Check Fee
01- 052- 000- 0000- 6234		04/06/2016 04/06/2016		
73.00				
01- 052- 000- 0000- 6234		Background screen - Overn	74656	Background Check Fee
		04/14/2016 04/14/2016		
49.00				
01- 052- 000- 0000- 6234		Background screen - Miller	75169	Background Check Fee
		04/21/2016 04/21/2016		
65.00		3 Transactions		
12048 McDowell Agency, Inc./The				
187.00				
86235 The Office Shop Inc		Toner	1004426- 0	Office & Computer Supplies
01- 052- 000- 0000- 6405		04/29/2016 04/29/2016		
165.99				
01- 052- 000- 0000- 6405		Toner	1004558- 0	Office & Computer Supplies
		05/03/2016 05/03/2016		
90.99				
01- 052- 000- 0000- 6405		Post it's & flags	1004675- 0	Office & Computer Supplies
		05/04/2016 05/04/2016		
19.57				
01- 052- 000- 0000- 6405		Manilla folders	285020- 0	Office & Computer Supplies
		04/22/2016 04/22/2016		
11.52		4 Transactions		
86235 The Office Shop Inc				
288.07				
6097 Verizon Wireless		monthly mifi charges	786663881	Telephone
01- 052- 000- 0000- 6250				
26.02				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
5/13/16 4:18PM
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
6097 Verizon Wireless		26.02	04/05/2016 05/04/2016 1 Transactions	
52 DEPT Total:		873.15	Administration/Personnel Dept	5 Vendors 10 Transactions
60 DEPT			Elections	
86222 Aitkin Independent Age 01-060-000-0000-6230		150.00	Filing Notice	1014 Printing, Publishing & Adv
86222 Aitkin Independent Age		150.00	1 Transactions	
60 DEPT Total:		150.00	Elections	1 Vendors 1 Transactions
90 DEPT			Attorney	
117 Aitkin County Sheriff 01-090-000-0000-6250		21.14	Jim Ratz Phone bill	16-0545 Telephone
117 Aitkin County Sheriff		21.14	04/29/2016 04/29/2016 1 Transactions	
89541 Culligan 01-090-000-0000-6213		77.00	monthly water supplies	150x00812909 Drug & Forfeiture Ms387.213
89541 Culligan		77.00	1 Transactions	
1265 Dakota Co Sheriff 01-090-000-0000-6234		70.00	Subpoena 01cr1646	16001348 Co Sheriff Services
1265 Dakota Co Sheriff		70.00	04/28/2016 04/28/2016 1 Transactions	
2140 Hennepin County Sheriff's Office 01-090-000-0000-6234		80.00	subpoena service 01cr151001	74769 Co Sheriff Services
2140 Hennepin County Sheriff's Office		80.00	1 Transactions	
10736 Miller/Tammy 01-090-000-0000-6234		12.00	Certified copy - Waycaster	Co Sheriff Services
10736 Miller/Tammy		12.00	05/06/2016 05/06/2016 1 Transactions	
4260 St Louis Co Sheriff's Office 01-090-000-0000-6234		50.00	Subpoena 01cr151058	1602014 Co Sheriff Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
5/13/16 4:18PM
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
4260 St Louis Co Sheriff's Office		50.00	04/25/2016 04/25/2016 1 Transactions	
86235 The Office Shop Inc 01-090-000-0000-6405		3.90	Binder clips 04/26/2016 04/26/2016 1 Transactions	1003779-1 Office & Computer Supplies
86235 The Office Shop Inc		3.90		
5173 THOMSON REUTERS- WEST PUBLISHING 01-090-000-0000-6406		1,158.11	West Information charges 04/01/2016 04/30/2016 1 Transactions	833914443 Law Publ. & Subscriptions
5173 THOMSON REUTERS- WEST PUBLISHING		1,158.11		
5062 Washington Co Sheriffs Office 01-090-000-0000-6234		65.00	Subpoena 01cr15916 04/28/2016 04/28/2016 1 Transactions	1161015 Co Sheriff Services
5062 Washington Co Sheriffs Office		65.00		
90 DEPT Total:		1,537.15	Attorney	9 Vendors 9 Transactions
100 DEPT			Recorder	
3951 Pro West & Associates, Inc 01-100-195-0000-6231		475.00	ArcGIS online login assistance	000522 Services, Labor, Contracts- Land Records
3951 Pro West & Associates, Inc		475.00	1 Transactions	
100 DEPT Total:		475.00	Recorder	1 Vendors 1 Transactions
110 DEPT			Courthouse Maintenance	
8239 Ameripride Linen & Apparel Services 01-110-000-0000-6422		35.65	tissue,towels,mop/mop tool	2200779756 Janitorial Supplies
8239 Ameripride Linen & Apparel Services		35.65	1 Transactions	
246 Brothers Fire & Security 01-110-000-0000-6231		861.54	Repair leaking pipe in attic 04/29/2016 04/29/2016 1 Transactions	99182 Services, Labor, Contracts
246 Brothers Fire & Security		861.54		
1491 Dutch's Electric, Inc				

Aitkin County



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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>
01- 110- 000- 0000- 6231		91.87		
1491 Dutch's Electric, Inc		91.87		
1754 Garrison Disposal Company, Inc				
01- 110- 000- 0000- 6255		542.63		
1754 Garrison Disposal Company, Inc		542.63		
1880 Gravelle Plumbing & Heating, Inc				
01- 110- 000- 0000- 6231		24.14		
1880 Gravelle Plumbing & Heating, Inc		24.14		
2186 Hillyard Inc - Kansas City				
01- 110- 000- 0000- 6422		242.02		
2186 Hillyard Inc - Kansas City		242.02		
2340 Hyytinen Hardware Hank				
01- 110- 000- 0000- 6422		4.99		
01- 110- 000- 0000- 6422		14.97		
01- 110- 000- 0000- 6422		14.18		
01- 110- 000- 0000- 6422		11.98		
01- 110- 000- 0000- 6422		6.98		
01- 110- 000- 0000- 6422		40.98		
2340 Hyytinen Hardware Hank		94.08		
89765 Minnesota Elevator, Inc				
01- 110- 000- 0000- 6231		165.27		
89765 Minnesota Elevator, Inc		165.27		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
5/13/16 4:18PM
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
10948 MN Dept of Labor & Industry 01-110-000-0000-6271		Elevator operating inspection 05/02/2016 05/02/2016	00794	Inspection Fees
10948 MN Dept of Labor & Industry		1 Transactions		
110 DEPT Total:	2,157.20	Courthouse Maintenance	9 Vendors	14 Transactions
120 DEPT		Service Officer		
10097 Harms Monroe/Penny 01-120-000-0000-6330	83.60	CVSO Mileage St Cloud 05/02/2016 05/02/2016	190@.44	Transportation & Travel
10097 Harms Monroe/Penny	83.60	1 Transactions		
4641 Holiday Credit Office 01-120-000-0000-6511	120.32	April gas, vet's van 05/01/2016 05/01/2016	1400000136034	Gas And Oil
4641 Holiday Credit Office	120.32	1 Transactions		
3093 Jones/St Stanley Carter 01-120-000-0000-6350	50.00	DRIVE VAN 04/21/2016 04/21/2016	ST CLOUD	Per Diem
3093 Jones/St Stanley Carter	50.00	1 Transactions		
5767 Lamke/Dennis 01-120-000-0000-6350	50.00	DRIVE VAN 04/15/2016 04/15/2016	ST CLOUD	Per Diem
5767 Lamke/Dennis	50.00	1 Transactions		
13925 McNitt/Russell Dean 01-120-000-0000-6350	50.00	DRIVE VAN 04/20/2016 04/20/2016	MPLS	Per Diem
13925 McNitt/Russell Dean	50.00	1 Transactions		
11362 Roscoe/Bernie 01-120-000-0000-6350	50.00	DRIVE VAN 04/16/2016 04/16/2016	MPLS	Per Diem
11362 Roscoe/Bernie	50.00	1 Transactions		
11970 Wikelius/Charles				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
5/13/16 4:18PM
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
01- 120- 000- 0000- 6350		50.00	DRIVE VAN	ST CLOUD	Per Diem
11970 Wikelius/Charles		50.00	04/19/2016 04/19/2016		1 Transactions
5960 Wilmo/Wesley S.		50.00	DRIVE VAN	ST CLOUD	Per Diem
01- 120- 000- 0000- 6350		50.00	04/05/2016 04/05/2016		Per Diem
01- 120- 000- 0000- 6350		50.00	DRIVE VAN	ST CLOUD	Per Diem
04/27/2016 04/27/2016					2 Transactions
5960 Wilmo/Wesley S.		100.00			
120 DEPT Total:		553.92	Service Officer	8 Vendors	9 Transactions
122 DEPT			Planning & Zoning		
86222 Aitkin Independent Age		34.00	1 yr subscription	1482	Printing, Publishing & Adv
01- 122- 000- 0000- 6230		85.00	Notice of BOA hearing 5/4	1482	Printing, Publishing & Adv
01- 122- 000- 0000- 6230		119.00			2 Transactions
86222 Aitkin Independent Age		119.00			
13066 Hargrave/Bryan		1,750.00	CONTRACT INSPECTIONS	5@350.00	Services, Labor, Contracts, Programming
01- 122- 000- 0000- 6231			05/09/2016 05/13/2016		1 Transactions
13066 Hargrave/Bryan		1,750.00			
4641 Holiday Credit Office		188.06	April Fuel	1400000135321	Gas And Oil
01- 122- 000- 0000- 6511		188.06			1 Transactions
4641 Holiday Credit Office		188.06			
5516 Paquette/Jeremy M		130.68	BOA/Onsite mileage	242@.54	Boa/Pc Mileage
01- 122- 038- 0000- 6330		50.00	BOA MEETING	5/4/16	Per Diem
01- 122- 000- 0000- 6350		10.00	ONSITE	FETT	Per Diem
01- 122- 000- 0000- 6350		10.00	ONSITE	GANZEL/BEHRENS	Per Diem
01- 122- 000- 0000- 6350		10.00	ONSITE	SALAZAR	Per Diem
5516 Paquette/Jeremy M		210.68			5 Transactions
4010 Rasley Oil Company		21.93	APRIL FUEL CHARGES	AITCOZOS	Gas And Oil
01- 122- 000- 0000- 6511					

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Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
4010 Rasley Oil Company			21.93			
				1 Transactions		
10028 Spiel/Edward						
01-122-038-0000-6330			67.07	BOA/ONSITE MILEAGE	124.20@.54	Boa/Pc Mileage
01-122-000-0000-6350			50.00	BOA MEETING	5/4/16	Per Diem
01-122-000-0000-6350			10.00	ONSITE	FETT	Per Diem
01-122-000-0000-6350			10.00	ONSITE	GANZEL/BEHRENS	Per Diem
01-122-000-0000-6350			10.00	ONSITE	SALAZAR	Per Diem
10028 Spiel/Edward			147.07	5 Transactions		
86235 The Office Shop Inc						
01-122-000-0000-6405			27.05	Business card stock	1004542-0	Office, Computer, Film, & Field Supplies
01-122-000-0000-6231			211.72	copy contract- # of copies	285201-0	Services, Labor, Contracts, Programming
86235 The Office Shop Inc			238.77	2 Transactions		
10017 Tveit/Galen						
01-122-038-0000-6330			82.08	BOA/ONSITE MILEAGE	152@.54	Boa/Pc Mileage
01-122-000-0000-6350			50.00	BOA MEETING	5/4/16	Per Diem
01-122-000-0000-6350			10.00	ONSITE	FETT	Per Diem
01-122-000-0000-6350			10.00	ONSITE	GANZEL	Per Diem
10017 Tveit/Galen			152.08	4 Transactions		
122 DEPT Total:			2,827.59	Planning & Zoning	8 Vendors	21 Transactions
200 DEPT				Enforcement		
117 Aitkin County Sheriff						
01-200-000-0000-6374			16.00	License Center tabs 534JGN		Auto & Trailer License
				04/29/2016 04/29/2016		
117 Aitkin County Sheriff			16.00	1 Transactions		
4488 Automated Word Professionals						
01-200-000-0000-6231			103.50	Transcription	16-SO0102	Services & Labor (Incl Contracts)
				04/28/2016 04/28/2016		
4488 Automated Word Professionals			103.50	1 Transactions		
12445 Brandl Chevrolet, Buick GMC						
01-200-000-0000-6302			40.72	oil change, rotate tires #221	221811	Car Maintenance
12445 Brandl Chevrolet, Buick GMC			40.72	1 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
783 Canon Financial Services, Inc 01- 200- 000- 0000- 6231		164.95	admin copier contract- 001	16028838	Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc		164.95	1 Transactions		
3493 ITL Patch Company. Inc 01- 200- 000- 0000- 6410		207.50	ACSO patches	32188	Clothing Allowance
3493 ITL Patch Company. Inc		207.50	1 Transactions		
5756 KEEPRS, Inc 01- 200- 000- 0000- 6410		297.47	uniform shirts #225	307051	Clothing Allowance
5756 KEEPRS, Inc		297.47	1 Transactions		
2925 L & M Supply, Inc. 01- 200- 019- 0000- 6409		43.95	Loki exercise equipment	7505115	Supplies
2925 L & M Supply, Inc.		43.95	04/22/2016 04/22/2016 1 Transactions		
10567 Lake Country Auto Center Of Aitkin 01- 200- 000- 0000- 6302		42.74	Oil change #207	22977	Car Maintenance
01- 200- 000- 0000- 6302		219.99	04/26/2016 battery #204	23096	Car Maintenance
10567 Lake Country Auto Center Of Aitkin		262.73	2 Transactions		
10412 O'Reilly Auto Parts 01- 200- 000- 0000- 6302		7.91	wiper blade #219	1878- 327156	Car Maintenance
01- 200- 000- 0000- 6302		8.63	wiper blade #219	1878- 327158	Car Maintenance
10412 O'Reilly Auto Parts		16.54	2 Transactions		
4010 Rasley Oil Company 01- 200- 000- 0000- 6511		60.85	GAS- SHERIFF	AITCOSHERS	Gas And Oil
4010 Rasley Oil Company		60.85	1 Transactions		
10878 Sew Much & More 01- 200- 039- 0000- 6425		16.72	ups (IDENTYSIS)	694328	Gun Permit Expenses
10878 Sew Much & More		16.72	1 Transactions		
12214 Shopko Store Operating Co. LLC 01- 200- 000- 0000- 6409		20.36	INSECT REPELLANT	9042	Deputy Supplies

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Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
12214 Shopko Store Operating Co. LLC					20.36						
											1 Transactions
4681 Streichers		01-200-000-0000-6410			174.96	Uniform pants 210,204					
						04/22/2016	04/22/2016	I1205773		Clothing Allowance	
4681 Streichers					174.96						1 Transactions
86235 The Office Shop Inc		01-200-000-0000-6405			130.15	office supplies					
86235 The Office Shop Inc					130.15			1004572-0		Office Supplies	
											1 Transactions
13934 Tire Barn		01-200-000-0000-6302			1,002.80	#212 brakes,front wheel bearin					
		01-200-000-0000-6302			593.00	4 tires, install #221		34206		Car Maintenance	
13934 Tire Barn					1,595.80			34390		Car Maintenance	
											2 Transactions
13848 WYATT'S TOWING		01-200-000-0000-6590			371.00	tow Nissan Pathfinder 16- 1329					
13848 WYATT'S TOWING					371.00			5/5/16		Repair & Maintenance Supplies	
											1 Transactions
200 DEPT Total:					3,523.20	Enforcement					16 Vendors
											19 Transactions
202 DEPT						Boat & Water					
13996 Cabela's Inc		01-202-000-0000-6409			82.91	Angler 3500 rearming kit					
						04/25/2016	04/25/2016	055302885		Field Supplies	
13996 Cabela's Inc					82.91						1 Transactions
1682 Fishers Resort		01-202-000-0000-6511			29.25	Gas					
		01-202-000-0000-6231			450.00	2015 Boat slip					
						08/14/2015	08/14/2015	895		Services & Labor (Incl Contracts)	
1682 Fishers Resort					479.25						2 Transactions
12214 Shopko Store Operating Co. LLC		01-202-000-0000-6409			44.15	BUG SPRAY/TOTE					
12214 Shopko Store Operating Co. LLC					44.15			9042		Field Supplies	
											1 Transactions

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Vendor Name	<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>
13934 Tire Barn 01-202-000-0000-6302		133.98	2 tires 2000 boat trailer	34355	B&W Maintenance
13934 Tire Barn		133.98	1 Transactions		
202 DEPT Total:		740.29	Boat & Water	4 Vendors	5 Transactions
252 DEPT			Corrections		
117 Aitkin County Sheriff 01-252-000-0000-6262 01-252-000-0000-5541		20.00 1,600.00	return Wilczek med copay Rev Recapture dup pay to stay 04/27/2016 04/27/2016	5/3/16 Thomas Nelson	Medical Expenses & Supplies - Inmates Pay To Stay Incounty Boarding Mn641.12
01-252-000-0000-5541		15.00	Rev Recapture fee 04/27/2016 04/27/2016	Thomas Nelson	Pay To Stay Incounty Boarding Mn641.12
117 Aitkin County Sheriff		1,635.00	3 Transactions		
116 Aitkin Pet & Farm Supply Inc 01-252-000-0000-6590		293.51	Softener salt 04/29/2016 04/29/2016	551098	Repair & Maintenance Supplies
116 Aitkin Pet & Farm Supply Inc		293.51	1 Transactions		
14005 American Tower Corporation 01-252-000-0000-6231		316.69	Jacobson Tower Rent	403206550	Services & Labor (Incl Contracts)
14005 American Tower Corporation		316.69	1 Transactions		
5583 Crawford Supply Company 01-252-252-0000-6408		277.08	Commissary Supplies	689867	Commissary Supplies
5583 Crawford Supply Company		277.08	1 Transactions		
88628 Dalco 01-252-000-0000-6422		514.12	jail paper products	3020992	Janitorial Supplies
88628 Dalco		514.12	1 Transactions		
1491 Dutch's Electric, Inc 01-252-000-0000-6590		75.36	fuses for jail chiller	24442	Repair & Maintenance Supplies
1491 Dutch's Electric, Inc		75.36	1 Transactions		
1754 Garrison Disposal Company, Inc 01-252-000-0000-6231		40.00	Dispose of 2 monitors 04/26/2016 04/26/2016	473696	Services & Labor (Incl Contracts)

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1754 Garrison Disposal Company, Inc		40.00			
			1 Transactions		
2186 Hillyard Inc - Kansas City					
01- 252- 000- 0000- 6422		495.95	Janitorial	602058266	Janitorial Supplies
2186 Hillyard Inc - Kansas City		495.95			
			1 Transactions		
11889 Honeywell International Inc.					
01- 252- 000- 0000- 6590		311.16	boiler valve locked	5236177057	Repair & Maintenance Supplies
11889 Honeywell International Inc.		311.16			
			1 Transactions		
13079 Karns Services, Inc.					
01- 252- 000- 0000- 6625		601.40	mobile pedestal for dispatch	97606	Office Equipment
13079 Karns Services, Inc.		601.40			
			1 Transactions		
5503 Keefe Supply Company					
01- 252- 000- 0000- 6418		606.48	Groceries	686824	Groceries
			04/21/2016 04/21/2016		
01- 252- 252- 0000- 6405		248.24	commissary supplies	689866	Prisoner Welfare
5503 Keefe Supply Company		854.72			
			2 Transactions		
13698 Linder Inc./D.L.					
01- 252- 000- 0000- 6231		481.96	Dishwasher repair	DC766085	Services & Labor (Incl Contracts)
			04/22/2016 04/22/2016		
13698 Linder Inc./D.L.		481.96			
			1 Transactions		
13844 MCKESSON MEDICAL SURGICAL					
01- 252- 000- 0000- 6262		1.18	Jail medical supplies	77163058	Medical Expenses & Supplies - Inmates
			04/20/2016 04/20/2016		
13844 MCKESSON MEDICAL SURGICAL		1.18			
			1 Transactions		
13691 MEnD Correctional Care, PLLC					
01- 252- 000- 0000- 6262		5,491.67	May Healthcare services	1251	Medical Expenses & Supplies - Inmates
			05/02/2016 05/02/2016		
13691 MEnD Correctional Care, PLLC		5,491.67			
			1 Transactions		
89765 Minnesota Elevator, Inc					
01- 252- 000- 0000- 6231		165.27	May monthly service	662048	Services & Labor (Incl Contracts)
89765 Minnesota Elevator, Inc		165.27			
			1 Transactions		

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
9228 North Memorial Ambulance Service 01- 252- 000- 0000- 6262		467.83	Transport to Riverwood 04/20/2016	Baas, D	Medical Expenses & Supplies - Inmates
9228 North Memorial Ambulance Service		467.83		04/20/2016 1 Transactions	
3789 Pan- O- Gold Baking Company 01- 252- 000- 0000- 6418		162.90	Groceries 04/28/2016	010024611930	Groceries
01- 252- 000- 0000- 6418		214.90	Groceries	010024612628	Groceries
3789 Pan- O- Gold Baking Company		377.80		2 Transactions	
11947 Phoenix Supply 01- 252- 000- 0000- 6424		298.41	Inmate supplies 04/22/2016	9188	Inmate Supplies
01- 252- 000- 0000- 6424		23.45	INMATE SUPPLIES	9271	Inmate Supplies
01- 252- 000- 0000- 6424		314.29	INMATE SUPPLIES	9272	Inmate Supplies
11947 Phoenix Supply		636.15		3 Transactions	
10771 Regional Diagnostic Radiology 01- 252- 000- 0000- 6262		72.45	Rude, T 04/05/2016	RDR121868	Medical Expenses & Supplies - Inmates
01- 252- 000- 0000- 6262		9.34	Rude, T 04/05/2016	RDR121868	Medical Expenses & Supplies - Inmates
01- 252- 000- 0000- 6262		34.46	Rude, T 04/05/2016	RDR121868	Medical Expenses & Supplies - Inmates
10771 Regional Diagnostic Radiology		116.25		3 Transactions	
9499 Reliance Telephone Systems, Inc 01- 252- 252- 0000- 6406		1,700.00	PHONE CARDS	D- 17281	Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc		1,700.00		1 Transactions	
4761 Sysco Minnesota Inc 01- 252- 000- 0000- 6418		32.07	GROCERIES	604210721	Groceries
01- 252- 000- 0000- 6418		52.65-	GROCERIES	604220289	Groceries
01- 252- 000- 0000- 6418		3,929.14	Groceries 04/28/2016	604280722	Groceries
01- 252- 000- 0000- 6418		71.03-	GROCERIES	604290827	Groceries
01- 252- 000- 0000- 6418		3,734.18	GROCERIES	605050614	Groceries

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4761 Sysco Minnesota Inc				
		Amount		
		7,571.71	5 Transactions	
86235 The Office Shop Inc				
01- 252- 000- 0000- 6405		130.14	office supplies	1004572- 0 Office & Computer Supplies
01- 252- 000- 0000- 6231		192.67	Annual maint copier	285195- 0 Services & Labor (Incl Contracts)
			04/27/2016 04/27/2016	
86235 The Office Shop Inc		322.81	2 Transactions	
5295 Ziegler Inc				
01- 252- 000- 0000- 6231		745.17	Generac - troubleshoot	SW050254325 Services & Labor (Incl Contracts)
			04/27/2016 04/27/2016	
5295 Ziegler Inc		745.17	1 Transactions	
252 DEPT Total:		23,492.79	Corrections	23 Vendors 36 Transactions
253 DEPT			Aitkin Co Community Corrections	
88879 Central Mn Community Corrections- DT				
01- 253- 000- 0000- 6823		11,853.58	2016 June appropriation	County Allocation
88879 Central Mn Community Corrections- DT		11,853.58	1 Transactions	
7525 Hometown Bldg Supply				
01- 253- 000- 0000- 6405		12.09	Recip blade	79133 Operating Supplies
			04/21/2016 04/21/2016	
7525 Hometown Bldg Supply		12.09	1 Transactions	
6072 North Homes- Treatment Foster Care				
01- 253- 000- 0000- 6204		227.83	Secure 16- 0619	SSIS 50746799 Juvenile Detention
			03/01/2016 03/22/2016	
01- 253- 000- 0000- 6204		227.83	Secure 16- 0784	SSIS 54924532 Juvenile Detention
			03/14/2016 03/31/2016	
6072 North Homes- Treatment Foster Care		455.66	2 Transactions	
6123 Port Group Homes				
01- 253- 000- 0000- 6204		178.00	16- 0806	Juvenile Detention
			03/16/2016 03/31/2016	
6123 Port Group Homes		178.00	1 Transactions	
4010 Rasley Oil Company				
01- 253- 000- 0000- 6511		258.50	GAS- SHERIFF	AITCOSHERS Gas And Oil

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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
4010 Rasley Oil Company				
		Amount		
		258.50	1 Transactions	
13934 Tire Barn				
		01- 253- 000- 0000- 6302		
		57.54	oil chg,rotate- Econoline	34261 Car Maintenance
13934 Tire Barn		57.54	1 Transactions	
253 DEPT Total:		12,815.37	Aitkin Co Community Corrections	6 Vendors 7 Transactions
254 DEPT			Enhanced 911 System	
86222 Aitkin Independent Age				
		01- 254- 000- 0000- 6230		
		60.00	Notice- nextGen 911 proposal	1088 Printing, Publishing & Adv
86222 Aitkin Independent Age		60.00	1 Transactions	
254 DEPT Total:		60.00	Enhanced 911 System	1 Vendors 1 Transactions
255 DEPT			General Crime Victim Grant	
14006 Madison National Life Ins Co				
		01- 255- 000- 0000- 6154		
		10.45	LTD Ins.Premium for an S&P	Long Term Disability- Employer
14006 Madison National Life Ins Co		10.45	1 Transactions	
255 DEPT Total:		10.45	General Crime Victim Grant	1 Vendors 1 Transactions
257 DEPT			Sobriety Court	
88879 Central Mn Community Corrections- DT				
		01- 257- 000- 0000- 6330		
		201.42	Jan sobriety court travel	373@.54 Transportation/Travel/Parking
		01- 257- 000- 0000- 6330		
		204.12	Feb Sobriety court travel	378@.54 Transportation/Travel/Parking
		01- 257- 000- 0000- 6330		
		286.74	Dec sobriety court travel	531@.54 Transportation/Travel/Parking
88879 Central Mn Community Corrections- DT		692.28	3 Transactions	
13056 McKenzie/Jill				
		01- 257- 022- 0000- 6406		
		5.00	reimburse Holiday gift card	Sobriety Crt Expenses
			04/29/2016 04/29/2016	
13056 McKenzie/Jill		5.00	1 Transactions	
9360 Redwood Toxicology Laboratory, Inc.				
		01- 257- 022- 0000- 6406		
		429.03	Drug testing supplies	553681 Sobriety Crt Expenses
			04/20/2016 04/20/2016	

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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
9360 Redwood Toxicology Laboratory, Inc.		429.03	1 Transactions	
257 DEPT Total:		1,126.31	Sobriety Court	3 Vendors 5 Transactions
390 DEPT			Environmental Health (FBL)	
4641 Holiday Credit Office				
01-390-000-0000-6511		75.32	April Fuel	1400000135321 Gas And Oil
4641 Holiday Credit Office		75.32	1 Transactions	
390 DEPT Total:		75.32	Environmental Health (FBL)	1 Vendors 1 Transactions
391 DEPT			Solid Waste	
86222 Aitkin Independent Age				
01-391-000-0000-6230		67.32	Clean shop/Age Ad	1482 Printing, Publishing & Adv
01-391-000-0000-6230		67.32	HHW 5/7 BH ad	1482 Printing, Publishing & Adv
01-391-000-0000-6230		67.32	HHW 5/7 Age ad	1482 Printing, Publishing & Adv
01-391-000-0000-6230		67.32	HHW 5/7 BH ad	1482 Printing, Publishing & Adv
86222 Aitkin Independent Age		269.28	4 Transactions	
170 Aitkin Motor Company				
01-391-000-0000-6302		46.75	2012 Ford Escape oil change	8760 Car Maintenance
170 Aitkin Motor Company		46.75	1 Transactions	
5472 Newshopper				
01-391-000-0000-6230		500.00	HHW Ad 4.23,4.30.16	5100 Printing, Publishing & Adv
5472 Newshopper		500.00	1 Transactions	
3810 Paulbeck's County Market				
01-391-000-0000-6405		37.91	SPRING HHW DAY SUPPLIES	9277342 Office & Film Supplies
3810 Paulbeck's County Market		37.91	1 Transactions	
4150 Rosallini's				
01-391-000-0000-6405		139.39	HHW PIZZA/COOKIES	5/7/16 Office & Film Supplies
4150 Rosallini's		139.39	1 Transactions	
6097 Verizon Wireless				
01-391-000-0000-6250		58.75	MONTHLY CELL PHONE BILL	286252299 Telephone
			04/03/2016 05/02/2016	

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
6097 Verizon Wireless		58.75	1 Transactions	
391 DEPT Total:		1,052.08	Solid Waste	6 Vendors 9 Transactions
392 DEPT			Water Wells	
405 A.W. Research Laboratories, Inc.				
01-392-000-0000-6231		41.00	Coliform/Nitrate water test	14079 Services, Labor, Contracts
01-392-000-0000-6231		41.00	Coliform/Nitrate water test	14080 Services, Labor, Contracts
405 A.W. Research Laboratories, Inc.		82.00	2 Transactions	
392 DEPT Total:		82.00	Water Wells	1 Vendors 2 Transactions
500 DEPT			Library And Historical Society	
90 Aitkin Co Historical Society				
01-500-501-0000-6801		7,750.00	1st 1/2 2016 appropriation	Historical Society Appropriations
90 Aitkin Co Historical Society		7,750.00	1 Transactions	
500 DEPT Total:		7,750.00	Library And Historical Society	1 Vendors 1 Transactions
700 DEPT			Promotion,AEOA Tran,Airport,RC&D,Tot	
175 City Of Mcgregor				
01-700-903-0000-6801		6,950.00	1st 1/2 2016 Appropriation	Mcgregor Airport Appropriation
175 City Of Mcgregor		6,950.00	1 Transactions	
10821 Jaques Art Center				
01-700-909-0000-6801		500.00	tourism grant #164	Appropriations- Grant
10821 Jaques Art Center		500.00	1 Transactions	
13995 Midwest Outdoors				
01-700-909-0000-6800		300.00	Advertising	7094 Tourism Miscellaneous
			05/01/2016 05/01/2016	
13995 Midwest Outdoors		300.00	1 Transactions	
11458 MSPN				
01-700-909-0000-6800		270.00	Advertising- Off Road mag	3473 Tourism Miscellaneous
			04/25/2016 04/25/2016	
11458 MSPN		270.00	1 Transactions	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10930	Tidholm Productions 01- 700- 909- 0000- 6800		Club map spot trail map 05/05/2016 05/05/2016	8359	Tourism Miscellaneous
	01- 700- 909- 0000- 6800		Campground ad - trail map 05/05/2016 05/05/2016	8359	Tourism Miscellaneous
10930	Tidholm Productions		2 Transactions		
700	DEPT Total:		Promotion,AEOA Tran,Airport,RC&D,T	5 Vendors	6 Transactions
711	DEPT		Economic Development		
86235	The Office Shop Inc 01- 711- 000- 0000- 6230		Quarterly copy charges 04/27/2016 04/27/2016	285200-0	Printing, Publishing & Adv
86235	The Office Shop Inc		1 Transactions		
711	DEPT Total:		Economic Development	1 Vendors	1 Transactions
1	Fund Total:		General Fund		186 Transactions

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0 DEPT		Undesignated		
13998 Parrott/David		DEPOSIT REFUND 050416		Culverts
03-000-000-0000-5857	500.00			
13998 Parrott/David	500.00		1 Transactions	
13999 Pelto/Fred		CALCIUM CHLORIDE REFUND 050416		Charges- Individuals
03-000-000-0000-5855	95.00			
13999 Pelto/Fred	95.00		1 Transactions	
0 DEPT Total:	595.00	Undesignated	2 Vendors	2 Transactions
301 DEPT		R&B Administration		
86222 Aitkin Independent Age		CALCIUM CHLORIDE NOTIFI 042016	1480	Fees/Prof/Misc
03-301-000-0000-6241	79.20			
03-301-000-0000-6241	79.20	CALCIUM CHLORIDE NOTIFI 042716	1480	Fees/Prof/Misc
86222 Aitkin Independent Age	158.40		2 Transactions	
89541 Culligan		WATER 050316	398937	Supplies And Materials
03-301-000-0000-6400	35.00			
03-301-000-0000-6400	10.50	MAY EQUIP RENTAL 043016	STMT	Supplies And Materials
89541 Culligan	45.50		2 Transactions	
11406 Innovative Office Solutions		OFFICE SUPPLIES 050616	IN1175400	Supplies And Materials
03-301-000-0000-6400	99.99			
11406 Innovative Office Solutions	99.99		1 Transactions	
3247 MCEA		MCEA ANNUAL SUMMER CONF 051216	J WELLE	Meeting Expense/Physicals
03-301-000-0000-6296	150.00			
03-301-000-0000-6296	100.00	MCEA ANNUAL SUMMER CONF 050316	M QUALE	Meeting Expense/Physicals
3247 MCEA	250.00		2 Transactions	
10948 MN Dept of Labor & Industry		CARTER BOILER LICENSE E 050316		Fees/Prof/Misc
03-301-000-0000-6241	50.00			
10948 MN Dept of Labor & Industry	50.00		1 Transactions	
11387 Olsen/Sarah		MILEAGE- DULUTH TO AITKI 042716		Meeting Expense/Physicals
03-301-000-0000-6296	37.51			
03-301-000-0000-6296	37.51	MILEAGE- AITKIN TO DULUT 042916		Meeting Expense/Physicals
03-301-000-0000-6296	8.83	2016 ACCT CONF- MEAL 042916	201519	Meeting Expense/Physicals

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
11387	Olsen/Sarah		11.14	2016 ACCT CONF- MEAL 042716	3945 Meeting Expense/Physicals
			94.99	4 Transactions	
11605	Shred Right				
	03- 301- 000- 0000- 6400		30.00	DOCUMENT DESTRUCTION 042716	237406 Supplies And Materials
11605	Shred Right		30.00	1 Transactions	
86235	The Office Shop Inc				
	03- 301- 000- 0000- 6400		38.75	STAMPERS 050616	285382- 0 Supplies And Materials
86235	The Office Shop Inc		38.75	1 Transactions	
301	DEPT Total:		767.63	R&B Administration	8 Vendors 14 Transactions
302	DEPT			R&B Engineering/Construction	
1701	Forestry Suppliers Inc				
	03- 302- 000- 0000- 6449		225.60	JOB/FIELDBOOKS 050316	884169- 00 Rd/Br Engr. Supplies
1701	Forestry Suppliers Inc		225.60	1 Transactions	
13628	Mies/Jody				
	03- 302- 000- 0000- 6296		130.13	SIGNALS & LIGHTING RECE 042916	Meeting Expense/Physicals
13628	Mies/Jody		130.13	1 Transactions	
302	DEPT Total:		355.73	R&B Engineering/Construction	2 Vendors 2 Transactions
303	DEPT			R&B Highway Maintenance	
170	Aitkin Motor Company				
	03- 303- 000- 0000- 6590		26.07	REPAIR PARTS 042116	9009 Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		90.00	REPAIR LABOR 042116	9009 Repair & Maintenance Supplies
170	Aitkin Motor Company		116.07	2 Transactions	
195	Aitkin Tire Shop				
	03- 303- 000- 0000- 6590		407.68	TIRES 042616	0- 055802 Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		80.00	REPAIR LABOR 042616	0- 055802 Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		60.00	REPAIR LABOR 042616	0- 055804 Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		360.00	TIRES 042816	0- 055815 Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		25.00	REPAIR LABOR 042916	0- 055818 Repair & Maintenance Supplies
195	Aitkin Tire Shop		932.68	5 Transactions	

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8411 American Welding & Gas, Inc. 03-303-000-0000-6298		196.20	AITKIN SHOP SUPPLIES 043016	0-4003176	Shop Maintenance
8411 American Welding & Gas, Inc.		196.20	1 Transactions		
10452 AT&T Mobility 03-303-000-0000-6254		34.99	PAUL'S IPAD SVC 042516	287266104878x0	Utilities
10452 AT&T Mobility		34.99	1 Transactions		
86467 Auto Value Aitkin 03-303-000-0000-6590		177.40	FILTERS 032516	40080243	Repair & Maintenance Supplies
03-303-000-0000-6590		122.22-	REPAIR PARTS 032916	40080469	Repair & Maintenance Supplies
03-303-000-0000-6590		326.07	REPAIR PARTS 033016	40080523	Repair & Maintenance Supplies
03-303-000-0000-6590		48.00	FILTERS 033016	40080524	Repair & Maintenance Supplies
03-303-000-0000-6590		62.18	FILTERS 033016	40080537	Repair & Maintenance Supplies
03-303-000-0000-6590		111.12-	REPAIR PARTS 033116	40080590	Repair & Maintenance Supplies
03-303-000-0000-6590		20.98	FILTERS 040116	40080615	Repair & Maintenance Supplies
03-303-000-0000-6590		20.98	FILTERS 040116	40080650	Repair & Maintenance Supplies
03-303-000-0000-6298		71.84	AITKIN SHOP SUPPLIES 042016	40081554	Shop Maintenance
03-303-000-0000-6298		71.82	AITKIN SHOP SUPPLIES 042016	40081585	Shop Maintenance
86467 Auto Value Aitkin		565.93	10 Transactions		
12445 Brandl Chevrolet, Buick GMC 03-303-000-0000-6590		83.00	REPAIR PARTS 051116	8444	Repair & Maintenance Supplies
12445 Brandl Chevrolet, Buick GMC		83.00	1 Transactions		
7920 Dixon Mechanical Electric, LLP 03-303-000-0000-6590		221.23	REPAIR PARTS 042516	17917	Repair & Maintenance Supplies
03-303-000-0000-6590		135.00	REPAIR LABOR 042516	17917	Repair & Maintenance Supplies
7920 Dixon Mechanical Electric, LLP		356.23	2 Transactions		
7060 Federated Co- Ops Inc. 03-303-000-0000-6297		344.06	MCGREGOR SHOP PROPANE 042616	0-0101705	Shop Fuel
7060 Federated Co- Ops Inc.		344.06	1 Transactions		
1570 Freedom Valu Centers, Inc 03-303-000-0000-6513		49.69-	DISCOUNT 043016		Motor Fuel & Lubricants
03-303-000-0000-6513		25.38	GASOLINE 042916	20897	Motor Fuel & Lubricants
03-303-000-0000-6513		38.00	GASOLINE 040116	23227	Motor Fuel & Lubricants
03-303-000-0000-6513		34.10	GASOLINE 040416	23991	Motor Fuel & Lubricants

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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>	
03-303-000-0000-6513		40.95	GASOLINE 041216	26137 Motor Fuel & Lubricants
03-303-000-0000-6513		32.17	GASOLINE 041316	26515 Motor Fuel & Lubricants
03-303-000-0000-6513		27.28	GASOLINE 042616	29838 Motor Fuel & Lubricants
03-303-000-0000-6513		53.60	GASOLINE 042216	32149 Motor Fuel & Lubricants
03-303-000-0000-6513		38.97	GASOLINE 042516	33113 Motor Fuel & Lubricants
03-303-000-0000-6513		33.19	GASOLINE 042816	33966 Motor Fuel & Lubricants
03-303-000-0000-6513		47.71	GASOLINE 040616	37276 Motor Fuel & Lubricants
03-303-000-0000-6513		36.03	GASOLINE 040716	37517 Motor Fuel & Lubricants
03-303-000-0000-6513		37.96	GASOLINE 041116	38658 Motor Fuel & Lubricants
03-303-000-0000-6513		23.40	GASOLINE 041416	39413 Motor Fuel & Lubricants
03-303-000-0000-6513		25.38	GASOLINE 041516	39828 Motor Fuel & Lubricants
1570 Freedom Valu Centers, Inc		444.43		
			15 Transactions	
13468 G & K Services				
03-303-000-0000-6298		14.79	SHOP LAUNDRY 050216	1043467292 Shop Maintenance
03-303-000-0000-6298		14.79	SHOP LAUNDRY 050916	1043472806 Shop Maintenance
13468 G & K Services		29.58		
			2 Transactions	
1754 Garrison Disposal Company, Inc				
03-303-000-0000-6254		30.00	ROAD CLEAN UP 040116	8220357 Utilities
03-303-000-0000-6254		78.69	MCGREGOR SHOP 040416	8220711 Utilities
1754 Garrison Disposal Company, Inc		108.69		
			2 Transactions	
4641 Holiday Credit Office				
03-303-000-0000-6513		5.54	FEDERAL TAX ADJUSTMENT 043016	Motor Fuel & Lubricants
03-303-000-0000-6513		0.91	REBATE 043016	Motor Fuel & Lubricants
03-303-000-0000-6513		59.00	GASOLINE 040716	0- 84300034 Motor Fuel & Lubricants
4641 Holiday Credit Office		52.55		
			3 Transactions	
2340 Hyytinen Hardware Hank				
03-303-000-0000-6298		6.39	AITKIN SHOP SUPPLIES 040616	1318989 Shop Maintenance
03-303-000-0000-6298		39.98	MCGRATH SHOP SUPPLIES 040616	1319005 Shop Maintenance
03-303-000-0000-6516		6.49	SIGN SUPPLIES 040716	1319088 Signs & Posts
03-303-000-0000-6298		29.96	AITKIN SHOP SUPPLIES 041316	1320016 Shop Maintenance
03-303-000-0000-6298		64.99	MCGREGOR SHOP SUPPLIES 041316	1320134 Shop Maintenance
03-303-000-0000-6298		11.48	AITKIN SHOP SUPPLIES 041416	1320370 Shop Maintenance
03-303-000-0000-6516		1.29	SIGN SUPPLIES 041516	1320426 Signs & Posts
03-303-000-0000-6298		17.98	AITKIN SHOP SUPPLIES 041916	1321356 Shop Maintenance
03-303-000-0000-6521		13.99	MAILBOX 042516	1322318 Maintenance Supplies

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6521		CRACK FILLING SUPPLIES 042616	1322573	Maintenance Supplies
	03-303-000-0000-6521		CRACK FILLING SUPPLIES 042716	1322640	Maintenance Supplies
2340	Hyytinen Hardware Hank		11 Transactions		
	03-303-000-0000-6521	5.70			
	03-303-000-0000-6521	35.94			
	03-303-000-0000-6521	234.19			
2763	J & H Transfer Station-Lakes Sanitary				
	03-303-000-0000-6254	93.89	AITKIN 050116	104434	Utilities
	03-303-000-0000-6254	57.65	PALISADE 050116	104435	Utilities
	03-303-000-0000-6254	40.00	ROAD CLEAN UP 050416	9483	Utilities
2763	J & H Transfer Station-Lakes Sanitary	191.54	3 Transactions		
13061	Konrad Material Sales				
	03-303-000-0000-6517	23,373.00	CRACK SEALANT 042216	1252717	Asphalt,Crackfiller,Tack Oil,Etc
13061	Konrad Material Sales	23,373.00	1 Transactions		
91187	Lake Country Power				
	03-303-000-0000-6254	76.76	MAR- APR JACOBSON SHOP 050416	1400073000	Utilities
	03-303-000-0000-6254	59.61	MAR- APR CSAH 14 042516	141979801	Utilities
	03-303-000-0000-6254	56.88	MAR- APR CSAH 6 042516	141979901	Utilities
91187	Lake Country Power	193.25	3 Transactions		
2991	Malmo Market				
	03-303-000-0000-6513	34.05	GASOLINE 041316	30591	Motor Fuel & Lubricants
	03-303-000-0000-6513	30.47	GASOLINE 041516	30808	Motor Fuel & Lubricants
	03-303-000-0000-6513	20.26	GASOLINE 042216	31969	Motor Fuel & Lubricants
	03-303-000-0000-6513	21.04	GASOLINE 042516	32630	Motor Fuel & Lubricants
	03-303-000-0000-6513	33.51	GASOLINE 040416	39417	Motor Fuel & Lubricants
	03-303-000-0000-6513	29.48	GASOLINE 040416	39421	Motor Fuel & Lubricants
	03-303-000-0000-6513	28.75	GASOLINE 040716	39811	Motor Fuel & Lubricants
2991	Malmo Market	197.56	7 Transactions		
10824	Maney International Inc				
	03-303-000-0000-6590	261.92	REPAIR PARTS 042516	156782	Repair & Maintenance Supplies
	03-303-000-0000-6590	306.80	REPAIR LABOR 042516	156782	Repair & Maintenance Supplies
	03-303-000-0000-6590	130.37	REPAIR PARTS 051016	725233	Repair & Maintenance Supplies
	03-303-000-0000-6590	130.37	REPAIR PARTS 051016	725233	Repair & Maintenance Supplies
	03-303-000-0000-6590	130.37	REPAIR PARTS 051016	725233	Repair & Maintenance Supplies
10824	Maney International Inc	959.83	5 Transactions		
3100	McGregor Oil				

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-303-000-0000-6513		16.62	DISCOUNT 043016		Motor Fuel & Lubricants
03-303-000-0000-6513		18.29	GASOLINE 040416	54441	Motor Fuel & Lubricants
03-303-000-0000-6513		45.71	GASOLINE 040416	54442	Motor Fuel & Lubricants
03-303-000-0000-6513		33.74	GASOLINE 040816	54444	Motor Fuel & Lubricants
03-303-000-0000-6513		36.18	GASOLINE 041116	54445	Motor Fuel & Lubricants
03-303-000-0000-6513		43.56	GASOLINE 041316	54446	Motor Fuel & Lubricants
03-303-000-0000-6513		46.05	GASOLINE 041316	54447	Motor Fuel & Lubricants
03-303-000-0000-6513		22.06	GASOLINE 040216	54942	Motor Fuel & Lubricants
03-303-000-0000-6513		801.96	SWATARA DIESEL 041216	55019	Motor Fuel & Lubricants
03-303-000-0000-6513		831.94	PALISADE DIESEL 041216	55020	Motor Fuel & Lubricants
03-303-000-0000-6513		46.10	GASOLINE 041916	55101	Motor Fuel & Lubricants
03-303-000-0000-6513		33.58	GASOLINE 042016	55102	Motor Fuel & Lubricants
03-303-000-0000-6513		38.29	GASOLINE 042116	55103	Motor Fuel & Lubricants
03-303-000-0000-6513		45.02	GASOLINE 042216	55104	Motor Fuel & Lubricants
03-303-000-0000-6513		36.84	GASOLINE 042616	55105	Motor Fuel & Lubricants
03-303-000-0000-6513		34.85	GASOLINE 042616	55106	Motor Fuel & Lubricants
03-303-000-0000-6513		34.86	GASOLINE 042716	55107	Motor Fuel & Lubricants
03-303-000-0000-6513		42.32	GASOLINE 042916	55108	Motor Fuel & Lubricants
03-303-000-0000-6513		45.36	GASOLINE 042916	55109	Motor Fuel & Lubricants
3100 McGregor Oil		2,220.09			
			19 Transactions		
12927 Midwest Machinery Co.					
03-303-000-0000-6590		31.94	REPAIR PARTS 041116	1234634	Repair & Maintenance Supplies
12927 Midwest Machinery Co.		31.94			
			1 Transactions		
5917 Mike's Bobcat Service					
03-303-000-0000-6825		100.00	BLADING 041416	APR 2016	Maintenance Agreements
03-303-000-0000-6825		100.00	BLADING 042816	APR 2016	Maintenance Agreements
5917 Mike's Bobcat Service		200.00			
			2 Transactions		
9692 Minnesota Energy Resources Corporation					
03-303-000-0000-6297		451.08	NAT GAS: AITKIN SHOP 050416	MAR-APR	Shop Fuel
9692 Minnesota Energy Resources Corporation		451.08			
			1 Transactions		
8436 Northland Parts					
03-303-000-0000-6590		8.67	REPAIR PARTS 042516	319516	Repair & Maintenance Supplies
8436 Northland Parts		8.67			
			1 Transactions		
10720 Nuss Truck & Equipment					

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<u>No.</u> <u>Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10720 Nuss Truck & Equipment			REPAIR PARTS 050416	3151018P	Repair & Maintenance Supplies
	402.17				
	402.17			1 Transactions	
10412 O'Reilly Auto Parts			AITKIN SHOP SUPPLIES 050416	1878-328164	Shop Maintenance
	79.00				
10412 O'Reilly Auto Parts					
	79.00			1 Transactions	
3760 Palisade Cooperative Oil Assoc			GASOLINE 040516	334470	Motor Fuel & Lubricants
	41.77				
	29.05		GASOLINE 040516	334706	Motor Fuel & Lubricants
	25.42		GASOLINE 042516	336109	Motor Fuel & Lubricants
	39.95		GASOLINE 042616	336180	Motor Fuel & Lubricants
3760 Palisade Cooperative Oil Assoc					
	136.19			4 Transactions	
3776 Palisade One Stop			GASOLINE 041816	10027	Motor Fuel & Lubricants
	47.90				
3776 Palisade One Stop					
	47.90			1 Transactions	
4010 Rasley Oil Company			GASOLINE 040116	56157	Motor Fuel & Lubricants
	39.84				
	20.83		GASOLINE 040416	56237	Motor Fuel & Lubricants
	53.28		GASOLINE 040416	56239	Motor Fuel & Lubricants
	39.37		GASOLINE 040516	56267	Motor Fuel & Lubricants
	31.99		GASOLINE 040716	56337	Motor Fuel & Lubricants
	44.20		GASOLINE 040716	56362	Motor Fuel & Lubricants
	53.61		GASOLINE 040816	56405	Motor Fuel & Lubricants
	33.47		GASOLINE 041116	56478	Motor Fuel & Lubricants
	18.96		GASOLINE 041216	56534	Motor Fuel & Lubricants
	46.34		GASOLINE 041216	56541	Motor Fuel & Lubricants
	13.52		GASOLINE 041316	56565	Motor Fuel & Lubricants
	55.07		GASOLINE 041316	56595	Motor Fuel & Lubricants
	18.26		GASOLINE 041416	56615	Motor Fuel & Lubricants
	136.78		AITKIN SHOP SUPPLIES 041516	56675	Shop Maintenance
	63.99		AITKIN SHOP SUPPLIES 041516	56679	Shop Maintenance
	44.07		GASOLINE 041516	56679	Motor Fuel & Lubricants
	8.23		GASOLINE 041816	56762	Motor Fuel & Lubricants
	22.70		GASOLINE 041816	56763	Motor Fuel & Lubricants
	29.01		GASOLINE 041816	56764	Motor Fuel & Lubricants
	43.14		GASOLINE 041816	56779	Motor Fuel & Lubricants

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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>	
03-303-000-0000-6513		9.49	GASOLINE 041816	56786 Motor Fuel & Lubricants
03-303-000-0000-6513		32.69	GASOLINE 041916	56817 Motor Fuel & Lubricants
03-303-000-0000-6513		13.13	GASOLINE 042016	56840 Motor Fuel & Lubricants
03-303-000-0000-6513		24.52	GASOLINE 042016	56842 Motor Fuel & Lubricants
03-303-000-0000-6513		42.34	GASOLINE 042016	56856 Motor Fuel & Lubricants
03-303-000-0000-6513		30.94	GASOLINE 042116	56891 Motor Fuel & Lubricants
03-303-000-0000-6513		21.18	GASOLINE 042216	56931 Motor Fuel & Lubricants
03-303-000-0000-6513		24.67	GASOLINE 042516	57004 Motor Fuel & Lubricants
03-303-000-0000-6513		4.46	GASOLINE 042616	57058 Motor Fuel & Lubricants
03-303-000-0000-6513		24.48	GASOLINE 042616	57059 Motor Fuel & Lubricants
03-303-000-0000-6513		25.22	GASOLINE 042716	57115 Motor Fuel & Lubricants
03-303-000-0000-6513		33.38	GASOLINE 042716	57122 Motor Fuel & Lubricants
03-303-000-0000-6513		55.29	GASOLINE 042716	57137 Motor Fuel & Lubricants
03-303-000-0000-6513		7.45	GASOLINE 042816	57160 Motor Fuel & Lubricants
03-303-000-0000-6513		29.20	GASOLINE 042816	57161 Motor Fuel & Lubricants
03-303-000-0000-6513		37.37	GASOLINE 042916	57212 Motor Fuel & Lubricants
4010 Rasley Oil Company		1,232.47		36 Transactions
4070 Riley Auto Supply				
03-303-000-0000-6590		132.49	REPAIR PARTS 040416	573036 Repair & Maintenance Supplies
03-303-000-0000-6298		45.80	AITKIN SHOP SUPPLIES 040416	573045 Shop Maintenance
03-303-000-0000-6590		740.37	REPAIR PARTS 042216	573698 Repair & Maintenance Supplies
03-303-000-0000-6590		39.00	REPAIR PARTS 042216	573699 Repair & Maintenance Supplies
03-303-000-0000-6590		25.12	REPAIR PARTS 042516	573743 Repair & Maintenance Supplies
03-303-000-0000-6590		111.92	REPAIR PARTS 042516	573770 Repair & Maintenance Supplies
03-303-000-0000-6590		12.00	REPAIR PARTS 042616	573829 Repair & Maintenance Supplies
03-303-000-0000-6590		175.42	REPAIR PARTS 042816	573896 Repair & Maintenance Supplies
4070 Riley Auto Supply		1,258.12		8 Transactions
8208 Royal Tire, Inc				
03-303-000-0000-6590		960.67	TIRES 050416	317-22479 Repair & Maintenance Supplies
03-303-000-0000-6590		960.67	TIRES 050416	317-22479 Repair & Maintenance Supplies
03-303-000-0000-6590		960.68	TIRES 050416	317-22479 Repair & Maintenance Supplies
03-303-000-0000-6590		960.68	TIRES 050416	317-22479 Repair & Maintenance Supplies
03-303-000-0000-6590		1,295.00	TIRES 050416	317-22480 Repair & Maintenance Supplies
03-303-000-0000-6590		1,295.00	TIRES 050416	31722480 Repair & Maintenance Supplies
8208 Royal Tire, Inc		6,432.70		6 Transactions
4711 Sunnys Citgo				

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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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
03- 303- 000- 0000- 6513		37.00	GASOLINE 040716	1010460 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		29.48	GASOLINE 042216	1011248 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		25.42	GASOLINE 041416	1013164 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		27.18	GASOLINE 041816	1014739 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		26.48	GASOLINE 040116	1018428 Motor Fuel & Lubricants
4711 Sunnys Citgo		145.56		5 Transactions
90805 Temco				
03- 303- 000- 0000- 6298		75.00	AITKIN SHOP SUPPLIES 042716	19950 Shop Maintenance
03- 303- 000- 0000- 6590		24.40	REPAIR PARTS 050316	19978 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		96.98	REPAIR PARTS 050616	19996 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		96.99	REPAIR PARTS 050616	19996 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		96.99	REPAIR PARTS 050616	19996 Repair & Maintenance Supplies
90805 Temco		390.36		5 Transactions
8364 Towmaster, Inc				
03- 303- 000- 0000- 6590		187.56	REPAIR PARTS 050216	380227 Repair & Maintenance Supplies
8364 Towmaster, Inc		187.56		1 Transactions
10431 Verizon Business				
03- 303- 000- 0000- 6254		18.54	HWY OFFICE 050116	4227948181604 Utilities
10431 Verizon Business		18.54		1 Transactions
6097 Verizon Wireless				
03- 303- 000- 0000- 6254		337.79	DEPT CELL PHONES 050116	9764701005 Utilities
6097 Verizon Wireless		337.79		1 Transactions
13833 WALTERS/JOHN				
03- 303- 000- 0000- 6411		145.00	WORK BOOT REIMBURSEMENT 042716	0- 00003 Safety Footwear
13833 WALTERS/JOHN		145.00		1 Transactions
8605 Wayne's Sanitation Llc				
03- 303- 000- 0000- 6254		26.25	GARBAGE: MCGRATH 041416	259251 Utilities
8605 Wayne's Sanitation Llc		26.25		1 Transactions
5295 Ziegler Inc				
03- 303- 000- 0000- 6590		113.15	REPAIR PARTS 042616	PC190055628 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		943.62	FILTERS 042616	PC190055628 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		338.55	FILTERS 042616	PC190055629 Repair & Maintenance Supplies

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 3 Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6590			111.65	REPAIR PARTS 042616	PC190055630	Repair & Maintenance Supplies
	03-303-000-0000-6298			32.10	AITKIN SHOP SUPPLIES 050716	PC190056044	Shop Maintenance
	03-303-000-0000-6590			212.13	REPAIR PARTS 050416	SW190017231	Repair & Maintenance Supplies
	03-303-000-0000-6590			270.00	REPAIR LABOR 050416	SW190017231	Repair & Maintenance Supplies
5295	Ziegler Inc			2,021.20			
					7 Transactions		
303	DEPT Total:			44,186.37	R&B Highway Maintenance	38 Vendors	178 Transactions
307	DEPT				R&B Capital Infrastructure		
48	Aitkin Co Abstract Company						
	03-307-000-0000-6260			60.00	SAP 001-603-018 042616	49647	Professional Services
48	Aitkin Co Abstract Company			60.00			
					1 Transactions		
1850	Graff/Alice						
	03-307-000-0000-6362			600.00	LAND R- W 050516	PARCEL NO 18A	Right Of Way
1850	Graff/Alice			600.00			
					1 Transactions		
307	DEPT Total:			660.00	R&B Capital Infrastructure	2 Vendors	2 Transactions
3	Fund Total:			46,564.73	Road & Bridge		198 Transactions

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9 State

	<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>
0	DEPT		Undesignated		
	4580 Mn Dept Of Finance				
	09-000-000-0000-2030		April marriage license fees		State Fees, Assessments & Surcharges
	4580 Mn Dept Of Finance		360.00		
			360.00		1 Transactions
0	DEPT Total:		360.00	Undesignated	1 Vendors
					1 Transactions
9	Fund Total:		360.00	State	1 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
900	DEPT			Timber Permit Bonds		
943	Cook Logging 10-900-000-0000-2300		2,535.00	timber bond refund R#2550	13452	Timber Permit Bonds
943	Cook Logging		2,535.00	1 Transactions		
1396	Dorau/Phillip 10-900-000-0000-2300		924.62	timber bond refund R#2120	13486	Timber Permit Bonds
1396	Dorau/Phillip		924.62	1 Transactions		
3066	Maxwell/James Henry 10-900-000-0000-2300		112.50	timber bond refund R#2503	13418	Timber Permit Bonds
3066	Maxwell/James Henry		112.50	1 Transactions		
5791	Sappi 10-900-000-0000-2300		7,963.00	timber bond refund R2304	13652	Timber Permit Bonds
5791	Sappi		7,963.00	1 Transactions		
900	DEPT Total:		11,535.12	Timber Permit Bonds	4 Vendors	4 Transactions
923	DEPT			Forfeited Tax Sales		
10925	Aitkin Co Assessor's Office 10-923-000-0000-6231		50.00	appraise B.Rhodes property	56-1-033600	Services, Labor, Contracts
	10-923-000-0000-6231		50.00	appraise B.Rhodes property	56-1-033800	Services, Labor, Contracts
10925	Aitkin Co Assessor's Office		100.00	2 Transactions		
86222	Aitkin Independent Age 10-923-000-0000-6405		20.00	Timber auction notice	1519	Office Supplies
86222	Aitkin Independent Age		20.00	1 Transactions		
170	Aitkin Motor Company 10-923-000-0000-6590		45.76	LOF	8763	Repair & Maintenance Supplies
170	Aitkin Motor Company		45.76	1 Transactions		
195	Aitkin Tire Shop 10-923-000-0000-6590		24.00	tire disposal	55745	Repair & Maintenance Supplies
	10-923-000-0000-6590		137.00	tire	55745	Repair & Maintenance Supplies
	10-923-000-0000-6590		140.00	2 tires	55745	Repair & Maintenance Supplies
	10-923-000-0000-6590		20.00	tire repair	55745	Repair & Maintenance Supplies

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
195	Aitkin Tire Shop		321.00			
				4 Transactions		
11365	Apex Envirocare Ltd.					
	10- 923- 000- 0000- 6231		795.39	Asbestos Inspections	15d52	Services, Labor, Contracts
	10- 923- 000- 0000- 6231		495.39	Asbestos Inspections	15d53	Services, Labor, Contracts
	10- 923- 000- 0000- 6231		635.39	Asbestos Inspections	15d54	Services, Labor, Contracts
	10- 923- 000- 0000- 6231		525.39	Asbestos Inspections	15d55	Services, Labor, Contracts
	10- 923- 000- 0000- 6231		475.39	Asbestos Inspections	15d56	Services, Labor, Contracts
11365	Apex Envirocare Ltd.		2,926.95	5 Transactions		
10452	AT&T Mobility					
	10- 923- 000- 0000- 6254		55.96	Cell phone charges	287257204209	Utilities
				03/18/2016	04/17/2016	
10452	AT&T Mobility		55.96	1 Transactions		
1570	Freedom Valu Centers, Inc					
	10- 923- 000- 0000- 6511		364.05	April Gas purchases	9423	Gas And Oil
1570	Freedom Valu Centers, Inc		364.05	1 Transactions		
1754	Garrison Disposal Company, Inc					
	10- 923- 000- 0000- 6231		40.00	mattress, box spring disposal	8220226	Services, Labor, Contracts
1754	Garrison Disposal Company, Inc		40.00	1 Transactions		
4641	Holiday Credit Office					
	10- 923- 000- 0000- 6511		290.45	April Billing	1400000134961	Gas And Oil
4641	Holiday Credit Office		290.45	1 Transactions		
2991	Malmo Market					
	10- 923- 000- 0000- 6511		61.50	April gas bill	27839	Gas And Oil
2991	Malmo Market		61.50	1 Transactions		
3100	McGregor Oil					
	10- 923- 000- 0000- 6511		63.25	April Gas	AITKINLA	Gas And Oil
3100	McGregor Oil		63.25	1 Transactions		
4010	Rasley Oil Company					
	10- 923- 000- 0000- 6511		476.69	APRIL GAS	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		476.69	1 Transactions		

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
86235 The Office Shop Inc 10- 923- 000- 0000- 6405		789.70	copies on copier	285194-0	Office Supplies
86235 The Office Shop Inc		789.70	1 Transactions		
923 DEPT Total:		5,555.31	Forfeited Tax Sales	13 Vendors	21 Transactions
10 Fund Total:		17,090.43	Trust		25 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
10452	AT&T Mobility 11- 924- 000- 0000- 6250		104.93	Cell phone charges 03/18/2016	287257204209	Telephone
10452	AT&T Mobility		104.93		04/17/2016 1 Transactions	
10982	Prt Usa Inc 11- 924- 000- 0000- 6273		4,512.00	2016 TREES	02126350	Timber Improvement
10982	Prt Usa Inc		4,512.00		1 Transactions	
4489	Rainforest Alliance, Inc. 11- 924- 000- 0000- 6231		6,648.00	2016 FSC ASSESSMENT	143833	Services, Labor, Contracts
4489	Rainforest Alliance, Inc.		6,648.00		1 Transactions	
6097	Verizon Wireless 11- 924- 000- 0000- 6250		61.90	April cell phone service 04/02/2016	580683827	Telephone
6097	Verizon Wireless		61.90		05/01/2016 1 Transactions	
924	DEPT Total:		11,326.83	Forest Resource	4 Vendors	4 Transactions
925	DEPT			Reforestation		
12063	Express Forestry Service LLC 11- 925- 000- 0000- 6273		10,382.00	2016 Tree planting	16052	Timber Improvement
12063	Express Forestry Service LLC		10,382.00		1 Transactions	
2340	Hyytinen Hardware Hank 11- 925- 000- 0000- 6406		2,625.81	fence and posts	1318643	Field Supplies
2340	Hyytinen Hardware Hank		2,625.81		1 Transactions	
5821	Masconomo Forestry 11- 925- 000- 0000- 6231		1,229.50	2016 oak growth & yield study	3/30- 4/4/16	Services, Labor, Contracts
5821	Masconomo Forestry		1,229.50		1 Transactions	
10982	Prt Usa Inc 11- 925- 000- 0000- 6273		9,618.00	2016 TREES	02126350	Timber Improvement
10982	Prt Usa Inc		9,618.00		1 Transactions	
10891	Roth Construction					

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
10891	Roth Construction 11- 925- 000- 0000- 6231		742.50 742.50	Burman creek rd- deliver gravel 1 Transactions	5/9/16	Services, Labor, Contracts
12788	Timmer Implement of Aitkin 11- 925- 000- 0000- 6590		40.00	oil	IA06493	Repair & Maintenance Supplies
	11- 925- 000- 0000- 6590		8.42	brake fluid	IA06620	Repair & Maintenance Supplies
12788	Timmer Implement of Aitkin		48.42	2 Transactions		
925	DEPT Total:		24,646.23	Reforestation	6 Vendors	7 Transactions
935	DEPT			Forest Road		
195	Aitkin Tire Shop 11- 935- 000- 0000- 6590		2,416.00	4 tires	55748	Repair & Maintenance Supplies
195	Aitkin Tire Shop		2,416.00	1 Transactions		
14001	Aring Equipment Co Inc 11- 935- 000- 0000- 6590		901.71	Repair Parts	566316	Repair & Maintenance Supplies
14001	Aring Equipment Co Inc		901.71	1 Transactions		
4070	Riley Auto Supply 11- 935- 000- 0000- 6590		241.43	filters,diesel oil, serpentine	573766	Repair & Maintenance Supplies
	11- 935- 000- 0000- 6590		209.14	antifreeze,filter, tranny oil	573808	Repair & Maintenance Supplies
4070	Riley Auto Supply		450.57	2 Transactions		
90805	Temco 11- 935- 000- 0000- 6590		1,565.39	fabricate mower receiver	19915	Repair & Maintenance Supplies
90805	Temco		1,565.39	1 Transactions		
5109	Westerlund Brothers Gravel 11- 935- 000- 0000- 6330		280.00	haul grader from Duluth to Ait	070912	Transportation & Travel
5109	Westerlund Brothers Gravel		280.00	1 Transactions		
935	DEPT Total:		5,613.67	Forest Road	5 Vendors	6 Transactions
11	Fund Total:		41,586.73	Forest Development		17 Transactions

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19 Long Lake Conservation C

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			LLCC Administration		
12710	AdventureKEEN 19- 521- 000- 0000- 6400		203.14	Journals for canteen 05/01/2016	37600	Commissary Items
12710	AdventureKEEN		203.14	1 Transactions		
783	Canon Financial Services, Inc 19- 521- 000- 0000- 6231		126.47	Contract charges- 020 05/03/2016	16037551	Services, Labor, Contracts
783	Canon Financial Services, Inc		126.47	1 Transactions		
8622	Frontier 19- 521- 000- 0000- 6231		250.00	Phone system repair 04/25/2016	21871102080911	Services, Labor, Contracts
	19- 521- 000- 0000- 6250		440.72	Service/long distance 04/22/2016	21876846531119	Telephone
8622	Frontier		690.72	2 Transactions		
2763	J & H Transfer Station- Lakes Sanitary 19- 521- 000- 0000- 6255		92.38	May garbage service 05/01/2016	104470	Garbage
2763	J & H Transfer Station- Lakes Sanitary		92.38	1 Transactions		
12050	Maven Perspectives 19- 521- 000- 0000- 6230		429.00	review mtg & mileage reimburse	1381	Printing, Publ & Adv Promotion
12050	Maven Perspectives		429.00	1 Transactions		
4425	Shirts Plus 19- 521- 000- 0000- 6400		1,234.80	T's & hoodies 04/27/2016	314	Commissary Items
4425	Shirts Plus		1,234.80	1 Transactions		
9431	Waterford Publishing Group 19- 521- 000- 0000- 6400		141.81	Pocket guides for commissary 05/02/2016	35969	Commissary Items
9431	Waterford Publishing Group		141.81	1 Transactions		
521	DEPT Total:		2,918.32	LLCC Administration	7 Vendors	8 Transactions

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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	
523	DEPT		LLCC Food			
5662	McGregor Dairy, Inc					
	19- 523- 000- 0000- 6418		190.41	Groceries	25303	Groceries- Students
				04/26/2016	04/26/2016	
	19- 523- 000- 0000- 6418		377.84	Groceries	25329	Groceries- Students
				05/03/2016	05/03/2016	
	5662	McGregor Dairy, Inc	568.25		2 Transactions	
3390	Minnesota UC Fund					
	19- 523- 000- 0000- 6267		2,134.00	1st Qtr 2016 Unemployment	19- 523	Unemployment Compensation
3390	Minnesota UC Fund		2,134.00		1 Transactions	
4761	Sysco Minnesota Inc					
	19- 523- 000- 0000- 6418		872.55	Groceries	604280672	Groceries- Students
				04/28/2016	04/28/2016	
	4761	Sysco Minnesota Inc	872.55		1 Transactions	
4968	Upper Lakes Foods, Inc					
	19- 523- 000- 0000- 6418		78.00	Groceries	690102- 00	Groceries- Students
				04/15/2016	04/15/2016	
	19- 523- 000- 0000- 6418		35.11	Groceries	692030- 00	Groceries- Students
				04/26/2016	04/26/2016	
	19- 523- 000- 0000- 6418		1,039.12	Groceries	694973- 00	Groceries- Students
				04/26/2016	04/26/2016	
	19- 523- 000- 0000- 6418		1,430.63	Groceries	699028- 00	Groceries- Students
				05/03/2016	05/03/2016	
	19- 523- 000- 0000- 6420		211.50	Supplies	699028- 00	Food Service Supplies
				05/03/2016	05/03/2016	
	4968	Upper Lakes Foods, Inc	2,794.36		5 Transactions	
523	DEPT Total:		6,369.16	LLCC Food	4 Vendors	9 Transactions
524	DEPT			LLCC Maintenance		
8809	Biscoe/Scott A					
	19- 524- 000- 0000- 6422		21.36	Socket holder, Northern Tool	44779	Janitorial Services/Supplies
				04/27/2016	04/27/2016	
	19- 524- 000- 0000- 6422		3.20	Drill bit set Milaca Unclaimed	6930	Janitorial Services/Supplies
				04/28/2016	04/28/2016	

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19 Long Lake Conservation C

Vendor Name	<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>
8809 Biscoe/Scott A		24.56			
			2 Transactions		
88628 Dalco					
19- 524- 000- 0000- 6422		188.65	Toilet tissue	3017798	Janitorial Services/Supplies
			04/26/2016	04/26/2016	
88628 Dalco		188.65			
			1 Transactions		
2340 Hyytinen Hardware Hank					
19- 524- 000- 0000- 6422		15.10	Keys, wire nuts	1320114	Janitorial Services/Supplies
			04/13/2016	04/13/2016	
19- 524- 000- 0000- 6422		15.98	Goop	1322286	Janitorial Services/Supplies
			04/24/2016	04/24/2016	
19- 524- 000- 0000- 6422		69.90	Softener salt	1322515	Janitorial Services/Supplies
			04/26/2016	04/26/2016	
2340 Hyytinen Hardware Hank		100.98			
			3 Transactions		
524 DEPT Total:		314.19	LLCC Maintenance	3 Vendors	6 Transactions
19 Fund Total:		9,601.67	Long Lake Conservation Center		23 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
116	Aitkin Pet & Farm Supply Inc				
	21- 520- 000- 0000- 6590		Natural Mulch- Berglund Pk	405822	Repair & Maintenance Supplies
116	Aitkin Pet & Farm Supply Inc				
		51.80			
		51.80	1 Transactions		
10452	AT&T Mobility				
	21- 520- 000- 0000- 6250		Cell phone charges	287257204209	Telephone
		34.98	03/18/2016 04/17/2016		
10452	AT&T Mobility				
		34.98	1 Transactions		
86467	Auto Value Aitkin				
	21- 520- 000- 0000- 6590		Professional Knock'e	40081640	Repair & Maintenance Supplies
86467	Auto Value Aitkin				
		8.49			
		8.49	1 Transactions		
13725	Beartooth True Value				
	21- 520- 000- 0000- 6590		metric tap	a4834	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		step ladder tread	a5251	Repair & Maintenance Supplies
13725	Beartooth True Value				
		5.09			
		12.99			
		18.08	2 Transactions		
589	Blomberg/Judith				
	21- 520- 000- 0000- 6350		Parks Meeting	5/9/16	Per Diem
589	Blomberg/Judith				
		35.00			
		35.00	1 Transactions		
1701	Forestry Suppliers Inc				
	21- 520- 000- 0000- 6406		Safety Equipment	875320- 01	Field Supplies
1701	Forestry Suppliers Inc				
		389.74			
		389.74	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc				
	21- 520- 000- 0000- 6231		curb stop & Hydrant install	71531	Services, Labor, Contracts
1880	Gravelle Plumbing & Heating, Inc				
		1,320.00			
		1,320.00	1 Transactions		
2186	Hillyard Inc - Kansas City				
	21- 520- 000- 0000- 6406		toilet paper,soap,cleaner	602058225	Field Supplies
2186	Hillyard Inc - Kansas City				
		391.91			
		391.91	1 Transactions		
7525	Hometown Bldg Supply				
	21- 520- 000- 0000- 6590		2x6, 2x4, 2x8- for picnic table	79310	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		concrete mix	79468	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		4x4 treated	79473	Repair & Maintenance Supplies
		700.40			
		40.50			
		10.43			

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



DKB1
5/13/16 4:18PM
21 Parks

<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>
7525 Hometown Bldg Supply		751.33	3 Transactions	
2340 Hyytinen Hardware Hank				
21- 520- 000- 0000- 6406		33.27	wire,staples,anchors	1319857 Field Supplies
21- 520- 000- 0000- 6406		71.99	spikes	1319857 Field Supplies
21- 520- 000- 0000- 6406		11.98	paint	1320605 Field Supplies
21- 520- 000- 0000- 6406		1.10	bolts	1321556 Field Supplies
21- 520- 000- 0000- 6406		1.08	bolts	1321560 Field Supplies
21- 520- 000- 0000- 6406		18.99	lawn seed	1321917 Field Supplies
21- 520- 000- 0000- 6406		32.99	padlocks	1322923 Field Supplies
21- 520- 000- 0000- 6406		3.98	star drivers	1322926 Field Supplies
2340 Hyytinen Hardware Hank		175.38	8 Transactions	
10336 Images On Metal, Inc.				
21- 520- 000- 0000- 6231		273.77	metal signs	197845 Services, Labor, Contracts
10336 Images On Metal, Inc.		273.77	1 Transactions	
2763 J & H Transfer Station- Lakes Sanitary				
21- 520- 000- 0000- 6254		78.15	garbage service	104544 Utilities
21- 520- 000- 0000- 6254		75.00	garbage service	104559 Utilities
2763 J & H Transfer Station- Lakes Sanitary		153.15	2 Transactions	
2448 Janzen/Carroll Mark				
21- 520- 000- 0000- 6350		35.00	Parks Meeting	5/9/16 Per Diem
21- 520- 000- 0000- 6330		30.24	Parks mileage	56@.54 Transportation & Travel
2448 Janzen/Carroll Mark		65.24	2 Transactions	
11008 Lake States Lumber, Inc.				
21- 520- 000- 0000- 6406		9,194.62	planking for Redtop ATV trail	AKA- 564648 Field Supplies
11008 Lake States Lumber, Inc.		9,194.62	1 Transactions	
3950 Public Utilities				
21- 520- 000- 0000- 6590		132.00	ONE INCH WATER METER	13272 Repair & Maintenance Supplies
3950 Public Utilities		132.00	1 Transactions	
4070 Riley Auto Supply				
21- 520- 000- 0000- 6590		10.98	zerks, coupler	573138 Repair & Maintenance Supplies
21- 520- 000- 0000- 6590		21.99	drain pan	573194 Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
5/13/16 4:18PM
21 Parks

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
4070 Riley Auto Supply		32.97		
			2 Transactions	
90805 Temco				
21- 520- 000- 0000- 6590		461.60	pay tubes- wash station	19919 Repair & Maintenance Supplies
21- 520- 000- 0000- 6590		461.60	pay tubes- dump station	19919 Repair & Maintenance Supplies
90805 Temco		923.20		
			2 Transactions	
4927 Turnock/Franklin Allen				
21- 520- 000- 0000- 6350		35.00	Parks Meeting	5/9/16 Per Diem
21- 520- 000- 0000- 6330		32.40	Parks mileage	60@.54 Transportation & Travel
4927 Turnock/Franklin Allen		67.40		
			2 Transactions	
12065 Warnest/Timothy				
21- 520- 000- 0000- 6350		35.00	Parks Meeting	10/12/15 Per Diem
21- 520- 000- 0000- 6350		35.00	Parks Meeting	5/9/16 Per Diem
21- 520- 000- 0000- 6330		33.48	Parks mileage 5/9/16	62@.54 Transportation & Travel
21- 520- 000- 0000- 6330		48.30	Parks mileage 10/12/15	84@.575 Transportation & Travel
12065 Warnest/Timothy		151.78		
			4 Transactions	
520 DEPT Total:		14,170.84	Parks	19 Vendors 37 Transactions
21 Fund Total:		14,170.84	Parks	37 Transactions
Final Total:		212,523.52	247 Vendors	487 Transactions

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	83,149.12	General Fund
3	46,564.73	Road & Bridge
9	360.00	State
10	17,090.43	Trust
11	41,586.73	Forest Development
19	9,601.67	Long Lake Conservation Center
21	14,170.84	Parks
All Funds	212,523.52	Total

Approved by,

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2D

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Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

April Sales & Use Tax

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank						
1 01-040-000-0000-5517			0.19	Receipt Nbr 1281 04/08/2016		Fees For Services
2 01-040-000-0000-5517			0.19	Receipt Nbr 1284 04/19/2016		Fees For Services
3 01-040-000-0000-5840			0.05	Receipt Nbr 33691 04/01/2016		Misc Receipts
4 01-040-000-0000-5840			0.01	Receipt Nbr 1282 04/13/2016		Misc Receipts
5 01-040-000-0000-5840			0.01	Receipt Nbr 1282 04/13/2016		Misc Receipts
6 01-040-000-0000-5840			0.03	Receipt Nbr 1282 04/13/2016		Misc Receipts
7 01-040-000-0000-5840			0.10	Receipt Nbr 1282 04/13/2016		Misc Receipts
8 01-040-021-0000-5840			0.61	Receipt Nbr 1101 04/11/2016		Misc Receipts
9 01-040-021-0000-5840			3.86	Receipt Nbr 1101 04/11/2016		Misc Receipts
10 01-040-021-0000-5840			0.26	Receipt Nbr 1102 04/11/2016		Misc Receipts
11 01-040-021-0000-5840			2.44	Receipt Nbr 1106 04/26/2016		Misc Receipts
12 01-040-021-0000-5840			0.32	Receipt Nbr 1106 04/26/2016		Misc Receipts
13 01-042-000-0000-5840			0.26	Receipt Nbr 4032 04/01/2016		Misc Receipts
14 01-042-000-0000-5840			0.06	Receipt Nbr 4034 04/05/2016		Misc Receipts
15 01-042-000-0000-5840			0.39	Receipt Nbr 4038 04/08/2016		Misc Receipts
16 01-042-000-0000-5840			0.26	Receipt Nbr 4040 04/11/2016		Misc Receipts
17 01-042-000-0000-5840			0.03	Receipt Nbr 4041 04/12/2016		Misc Receipts
18 01-042-000-0000-5840			0.13	Receipt Nbr 4045 04/15/2016		Misc Receipts
19 01-042-000-0000-5840			0.06	Receipt Nbr 4046 04/18/2016		Misc Receipts
20 01-042-000-0000-5840			0.77	Receipt Nbr 4047 04/18/2016		Misc Receipts
21 01-042-000-0000-5840			0.13	Receipt Nbr 4049 04/20/2016		Misc Receipts
22 01-042-000-0000-5840			0.39	Receipt Nbr 4051 04/20/2016		Misc Receipts
23 01-042-000-0000-5840			0.06	Receipt Nbr 4052 04/21/2016		Misc Receipts
24 01-042-000-0000-5840			0.06	Receipt Nbr 4052 04/21/2016		Misc Receipts
25 01-042-000-0000-5840			0.13	Receipt Nbr 4055 04/25/2016		Misc Receipts
26 01-042-000-0000-5840			0.13	Receipt Nbr 4055 04/25/2016		Misc Receipts
27 01-042-000-0000-5840			0.13	Receipt Nbr 4055 04/25/2016		Misc Receipts
28 01-042-000-0000-5840			0.13	Receipt Nbr 4055 04/25/2016		Misc Receipts
29 01-042-000-0000-5840			0.13	Receipt Nbr 4057 04/26/2016		Misc Receipts
30 01-042-000-0000-5840			0.13	Receipt Nbr 4059 04/26/2016		Misc Receipts
31 01-042-000-0000-5840			0.06	Receipt Nbr 4060 04/29/2016		Misc Receipts
32 01-042-000-0000-5840			0.39	Receipt Nbr 4060 04/29/2016		Misc Receipts
33 01-043-000-0000-5840			0.26	Receipt Nbr 949 04/11/2016		Misc Receipts
34 01-043-000-0000-5840			0.26	Receipt Nbr 949 04/11/2016		Misc Receipts
35 01-043-000-0000-5840			0.26	Receipt Nbr 949 04/11/2016		Misc Receipts
36 01-043-000-0000-5840			113.98	Receipt Nbr 949 04/11/2016		Misc Receipts
37 01-043-000-0000-5840			0.26	Receipt Nbr 950 04/15/2016		Misc Receipts
38 01-043-000-0000-5840			0.51	Receipt Nbr 954 04/29/2016		Misc Receipts

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/11/16 10:42AM
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
39	01-090-000-0000-5840		Receipt Nbr 1737 04/01/2016		Misc Receipts
40	01-090-000-0000-5840		Receipt Nbr 1738 04/01/2016		Misc Receipts
41	01-090-000-0000-5840		Receipt Nbr 1739 04/06/2016		Misc Receipts
42	01-090-000-0000-5840		Receipt Nbr 1739 04/06/2016		Misc Receipts
43	01-090-000-0000-5840		Receipt Nbr 1741 04/12/2016		Misc Receipts
44	01-090-000-0000-5840		Receipt Nbr 1742 04/14/2016		Misc Receipts
45	01-090-000-0000-5840		Receipt Nbr 1745 04/18/2016		Misc Receipts
46	01-090-000-0000-5840		Receipt Nbr 1746 04/20/2016		Misc Receipts
47	01-090-000-0000-5840		Receipt Nbr 1747 04/20/2016		Misc Receipts
48	01-090-000-0000-5840		Receipt Nbr 1747 04/20/2016		Misc Receipts
49	01-090-000-0000-5840		Receipt Nbr 1747 04/20/2016		Misc Receipts
50	01-090-000-0000-5840		Receipt Nbr 1748 04/21/2016		Misc Receipts
51	01-090-000-0000-5840		Receipt Nbr 1749 04/26/2016		Misc Receipts
52	01-090-000-0000-5840		Receipt Nbr 1750 04/28/2016		Misc Receipts
53	01-122-000-0000-5840		Receipt Nbr 1577 04/14/2016		Misc Receipts
54	01-252-252-0000-5872		Receipt Nbr 2899 04/08/2016		Phone Card Prisoner Welfare(Taxable)
55	01-252-252-0000-5872		Receipt Nbr 2909 04/21/2016		Phone Card Prisoner Welfare(Taxable)
56	01-252-252-0000-5885		Receipt Nbr 2899 04/08/2016		Commissary Sales Taxable
57	01-252-252-0000-5885		Receipt Nbr 2906 04/15/2016		Commissary Sales Taxable
58	01-252-252-0000-5885		Receipt Nbr 2909 04/21/2016		Commissary Sales Taxable
59	01-252-252-0000-5885		Receipt Nbr 2916 04/28/2016		Commissary Sales Taxable
129	01-040-000-0000-6405		April Sales Tax Adjustment		Office & Computer Supplies
120	01-100-000-0000-6311		April copies sales tax		Sales Tax
119	01-100-000-0000-6312		April sales tax adjustment		Sales Tax Adjustment
89991	Bremer Bank		703.39	62 Transactions	
1 Fund Total:			703.39	General Fund	1 Vendors 62 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/11/16 10:42AM
3 Road & Bridge

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
130 8410 Bremer Bank		341.72	Diesel Tax: APRIL 2016		Motor Fuel & Lubricants
8410 Bremer Bank		341.72		1 Transactions	
89991 Bremer Bank					
60 03-000-000-0000-5840		0.26	Receipt Nbr 920 04/11/2016		Misc Receipts
61 03-000-000-0000-5855		1.93	Receipt Nbr 2632 04/04/2016		Charges- Individuals
62 03-000-000-0000-5855		1.93	Receipt Nbr 2643 04/13/2016		Charges- Individuals
63 03-000-000-0000-5855		3.86	Receipt Nbr 921 04/15/2016		Charges- Individuals
64 03-000-000-0000-5855		3.44	Receipt Nbr 921 04/15/2016		Charges- Individuals
65 03-000-000-0000-5855		12.87	Receipt Nbr 921 04/15/2016		Charges- Individuals
66 03-000-000-0000-5855		0.90	Receipt Nbr 921 04/15/2016		Charges- Individuals
67 03-000-000-0000-5855		1.93	Receipt Nbr 2648 04/18/2016		Charges- Individuals
68 03-000-000-0000-5855		1.93	Receipt Nbr 2649 04/18/2016		Charges- Individuals
69 03-000-000-0000-5855		1.93	Receipt Nbr 2650 04/18/2016		Charges- Individuals
70 03-000-000-0000-5855		1.93	Receipt Nbr 2651 04/18/2016		Charges- Individuals
71 03-000-000-0000-5855		1.93	Receipt Nbr 2652 04/18/2016		Charges- Individuals
72 03-000-000-0000-5855		1.93	Receipt Nbr 2659 04/22/2016		Charges- Individuals
73 03-000-000-0000-5855		6.43	Receipt Nbr 922 04/22/2016		Charges- Individuals
74 03-000-000-0000-5855		3.86	Receipt Nbr 923 04/29/2016		Charges- Individuals
75 03-000-000-0000-5855		3.44	Receipt Nbr 923 04/29/2016		Charges- Individuals
89991 Bremer Bank		50.50		16 Transactions	
3 Fund Total:		392.22	Road & Bridge	2 Vendors	17 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKBI
5/11/16 10:42AM
9 State

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4580 Mn Dept Of Finance						
121 09-000-000-0000-2022			148.00	April Birth		Birth/Death Surcharges
122 09-000-000-0000-2022			524.00	April Death		Birth/Death Surcharges
123 09-000-000-0000-2024			111.00	April Children's		St Share Of Birth Cert.- Children
124 09-000-000-0000-2031			16.50	April Torrens		Real Estate Assurance (Was 5874 And 627
125 09-000-000-0000-2031			519.00	April Tax Forfeit		Real Estate Assurance (Was 5874 And 627
126 09-000-000-0000-2036			4,452.00	April State General Fund		Recording Surcharges (Was 5871 & 6281)
127 09-000-000-0000-2036			370.00	April 2010 Leg.Surcharge		Recording Surcharges (Was 5871 & 6281)
4580 Mn Dept Of Finance			6,140.50		7 Transactions	
3375 Mn Dept Of Health						
128 09-000-000-0000-2027			850.00	April State Well		State Well Cert Fees (Was 5097 & 6203)
3375 Mn Dept Of Health			850.00		1 Transactions	
9 Fund Total:			6,990.50	State	2 Vendors	8 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/11/16 10:42AM
10 Trust

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank						
76 10-921-000-0000-5840			3.22	Receipt Nbr 2638 04/06/2016		Misc Receipts
77 10-921-000-0000-5840			3.22	Receipt Nbr 2645 04/18/2016		Misc Receipts
78 10-921-000-0000-5840			9.65	Receipt Nbr 2646 04/18/2016		Misc Receipts
79 10-921-000-0000-5840			3.22	Receipt Nbr 2647 04/18/2016		Misc Receipts
80 10-921-000-0000-5840			3.22	Receipt Nbr 2661 04/22/2016		Misc Receipts
117 10-923-000-0000-6311			7.21	April Sales Tax		Sales Tax
89991 Bremer Bank			29.74			
				6 Transactions		
10 Fund Total:			29.74	Trust		1 Vendors
						6 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/11/16 10:42AM
11 Forest Development

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
89991	Bremer Bank				
118	11- 925- 000- 0000- 6312		0.21-	April sales tax adjustment	Sales Tax Adjustment
89991	Bremer Bank		0.21-	1 Transactions	
11 Fund Total:			0.21-	Forest Development	1 Vendors 1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/11/16 10:42AM
19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank						
81 19- 521- 000- 0000- 5885			15.25	Receipt Nbr 1210 04/13/2016		Commissary Sales Taxable
82 19- 521- 000- 0000- 5885			2.74	Receipt Nbr 1215 04/18/2016		Commissary Sales Taxable
83 19- 521- 000- 0000- 5885			5.22	Receipt Nbr 1217 04/19/2016		Commissary Sales Taxable
84 19- 521- 000- 0000- 5885			2.78	Receipt Nbr 1219 04/21/2016		Commissary Sales Taxable
85 19- 521- 000- 0000- 5885			9.65	Receipt Nbr 1220 04/22/2016		Commissary Sales Taxable
86 19- 521- 000- 0000- 5885			11.58	Receipt Nbr 1221 04/22/2016		Commissary Sales Taxable
87 19- 521- 000- 0000- 5885			9.18	Receipt Nbr 1222 04/25/2016		Commissary Sales Taxable
88 19- 521- 000- 0000- 5885			12.44	Receipt Nbr 1226 04/28/2016		Commissary Sales Taxable
89991 Bremer Bank			68.84			
				8 Transactions		
19 Fund Total:			68.84	Long Lake Conservation Center	1 Vendors	8 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/11/16 10:42AM
21 Parks

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name
89991 Bremer Bank					
89 21-520-000-0000-5510	1.29		Receipt Nbr 2633 04/04/2016		Co. Parks Campground Fees
90 21-520-000-0000-5510	7.72		Receipt Nbr 2633 04/04/2016		Co. Parks Campground Fees
91 21-520-000-0000-5510	10.29		Receipt Nbr 2633 04/04/2016		Co. Parks Campground Fees
92 21-520-000-0000-5510	2.57		Receipt Nbr 2634 04/04/2016		Co. Parks Campground Fees
93 21-520-000-0000-5510	3.86		Receipt Nbr 2635 04/04/2016		Co. Parks Campground Fees
94 21-520-000-0000-5510	3.86		Receipt Nbr 2635 04/04/2016		Co. Parks Campground Fees
95 21-520-000-0000-5510	1.29		Receipt Nbr 2640 04/13/2016		Co. Parks Campground Fees
96 21-520-000-0000-5510	5.15		Receipt Nbr 2642 04/13/2016		Co. Parks Campground Fees
97 21-520-000-0000-5510	1.93		Receipt Nbr 2644 04/18/2016		Co. Parks Campground Fees
98 21-520-000-0000-5510	1.29		Receipt Nbr 2653 04/20/2016		Co. Parks Campground Fees
99 21-520-000-0000-5510	1.29		Receipt Nbr 2654 04/20/2016		Co. Parks Campground Fees
100 21-520-000-0000-5510	1.93		Receipt Nbr 2656 04/21/2016		Co. Parks Campground Fees
101 21-520-000-0000-5510	0.96		Receipt Nbr 2656 04/21/2016		Co. Parks Campground Fees
102 21-520-000-0000-5510	3.86		Receipt Nbr 2658 04/21/2016		Co. Parks Campground Fees
103 21-520-000-0000-5510	3.86		Receipt Nbr 2658 04/21/2016		Co. Parks Campground Fees
104 21-520-000-0000-5510	5.79		Receipt Nbr 2658 04/21/2016		Co. Parks Campground Fees
105 21-520-000-0000-5510	3.86		Receipt Nbr 2660 04/22/2016		Co. Parks Campground Fees
106 21-520-000-0000-5510	5.15		Receipt Nbr 2660 04/22/2016		Co. Parks Campground Fees
107 21-520-000-0000-5510	1.93		Receipt Nbr 2663 04/27/2016		Co. Parks Campground Fees
108 21-520-000-0000-5510	7.72		Receipt Nbr 2663 04/27/2016		Co. Parks Campground Fees
109 21-520-000-0000-5510	7.72		Receipt Nbr 2663 04/27/2016		Co. Parks Campground Fees
110 21-520-000-0000-5510	5.15		Receipt Nbr 2663 04/27/2016		Co. Parks Campground Fees
111 21-520-000-0000-5510	2.89		Receipt Nbr 2663 04/27/2016		Co. Parks Campground Fees
112 21-520-000-0000-5510	1.93		Receipt Nbr 2663 04/27/2016		Co. Parks Campground Fees
113 21-520-000-0000-5510	3.86		Receipt Nbr 2665 04/29/2016		Co. Parks Campground Fees
114 21-520-000-0000-5510	3.86		Receipt Nbr 2665 04/29/2016		Co. Parks Campground Fees
115 21-520-000-0000-5510	3.86		Receipt Nbr 2665 04/29/2016		Co. Parks Campground Fees
116 21-520-000-0000-5510	12.87		Receipt Nbr 2666 04/29/2016		Co. Parks Campground Fees
89991 Bremer Bank	117.74		28 Transactions		
21 Fund Total:	117.74		Parks	1 Vendors	28 Transactions
Final Total:	8,302.22		9 Vendors	130 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	703.39	General Fund
3	392.22	Road & Bridge
9	6,990.50	State
10	29.74	Trust
11	-0.21	Forest Development
19	68.84	Long Lake Conservation Center
21	117.74	Parks
All Funds	8,302.22	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2E
Agenda Item #

Requested Meeting Date: May 24, 2016

Title of Item: 3.2% Malt Liquor License/Sherwood Forest

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Sally M. Huhta		Department: Auditor's
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Please approve the following 3.2 Malt Liquor License for a period from May 1, 2016 through April 30, 2017. ON Sale: Sherwood-Forest Owner's Ass'n., Inc., d/b/a Sherwood Forest – Hazelton Township		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve 3.2 Malt Liquor License for Sherwood Forest		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

2F
Agenda Item #

Requested Meeting Date: May 24, 2016

Title of Item: Temporary 3.2% Malt Liquor License - Jacobson Vol. Fire Dept

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sally M. Huhta		Department: Auditor's
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Please approve the following Temporary On Sale 3.2 Malt Liquor License for August 27, 2016. ON Sale: Jacobson Community Volunteer Fire Dept, d/b/a Jacobson Volunteer Fire Dept – Ball Bluff Township		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Temporary On Sale 3.2 Malt Liquor License as outlined above.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

2G
Agenda Item #

Requested Meeting Date: May 24, 2016

Title of Item: County Engineer Reappointment

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Minnesota Statute 163.07 requires every County Board in Minnesota to appoint and employ a County Engineer. All reappointments are for four year terms and made in May of the year in which the term expires. John Welle's current four year term expires in 2016. Please adopt the following resolution: WHEREAS, Minnesota Statute 163.07, requires that all of the county engineers in Minnesota serve four-year terms. THEREFORE, BE IT RESOLVED, that John Welle is hereby appointed County Engineer of Aitkin County for a four-year term commencing January 1, 2017, pursuant to the provisions of Minnesota Statute, Section 163.07.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

2H
Agenda Item #

Requested Meeting Date: May 24, 2016

Title of Item: LG220 Application for Exempt Permit - Lawler Area Community Club

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<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>		

Submitted by: Sally M. Huhta	Department: Auditor's
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Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:

Please adopt the following resolution:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Lawler Area Community Club, at the following location – Jacksons Hole, which has an address of 36232 Kestrel Avenue, MN 55760 – Salo Township. (Note: Date of activity for Raffle – November 12th, 2016)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopt resolution.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ Yes No

Is this budgeted? Yes No

Please Explain:



Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: May 24, 2016

Title of Item: Large Assembly License

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<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*

**provide copy of hearing notice that was published*

Submitted by: Sally M. Huhta	Department: Auditor's
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Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:

Please adopt the following resolution:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:

ATV/SxS Event – High Lifter Quadna Mud Nationals (High Lifter Products, Inc., d/b/a Mud National Events, LLC) – City of Hill City and Hill Lake Township

This is scheduled to take place June 9th – 12th, 2016 from 8:00 A.M. to 10:00 P.M. daily.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopt resolution.

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

25
Agenda Item #

Requested Meeting Date: 05/24/16

Title of Item: STS Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Sheriff Scott Turner		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Scott Turner		Estimated Time Needed:
Summary of Issue: In thanks for their assistance, Ms. Jean Ames has made a generous donation of \$150.00 to the Aitkin County STS program.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Accept donation.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		



Board of County Commissioners Agenda Request

2K

Agenda Item #

Requested Meeting Date: 5-24-16

Title of Item: Equipment Purchase - Pickup Truck

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: <p>The pickup truck used by the Palisade Area Maintenance Facility, Unit #451, is programmed and budgeted for replacement in the 2016 Capital Equipment Replacement Program. Unit #451 is a 1999 GMC pickup truck with an odometer reading of approximately 158,000 miles. The budgeted replacement cost is \$15,000.</p> <p>Board authorization is requested to purchase a 2006 GMC Sierra 1500 (odometer 75,516 miles) from Brandl Chevrolet for a price of \$15,700. Comparable vehicles within the budgeted price range are not available at other local dealerships at this time.</p> <p>Board authorization is also requested to sell the following items through an online auction service:</p> <ol style="list-style-type: none"> (1) Unit #451 (2) The tonneau cover that is currently installed on the 2006 GMC Sierra. 		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: See recommendation above.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ see above Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: May 24, 2016

Title of Item: Award Contract No. 20163

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 10 minutes
Summary of Issue: Bids will be opened on Monday, May 23, 2016 for Contract No. 20163 which includes bituminous paving work on the following projects: (1) SAP 001-602-013 - CSAH 2 from TH 47 to TH 65; (2) SAP 001-612-019 - CSAH 12 from TH 47 to TH 210; (3) SAP 001-612-020 - CSAH 12 from 375th Avenue to TH 47 in Glen; (4) SAP 001-613-005 - CSAH 13 from TH 65 to CSAH 16 in Lawler; (5) CSAP 001-641-001 - CSAH 41 from TH 210 to TH 210 in Aitkin. An abstract of bids will be presented with a recommendation for award of the construction contract by the attached draft resolution.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve resolution.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> Estimated total cost: \$3,610,165 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED May 24, 2016

By Commissioner: xx

20160524-0xx

Award Contract No. 20163

WHEREAS, Contract No. 20163 is for construction of S.A.P. 001-602-013, S.A.P. 001-612-019, S.A.P. 001-612-020, S.A.P. 001-613-005, and C.S.A.P. 001-641-001, and

WHEREAS, sealed bids were opened for this contract at 2:00 p.m. on Monday, May 23, 2016 with a total of _____ bids received, and

WHEREAS, _____ was the lowest responsible bidder in the amount of \$ _____.

THEREFORE, BE IT RESOLVED, that _____ is awarded Contract No. 20163.

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

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 24th day of May 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of May 2016

Nathan Burkett
County Administrator



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: May 24, 2016

Title of Item: Tourism Promotion and Development Grants

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Ross Wagner		Department: Economic Development & Forest Ind
Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator		Estimated Time Needed: 20 minutes
Summary of Issue: <p>Aitkin County has received the following Tourism and Promotion Grants requests. There is \$6,000.00 available and \$6,200.00 in requests. In addition to the below requests, the Economic Development Committee considered a request to join the Northland Connection, which is part of the Northspan Group. A summary of the Committees recommendation is attached as well as a list of previous grant recipients, applications and the request from Chris Maddy, Northland Connection</p> <ul style="list-style-type: none"> • Up North Riders, Inc., \$1,000.00, advertising for 2016 ATVAM Fall Ride and Rally to be held in McGregor. • Aitkin Area Chamber of Commerce, \$1,000.00, billboard and direct mail of recreational assets, request is for additional billboard exposure. • Salo Township, \$1,000.00, to sign and clear trail from Soo Grade to Town park. • City of Tamarack, \$400.00, to advertise 4th of July Celebration. • McGrath 4th of July Committee, \$1,000.00 to promote "Stay and Play" in McGrath for 4th of July weekend. • Jaques Art Center, \$800.00, to advertise Community Canvas event. • Aitkin County Historical Society, \$1,000.00, promote and print map with historical sites in Aitkin County, map would promote 100th anniversary. <p>- Northland Connection Request, \$4,000.00</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Grants and request as recommended by the Economic Development Committee		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 6,400.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Funds would come out of the \$12,800 Tourism & Development Fund.		

Aitkin County Economic Development & Forest Industry Coordinator

Aitkin County Courthouse

Ross Wagner

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

TO: Aitkin County Board of Commissioners

FROM: Ross Wagner, Economic Development & Forest Industry Coordinator

DATE: May 18, 2016

SUBJECT: Tourism and Development Grant Recommendations

Aitkin County received 7 applications for the Aitkin County Tourism and Development grants. In addition to reviewing and making recommendations on the grants, the Economic Development Committee also considered a contribution request from Chris Maddy, Director of the Northland Connection. Following are the requests with the committee's recommendations in *italics*.

- Up North Riders, Inc., \$1,000.00, advertising for 2016 ATVAM Fall Ride and Rally to be held in McGregor. *Recommendation is to fund requested, \$1,000.00. This will be state-wide advertising to an event that draws most participants from out of the county.*
- Aitkin Area Chamber of Commerce, \$1,000.00, billboard and direct mail of recreational assets, request is for additional billboard exposure. *Recommendation is to fund requested, \$1,000.00. Billboard features ATV and other activities in an area with high exposure.*
- Salo Township, \$1,000.00, to sign and clear trail from Soo Grade to Town Park. *Recommendation is to fund request at \$800.00, for signage only, there is already a connection to the trail and park.*
- City of Tamarack, \$400.00, to advertise 4th of July Celebration. *Recommendation is to not fund the request. Funds would purchase ads in the Aitkin Age and Voyageurs' Press which normally would list this event for free; event has also been funded in the past.*
- McGrath 4th of July Committee, \$1,000.00 to promote "Stay and Play" in McGrath for 4th of July weekend. *Recommendation is to fund request at \$800.00, as with Tamarack, free advertising through press releases and event listings can be utilized.*
- Jaques Art Center, \$800.00, to advertise Community Canvas event. *Recommendation is fund request at \$800.00. A similar event in 2014 had good participation and drew out of area contestants. Additional advertising funding could grow the event even bigger.*
- Aitkin County Historical Society, \$1,000.00, to print and promote map with historical sites in Aitkin County, map would promote 100th anniversary of Depot. *Recommendation is to fund request at requested \$1,000.00. Historical maps with GPS coordinates are very popular and well used.*

\$6,200.00 in requests was received with \$6,000.00 available and \$5,400.00 recommended.

- Northland Connection request for Aitkin County to become a formal member at \$4,000.00. *Recommendation is to join but at a \$1,000.00 contribution as a first time contribution. The contribution would come out of the Tourism and Development fund and would be revisited next year to rejoin or not and at what level.*

Aitkin County
Application for Aitkin County Tourism Promotion and Development Grants
January 1, 2016 - December 31, 2016

DEADLINE: Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is April 29th.

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

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

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

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

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

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: ATV AND FAUL RIDE AND RALLY
 Date(s) of Program: 8/23-25 Location of Program: MCGREGOR MN
 Organization/Community Name: UPNORTH RIDERS ATV. COMMUNITY CENTER
 Person in Charge of Project: GARY HENNER
 Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):
P.O. Box 96 MCGREGOR MN 55760
 Contact Person's Phone #: 763-238-8128
 Legal Status of Organization: Unit of Government (for example cities, townships etc.)
 Non-profit Tourism Association
 Non-profit Association

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

Description/focus/purpose of your organization: SAFE AND RIDE THROUGH TRAIL MAINTENANCE, TRAIL AMBASSADOR AND SAFETY INSTRUCTION

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1000⁰⁰
 (Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$ 100⁰⁰

Total projected budget \$ 1100⁰⁰

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

The Aitkin Fall Ride and Rally is coming to McGregor this fall. The UP North Riders are the host club for this event. We hope by advertising this event we will draw a larger number of people and riders to McGregor, Aitkin County and the Northwoods Trail System.

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

We want to provide banners and signs promoting the event in several locations. We also would like to advertise in local newspapers and ATV magazines with the ride location and dates.

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

By bringing 150 to 200 riders to Aitkin County we can show the excellent trail system available. This will hopefully encourage them to come back. This in turn should help the local economy.

List target markets:

Where – geographic areas (s)

MINNESOTA / WISCONSIN

List target audience:

Who – type of group or activity

ATV RIDERS

Please estimate the number of people who will come from: Your local community and surrounding area: 120
 From other communities in Minnesota: 50
 From outside of Minnesota: 50

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

Category	ACTGAC Funds	Applicant Funds	Total
Aitkin Fall Rally and Ride Advertising	1000	100	1100
TOTALS			

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

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

Name [Signature]

Date: 4/16/2014

**Minnesota Business and Lien System, Office of the
Minnesota Secretary of State**

Business Record Details »

Minnesota Business Name
Up North Riders, Inc.

Business Type
Nonprofit Corporation (Domestic)

MN Statute
317A

File Number
671597-2

Home Jurisdiction
Minnesota

Filing Date
10/28/2003

Status
Active / In Good Standing

Renewal Due Date
12/31/2017

Registered Office Address
418 E Co Rd D
Little Canada, MN 55117
USA

Number of Shares
1,000

Registered Agent(s)
(Optional) None provided

President
Gary Hennen
173 Century Trail
Lino Lakes, MN 55014
USA

Filing History

Filing History

Select the item(s) you would like to order: Order Selected Copies

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	10/28/2003	Original Filing - Nonprofit Corporation (Domestic)	

UP NORTH RIDERS, INC.

Application for Aitkin County Tourism Promotion and Development Grant

To: Aitkin County Board of Commissioners

From: Up North Riders, Inc.

WHEREAS, Up North Riders, Inc. (hereafter the "Applicant" is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to advertising for ATVAM Fall Ride and Rally to be held in McGregor, MN , Sept. 23rd through Sept. 25th.

WHEREAS, the Applicant as determined that it will need an ACTPDG Fund grant for \$1000.00 in order to advertise for this event.

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

And

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

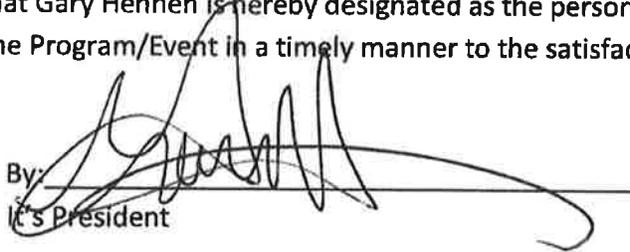
NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant in the amount of \$1000 to provided funds to do the event.

BE IT FURTHER RESOLVED that the Applicant , Gary Hennen-President, Kristi Wiechert-Secretary is/are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the with the grant or application;

And

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

ADOPTED: 3/20/2016

By: 

It's President

I, the undersigned Secretary of Up North Riders, Inc. hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted, and approved by the Up North Riders, Inc. on March 20, 2016.

By: Kristi Wiechert

It's Secretary



AREA CHAMBER OF COMMERCE

Dear Ross,

Attached please find our application for the Aitkin County Tourism Promotion and Development Grant. I have included samples of our previous marketing pieces along with our newest piece which promotes the ATV Trails. We are hoping with your assistance through a grant we can continue to create and print pieces promoting the ATV trails as well as other assets in Aitkin County.

If you have any questions please don't hesitate to contact me.

Kind Regards,

Amanda MacDonald
Executive Director
Aitkin Area Chamber of Commerce

Total projected budget

\$ 4950.00

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

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

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

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

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

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

List target markets:

Where - geographic areas (s)

Minneapolis- in state advertising
Wisconsin and Iowa - direct mail

List target audience:

Who - type of group or activity

Families, sportsmen, outdoor enthusiast

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

From other communities in Minnesota: unknown

From outside of Minnesota: unknown

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

Table with 4 columns: Category, ACTGAC Funds, Applicant Funds, Total. Rows include Lamar Billboard 6 months, Direct Mail 3500 plus pieces, and a TOTALS row.

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

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

Name Amanda C MacDonald

Date: 5/18/2015



Aitkin

Outdoor Recreation

For the most current Vacation Fun Guide contact us at UpNorth@Aitkin.com or 218.927.2316

Fishing

Although Mille Lacs Lake is probably the best-known fishing lake in the area, Aitkin has more than 460 lakes within the county. Because of the diversity of the lakes, the Ripple River, and the Mississippi River a large variety of boating is possible, from canoes to small yachts. Fishing trophies range from small-mouth bass to the elusive muskie, from sunfish to rainbow trout. If the water provides your entertainment, Aitkin is the place to be!

Snowmobiling

Winter brings access to the Up North Adventure County with some of the most wild and scenic routes, featuring excellent snowmobiling opportunities on top-rated groomed trails. The Aitkin county trail system receives high marks from many national snowmobiling publications. There are over 500 miles

of groomed snowmobile trails in Aitkin county alone and they connect to other trail systems proving well over 1500 miles of trail riding opportunities in the region.

ATV Trails

In addition to our superb snowmobile trail system, some trails double as non-winter ATV trails. With more than 200 miles of ATV trails in Aitkin County including: the Soo Line Trail, which runs diagonally through Up North Adventure County; and the Rabey ATV Trail, that runs between Jacobson and Hill City, ATViing is fun for the entire family!

Hunting

Many hunters are already familiar with the rewards of hunting the Aitkin area. Most of the deer hunting in our area is designated as Zone 1, and just 6 miles from Aitkin is the 300 acre Ganz's Pheasant Farm. They have a variety of hunting spaces as well as a dog training area.

Outdoor Recreation

Bike Trails

Aitkin has been designated Minnesota Governor's FIT CITY! Walking and biking are essential to living in northern Minnesota and we continue to focus on expanding our walking and biking trails. We are currently in phase two of expanding our trails that will link to the Cuyuna Lakes State Trail, connecting Aitkin to the Cuyuna Country State Recreation Area's award winning trails.

Golf Courses

Cuyuna Country Club is located just west of Aitkin on Highway 210. This local course offers 18 holes, power carts, and great pricing. The Lakes 18 hole course at Ruttger's has been developed for Championship games. The Minnesota National Golf Course in McGregor offers a course with twilight specials and dinner. Just for fun, try the beautiful mini course at Traditions Mini Golf, located at the intersection of highways 6 and 210 near Deerwood. The kids will love it! Play them all, we're sure you will find one to suit your swing!

Birding and Wildlife

Aitkin County is a birder's paradise. The county offers nearly one million acres of public forest land that is available for birding. Rice Lake National Wildlife Refuge and Savanna Portage State Park are just two of the areas for birding opportunities. Aitkin County covers 1,828 square miles on which you may find Sharptail Grouse; many speices of ducks, swans, and geese; many small birds such as, the Yellow Rail, the Pine Grosbeak, and the Bohemian Waxwing. You'll see the great Gray Owl, the Hawk Owl and the beautiful Bald Eagle. Minnesota's most recognizable bird, the Common Loon, is plentiful and easily spotted in this area.

Aitkin City Park

Aitkin has a beautiful park just perfect for spending a day outdoors. Mature trees provide serenity and shade. The water feature is the river, as it ripples under a walking bridge and over the stone. Meander down the blacktop path to get just a little exercise and you can stop and rest on a bench overlooking the water. The younger kids enjoy the well kept playground equipment set in a foundation of soft sand, while older children enjoy the skate park or the ball fields.

Pack a picnic, and set a table under a covered pavilion, or under the trees. There are public restrooms available and plenty of parking.

Aitkin Campground

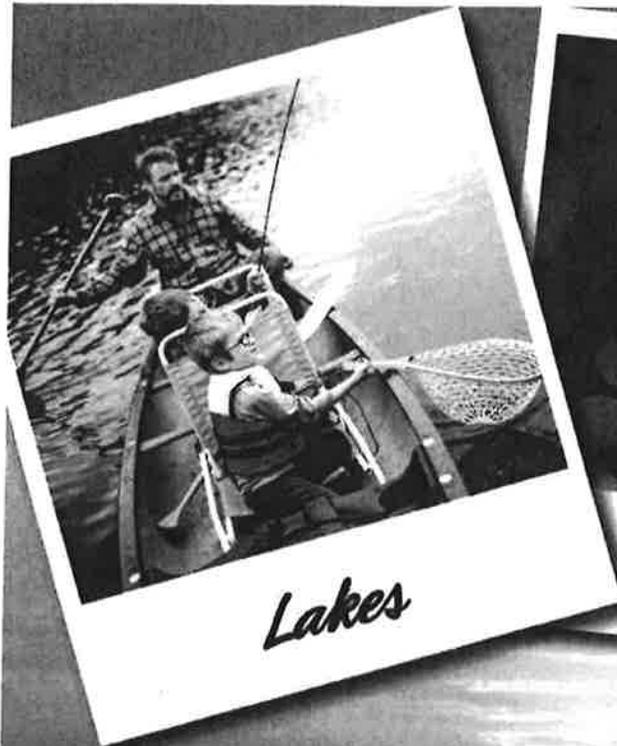
The campground has plenty to offer too! Set on the banks of the Mississippi, there are 8 sites with a fire ring provided. Good size trees offer some shade. There is a boat ramp, dumping station, and water. There is plenty of room to explore the area, and close enough to downtown to walk and shop. The campground recently added a shower house for the convenience of our campers.



Berglund Park in Palisade has sites with electrical hookups, showers, fishing pier, boat launch, and access to the snowmobile and ATV trails. The spot is popular during the Annual Lakes Area Firefighters Competition.

Jacobson Campground has rustic campsites right on the Mississippi River, artesian well, boat launch, two brand new camper cabins and direct connection to ATV trails.

Savanna State Park near McGregor is set in the Savanna State Forest. You will find opportunities for bird watching, fishing, hiking, camping, boating and canoeing. The natural setting provides the seclusion and serenity you seek.



Lakes



Camping



& Trails

EXPLORE **m** MINNESOTA

Experience
Aitkin.



AITKIN AREA CHAMBER OF COMMERCE
P.O. BOX 127
AITKIN, MINNESOTA, 56431
218.927.2316 • 1.800.526.8342
WWW.AITKIN.COM

Lakes • Aitkin County has more than *460 lakes* - perfect for fishing, boating and swimming. The diversity of the lakes, and because the Ripple and Mississippi Rivers surround the community, a large variety of boating is possible-from canoes to small yachts. Fishing trophies range from small-mouth bass to the elusive muskie, from sunfish to rainbow trout. If the water provides your entertainment, Aitkin is the place to be!

Camping • With more than *50 campgrounds* in the Aitkin County Area your family can enjoy the great outdoors with plenty of room to explore the area, yet close enough to downtown Aitkin for shopping and dining.

Trails • There are over *200 miles of ATV Trails* in Aitkin County including the Soo Line Trail which runs diagonally through Up North Adventure County and the Rabey ATV Trail that runs between Jacobson and Hill City. Fun for the entire family!

Experience
Aitkin

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

Lawler has a city park with pavilion and playground equipment and parking. The goal of the project is to better connect the park to the Soo Line Trail by installing signage at the grade and trail work on city right of way. The Parking area in the park can also serve an overflow parking in the case of large trail events.

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

We want to provide a family friendly enhancement to the ATV and Snowmobile Trails were riders can stop with their families and spend some time in Lawler. The park is across from Jackson's Hole so riders can get gas and food. Grant funds will be used for signage and making the trail connection.

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

The ATV trails in particular have been very popular. One thing that can add to the popularity and bring new riders and keep others coming back is a positive riding experience. Providing access to a fun little park only enhances the riding experience. Riders that stop in the park will also be inclined to go stop in and support an Aitkin County business.

List target markets:

Where – geographic areas (s)

Upper Midwest ATV'ers who will come to the Northwood's ATV Trail

List target audience:

Who – type of group or activity

ATV/Snowmobile riders

Please estimate the number of people who will come from: Your local community and surrounding area:20%

From other communities in Minnesota:60%

From outside of Minnesota:20%

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

Category	ACTGAC Funds	Applicant Funds	Total
Signage, at park, trail, in Lawler	600.00	100.00	700.00
Event Signage	200.00	100.00	300.00
Trail clearing	200.00	100.00	300.00
Lighting/Maintenance/Park Imp.		700.00	700.00
TOTALS	1,000.00	1,000.00	2,000.00

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

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

Name Robert Mauer

Date: 4-22-16

MODEL RESOLUTION FORM

Application for Aitkin County Tourism Promotion and Development Grant

To: Aitkin County Board of Commissioners

From: Salo Township

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

WHEREAS, the Applicant has a need for a grant to provide signage and trail work to connect park to trail. (hereafter called "the Project"); and,

WHEREAS, the Applicant has determined that it will need an ACTPDG Fund grant for \$ 1,000.00 (insert amount of the grant for which you are applying) in order to do the program/event; and,

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

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

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$1,000.00 to provide funds to do the program/event.

BE IT FURTHER RESOLVED that the Applicant Bob Marcum, Supervisor, is/are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

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

ADOPTED: _____, 2016

By: Robert J. Marcum

Its: Supervisor
(President or other Chief Corporate Officer)

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the (insert the full name of the organization here) on the (insert the date on which the Resolution was adopted by the organization), 2016.

By: _____
Its Secretary

Aitkin County
Application for Aitkin County Tourism Promotion and Development Grants
January 1, 2016 - December 31, 2016

DEADLINE: Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is April 29th.

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

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

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

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

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

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: Fireworks City of Tamarack

Date(s) of Program: July, 4 2016 Fireworks Display

Location of Program: City of Tamarack

Park

Organization/Community Name: City of Tamarack

Person in Charge of Project: Beth Fredrickson and Cheryl Meld _____

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

235 Main Street North PO Box 98 Tamarack, Mn 55760

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

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

_____ **Non-profit Tourism Association**

_____ **Non-profit Association**

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

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

Description/focus/purpose of your organization: to provide a fireworks display that will draw people to the area.

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC) \$400.00 _____
 (Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$ 100.00 _____

Total projected budget \$ 500.00 _____

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

The City of Tamarack has had the 4th of July Fireworks Display for the last 50 years. This annual event draws people from the surrounding communities and summer tourists. The City of Tamarack is a small town in the heart of the Lake's Country. A grant is needed for advertising so that people will be able to plan on attending this event.

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

Grant funds will be used for advertising the Fireworks Display. Newspapers used will be the Aitkin Independent Age, and the Voyageur Press. Having our Fireworks display in all the local newspapers and flyers will be beneficial to this area of Tamarack and Aitkin County.

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

People who come to this event will spend money in Aitkin County on gas, food, taxes, etc. It will have a good financial impact on the County of Aitkin benefiting the whole of Aitkin County. The City of Tamarack is at the center of the Lakes Area and there will be many tourists who will be at the fireworks display.

List target markets:

Where – geographic areas (s)

Tamarack, McGregor, Lake Minnewawa, Lawler, and Big Sandy.

List target audience:

Who – type of group or activity

Families and Tourists and weekend cabin people.

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

150__

From other communities in Minnesota: 100 _____

From outside of Minnesota: 50 _____

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

Category	ACTGAC Funds	Applicant Funds	Total
Advertising			

Aitkin Age	250.00	100.00	
Voyageur Press	225.00		
Flyers	25.00		
TOTALS	500.00	100.00	400.00

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

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

Name Beth Judin Date: 4-19-2016
VAMARACK City Clerk



Tourism Grant Resolution 040616

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

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

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

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

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

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

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

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

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

ADOPTED: April 6th, 2016

By: J. John Cyrus
Its: Mayor

I, the undersigned Clerk of the City of Tamarack, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the City of Tamarack on the 06 of April 2016

By: Beth Fredrickson

City Hall Phone & Fax: 218/768-0975

Email: cityoftamarack@frontiernet.net

Mayor: J. John Cyrus

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

Clerk /Treasurer: Beth Fredrickson

Aitkin County
Application for Aitkin County Tourism Promotion and Development Grants
January 1, 2016 - December 31, 2016

DEADLINE: Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is April 29th.

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

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

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

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

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

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: STAY & PLAY

Date(s) of Program: 7-8-2016/7-4-2016 **Location of Program:** MCGATH MN

Organization/Community Name: MCGATH 4th of July Committee

Person in Charge of Project: SHANNON THOMSEN

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

PO BOX 135 MCGATH MN 56350

Contact Person's Phone #: 320-592-0226

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

_____ **Non-profit Tourism Association**

X **Non-profit Association**

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

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

Description/focus/purpose of your organization Community Civic Activities

2. FUNDING:

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

\$ 1,000.00

Amount of your organization's match

\$ 100.00

Total projected budget

\$ 2,950.00

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

Even Pancake Breakfast, parade, Door prizes, Music, Street Dance,
F.M works at Dusk, - (paid for by committee)

ATTN: promotional stay & play attachment

CC: Mark Jacobs, Bob Knuts, Ross Wagner

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

Funding will be used to promote and advertise the play and
stay event, To attract outside sources of tourism to
The southern part of Aitkin County parks and trails

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

It will allow people to travel, stay and enjoy The Festivals and
McGills along with county parks and trails

List target markets:

Where - geographic areas (s)

MINNEAPOLIS, ST Cloud, Duluth,
Grand Rapids,

List target audience:

Who - type of group or activity

Family event,

Please estimate the number of people who will come from: Your local community and surrounding area: 150

From other communities in Minnesota: 4-500

From outside of Minnesota: 3-400

TOTAL 1200 persons

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

Category	ACTGAC Funds	Applicant Funds	Total
advertising - Newspaper	350.00		
advertising - Radio	300.00		
advertising - Posters	300.00	100.00	
TOTALS			

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

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

Name Shawn Turner

Date: 5-26-2016

Ross Wagner

From: Shannon Thomsen [tristatetrack@aol.com]
Sent: Tuesday, April 26, 2016 1:36 PM
To: rwagner@co.aitkin.mn.us
Subject: Stay & Play weekend July 1,2,3,4th promotional

Aitkin County Board Of Commissioners,
2016
Aitkin County Economic Development,
(ACTGAC)
Aitkin County Land Department
Aitkin County Parks

4-26-

To All Commissioners and public works officials,

I am writing to you in proposal of our (Stay & Play) July 1,2,3,4th weekend promotion we would like to kick off on the independence day weekend this year!

I have conceived a promotional package that would not only help our local celebration coming this year, But would also help support our local county parks and trail system with added tourism to our community.

Economic Development - Aitkin County will benefit from profits made in temporary parks expansion along the Soo Line trail in McGrath, The area in question is on the south side of the right of way between Co Rd 9 east and would allow for 10- 40x50 primitive camping areas and also 2 camping areas west of county road 9 on the south side access, The McGrath committee would be responsible for advertising, clean up and collection of funds with the engagement of the request.

Additional Economic growth will come from the sale of local firewood purchased thru the county and sold locally to campers that stay in the event promoting job growth,

Local business share in the profits that support our community event and economic development that helps to bring family's from around the state and country together every year with a annual turnout of around 2,000 guests !

With this tourism grant of (\$1,000.00) for advertising & committee gratuity (\$100.00) to help boost our local and county long term goals toward the future we will gladly see a significant rise in attracting new tourism and economic expansions in southern Aitkin County.

Please feel free to contact me at anytime

Thanks,
Shannon Thomsen
McGrath 4th of July Committee President
Po Box 181
McGrath, MN 56350
320-592-0226



Department of the Treasury
Internal Revenue Service
KANSAS CITY, MO 64999

DATE OF THIS NOTICE: 01-17-89
EMPLOYER IDENTIFICATION NUMBER: 41-1626984

CP 575

09064651

0

For assistance you may
call us at:

291-1422 MNPLS.-ST. PAUL
800-424-1040 OTHER MN

MCGRATH 4TH OF JULY FUND
LOCAL
MCGRATH MN 56350

Or you may write to us at the
address shown to the left. If you
write, be sure to attach the bottom
part of this notice.

Notice of New Employer Identification Number Assigned

Thank you for your Form SS-4, Application for Employer Identification Number (EIN). The number assigned to you is shown above. This number will be used to identify your business account and related tax returns and documents, even if you do not have employees.

Please keep a copy of this number in your permanent records. Use this number and your name, exactly as shown above, on all Federal tax forms that require this information, and refer to the number on all tax payments and tax-related correspondence or documents. Incomplete information or any variation used when filing tax returns, making FTD payments or subsequent payments may result in improper or delayed posting of payments to your account and/or the assignment of more than one EIN.

If your business is a partnership which must obtain prior approval for its tax year, the tax year you entered in Block 3 of your Form SS-4 does not establish a tax year. For guidance in determining if you must request prior approval and the method of doing so, see IRS Publication 538, Accounting Periods and Methods, available at most IRS offices.

Please note that the assignment of this number does not grant tax-exempt status to nonprofit organizations. Any organization (other than a private foundation) having annual gross receipts normally of not more than \$5,000 is exempt by statute if it meets the requirements of section 501(c)(3) of the Internal Revenue Code. These organizations are not required to file Form 1023 (Application for Recognition of Exemption) or file Form 990 (Return of Organization Exempt from Income Tax). However, if the organization wants to establish its exemption with the Internal Revenue Service and receive a ruling or determination letter recognizing its exempt status, it should file Form 1023 with the Key District Director. For details on how to apply for this exemption, see IRS Publication 557, Tax-Exempt Status for Your Organization, available at most IRS offices.

Thank you for your cooperation.

Keep this part for your records.

Form 5501 (4-88)

If you have any questions, please return this part with your
correspondence so we may identify your account. Please

CP 575

Aitkin County

Application for Aitkin County Tourism Promotion and Development Grants

1. PROGRAM INFORMATION

Project Name: The Jaques Art Center Community Canvas

Date(s) of Program: Location of Program: July 14th to September 2nd 2017

Organization/Community Name: The Jaques Art Center

Person in Charge of Project: Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):

Barden R. Heft 121 2nd St. NW Aitkin, MN 56431

Contact Person's Phone #: 218-927-4008(H) 218-927-2363(W)

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

Non-profit Tourism Association

Non-profit Association

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

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

Description/focus/purpose of your organization: The Jaques Art Center publicly presents exhibits, workshops, seminars and programming for people of all ages, cultures and backgrounds. Its focus is to publicly present the arts including that of Francis Lee Jaques and Florence Page Jaques.

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC) \$ 800.00

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

Amount of your organization's match \$ 200.00

Total projected budget \$1000.00

3. PROJECT/EVENT DESCRIPTION:

The Jaques Community Canvas has a far reaching appeal to every age group from the youngest to the oldest participant. It gives people the opportunity to create any art work on the canvas they want and when the 300 pieces are put together it looks like a gaint mosaic. See attached from our 2014 exhibit.

Funding from the ACTPDG will provide advertising that we put in the Aitkin Independent Age, the NewsHopper & The Guide. It will also fund posters to encourage anyone who wants to participate as well as advertise the event.

See attached advertising statements as a sample of costs.

This event brings in many visitors to view this mosaic and specifically the time frame is designed for families and vacationers to come to Aitkin to see it. We purposely scheduled the Community Canvas at the peak of tourist season to afford the broadest range of both participants and viewers. They also then become familiar with Aitkins' famous wildlife artist, Francis Lee Jaques. There will be a festive 'opening' on Saturday July 15th for artists and community.

List target markets: List target audience: The target audience is young and old from Aitkin county and beyond.

Where – geographic areas (s) Who – type of group or activity : We will solicit artists from schools, churches, resorts, and encourage anyone to come to the Jaques to work on or finish their art. Most will do it at home and bring it in.

The Jaques Art Center is continuously working to provide Aitkin county residents and visitors a top notch small town Art Center that offers a wide range of programs and exhibits.

Please estimate the number of people who will come from: Your local community and surrounding area: Attached is the breakdown of our Community Canvas exhibit in 2014. We can estimate that we will have 300 participants which will bring to the center that many plus persons stopping to view the show. A conservative estimate would be 500.

From other communities in Minnesota: 50

From outside of Minnesota: 50

4. PROJECT BUDGET:	ACTGAC Funds	Applicant Funds asked for	Total \$800.00
Advertising for Community Canvas Exhibit	\$700.00		
Posters & Flyers	\$300.00		
From Jaques Art Center :	200.00		
Grant :	800.00		
TOTALS	\$1000.00		

Application for Aitkin County Tourism Promotion and Development Grant

To: Aitkin County Board of Commissioners

From: The Jaques Art Center

WHEREAS, the Jaques Art Center (hereafter the "Applicant" is a non-profit Corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant offering advertising costs to promote the "Community Canvas" project for viewing July 14th 2017 to September 2nd 2017; and

WHEREAS, the Applicant has determined that it will need an ACTPDG Fund grant for \$800 in order to do the program/event; and,

WHEREAS, the Applicant has available \$200.00 as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

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

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$800 to provide funds to do the program/event.

BE IT FURTHER RESOLVED that Barden Heft, President and or Leslie Goble, Secretary are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it and,

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

ADOPTED: April 16, 2016

By: BARDEN R. HEFT

Its: Barden R. Heft
(President)

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the Jaques Art Center on April 16, 2016.

By: Leslie A. Goble

Its: Leslie A. Goble
(Secretary)

2014 Jaques Community Canvas Stats

373 Canvases were given away. . .
318 were returned with creations complete
58 canvases were lost or not returned

Ages of participants:

Under 12 = 59

12 - 18 = 77

19 - 40 = 36

41 - 60 = 39

Over 60 = 114

Gender of participants

Male = 108

Female = 247

Addresses of participants

Aitkin address = 171

Minnesota = 127

Out of State = 6

Out of U.S. = 1 Australia

Dates of Community Canvas Exhibit:

August 1 to September 6, 2014



31

32

33

34

35

36

37

38

39

40

41

42

ART

FISH

MOON

AIR

Advertising Statement

Aitkin Independent Age

1/1

PO Box 259, Aitkin, MN 56431

Phone: 218-927-3761

Fax: 218-927-3763

URL: www.aitkinage.com

Jaques Art Center
121 2nd St. NW
Aitkin, MN 56431

Acct #: 00001090
Phone: (218)927-2363
Date: 03/31/2016
Due Date: 04/30/2016

Date	Trans #	Type	Description	Runs	Columns	Inches	Total
02/29/2016			Balance Forward				293.00
03/9/2016	300152224	INV	Progress 1/4 pg. Age	1	3	21.75	245.00

Remarks

Total Due: \$ 538.00

March 2016	February 2016	January 2016	December 2015	November 2015	October 2015
\$ 245.00	\$ 293.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

You can't provide customer service
without Customers!

Make sure they can find you!

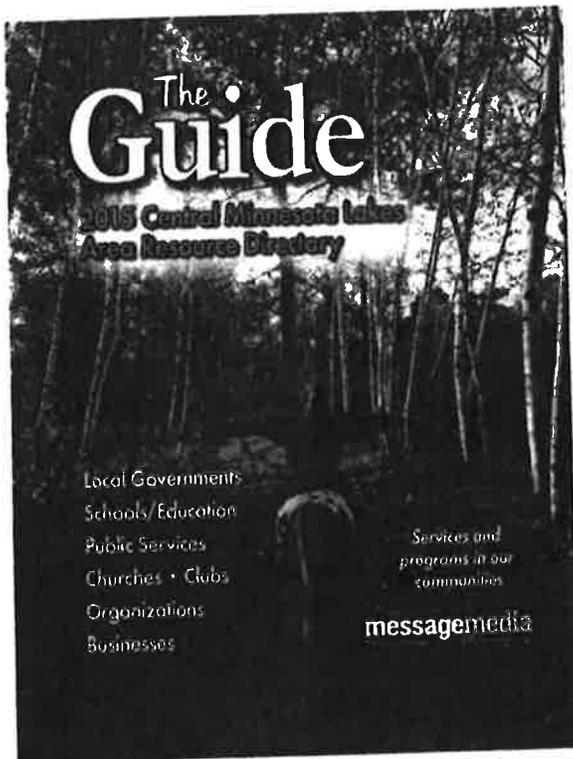
The one-stop, easy-to-use guide of area resources that connect you with your potential customers/clients.

A great way to promote your church, organization, product, business or service to newcomers & year-round residents alike!

**It's the
Who's
Who
of this
area!**

The Guide

Central Minnesota Lakes Area Resource Directory



(2015 Cover)

- ✓ City, township and county governments and officials
- ✓ Education information and school calendars
- ✓ Area associations, clubs, organizations and officers
- ✓ Fire and conservation officers
- ✓ Churches
- ✓ Health and human services
- ✓ Social and senior citizens services
- ✓ Emergency numbers
- ✓ Plus much more valuable community information

**No billing
until March!**

**You'll want to be included in our
Community Resource Directory because ...**

- ✓ Full color ads make your message stand out
- ✓ Handy magazine size & glossy cover
- ✓ Printed on heavier, white paper so your ad will 'pop'
- ✓ Handy index of advertisers by category so the reader can find your product or service easier
- ✓ Distributed to the customers that interest you:
11,500 to our local Bargain Hunters readers with
3,000 to our Twin Cities and Greater Minnesota readers and
100's to Cities, Schools & Realtors to be given to area newcomers

Great Rates & Circulation

Circulation 14,500
 Ad Deadline Jan. 15, 2016
 Distribution Feb. 2016

Ad Size	Inches	Cost
1/12 page	2.25 x 2.25	\$189
1/6 page	2 x 4.75 or 4.5 x 2.25	\$239
1/4 page	2 x 7.25 or 7 x 2.25	\$293
1/3 page	4.5 x 4.5	\$315
1/2 page	7 x 4.5	\$389
Full page	7 x 9.25	\$620
Back cover		\$1,565
Inside front or back cover		\$1,189

No billing until March 2016!!

Added Value!

Every ad appears on both the Mille Lacs Messenger and the Aitkin Age websites, with thousands of unique visitors each month!

www.aitkinage.com or www.millelacs messenger.com



In Isle, contact:

Monica ads@millelacs messenger.com • Polly marketing@millelacs messenger.com
 320.676.3123 or 888.676.3123 / fax 320.676.6540



Aitkin Independent Age

In Aitkin, contact:

Roxie rbouey@aitkinage.com • Joel ads@aitkinage.com
 Patty pthole@aitkinage.com • 218.927.3761 or 800.450.3761 / fax 218.927.3763

**ARTICLES OF INCORPORATION
OF
THE JAQUES ART CENTER**

The undersigned, being natural persons of full age, for the purpose of forming a nonprofit corporation under the provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statute Chapter 317A, hereby adopts the following Articles of Incorporation.

ARTICLE I - NAME

The name of the corporation shall be The Jaques Art Center. *

ARTICLE II - REGISTERED OFFICE

Its principal place of service shall be the State of Minnesota, and its registered office shall be 316 - 1st Avenue Northwest, Aitkin, Minnesota 56431.

ARTICLE III - PURPOSE

The purpose of this corporation shall be generally to operate exclusively for charitable, benevolent and educational purposes and more specifically to collect and publicly present the art of the late Francis Lee Jaques. The center will be a local source of art appreciation and development in the form of workshops, seminars, exhibits and special artistic programming for people of all ages and backgrounds.

ARTICLE IV - RESTRICTIONS AND LIMITATIONS

Notwithstanding any other provisions of these Articles of Incorporation, the corporation shall at all times be subject to the following restrictions:

1. The corporation shall neither have nor exercise any powers nor shall it engage directly or indirectly in any activity that would invalidate its status (1) as a corporation which is exempt from federal income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, or (2) as a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986.

2. Except as otherwise permitted under Section 501(h) of the Internal Revenue Code of 1986, no part of the activities of this corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation; nor shall it be in any manner or to any extent participate in, or intervene in any political campaign on behalf of any candidate for office; nor shall the corporation engage in any activities that are unlawful under applicable federal, state or local laws.

3. This corporation shall not operate for the primary

Aitkin County
Application for Aitkin County Tourism Promotion and Development Grants
January 1, 2016 - December 31, 2016

DEADLINE: Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is April 29th.

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

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

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

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

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

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: Depot Museum's 100th Anniversary

Date(s) of Program: August 2016

Location of Program: Aitkin Depot Museum

Organization/Community Name: Aitkin County Historical Society.

Person in Charge of Project: Scott Rian

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

Po Box 215 Aitkin MN 56431

Contact Person's Phone #: 218-927-3348

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

_____ **Non-profit Tourism Association**

X _____ **Non-profit Association**

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

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

Description/focus/purpose of your organization Provide information and archives on county history to all as well as preserve artifacts important to the counties past.

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC) \$1000.00
(Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$1668.28

Total projected budget **\$2668.28**

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

The NP depot is 100 years old this year and we will be printing a county wide map to distribute at our open house in August. The map has 85 historically significant sites throughout the county with GPS coordinates' to each site. We will use the grant funding to help advertise the event and print maps.

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

Publicize the Depots anniversary, raise awareness in the Historical society and the rich history found throughout the county.

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

The map encourages exploration and can be given at other venues to cross promote the county as a whole.

List target markets:

Where – geographic areas (s)
Statewide reach

List target audience:

Who – type of group or activity
Local and tourists as well as lake home owners

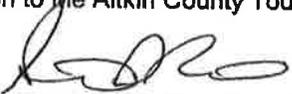
Please estimate the number of people who will come from: Your local community and surrounding area: 500
From other communities in Minnesota: 2500
From outside of Minnesota: 500

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

Category	ACTGAC Funds	Applicant Funds	Total
Advertising	\$ 100.00	\$ 169.28	\$ 269.28
Map Printing	\$ 900.00	\$ 1387.00	\$ 2287.00
Map editing	\$.00	\$ 112.00	\$ 112.00
TOTALS	\$1000.00	\$1668.28	\$ 2668.28

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

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

Name 

Date: 28 APRIL 2016



Printing ~ Marketing ~ Logo Design

April 26, 2016

To: Scott Rian
Aitkin County Historical Society
PO Box 215
Aitkin, MN 56431

Estimate:120913

Contact-Jeff Tidholm

We are pleased to submit the following "History Guide Map" bid as requested, based on the specifications provided.

Description:

24" x 18" flat size, accordion folds to 4" x 18" and then in half to 4" x 9" finished size

Finished Size: 4" x 9"

Printed on: 80# Matte Text

2-Color with bleeds – Both Sides (color choices by you)

Trimmed and folded

<u>Quantity:</u>	<u>2500</u>	<u>5000</u>	<u>7500</u>
Price for printing only	\$1,767.00*	\$2,287.00*	\$2,794.00

*This price DOES NOT include Graphic Design Services. Design time is estimated between 2 – 3 Hours = \$112.00 to \$168.00.

If you have any questions or need additional information please feel free to call,

Jeff Tidholm
Owner/Sales

213 Minnesota Avenue North ~ P.O Box 251, Aitkin, MN 56431
Office: 218.927.3761 ~ Toll Free: 888.515. JEFF (5333) ~ Fax: 218.927.3763

Department of the Treasury

District Director

Internal Revenue Service

Date: December 10, 1974 In reply refer to: Mrs. Galovnik 612-725-7344
StP:EO:74-1539 MAO:arg

41-096-3286

▷ Aitkin County Historical Society, Inc.
Second Street, North West
Aitkin, Minnesota 56431

Accounting Period Ending: September 30
Purpose: Educational

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes under sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt status. Also, you must inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

096 3296 You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

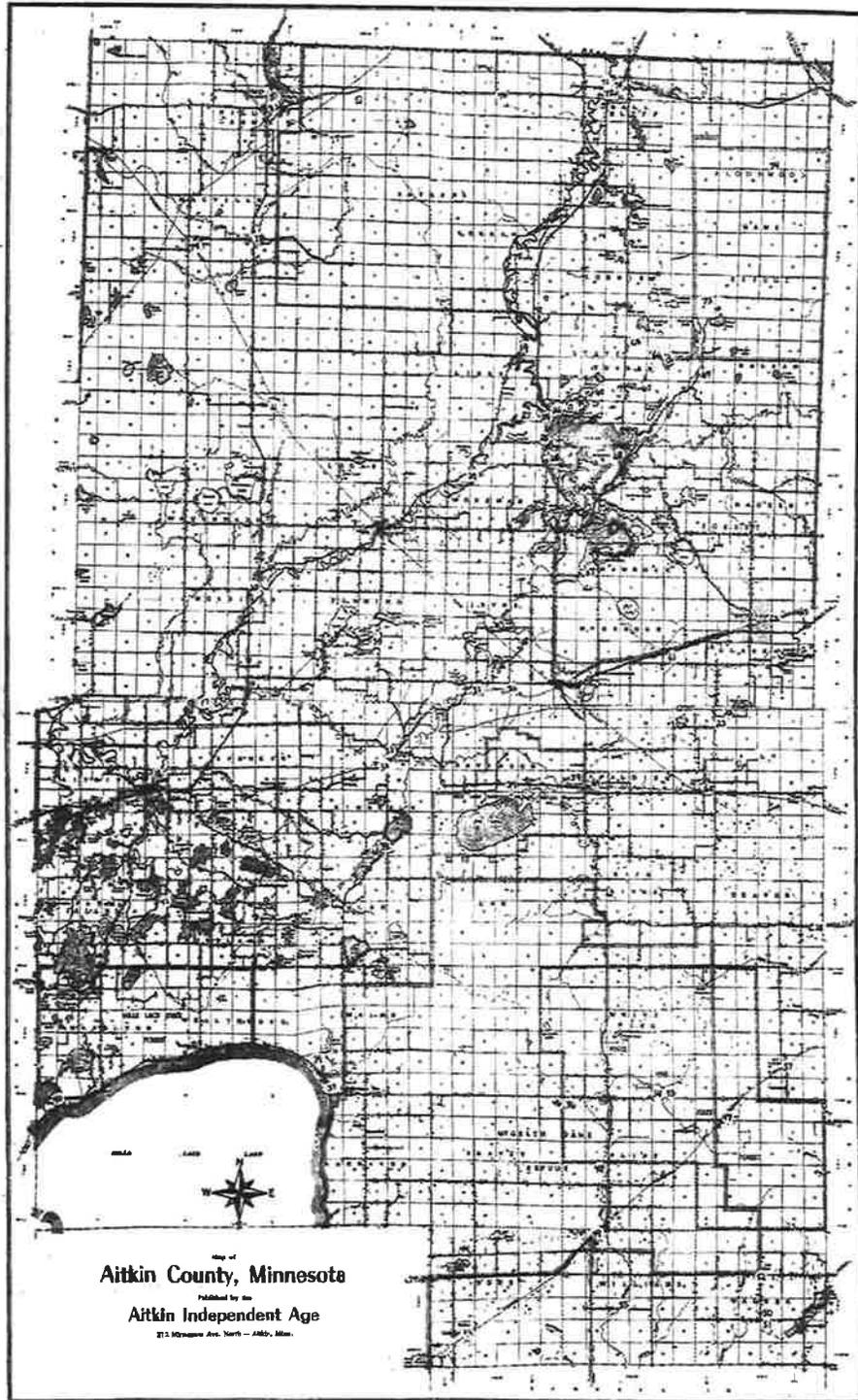
Sincerely yours,

C. D. Switzer

C. D. Switzer
District Director

Form L-178 (Rev. 7-71)

FRONT OF MAP



Aitkin County Tourism Development and Promotion Grant Award History

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

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

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

Ross Wagner

From: Chris Maddy [CMaddy@northspan.org]
Sent: Thursday, March 24, 2016 4:32 PM
To: Ross Wagner
Subject: Northland Connection Request
Attachments: 2016 Northland Connection Strategic Plan_Final without a la carte.docx; Businesses we have attracted since 2001.docx

Ross,

Thanks for the privilege of sending to you this request for a contribution to Northland Connection. I'd like to bring you up to speed on changes in the program the last several years.

The name itself changed from the Arrowhead Business Connection back in 2008 to Northland Connection as we welcomed Douglas County to our mix of seven counties that make up the Arrowhead. A lot of data based in the Metropolitan Statistical Area (Carlton and St. Louis counties in Minnesota and Douglas County, Wisconsin) was included in a lot of requests for information and it only made sense to expand our reach. Additionally APEX joined our family of economic developers. They took over the marketing and shoe-leather work that often times comes associated with economic development. We settled in as the online representative of eight counties including Aitkin. Today we manage 13 properties in Aitkin County. We also conduct research and analysis which the attached strategic plan explains.

In a nutshell Ross we are the go-to entity for economic development data. I would welcome the opportunity to expand our level of services to include Aitkin County and I invite your economic development group to consider our request for \$4,000. You will find a list of partners in the attached file. I've also attached a file that showcases the level of recruitment we have responsible for the last 15 years.

Thanks Ross,

Chris Maddy

Director, Marketing & Business Recruitment
Director, Northland Connection

The Northspan Group Inc.
221 West First Street
Duluth, MN 55802-1909

218.529.7564 Direct
218.591.3455 Cell
cmaddy@northspan.org

NORTHSPAN

northspan.org

Creative Solutions for Business and Community Development

NORTHLAND * CONNECTION
northlandconnection.com

NORTHFORCE
NORTHFORCE.org

2016 BUDGET AND KEY STRATEGIES AND TACTICS

Northland Connection Program Objective

Provide Economic Development Data and Analysis to Recruit, Expand and Retain Businesses; and Create New Jobs and Wealth within our Region.



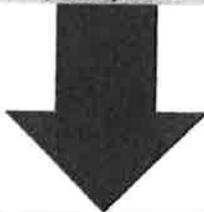
Northland Connection Program and its Core Services

Your investment enables Northspan to generate and package economic development data for this region; to sustain and keep up-to-date Web-based tools designed to describe, illustrate, and market the area's economic development assets to targeted audiences.



2016 Partner Investment

\$132,482



Northland Connection Program 2016 Budget

Key Strategies/Tactics	Personnel Salaries & Fringe Benefits	Operating Support ¹	Direct Cost	Total	% Total Budget
Manage and Market Northland Connection Program	16,991	10,704	5,000 ²	32,695	25%
Manage Regional Economic Development Portal NC.com	44,896	28,284	11,500 ³	84,680	64%
Program Administration	6,434	4,053	4,620 ⁴	15,107	11%
Total	\$68,321	\$43,041	\$21,120	\$132,482	100%

¹ Operating support – rent, furniture, office supplies, telephone, fax, insurance, equipment such as computers, printers, servers, financial/accounting, and administrative/management services.

² Business and Industry data

³ NC.com Software license

⁴ Travel, meeting expenses, Minnesota Marketing Partnership and other memberships, etc.

NORTHLAND CONNECTIONSM

Northland Connection Key Strategies and Tactics

Manage and Market Northland Connection Program

\$27,695

- Position NC Program as the primary resource for economic development information in the region
- Secure and utilize high-end, proprietary databases (e.g. Nexis) and other library/online resources to generate business and industry data
- Provide targeted business and industry research and analysis for partner users of Northspan's in-depth, customized research and analysis, and data packaging services
- Research and prepare detailed property options that meet the requirements of partner prospects and site selector clients
- Qualify and respond to referrals and program-generated business expansion/retention inquiries
- Target regional stakeholders and site selector networks to promote program services and the NC.com economic development portal
- Leverage peer group networks (i.e. BOMA, IREA, Minnesota Marketing Partnership, MN DEED, DAAR, RAOR) and other opportunities to collaborate and promote Northland and its economic development assets
- Leverage funding partner marketing efforts
- Communicate program activities frequently to funding partners

Manage Regional ED Portal, NorthlandConnection.com

\$73,180

- Communicate the region's competitive advantages and industry sectors
- Sustain the region's nationally-recognized regional economic development portal, maintaining high quality data, GIS mapping and imagery in the following categories:
 - Commercial/industrial real estate database which includes more than 400 sites and buildings in eight counties and demographic reports from ESRI
 - Area programs and services database which includes more than 350 programs and services such as business financing programs and workforce training services
 - Leading employers/industry clusters which includes a database of more than 350 employers and overviews of seven industry clusters
 - Utility rates and billings for Minnesota Power, Minnesota Energy Resources, five electric cooperatives and 58 municipal and public works utilities
 - Annual enrollment and graduation rates for 12 area community colleges and universities
 - Labor market information including salaries, payroll, and labor force data
 - Infrastructure including roadways, aviation, rail, taxation, and government contacts
 - Quality of life including climate, housing, crime, and secondary education statistics
 - Business news including relevant business development activities
- Train the region's users of the website to maximize its capabilities; it is expected we will be up and running by February at which time we will provide up to three seminars throughout the year
- Automate demographics information through web services and strategic links
- Implement technical tactics to position NC.com to national audiences (e.g. SEO)
- Track utilization of NC.com to assess effectiveness
- Research innovation trends to ensure NC.com employs latest technology
- Work with third party programmers to improve technology and dynamic tools on NC.com
- Maintain license/hosting server relationships

Administration

\$10,487

- | | | |
|-----------------------|----------------------------|------------------|
| • Funding development | • Research and development | • Graphic design |
| • Invoicing | • Meeting logistics | • Peer meetings |

Direct Costs

\$21,120

- | | | |
|---|---|---------------------------|
| • Economic development (business and industry) data | • Staff travel, meeting expenses, postage, copying/printing, memberships, misc. | • NC.com software license |
|---|---|---------------------------|

Northland Connection Program 2016 Budget

\$132,482

NORTHLAND CONNECTIONSM

Partner Program 2015 Investment

<p>Minnesota Power</p> <p>Minnesota Power has a presence in all eight counties Northland Connection covers. With a few exceptions, nearly all of the 65 plus communities profiled on NC.com and 400+ properties in the database are served by MP and/or Superior Water Light and Power. The utility relies on the program's research, analysis and packaging of demographic, business and industry data and real estate options.</p>	\$25,000
<p>Iron Range Resources & Rehabilitation Board (IRRRB)</p> <p>IRRRB has a presence in six counties served by Northland Connection. The agency serves 35 of the communities profiled on NC.com; 181 of the properties in the database are within IRRRB's service area. The agency relies on Northland Connection to manage property data and engages the program for some limited research and analysis of business and industry data.</p>	\$20,000
<p>Area Partnership for Economic Expansion (APEX)</p> <p>APEX has a presence in all eight counties Northland Connection covers and utilizes the program's research, analysis and packaging of business and industry data and real estate options.</p>	\$15,000
<p>Duluth Economic Development Authority (DEDA)</p> <p>DEDA has 127 of the sites and buildings in the database and utilizes the program's research, analysis and packaging of demographic, business and industry data and real estate options.</p>	\$15,000
<p>St. Louis County</p> <p>St. Louis County has 266 properties in the database including those associated with Duluth, Hermantown, and the Iron Range.</p>	\$10,000
<p>Superior/Douglas County</p> <p>The City of Superior and Douglas County each contribute \$5,000. There are 27 sites and buildings from Superior/Douglas County in the database. Both organizations utilize the program's research, analysis and packaging of demographic, business and industry data and real estate options.</p>	\$10,000
<p>Arrowhead Regional Development Commission</p> <p>ARDC has a presence in seven counties Northland Connection covers, five of which provide funding for Northland Connection (Carlton, Itasca, Koochiching, Lake and St. Louis counties). ARDC utilizes the program's research, analysis and packaging of demographic, business and industry data.</p>	\$5,000
<p>Cloquet/Carlton County</p> <p>The City of Cloquet and Carlton County each contribute \$2,500. There are 41 sites and buildings from Cloquet/Carlton County in the database. Both organizations utilize the program's research, analysis and packaging of demographic, business and industry data and real estate options.</p>	\$5,000
<p>Duluth Seaway Port Authority</p> <p>There are eight sites controlled by DSPA in the database. DSPA also utilizes the program's research, analysis and packaging of demographic, business and industry data.</p>	\$5,000
<p>Two Harbors Economic Development Authority (THEDA)/Lake County</p> <p>THEDA contributes \$1,000 and Lake County provides \$4,000 for the program. There are 16 sites and buildings from Two Harbors/Lake County in the database. Both utilize the program's research, analysis and packaging of demographic, business and industry data and real estate options.</p>	\$5,000
<p>Grand Rapids Economic Development Authority (GREDA)/Itasca Economic Development Corp (IEDC)</p> <p>GREDA and IEDC each contribute \$1,500 to the program. There are 47 sites and buildings from Grand Rapids/Itasca County in the database. Both utilize the program's research, analysis and packaging of demographic, business and industry data and real estate options.</p>	\$3,000
<p>City of Hermantown</p> <p>The City of Hermantown has 20 of the sites and buildings in the database and utilizes the program's research, analysis and packaging of demographic, business and industry data and real estate options.</p>	\$2,500
<p>Fond du Lac Indian Reservation (FDL)</p> <p>FDL has no sites or buildings in the database at this time. FDL engages the program for some limited research, analysis and packaging of demographic, business and industry data.</p>	\$2,500
<p>Koochiching Economic Development Authority (KEDA)</p> <p>Koochiching County has ten properties in the database and utilizes the program's research, analysis and packaging of demographic, business and industry data and real estate options.</p>	\$1,500
<p>Minnesota Department of Employment and Economic Development (DEED)</p> <p>Staff provides in-kind assistance to MN DEED's regional economic development coordinator on responses to requests for information and other economic development activities in the region. We also partner with MN DEED's Regional Labor Analyst on packaging state labor market and industry information.</p>	
TOTAL \$124,500	

Businesses we have attracted – Northspan Group

Enbridge Energy

We were the lead on whether Enbridge Energy expanded its business in Duluth and Superior. They were looking to add another 150 engineering jobs and consider Duluth/Superior as the American hub for engineering. Today Enbridge employs more than 500 workers in our market.

United Pediatric Services

This Iowa-based firm needed a northern Minnesota office to address resident needs. They offer nursing services for kids who otherwise fall through the cracks. They expanded into downtown Duluth and employ about 7 people.

Hydro-Klean

We attracted this business to Duluth and they employed ten people. They clean pipes and large equipment. They worked here for about five years before consolidating their services to an office in North Mankato.

UtilitiesPlus Energy Services

This business serves mining-related companies on the Range. They located a service office in Eveleth and currently employ seven people.

Dingwells North America

This Canadian business expanded into Hermantown, then moved its operations to Superior. They are basically a machine shop. They employ around 10 people.

IPS Worldwide

We attracted this company from St. Paul to Duluth. They employ about 15 people. Their main goal is to refurbish locomotive cranes.

HealthPartners

This is a growing health company that needed an IT presence in their satellite offices. They moved to Duluth and today employ about 30 people.

Rockwell Automation

This company is well-known with offices throughout the upper Midwest. They located in Duluth and currently serve major industrial outlets in our area. They employ about 40 people.

Premier Plastics

We recruited this company to Hoyt Lakes. They also have a building in Eveleth. They do roto-molding parts for recreation, primarily ATV's and pontoon boats. They currently employ about 35 people with plans to expand their Hoyt Lakes operation.

Hydrosolutions of Duluth

This company moved its operations from Fergus Falls and services primarily aviation-industry companies. They do water jet cutting of tools and parts. They employ about 15 people.



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: May 24, 2016

Title of Item: Community Corrections Budget

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<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>

Submitted by: Nathan Burkett, County Administrator	Department: Administration
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Presenter (Name and Title): Nathan Burkett, County Administrator	Estimated Time Needed: 10 min
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Summary of Issue:
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.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve 2016 budget 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:*

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

5B
Agenda Item #

Requested Meeting Date: May 24, 2016

Title of Item: Community Corrections Staffing Plan

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<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>

Submitted by: Nathan Burkett, County Administrator	Department: Administration
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Presenter (Name and Title): Nathan Burkett, County Administrator	Estimated Time Needed: 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

5C
Agenda Item #

Requested Meeting Date: May 24, 2016

Title of Item: Financial Policies

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed:
Summary of Issue: At Tuesday's meeting I will review the proposed Financial Policies with the Board. Please see the attached.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt Financial Policies.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



AITKIN COUNTY ADMINISTRATION

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

TO: County Board
FROM: Nathan Burkett 
CC:
DATE: May 18, 2016
RE: Financial Policies Summary

Summary of Policies: Adopts financial policies for Aitkin County guiding budgeting, spending authority, assets, and incorporating certain directed procedures. Most of the policies are a written version of current practice. Those policies which are changes to current practice are underlined in this summary.

There is no existing current financial policy manual.

1. Section A adopts GASB and GAAP Principles, cash accounting basis, audit procedures and financial reporting standards.
2. Section B adopts a budgeting approach, budgeted process, identifies those funds that will be budgeted (versus non-budgeted), cash plus encumbrances basis of budgeting and defines budget compliance. Provides flexibility for department heads to use funds under their authority provided the “bottom line” of the budgets under their management is compliant. Defines circumstances when budget amendments are needed.
3. Section C requires Board approval for permanent change funds, allows for administrative establishment of temporary change funds up to \$500.00. Requires audit and accounting procedures to be prepared.
4. Section D requires procedures are adopted for accurate accounting and audit of revenues collected.
5. Section E requires Board approval of all disbursements, allows for administrative approval of certain claims.
6. Section F requires titles to be held in a central location, adopts capitalization thresholds, and allows for administrative disposition of assets under certain thresholds.
7. Section G requires preparation of a capital improvement plan.

8. Section H provides for administrative purchasing authority, the limits of which are unchanged from previous policy. Allows for purchase of specific items above administrative approval when the line item in the budget is specific (i.e. road salt line item can be administratively expended up to the budgeted amount). Provides for administrative discretion in spending above spending limits in certain exigent circumstances.
9. Section I provides for administrative contracting authority up to certain spending limits, and when the contract may be cancelled or does not exceed a budget year in duration.
10. Section J adopts fund balance goals for unrestricted fund balance of 42%, adopts GASB 54, and delegates authority to the County Administrator to assign fund balance.
11. Section K adopts an investment policy, assigns responsibility for investments to the County Treasurer.
12. Section L adopts a debt policy to provide guidance for the consideration of debt financing projects.
13. Section M modifies the existing credit and purchasing card policy to eliminate redundancy, streamline processes and align with these financial policies.

ARTICLE IV ACCOUNTING, FINANCE AND PURCHASING

Adopted:

Section A. Accounting, Auditing and Financial Reporting

Subd. (1) Accounting Practices

- (a) The County adopts the Minnesota County Financial and Reporting Standards (COFARS) developed by the Minnesota State Auditor's Office and such updates as may be adopted from time to time.
- (b) The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles applicable to state and local governments. The County's accounting and financial reporting policies and procedures will conform to these generally accepted accounting principles (GAAP). The County Administrator is responsible for adopting written procedures to ensure adherence to this section.
- (c) All county funds shall be accounted for on a cash basis.

Subd. (2) Audit

- (a) Oversight of the annual audit shall be conducted by the Board Chair, County Administrator and County Auditor.
- (b) If applicable, the Board Chair, County Administrator, County Auditor and two staff assigned primary duties related to finance shall recommend an independent auditor to the County Board.
- (c) The County's auditor shall make an annual summary presentation of the County's annual audit to the County Board.

Subd. (3) Financial Reporting

- (a) The County Administrator shall prepare or cause to be prepared reports that analyze and evaluate financial performance for presentation to the County Board on at least a quarterly basis.

Section B. Budget

Subd. (1) Budgeting Approach

- (a) The purpose of the annual budget is to set forth a plan for revenues and expenditures of the County for the coming fiscal year and to set authorized spending limits by department.
- (b) Revenues shall be estimated employing a conservative approach that is more likely to underestimate revenues than overestimate revenues.
- (c) Expenditures shall be estimated employing a conservative approach that is more likely to overestimate expenditures than underestimate expenditures.

Subd. (2) Budget Adoption Process

- (a) In accordance with MN Statute 375a.06, the County Administrator is responsible for preparation of the annual budget and presentation to the County Board for approval.

Subd. (3) Budgeted Funds

- (a) Budgets will be prepared and submitted for the approval of the County Board for all governmental funds, business-type funds and township funds under the County Board's authority.

Subd. (4) Budget Accounting Basis

- (a) Budgets will be prepared using the cash plus encumbrances method.
- (b) A reconciliation will be prepared and included in the budget to project the actual financial position of the County at the end of the fiscal year.

Subd. (5) Budget Compliance

- (a) All funds of the County are under the legal control of the County Board, unless this control is superseded by Statute, Rule or Federal Law; as such the County Board retains the authority to amend budgets at any time.
- (b) The County Administrator is responsible for monitoring expenditures and revenues, to ensure budget compliance and to report to the County Board on the status of the budget on at least a quarterly basis.
- (c) Department Heads are responsible for budgets assigned to them, and have the authority to expend funds and receipt revenue in accordance with applicable policies of the County Board.
- (d) Budget compliance is designated at the departmental level, in accordance with the approved budget and the County's financial record keeping system.

- (e) The authority to allocate or re-appropriate resources for full time staff, including salaries, benefits and other expenses is reserved by the County Board, such allocations and appropriations must be approved by the County Board.
- (f) The authority to allocate or re-appropriate resources for programs and services that may create long term fiscal or operational obligations is reserved by the County Board, such allocations and appropriations must be approved by the County Board.

Subd. (6) Budget Amendments

- (a) Budget amendments must be prepared and submitted to the County Board for approval when circumstances or priorities change during a fiscal year which will -modify the expenditures or revenues of a department by more than 1.5% or 10,000; whichever is greater
- (b) Budget amendments are not necessary when the net departmental budget will not be impacted unless the budget amendment would increase personnel spending for full time employees

Section C. Change Funds

Subd. (1) The County Board must approve all permanent change funds.

Subd. (2) The County Administrator may approve temporary change funds, in effect for less than 30 days, in amounts less than \$500.00.

Subd. (3) The County Administrator will ensure appropriate procedures are adopted and followed to ensure accurate accounting of change funds. The County Auditor is responsible for implementing change fund accounting procedures.

Section D. Revenue and Collections

Subd. (1) The County Administrator will ensure appropriate procedures are adopted and followed to ensure accurate accounting of revenues received in to the County. The County Auditor and County Treasurer are responsible for implementing accounting procedures.

Section E. Disbursements

Subd. (1) The County Board must approve all disbursements.

Subd. (2) When it is necessary to pay a claim before it is possible to obtain County Board approval, in accordance with MN Statute 375.18 the County Board delegates authority to the County Administrator and County Auditor to authorize payment of certain claims. The claim must be presented for approval to the County Board at the next County Board meeting.

Section F. Fixed Assets

Subd. (1) Ownership of Fixed Assets

(a) All assets of Aitkin County are under the final authority of the Aitkin County Board unless superseded by federal law, statute, rule or grant requirement.

(b) All assets of Aitkin County which are acquired by Aitkin County, for use by Aitkin County, following adoption of this policy shall be titled in the name of Aitkin County, without reference to a specific department. Reasonable efforts to change the titles of assets owned as of adoption of this policy shall be made to comply with this policy in a reasonable period of time.

(c) The titles of all assets acquired by Aitkin County, for use by Aitkin County shall be held in one office, as determined by the County Administrator.

Subd. (2) Criteria for Capitalization and Inventory

(a) The County adopts the MN State Auditor Guide to Local Government Capital Assets and such updates as might be adopted from time to time to guide capitalization and inventory of assets, unless otherwise superseded by this policy.

Capital Asset Type	Tracking and Inventory Threshold	Capitalize and Depreciate for Financial Reporting
Land	\$1	Capitalize only
Land Improvements	\$1	\$25,000
Building and Building Improvements	\$1	\$25,000
Building Improvements	\$1	\$25,000
Construction in Progress	\$1	Capitalize only
Machinery, Equipment and Vehicles	\$250	\$5,000
Infrastructure	\$25,000	\$50,000

Subd. (3) Transferring/Selling Assets between County Departments

- (a) Assets may be transferred between departments without County Board approval.
- (b) Unless there is a need because of a grant agreement or reimbursement requirement, no accounting journal entry or warrant needs to be made to transfer assets between county departments.

Subd. (4) Selling and Donating Assets

- (a) All proceeds from the sale of items by the County shall be receipted by the County, and accounted for in to the appropriate departmental budget.
- (b) Assets no longer needed by the County may be donated to a non-profit or governmental organization, sold or discarded.
- (c) Assets must be appropriately decommissioned before being donated, sold or discarded.
- (d) Unless federal law, statute, contract or agreement requires the approval of the County Board, the County Administrator may approve of selling or donating assets when the projected value is less than \$10,000. Department Heads may approve of selling or donating assets when the projected value is less than \$1,000.
- (e) Generally, departments seeking to donate or sell assets shall ask other departments if they have a need for that asset, if no other county department has a need then it is appropriate to donate or sell the asset.

(f) From time to time, the County will hold an auction to sell items the County no longer has a need for. The County Administrator and Department Heads are authorized to utilize on-line auction sites, government surplus sites or other methods that may increase the likelihood of sale or increase the sale price.

(g) Items that fail to sell on the county auction or on-line auction, have little to no monetary or utilitarian value may be disposed of appropriately.

Section G. Capital Improvement Plans

Subd. (1) A capital improvement plan for a five year period will be submitted to the County Board for consideration and approval annually along with the annual budget.

Subd. (2) The capital improvement plan shall include at least all planned capital expenditures meeting the criteria of the fixed assets policy, for the next immediate fiscal year and a projection of planned expenditures for proceeding years.

Subd. (3) The capital improvement plan shall include at a minimum; a brief description of the expenditure, the department requesting, the projected amount, the funding source(s) and any necessary explanation of the need for the expenditure.

Section H. Purchasing

Subd. (1) The County Administrator is authorized to make purchases on behalf of the County Board, without prior County Board approval when:

(a) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and

(b) The expense will not exceed the current budget; and

(c) The expense is less than \$10,000;

(d) The expense is within the budgeted amount of a specifically identified line item under the County Administrator's management.

Subd. (2) Department Heads are authorized to make purchases on behalf of the County Board, without prior County Board approval when:

(a) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and

(b) The expense will not exceed the current budget; and

(c) The expense is less than \$5,000;

- (d) The expense is within the budgeted amount of a specifically identified line item under the Department Head's management (i.e. Road salt and sand line item may be expended up to the budgeted amount without County Board approval).

Subd. (3) From time to time, opportunities may arise to manage the County's expenses down by taking immediate action on a purchase which exceeds the delegated authority of the County Administrator. In these rare circumstances, the County Administrator is authorized a reasonable amount of discretion to exceed the dollar limit in this policy when it is documented that waiting until the next County Board meeting to approve the purchase will likely cost the County a greater amount. In these circumstances, the Department Head requesting the purchase and the County Administrator should be in agreement, and the request shall be submitted to the County Board at the next regular County Board meeting.

Section I. Contracting

Subd. (1) The combined signature of the County Board Chair and the County Board Clerk is the official signature of the County Board.

Subd. (2) The County Administrator is authorized to execute contracts on behalf of the County Board, without prior County Board approval when:

- (a) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and
- (b) The expense of the contract will not exceed the current budget; and
- (c) The expense of the contract is less than \$10,000; and
- (d) The contract does not bind the County for a period longer than the current fiscal year OR the contract contains a provision allowing at-will termination of the agreement with 30 days' notice or less.

Subd. (3) Department Heads are authorized to execute contracts on behalf of the County Board, without prior County Board approval when:

- (a) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and
- (b) The expense of the contract will not exceed the current budget; and
- (c) The expense of the contract is less than \$5,000; and
- (d) The contract does not bind the County for a period longer than the current fiscal year OR the contract contains a provision allowing at-will termination of the agreement with 30 days' notice or less.

Section J. Fund Balance and Reserves

Subd. (1) Fund Balance Policy

(a) The County aims to maintain a year end, unrestricted fund balance of at least 42% of the following year's budgeted expenditures on all governmental funds. For the purposes of this policy, the General Fund, HHS Fund and Highway Fund shall be combined; all other governmental funds shall be calculated separately.

Subd. (2) Designation of Fund Balance, GASB 54

(a) The County shall follow the MN State Auditor's Statement of Position on GASB 54 and such updates as may be made from time to time.

Classification	Definition	Examples
Nonspendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact	<ul style="list-style-type: none"> • Inventories, • Prepaid items, • Long-term receivables
Restricted	Fund balance should be reported as restricted when constraints placed on the use of resources are either: a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b. Imposed by law through constitutional provisions or enabling legislation	<ul style="list-style-type: none"> • Restricted by state statute, • Unspent bond proceeds, • Grants earned but not spent, • Debt covenants, • Taxes dedicated to a specific purpose, and • Revenues restricted by enabling legislation
Unrestricted - Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest	<ul style="list-style-type: none"> • The governing board has decided to set aside \$1M for a road construction project. • Property tax levies set for a specific

	level of decision-making authority	purpose by resolution
Unrestricted - Assigned	Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed	<ul style="list-style-type: none"> • Governing board has set aside \$2 million for a county project and the county administrator may amend this up to \$100,000. • Governing body delegates the authority to assign fund balance to the finance officer. • Governing board has appropriated fund balance often to balance next year's budget. • Positive residual balances in governmental funds other than the general fund.
Unrestricted Unassigned	Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned	

(b) The County Administrator is delegated the authority to assign unrestricted fund balance for planning purposes, this authority does not grant authority to expend funds not budgeted by the County Board.

Section K. Investments

Subd. (1) This investment policy applies to activities of the County with regard to investing the financial assets of all funds maintained.

- (a) All cash and investments will be maintained in a single cash and investment pool, unless otherwise required by law, court order, or County Board directive.
- (b) Interest revenue and gains (or losses) on sales of investments will be retained in the general fund unless specifically designated otherwise by County Board resolution, state statute, grant regulation, or contract.
- (c) All revenues, expenditures, assets, and liabilities relating to securities lending transactions will be recorded in the general fund. Revenue gains (or losses) related to this investment of cash collateral will be retained in the general fund.

Subd. (2) The responsibility for conducting investment transactions involving public funds of the County resides with the County Treasurer. The County Treasurer is designated as investment officer and is responsible for investment decisions and activities, with the input of the County Board.

(a) No person may engage in an investment transaction except as provided under the terms of the investment policies and the procedures established by the County Treasurer or applicable State law or rule.

(b) The selection of banking services will be made by the County Treasurer.

Subd. (3) The County Treasurer shall maintain a system of internal controls for investments, which shall be documented in writing. The internal controls shall be reviewed by the State Auditor's Office. The controls shall be designed to avoid losses of County funds arising from fraud, employee error, and misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the County.

Subd. (4) The investment portfolio of the County shall be designed to meet the following objectives in the order of priority; preservation of capital; meeting cash flow needs of the County; maximization of yield.

Subd. (5) The financial assets of the county may be invested in those securities or other investments permitted pursuant to MN Statutes 118.A.

Section L. Debt

Subd. (1) The purpose of this policy is to guide consideration of debt and the proper use of debt to fund capital projects. The primary objective is to establish conditions for the use of debt and to create policies that minimize the County's debt service and issuance costs, retain the highest credit rating and maintain full and complete financial disclosure and reporting. There are no absolute rules or formulas in determining the level of County debt. Each situation requires a thorough review of the County's debt position, financial health and economic forecast.

Subd. (2) Acceptable purposes and conditions for use of debt:

(a) Estimated future revenue is sufficient to ensure the repayment of the debt obligation;

(b) Other financing options have been explored and are not viable for the timely or economic acquisition or completion of a capital project;

(c) Debt will not be used to fund ongoing operating expenses of the County except in the case of an extreme financial emergency which is beyond the County's control or reasonable ability to forecast;

(d) When non-recurring capital improvements are desired;

- (e) When it can be determined that future citizens will receive a benefit from the improvement and when the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing;

Subd. (3) The County will consider issuing debt using only those instruments statutorily authorized by the State of Minnesota.

Section M. Credit and Purchasing Cards

Subd. (1) The purpose of this policy is to provide detailed information regarding the use of credit cards assigned to selected Aitkin County employees to purchase goods and services for Aitkin County.

- (a) This policy and procedure applies to all County divisions and agencies that have selected employees to use credit cards.
- (b) The County Administrator may delegate to other specific individuals the responsibility for the performance of some credit duties at a departmental level.
- (c) This policy is intended to accomplish the following:
 - (i) To ensure that credit cards are used in accordance with Aitkin County policies.
 - (ii) To ensure internal controls for authorized credit.
 - (iii) To ensure that the County bears no legal liability from inappropriate use.
 - (iv) To provide a convenient credit method and reduction of paperwork.
 - (v) To empower employees, increase productivity, flexibility, and efficiency.

Subd. (2) Credit Card Requirements

- (a) County employees who accept a county credit card are accepting the responsibility for maintaining security of the credit card and credit card number and following this policy. This includes being vigilant to protect the physical card, the credit card numbers and other identifying data, and promptly notifying the credit card issuer and County Auditor's office in the event of fraudulent or potentially fraudulent activity. The card holder is also responsible to ensure that goods and services purchased with the county credit card are received.
- (b) Each credit card issued will have "Aitkin County" and the individual cardholder's name embossed upon it.
- (c) The credit card vendor will have no individual cardholder information other than the County's mailing address; no personal credit records, social security numbers, or other personal information is maintained.
- (d) County issued credit cards shall be used for county business purposes only, and under the appropriate authority of this and other applicable policies.

Subd. (3) Credit Card Authorization

- (a) All transactions on the county credit card must be authorized by the individual to whom the credit card has been assigned.
- (b) Through the credit card issuer, the county will set the following purchase limits by default:
 - (i) Single daily purchase limit: \$999.99
 - (ii) 30 day purchase limit: \$5,000.00
- (c) Department heads may set lower limits for cardholders under their supervision.
- (d) From time to time, circumstances may arise where it is reasonable to make a purchase exceeding the single daily purchase limit or 30 day purchase limit. In these circumstances, the County Administrator may authorize a one-time adjustment to the purchase limits; provided the purchase is within the authority of the County Administrator under the general purchasing policy of Aitkin County.
- (e) Purchases with a county business purpose may be made with the credit card in person, via telephone or through a secure website. If you are unsure whether or not a website is secure, do not use the county credit card. The IT department will be able to assist you in determining if a website is secure.

Subd. (4) Documentation, Reconciliation, and Payment Procedures

- (a) Itemized documentation must be retained as proof of purchase whenever using the credit card. Receipts and vouchers must be provided to the Auditor's office within a reasonable period of time so payment may be made to avoid late fees, typically 10 business days.
- (b) If, for some reason, the cardholder is missing documentation of the transaction, they must attach an explanation that includes a description of the item, date of purchase, merchant's name, and the reason for missing documentation.
- (c) The department head must review all documentation and ensure that all purchases are valid and appropriate prior to approving the claims for payment.

Subd. (5) Requests for Credit Cards

- (a) The department head/manager and County Administrator must approve credit cards. The County Treasurer may authorize the credit card request in absence of the County Administrator.
- (b) The County Treasurer is responsible for establishing a form for the authorization to become a credit card holder. Completed forms must be submitted to the Treasurer's Office for processing.
- (c) Upon issuance of the credit card, the cardholder must sign their credit card.
- (d) Credit Cards will be delivered via US Mail directly by the card issuer. Lost/Stolen Credit Cards
- (e) Contact information of the credit card issuer will be provided to the cardholder.

Subd. (6) Disputes Regarding Credit Cards

- (a) Should any employee lose or have their credit card stolen, or if fraudulent activity is suspected it is their responsibility to immediately notify, within 24 hours, the credit card issuer and the County Treasurer's Office.
- (a) In case of a dispute with a vendor, the cardholder must complete, within five working days, a Cardholder Statement of Questioned/Disputed Item form.



Aitkin County Board of Commissioners Agenda Request Form

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Agenda Item #

Requested Meeting Date: May 24, 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 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Napstad
Aitkin County CARE Board			Westerlund
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	1x a month	Niemi and Marcotte
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund
Arrowhead Regional Development Council	Monthly	3 rd Thursday	Niemi
ATV Committee	As needed		Napstad and Marcotte
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Napstad, Alt. Marcotte
Central MN Corrections	Monthly	3 rd Wednesday	Wedel, Westerlund
Development Achievement Center	Monthly	3 rd Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi
Economic Development	Monthly	1 st Wednesday	Marcotte and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Wedel and Westerlund
Facilities/Technology	As needed		Wedel and Napstad
Forest Advisory	Every other month	3 rd Tues of even numbered mths	Marcotte and Napstad
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Marcotte
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Napstad and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Marcotte
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 st Wednesday	Napstad
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	Monthly	3 rd Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 rd Friday	Napstad
MN Rural Counties Caucus	8x year	Varies	Niemi, Alt. Marcotte
NE MN Office Job Training	As called		Napstad
Northeast MN ATP	2x year		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Napstad, Alt. Marcotte
Ordinance	As needed		Napstad and Marcotte
Park Commission	Monthly	2 nd Monday	Westerlund
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Snake River Watershed	Monthly	4 th Monday	Niemi
Sobriety Court	Monthly	3 rd Tuesday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund