

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS December 20, 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
  - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File December 7, 2016 – December 19, 2016
  - B) Approve December 6, 2016 County Board Minutes
  - C) Approve December 6, 2016 Budget Hearing Minutes
  - D) Approve Commissioner Warrants
  - E) Approve November Manual Warrants
  - F) Approve Auditor Warrants - November Sales & Use Tax
  - G) Approve Auditor Warrants
  - H) Adopt Resolution: 2017 Liquor License Renewals
  - I) Adopt Resolution: Final Contract Payment – Contract No. 20154
  - J) Approve Appointment of District 3 Board of Adjustment Member
  - K) Adopt Resolutions: City of Aitkin Trail Project
- 9:05 3) Senator Carrie Ruud and Representative Dale Lueck
- A) Legislative Session - Communication Sharing
- 9:30 Health & Human Services (see separate HHS agenda)
- 10:30 Break
- 10:45 4) John Drahota, Undersheriff
- A) Disposition of 2 dogs held by the sheriff's office
- 11:05 5) Steve Bennett, IT Director
- A) IT Staffing
- 11:20 6) Patrick Wussow, Interim County Administrator
- A) Approve Request to Fill Committee Vacancies
    - 1. Board of Adjustment
    - 2. Planning Commission
    - 3. Natural Resources Advisory Committee
  - B) Adopt Resolution: 2017 Liquor License Renewal - Fisherman's Bay

- C) Adopt 2017 Budget & Levy**
- D) County Administrator Discussion – Next Process**

**12:00 7) Mark Jacobs, Land Commissioner**  
**A) Habitat Conservation Plan / MOU with Carlton County**

**12:20 8) Committee Updates**

**1:00 Adjourn**

# AITKIN COUNTY BOARD

December 6, 2016

The Aitkin County Board of Commissioners met this 6th day of December, 2016 at 5:33 p.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, Interim County Administrator Patrick Wussow and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the amended December 6, 2016 agenda. Under Item 3B, Personnel Committee – Request to Add FT Utility Maintenance Position was added, and Item 3C – Approve Jail Elevator Repairs, was added.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: November 22, 2016 to December 6, 2016; B) Approve County Board Minutes: November 22, 2016; C) Approve Commissioner Warrants: General Fund \$205,838.07, Road & Bridge \$22,139.84, Health & Human Services \$1,191.03, Trust \$3,210.20, Forest Development \$417.68, Long Lake Conservation Center \$6,387.67, Parks \$20,621.70 for a total of \$259,806.19, D) Accept \$100 Donation to STS from Jacobson Community Church; E) Adopt Resolution: Snowmobile Trail - Limited Use Permit for TH #47; F) Approve Transfer of Existing Funds into Reserves - Environmental Services; G) Approve Re-Authorization of Agreement for Prosecution Services; H) Adopt Resolution: Cooperative Agreement; I) Approve Motorola Services Agreement 2017; J) Adopt Resolution: Konsor Easement 18-47-24; K) Adopt Resolution: 2017 Liquor License Renewals

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, to adopt resolution: Snowmobile Trail - Limited Use Permit for TH #47:

**WHEREAS**, Aitkin County supports recreation trails for their economic impacts and positive impacts to our quality of life; and

**WHEREAS**, Aitkin County has very active snowmobile clubs within the County that actively pursue permission from properly owners to locate a snowmobile trail on their property; and

**WHEREAS**, the right-of-way of Trunk Highway # 47 is needed to maintain connectivity of the snowmobile trails in this area;

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners hereby approves Agreement LUP 0108-0025 for the purpose of constructing, maintaining, and operating a snowmobile trail within the right-of-way of Trunk Highway #47.

**BE IT FURTHER RESOLVED**, the Aitkin County Board of Commissioners hereby agrees to the terms of the above agreement as presented and hereby authorizes the Chair to sign said agreement.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to approve transferring \$3,000

**CALL TO ORDER**

**APPROVED  
AGENDA**

**CONSENT AGENDA**

**RESOLUTION  
20161206-078  
SNOWMOBILE  
TRAIL - LIMITED  
USE PERMIT FOR  
TH #47**

**TRANSFER FUNDS  
INTO RESERVES**

from Environmental Health FBL account 01-390-6620 (Auto, Trailers, etc.) and hold in reserves for purchase of a newer vehicle in the future.

Under the consent agenda, motion for by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to approve reauthorization of Agreement for Prosecution Services Between the City of Aitkin and the Aitkin County Attorney's Office.

**REAUTHORIZATION  
OF AGREEMENT  
FOR  
PROSECUTION  
SERVICES**

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to adopt resolution - Cooperative Agreement:

**BE IT RESOLVED**, that the Aitkin County Attorney's Office Crime Victim Services Program will enter into a cooperative agreement with the Office of Justice Programs in the Minnesota Department of Public Safety.

**RESOLUTION  
20161206-079  
COOPERATIVE  
AGREEMENT**

The Aitkin County Attorney, or his designee, is hereby authorized to execute such agreements and amendments, as are necessary to implement the project on behalf of Aitkin County.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to approve Motorola Services Agreement for 2017 at a cost of \$55,514.16, which is funded through 911 user fees on telephone bills.

**MOTOROLA  
SERVICES  
AGREEMENT**

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to adopt resolution - Konsor Easement 18-47-24:

**WHEREAS**, Benjamin and Barbara Konsor of 28053 378<sup>th</sup> St Aitkin, Mn. 56431 has made application for a residential easement to their property, as follows:

**RESOLUTION  
20161206-080  
KONSOR  
EASEMENT  
18-47-24**

Southwest Quarter of the Southwest Quarter Section Eighteen (18) Township Forty-seven (47) Range Twenty-four (24)

over and across the following tax forfeited land to wit:

A 66.00 foot easement for ingress and egress over and across that part of the SE 1/4 of the SW 1/4 of Section 18, Township 47, Range 24, Aitkin County, Minnesota, lying 16.50 feet on each side of the following described line; Commencing at the Southeast corner of said SE 1/4 of the SW 1/4; thence on an assumed bearing of North 88 degrees 24 minutes 51 seconds West, along the South line of said SE 1/4 of the SW 1/4, a distance of 309.94 feet; thence North 01 degrees 35 minutes 09 seconds East, 161.94 feet to a point on the centerline of 257th Place, said point being the point of beginning of the line herein described; thence South 64 degrees 26 minutes 19 seconds West, 110.10 feet; thence South 81 degrees 53 minutes 42 seconds West, 132.12 feet; thence South 68 degrees 24 minutes 55 seconds West, 114.37 feet; thence North 87 degrees 57 minutes 04 seconds West, 497.09 feet; thence South 88 degrees 51 minutes 06 seconds West, 159.60 feet to the West line of said SE 1/4 of

the SW 1/4 and there terminating. The sidelines of said easement shall be prolonged or shortened to terminate on the Westerly right of way line of 257th Place and the West line of said SE 1/4 of the SW 1/4.

**WHEREAS**, said applicant will pay \$2,376.79 for the easement as appraised by the County Land Commissioner in the following manner: \$400.00 paid upon application and the balance of \$1,976.79 upon resolution by the County Board, and

**WHEREAS**, the following terms shall apply to this easement:

1. The road shall be constructed and maintained by the grantee or permittee without any cost to the County of Aitkin and shall be open for public use, as long as said easement is in force.
2. No timber has been charged for on this easement, If any timber is cut or destroyed, it shall be paid for at the usual rate as soon as determined by the Land Commissioner.
3. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.
4. Any such easement may be canceled by resolution of the County Board for any substantial breach of its terms or if at any time, its continuance will conflict with public use of the land, or any time thereof, on which it is granted, after ninety (90) days written notice, addressed to the record owner of the easement at the last known address.
5. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this easement and excepted from the conveyance or lease, while such easement remains in force.
6. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five years, shall result in the cancellation of this easement and any rights granted to the grantee by this easement shall cease to exist and shall revert to the grantor.
7. Road construction design and use shall not adversely affect the drainage of any lands. Best management practices for the protection of water quality must be followed.
8. All Federal, State, and local laws, ordinances rules, and regulations regarding wetlands, construction of road, placement of fill material, and disposal of excavated material shall be followed and are the responsibility of the grantee. Upon termination of this easement, the grantee shall promptly remove all lines, wires, poles and other personal property and restore said lands to proper condition at no cost to the lessor. If the lessee fails to do so within 60 days of termination, the lessor shall have the right to remove said personal

property and restore said land in which event the lessee shall promptly reimburse the lessor for all costs incurred plus 15%.

- 9. Any land survey markers or monuments, disturbed, moved or destroyed during the construction or maintenance of this easement area shall be replaced and restored at the expense of the applicant. If not replaced or restored by the applicant, the County may restore said monument and the applicant shall be responsible for all costs of said replacement and restoration plus 15%.

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

**NOW THEREFORE, BE IT RESOLVED**, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor is hereby authorized to issue a residential road easement to use said strip of land for a recreational road easement into their properties, if consistent with the law, and the special conditions set forth on the recorded easement, over and across the above described property. This easement will be made to Benjamin and Barbara Konsor, their heirs and assigns if approved by the Aitkin County Board.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried to adopt resolution – 2017 Liquor License Renewals:

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2017 thru December 31, 2017:

**“ON”, “OFF” and “SUNDAY” Sale:**

Bann's Bar & Café Inc., d/b/a **Bann's Bar & Café** – Shamrock Township  
This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Barnacles Resort of MN Inc., d/b/a **Barnacles** – Wealthwood Township  
This establishment has an address of 36569 State Hwy 18, Aitkin, MN 56431

Cuddler Enterprises Inc., d/b/a **Big Sand Bar Resort** – Workman Township  
This establishment has an address of 51866 224<sup>th</sup> Place, McGregor, MN 55760

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

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township  
This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

Chuhanic Inc, d/b/a **The Joint Bennettville MN** – Hazelton Township  
This establishment has an address of 26838 US Hwy 169, Aitkin, MN 56431

Big Sandy Golf Inc., d/b/a **Minnesota National Golf Course** – Workman Township  
This establishment has an address of 23247 480<sup>th</sup> St., McGregor, MN 55760

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township

**RESOLUTION  
20161206-081  
2017 LIQUOR  
LICENSE  
RENEWALS**

This establishment has an address of 49463 202<sup>nd</sup> Place, McGregor, MN 55760

**“OFF” Sale:**

DAM of Aitkin Lakes Inc., d/b/a **Farm Island Store** – Farm Island Township  
 This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township  
 This establishment has an address of 31993 280<sup>th</sup> St., Aitkin, MN 56431

Grand Rapids Greenhouse Inc., d/b/a **Gould’s Mississippi Landing** – Ball Bluff Township  
 This establishment has an address of 68298 St. Hwy. 65, Jacobson, MN 55752

TJ’s Liquor Inc., d/b/a **TJ’s Liquor** – Malmo Township  
 This establishment has an address of 22039 321<sup>st</sup> Ave., Aitkin, MN 56431

Minnewawa Partners LLC, d/b/a Willey’s Sports Shop & Spirits – Shamrock Township  
 This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

**“ON” & “SUNDAY” Sale:**

Grill of Glen Inc., d/b/a The Glen Store & Grill – Malmo Township  
 This establishment has an address of 31993 280<sup>th</sup> St., Aitkin, MN 56431

The Personnel Committee requested Board action on the following items:

**County Administrator Selection**

Motion by Commissioner Niemi, seconded by Commissioner Napstad to select Scott Peters as the new Aitkin County Administrator. Motion withdrawn. Motion by Commissioner Niemi, seconded by Commissioner Napstad to hold second interviews with the full Board. Roll call vote. All voted yes.

**FT Utility Maintenance**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to fill the vacant FT Utility Maintenance position.

**Interim Health & Human Services Director**

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting to adopt resolution - Health & Human Services Director:

**WHEREAS**, the Health and Human Services Director (HHS Director) has resigned and the Aitkin County Board desires to appoint an Interim HHS Director.

**NOW THEREFORE, BE IT RESOLVED**, that the Aitkin County Board of Commissioners appoints Elizabeth DeRuyck, Aitkin County Community Corrections Director as Interim HHS Director effective on December 6, 2016, at a rate of \$1000/month in addition to her at current rate of pay, all other benefits afforded to Ms. DeRuyck remain the same. Ms. DeRuyck shall be eligible for the same salary increases afforded to other non-union staff based on her current base salary. The

**PERSONNEL  
COMMITTEE**

**COUNTY  
ADMINISTRATOR  
SELECTION**

**UTILITY  
MAINTENANCE**

**INTERIM  
HEALTH & HUMAN  
SERVICES  
DIRECTOR**

**RESOLUTION  
20161206-082  
HEALTH & HUMAN  
SERVICES  
DIRECTOR**

County Board makes this appointment until such time a full-time HHS Director is hired and appointed by the Aitkin County Board. The Interim HHS Director serves at the pleasure of the Aitkin County Administrator during the interim period. Upon appointment of a permanent HHS Director this appointment shall end. Both the County Board and Ms. DeRuyck have the right to end this appointment at any time during the interim period. Ms. DeRuyck has the right to return to her position as Aitkin County Community Corrections Director at her previous rate of pay plus any salary increases she may have received as Community Corrections Director while serving as Interim HHS Director, without adverse consequence due to her service as Interim HHS Director. The Interim HHS Director is delegated and granted the same duties, responsibilities and authorities as a permanent HHS Director without regard for interim status. Ms. DeRuyck shall be responsible for the duties of Community Corrections Director during her appointment as Interim HHS Director

**Aitkin County Community Corrections Staffing**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to approve adding a PT Community Corrections Report Writer.

The Board recessed at 6:07 p.m. for the 2017 Budget Hearing and at 6:37 p.m. resumed their meeting.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve repairs to the Jail elevator at a cost of \$18,092 - Minnesota Elevator.

The Board discussed the following: PILT, CARE, Blandin Foundation, and Aitkin Airport

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to adjourn the meeting at 6:53 p.m. until Tuesday, December 20, 2016 at 9:00 a.m.

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J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioners

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Patrick Wussow, Interim County Administrator

**COMMUNITY  
CORRECTIONS  
STAFFING**

**RECESSED FOR  
BUDGET HEARING**

**JAIL ELEVATOR**

**BOARD  
DISCUSSION**

**ADJOURN**

The Aitkin County Board of Commissioners met this 6<sup>th</sup> day of December, 2016 at 6:10 p.m. in the County Boardroom with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, Interim County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham. The following Department Heads were also present: County Assessor Mike Dangers, County Attorney Jim Ratz, County Engineer John Welle, IT Director Steve Bennett, Community Corrections Director Liz DeRuyck, Recorder Mick Moriarty, Sheriff Scott Turner, and Treasurer Lori Grams.

Patrick Wussow, Interim County Administrator presented information on Aitkin County's 2017 proposed budget, including:

Overview

Personnel

Services, Charges, Supplies, etc.

Revenue

Levy, Revenue and Reserves

Levy

Fund Balances

Major Funds Summary

General Fund

Highway Fund

Health and Human Services Fund

Department Expenditures and Revenues

No public comment was given.

Board Chair J. Mark Wedel announced that the County Board will adopt the final levy at the December 20, 2016 County Board meeting.

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 6:34 pm.

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Patrick Wussow, Interim County Administrator

**CALL TO ORDER**

**2017 BUDGET  
AND LEVY  
PRESENTATION**

**PUBLIC COMMENT**

**ADOPTION OF  
FINAL LEVY**

**ADJOURN**

DKB1  
12/12/16 4:46PM

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

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

*Commissioner Warrants*

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

DKB1  
 12/12/16 4:46PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1	DEPT		Commissioners		
10452	AT&T Mobility		Wireless charges	287259994975	Telephone
	01-001-000-0000-6250		10/18/2016	0	
10452	AT&T Mobility		1 Transactions		
69.98					
9048	Napstad/Brian		Internet reimbursement		Telephone
	01-001-000-0000-6250		09/16/2016	0	
	01-001-000-0000-6250		Internet reimbursement		Telephone
			10/16/2016	0	
	01-001-000-0000-6340		AMC meals reimbursement	10/13	Meals (Overnight)
	01-001-000-0000-6330		September mileage reimbursemen	744@.44	Transportation & Travel & Parking
	01-001-000-0000-6330		October mileage reimbursement	882@.54	Transportation & Travel & Parking
	01-001-000-0000-6340		AMC meals reimbursement	9/15-9/16	Meals (Overnight)
9048	Napstad/Brian		6 Transactions		
1,012.13					
14289	Pratt/Bill		Hotel/AMC conference	12/04/16	Hotel / Motel Lodging
	01-001-000-0000-6332		Meal/AMC conference	12/04/16	Meals (Overnight)
	01-001-000-0000-6340		mileage reimbursement	280@.54	Transportation & Travel & Parking
	01-001-000-0000-6330		12/04/2016	0	
14289	Pratt/Bill		3 Transactions		
461.44					
10930	Tidholm Productions		Pratt- color business cards	8840 6162	Office & Computer Supplies
	01-001-000-0000-6405				
10930	Tidholm Productions		1 Transactions		
69.95					
69.95					
1	DEPT Total:		Commissioners	4 Vendors	11 Transactions
1,613.50					
40	DEPT		Auditor		
1457	CPS Technology Solutions, Inc		December maintenance	371569	Services, Labor, Contracts
	01-040-000-0000-6231				
1457	CPS Technology Solutions, Inc		1 Transactions		
26.40					
26.40					
2214	Holder/Maryann		January 2017 Rent		Rentals
	01-040-021-0000-6301				
2214	Holder/Maryann		1 Transactions		
750.00					
750.00					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2386	Information Systems Corp 01-040-000-0000-6231		749.00	App Extender licenses/maintena 03/01/2017 02/28/2018	24338 0	Services, Labor, Contracts
2386	Information Systems Corp		749.00		1 Transactions	
11406	Innovative Office Solutions 01-040-000-0000-6405		16.49	Appt Book for Kirk	IN1411508	Office & Computer Supplies
	01-040-000-0000-6405		11.49	Monthly Planner for Nikki	IN1411508	Office & Computer Supplies
	01-040-000-0000-6405		17.49	Desk pad calendar for Donna	IN1411508	Office & Computer Supplies
	01-040-000-0000-6405		14.49	Wall Calendar	IN1411508	Office & Computer Supplies
11406	Innovative Office Solutions		59.96		4 Transactions	
2966	MACO 01-040-000-0000-6240		360.00	2017 Dues		Dues
2966	MACO		360.00		1 Transactions	
3195	MCCC 01-040-000-0000-6241		4,498.00	IFS SUPPORT	2Y1601234	Registration Fee
	01-040-000-0000-6241		300.00	IFS ENHANCEMENT FUND	2Y1601234	Registration Fee
3195	MCCC		4,798.00		2 Transactions	
11828	MnDriversManual.com LLC 01-040-021-0000-6405		250.32	DRIVER MANUALS	2694	Office & Computer Supplies
11828	MnDriversManual.com LLC		250.32		1 Transactions	
3267	Peysar/Kirk 01-040-000-0000-6330		56.92	mileage- MCIS COJ committee 12/07/2016 12/07/2016	105.4@.54 0	Transportation & Travel
3267	Peysar/Kirk		56.92		1 Transactions	
86235	The Office Shop Inc 01-040-000-0000-6405		18.30	Office supplies	286316-0	Office & Computer Supplies
	01-040-000-0000-6231		406.89	Copier Contract	289076-0	Services, Labor, Contracts
86235	The Office Shop Inc		425.19		2 Transactions	
40	DEPT Total:		7,475.79	Auditor	9 Vendors	14 Transactions
42	DEPT 2386 Information Systems Corp			Treasurer		

# Aitkin County



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
	01- 042- 000- 0000- 6231			749.00	App Extender licenses/maintena	24338	Services, Labor, Contracts
	01- 042- 000- 0000- 6231			495.00	03/01/2017 02/28/2018 Canon 12 month maintenance	0 8497	Services, Labor, Contracts
2386	Information Systems Corp			1,244.00	02/13/2017 02/13/2018 2 Transactions	0	
2966	MACO			360.00	2017 Dues		Dues
	01- 042- 000- 0000- 6240			360.00			
2966	MACO			360.00	1 Transactions		
12088	Official Payments Corporation			5.00	electronic charge back fee	43986	Handling Fee (Nfs Check)
	01- 042- 000- 0000- 5524			5.00	1 Transactions		
12088	Official Payments Corporation			5.00	1 Transactions		
42	DEPT Total:			1,609.00	Treasurer	3 Vendors	4 Transactions
43	DEPT				Assessor		
10452	AT&T Mobility			210.14	Wireless charges	287250162187	Telephone
	01- 043- 000- 0000- 6250			210.14	10/18/2016 11/17/2016	0	
10452	AT&T Mobility			210.14	1 Transactions		
783	Canon Financial Services, Inc			164.08	Copier contract- 033	16680486	Services, Labor, Contracts
	01- 043- 000- 0000- 6231			164.08	1 Transactions		
783	Canon Financial Services, Inc			164.08	1 Transactions		
4641	Holiday Credit Office			286.28	November Gas Charges	1400000147443	Gas And Oil
	01- 043- 000- 0000- 6511			286.28	1 Transactions		
4641	Holiday Credit Office			286.28	1 Transactions		
86235	The Office Shop Inc			282.22	Per copy contract color/B&W	289172- 0	Office, Film & Computer Supplies
	01- 043- 000- 0000- 6405			282.22	1 Transactions		
86235	The Office Shop Inc			282.22	1 Transactions		
13934	Tire Barn			23.86	Wiper Blades	36743	Car Maintenance
	01- 043- 000- 0000- 6302			234.93	Oil change,plugs,coil '07 Jeep	36768	Car Maintenance
	01- 043- 000- 0000- 6302			258.79	2 Transactions		
13934	Tire Barn			258.79	2 Transactions		

DKB1  
 12/12/16 4:46PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
43	DEPT Total:		Assessor	5 Vendors	6 Transactions
44	DEPT		Central Services		
	90081 ARDC				
	01-044-000-0000-6846	2,000.00	2017 Lobbying Fees		Arrowhead Counties approp
	01-044-000-0000-6846	750.00	2017 Dues		Arrowhead Counties approp
	90081 ARDC	2,750.00		2 Transactions	
	783 Canon Financial Services, Inc				
	01-044-000-0000-6231	326.43	Copier contract- 031	16680485	Services, Labor, Contracts
	783 Canon Financial Services, Inc	326.43		1 Transactions	
	1010 City Of Aitkin				
	01-044-100-0000-6800	8,138.72	2nd 1/2 Tax Abatement 2016		Tax Abatements
	1010 City Of Aitkin	8,138.72		1 Transactions	
	3336 Office Of MN. IT Services				
	01-044-000-0000-6231	1,300.00	November Useage	DV16110395	Services, Labor, Contracts
	3336 Office Of MN. IT Services	1,300.00		1 Transactions	
	13845 SB PHARMACY LLC				
	01-044-100-0000-6800	1,363.52	1/2 Tax Abatement		Tax Abatements
	13845 SB PHARMACY LLC	1,363.52		1 Transactions	
44	DEPT Total:	13,878.67	Central Services	5 Vendors	6 Transactions
45	DEPT		Motor Pool		
	170 Aitkin Motor Company				
	01-045-000-0000-6302	47.74	Oil chg./rotate tires #18 Esca	11371	Car Maintenance
	01-045-000-0000-6302	45.76	Oil chg./rotate tires #18 Esca	11404	Car Maintenance
	170 Aitkin Motor Company	93.50		2 Transactions	
	12445 Brandl Chevrolet, Buick GMC				
	01-045-000-0000-6302	179.27	Oil,rotate,blades,serp belt#60	226594	Car Maintenance
	12445 Brandl Chevrolet, Buick GMC	179.27		1 Transactions	
45	DEPT Total:	272.77	Motor Pool	2 Vendors	3 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
49	DEPT			Information Technologies		
1333	Dell Marketing L.P.					
	01- 049- 000- 0000- 6625		5,155.19	Dell PowerEdge R430 serv	10130700443	As/400, Computer & Office Equip.
	01- 049- 000- 0000- 6625		5,155.19	Dell IT Server- COATTY	10130700443	As/400, Computer & Office Equip.
1333	Dell Marketing L.P.		10,310.38	2 Transactions		
11898	IT Savvy					
	01- 049- 000- 0000- 6231		2,056.32	Svc Agree.renewal- IMail Server	920622	Programming, Services, Contracts
11898	IT Savvy		2,056.32	1 Transactions		
14292	North American Systems Int'l					
	01- 049- 000- 0000- 6625		19,250.00	Cisco 24&48 port switches 5 ea	54923	As/400, Computer & Office Equip.
14292	North American Systems Int'l		19,250.00	1 Transactions		
14291	ZONES					
	01- 049- 000- 0000- 6625		10,061.50	CISCO Equip. & 3 yr Svc	K05248310102	As/400, Computer & Office Equip.
14291	ZONES		10,061.50	1 Transactions		
49	DEPT Total:		41,678.20	Information Technologies	4 Vendors	5 Transactions
52	DEPT			Administration/Personnel Dept		
10452	AT&T Mobility					
	01- 052- 000- 0000- 6250		49.64	Wireless charges	287259994975	Telephone
				10/18/2016 11/17/2016	0	
10452	AT&T Mobility		49.64	1 Transactions		
88880	Datacomm Computers & Networks Inc					
	01- 052- 000- 0000- 6625		885.00	compter system- B.Danielson	9243	Office Equipment
88880	Datacomm Computers & Networks Inc		885.00	1 Transactions		
2386	Information Systems Corp					
	01- 052- 000- 0000- 6231		1,449.00	App Extender licenses/maintena	24338	Services, Labor, Contracts
				03/01/2017 03/01/2017	0	
2386	Information Systems Corp		1,449.00	1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLI					
	01- 052- 000- 0000- 6232		374.00	Partner Fees 2.2@170.00		Attorney Services
	01- 052- 000- 0000- 6232		94.50	Paralegal Fees .9@105.00		Attorney Services
	01- 052- 000- 0000- 6232		24.15	Copies		Attorney Services

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 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
13412	Pemberton, Sorlie, Rufer & Kershner PLLI		492.65		3 Transactions	
86235	The Office Shop Inc					
	01-052-000-0000-6405		27.18	Two Folgers Coffee	1016560-0	Office & Computer Supplies
	01-052-000-0000-6405		8.70	Two 3- Ring binders	1016721-0	Office & Computer Supplies
86235	The Office Shop Inc		35.88		2 Transactions	
3518	Voyageur Press Of Mcgregor/The					
	01-052-000-0000-6230		68.00	Position vacancies 11- 22&29	34736	Printing, Publishing & Adv
3518	Voyageur Press Of Mcgregor/The		68.00		1 Transactions	
52	DEPT Total:		2,980.17	Administration/Personnel Dept	6 Vendors	9 Transactions
60	DEPT			Elections		
1601	Election Systems & Software Inc					
	01-060-000-0000-6406		12,299.74	General election coding	996782	Ballots & Programming
1601	Election Systems & Software Inc		12,299.74		1 Transactions	
9844	Huhta/Sally					
	01-060-000-0000-6330		33.88	Mileage- Election Training	77@.44	Transportation & Travel
				04/27/2016 04/27/2016	0	
	01-060-000-0000-6330		33.88	Mileage- Election Training	77@.44	Transportation & Travel
				04/28/2016 04/28/2016	0	
	01-060-000-0000-6330		33.88	Mileage- Election Training	77@.44	Transportation & Travel
				04/29/2016 04/29/2016	0	
9844	Huhta/Sally		101.64		3 Transactions	
60	DEPT Total:		12,401.38	Elections	2 Vendors	4 Transactions
90	DEPT			Attorney		
117	Aitkin County Sheriff					
	01-090-000-0000-6250		21.10	Ratz cell phone charges	16- 1032	Telephone
				10/18/2016 11/17/2016	0	
117	Aitkin County Sheriff		21.10		1 Transactions	
10220	Clerk Of Court\Douglas County					
	01-090-000-0000-6234		9.50	certified copies	15- CM- 453	Co Sheriff Services

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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
10220	Clerk Of Court\Douglas County		Amount	1 Transactions	
			9.50		
14202	Estrin Education				
	01- 090- 000- 0000- 6208		59.00	computer technology skills	02442 Training/Education
14202	Estrin Education		59.00	1 Transactions	
3388	Minnesota Supreme Court				
	01- 090- 000- 0000- 6240		258.00	Lawyer Registration N.Benusa	Dues & Registration Fee
3388	Minnesota Supreme Court		258.00	1 Transactions	
11187	Regents Of The University of Minnesota				
	01- 090- 000- 0000- 6240		95.00	TZD training for L.Rakotz	2110002023 Dues & Registration Fee
11187	Regents Of The University of Minnesota		95.00	1 Transactions	
4139	Roggenkamp- Rakotz/Lisa M				
	01- 090- 000- 0000- 6330		190.08	TZD mileage reimb.11/15- 17	252@054 Transportation & Travel & Parking
	01- 090- 000- 0000- 6330		16.20	mileage- child abuse radiothon	30@.54 Transportation & Travel & Parking
				11/29/2016 11/29/2016	0
4139	Roggenkamp- Rakotz/Lisa M		206.28	2 Transactions	
86235	The Office Shop Inc				
	01- 090- 000- 0000- 6405		53.99	portfolio	1015103- 0 Office & Computer Supplies
	01- 090- 000- 0000- 6405		259.74	Pockets	1015318- 0 Office & Computer Supplies
	01- 090- 000- 0000- 6231		1,197.39	Contract	289075- 0 Services, Labor, Contracts
	01- 090- 000- 0000- 6231		200.00	Performance Guarantee	289223- 0 Services, Labor, Contracts
86235	The Office Shop Inc		1,711.12	4 Transactions	
90	DEPT Total:		2,360.00	Attorney	7 Vendors 11 Transactions
100	DEPT			Recorder	
2386	Information Systems Corp				
	01- 100- 195- 0000- 6231		3,963.00	App Extender licenses/maintena	24338 Services, Labor, Contracts- Land Records
				03/01/2017 02/28/2018	0
	01- 100- 196- 0000- 6231		1,085.00	App Extender licenses/maintena	24338 Services, Labor, Contracts- Recorder's
				03/01/2017 02/28/2018	0
	01- 100- 196- 0000- 6231		965.00	Maint.Agreement- Ricoh scanner	8496 Services, Labor, Contracts- Recorder's
2386	Information Systems Corp		6,013.00	3 Transactions	
2966	MACO				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
2966 MACO		2017 Dues		Dues
			1 Transactions	
100 DEPT Total:	6,373.00	Recorder	2 Vendors	4 Transactions
110 DEPT		Courthouse Maintenance		
12106 Antoine Electric		retrofit fixtures Land Garage	16170	Services, Labor, Contracts
12106 Antoine Electric	525.00		1 Transactions	
964 Chief Supply Corp		30 boxes of gloves 2X	314777	Janitorial Supplies
964 Chief Supply Corp	290.19		1 Transactions	
1754 Garrison Disposal Company, Inc		Waste removal services	8233089	Garbage
1754 Garrison Disposal Company, Inc	712.17		1 Transactions	
2186 Hillyard Inc - Kansas City		Ice melter	602325239	Janitorial Supplies
2186 Hillyard Inc - Kansas City	574.00		1 Transactions	
89765 Minnesota Elevator, Inc		Trouble Shoot CH Elevator	679981	Services, Labor, Contracts
89765 Minnesota Elevator, Inc	831.00	December Service	686584	Services, Labor, Contracts
	165.27		2 Transactions	
89765 Minnesota Elevator, Inc	996.27			
3532 Nelson Lawn & Landscaping		Snowplowing 1@\$125	944	Services, Labor, Contracts
3532 Nelson Lawn & Landscaping	125.00	11/18/2016	0	
3532 Nelson Lawn & Landscaping		Snowplowing 4@\$125	944	Services, Labor, Contracts
3532 Nelson Lawn & Landscaping	500.00	11/19/2016	0	
3532 Nelson Lawn & Landscaping		Snowplowing 2.5@\$125	944	Services, Labor, Contracts
3532 Nelson Lawn & Landscaping	312.50	11/23/2016	0	
3532 Nelson Lawn & Landscaping		Snowplowing 4@\$115	944	Services, Labor, Contracts
3532 Nelson Lawn & Landscaping	460.00	11/19/2016	0	
3532 Nelson Lawn & Landscaping		Snowplowing 2.5@\$115	944	Services, Labor, Contracts
3532 Nelson Lawn & Landscaping	287.50	11/23/2016	0	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3532 Nelson Lawn & Landscaping		1,685.00	5 Transactions	
110 DEPT Total:		4,782.63	Courthouse Maintenance	6 Vendors 11 Transactions
111 DEPT			Buildings	
7050 Anderson Bros Construction Co		29,898.15	3 Ave NW work completed	1866 Building & Structures
01-111-000-0000-6605		29,898.15	1 Transactions	
7050 Anderson Bros Construction Co				
111 DEPT Total:		29,898.15	Buildings	1 Vendors 1 Transactions
120 DEPT			Service Officer	
10452 AT&T Mobility		62.05	Wireless charges	287270539560 Telephone
01-120-000-0000-6250			10/18/2016 11/17/2016	0
10452 AT&T Mobility		62.05	1 Transactions	
4641 Holiday Credit Office		189.72	November Gas Charges	1400000136034 Gas And Oil
01-120-000-0000-6511		189.72	1 Transactions	
4641 Holiday Credit Office				
2448 Janzen/Carroll Mark		50.00	DRIVE VAN	MCGRATH Per Diem
01-120-000-0000-6350			11/23/2016 11/23/2016	0
01-120-000-0000-6350		50.00	DRIVE VAN	MPLS Per Diem
			11/30/2016 11/30/2016	0
2448 Janzen/Carroll Mark		100.00	2 Transactions	
5767 Lamke/Dennis		50.00	DRIVE VAN	ST CLOUD Per Diem
01-120-000-0000-6350			11/21/2016 11/21/2016	0
5767 Lamke/Dennis		50.00	1 Transactions	
10677 Olsen/Gerald D		50.00	DRIVE VAN	ST CLOUD Per Diem
01-120-000-0000-6350			11/15/2016 11/15/2016	0
10677 Olsen/Gerald D		50.00	1 Transactions	

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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. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
3912 Peterson/Richard		50.00	DRIVE VAN 11/04/2016 11/04/2016	MPLS 0
01- 120- 000- 0000- 6350				Per Diem
01- 120- 000- 0000- 6350		50.00	DRIVE VAN 11/22/2016 11/22/2016	MPLS 0
01- 120- 000- 0000- 6350		50.00	DRIVE VAN 11/14/2016 11/14/2016	MPLS 0
01- 120- 000- 0000- 6350		50.00	DRIVE VAN 11/29/2016 11/29/2016	ST CLOUD 0
3912 Peterson/Richard		200.00	4 Transactions	
11362 Roscoe/Bernie		50.00	DRIVE VAN 11/01/2016 11/01/2016	ST CLOUD 0
01- 120- 000- 0000- 6350				Per Diem
11362 Roscoe/Bernie		50.00	1 Transactions	
6097 Verizon Wireless		13.20	Vet van cell phone 10/21/2016 11/20/2016	880690364 0
01- 120- 000- 0000- 6250				Telephone
6097 Verizon Wireless		13.20	1 Transactions	
11970 Wikelius/Charles		50.00	DRIVE VAN 11/09/2016 11/09/2016	ST CLOUD 0
01- 120- 000- 0000- 6350				Per Diem
11970 Wikelius/Charles		50.00	1 Transactions	
5960 Wilmo/Wesley S.		50.00	DRIVE VAN 11/03/2016 11/03/2016	ST CLOUD 0
01- 120- 000- 0000- 6350				Per Diem
5960 Wilmo/Wesley S.		50.00	1 Transactions	
9255 Witt/Warren		50.00	DRIVE VAN 11/16/2016 11/16/2016	ST CLOUD 0
01- 120- 000- 0000- 6350				Per Diem
9255 Witt/Warren		50.00	1 Transactions	
9063 Workman/Jeff		50.00	DRIVE VAN 11/17/2016 11/17/2016	ST CLOUD 0
01- 120- 000- 0000- 6350				Per Diem

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
9063 Workman/Jeff		50.00	1 Transactions	
<b>120 DEPT Total:</b>		<b>914.97</b>	<b>Service Officer</b>	<b>12 Vendors 16 Transactions</b>
122 DEPT		Planning & Zoning		
2386 Information Systems Corp		2,205.00	App Extender licenses/maintena	24338 Services, Labor, Contracts, Programming
01- 122- 000- 0000- 6231			03/01/2017 02/28/2018	0
2386 Information Systems Corp		2,205.00	1 Transactions	
2556 Johnson/Clifford		75.00	partial refund App#2016001209	Refunds & Reimbursements
01- 122- 000- 0000- 6820				
2556 Johnson/Clifford		75.00	1 Transactions	
<b>122 DEPT Total:</b>		<b>2,280.00</b>	<b>Planning &amp; Zoning</b>	<b>2 Vendors 2 Transactions</b>
123 DEPT		Coroner		
988 Hennepin Co Medical Centers		74.00	ME 16- 2762	Autopsies- - Pathologist, Xrays, Etc
01- 123- 000- 0000- 6260				
988 Hennepin Co Medical Centers		74.00	1 Transactions	
3987 Ramsey County Medical Examiner		1,400.00	ME 16- 2762	Autopsies- - Pathologist, Xrays, Etc
01- 123- 000- 0000- 6260				
3987 Ramsey County Medical Examiner		1,400.00	1 Transactions	
<b>123 DEPT Total:</b>		<b>1,474.00</b>	<b>Coroner</b>	<b>2 Vendors 2 Transactions</b>
200 DEPT		Enforcement		
10452 AT&T Mobility		1,057.26	wireless charges for squads	287258495419 Telephone
01- 200- 000- 0000- 6250			10/18/2016 11/17/2018	0
10452 AT&T Mobility		1,057.26	1 Transactions	
86467 Auto Value Aitkin		211.98	battery #222	40092967 Car Maintenance
01- 200- 000- 0000- 6302				
01- 200- 000- 0000- 6405		19.99	adhesive cleaner	40093183 Office Supplies
86467 Auto Value Aitkin		231.97	2 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13325 Bruggman/Paul		November Phone,Internet		TZD Grant Expenses
01- 200- 040- 0000- 6304		28.50		
01- 200- 040- 0000- 6304		54.00	100@.54	TZD Grant Expenses
01- 200- 040- 0000- 6304		768.00	24@32.00	TZD Grant Expenses
13325 Bruggman/Paul		850.50	3 Transactions	
3494 Everson/Richard		mileage to Blaine PD	230@.44	Transportation & Travel & Parking
01- 200- 000- 0000- 6330		101.20		
3494 Everson/Richard		101.20	1 Transactions	
4641 Holiday Credit Office		Gas Commercial Account	1400000288942	Gas And Oil
01- 200- 000- 0000- 6511		122.92		
4641 Holiday Credit Office		122.92	1 Transactions	
2340 Hyytinen Hardware Hank		straps,strips,picture hanger	1343586	Office Supplies
01- 200- 000- 0000- 6405		13.37		
01- 200- 000- 0000- 6405		15.99	1353346	Office Supplies
01- 200- 000- 0000- 6405		3.29	1357015	Office Supplies
2340 Hyytinen Hardware Hank		32.65	3 Transactions	
3760 Palisade Cooperative Oil Assoc		Gas #209	353675	Gas And Oil
01- 200- 000- 0000- 6511		15.70		
3760 Palisade Cooperative Oil Assoc		15.70	1 Transactions	
4010 Rasley Oil Company		November Gas	AITCOSHERS	Gas And Oil
01- 200- 000- 0000- 6511		134.73		
4010 Rasley Oil Company		134.73	1 Transactions	
4681 Streichers		credit for duplicate shipping	CM274305	Clothing Allowance
01- 200- 000- 0000- 6410		9.99		
01- 200- 000- 0000- 6410		59.98	I1225547	Clothing Allowance
01- 200- 000- 0000- 6410		59.98	I1225668	Clothing Allowance
01- 200- 000- 0000- 6410		99.98	I1236446	Clothing Allowance
4681 Streichers		209.95	4 Transactions	
13934 Tire Barn		oil change #208 Ford	36030	Car Maintenance
01- 200- 000- 0000- 6302		67.39		
01- 200- 000- 0000- 6302		636.98	36656	Car Maintenance
01- 200- 000- 0000- 6302		602.86	36662	Car Maintenance

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-200-000-0000-6302		4 tires, oil change #206	36690	Car Maintenance
	01-200-000-0000-6302		2 tires, install #217	36755	Car Maintenance
	01-200-000-0000-6302		4 tires/install/brakes/oil#224	36772	Car Maintenance
13934	Tire Barn		6 Transactions		
200	DEPT Total:	6,020.75	Enforcement	10 Vendors	23 Transactions
202	DEPT		Boat & Water		
1682	Fishers Resort				
	01-202-000-0000-6231	450.00	2016 boat slip fee	1101	Services & Labor (Incl Contracts)
1682	Fishers Resort	450.00	1 Transactions		
2340	Hyytinen Hardware Hank				
	01-202-000-0000-6405	5.92	nuts, washers B&W	1339090	Office Supplies
	01-202-000-0000-6405	158.34	nuts, washers,chain,bolt B&W	1340798	Office Supplies
	01-202-000-0000-6405	13.50	nuts, washers,eye screws B&W	1345124	Office Supplies
2340	Hyytinen Hardware Hank	177.76	3 Transactions		
202	DEPT Total:	627.76	Boat & Water	2 Vendors	4 Transactions
204	DEPT		ATV		
10452	AT&T Mobility				
	01-204-000-0000-6250	62.98	wireless charges	287258495419	Telephone
			10/18/2016 11/17/2016	0	
10452	AT&T Mobility	62.98	1 Transactions		
204	DEPT Total:	62.98	ATV	1 Vendors	1 Transactions
252	DEPT		Corrections		
14005	American Tower Corporation				
	01-252-000-0000-6231	326.19	Jacobson Tower Rent	403744394	Services & Labor (Incl Contracts)
14005	American Tower Corporation	326.19	Transactions		
10452	AT&T Mobility				
	01-252-000-0000-6250	55.98	wireless charges for squads	287258495419	Telephone
			10/18/2016 11/17/2016	0	
10452	AT&T Mobility	55.98	1 Transactions		

# 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	Paid On Bhf # On Behalf of Name
163 Charter Communications 01-252-252-0000-6405		181.67	inmate Cable TV	83523056600068 Prisoner Welfare
163 Charter Communications		181.67	1 Transactions	
5583 Crawford Supply Company 01-252-252-0000-6408		446.76	Commissary Supplies	771264 Commissary Supplies
5583 Crawford Supply Company		446.76	1 Transactions	
88628 Dalco 01-252-000-0000-6422		525.82	Jail paper products	3105225 Janitorial Supplies
88628 Dalco		525.82	1 Transactions	
11715 Granite Electronics 01-252-000-0000-6231 01-252-000-0000-6231		1,887.20 387.00-	work on Op4 and Op2 credit for dupe pay	125000126-1 Services & Labor (Incl Contracts) 150000169 Services & Labor (Incl Contracts)
11715 Granite Electronics		1,500.20	2 Transactions	
2186 Hillyard Inc - Kansas City 01-252-000-0000-6422		562.69	janitorial	602325303 Janitorial Supplies
2186 Hillyard Inc - Kansas City		562.69	1 Transactions	
2340 Hyytinen Hardware Hank 01-252-000-0000-6590 01-252-000-0000-6590 01-252-000-0000-6590		8.07 5.49 47.00	pilot drill, screws squeegee security screws	1341594 Repair & Maintenance Supplies 1341747 Repair & Maintenance Supplies 1341949 Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank		60.56	3 Transactions	
5503 Keefe Supply Company 01-252-000-0000-6418 01-252-252-0000-6408		606.48 353.10	commissary supplies commissary supplies	768706 Groceries 771263 Commissary Supplies
5503 Keefe Supply Company		959.58	2 Transactions	
5756 KEEPRS, Inc 01-252-000-0000-6410		127.44	uniform shirts Pricilla	328220 Clothing Allowance
5756 KEEPRS, Inc		127.44	1 Transactions	
11946 McGuire Mechanical 01-252-000-0000-6590		698.72	change diaphragm air valves	7462 Repair & Maintenance Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
11946	McGuire Mechanical		698.72		1 Transactions	
13844	McKesson Medical Surgical 01- 252- 000- 0000- 6262		33.30	Medical supplies	89415623	Medical Expenses & Supplies - Inmates
13844	McKesson Medical Surgical		33.30		1 Transactions	
13691	MEnD Correctional Care, PLLC 01- 252- 000- 0000- 6262		534.39	epi pen, medical supplies	1642	Medical Expenses & Supplies - Inmates
	01- 252- 000- 0000- 6262		5,601.50	December health care services	1650	Medical Expenses & Supplies - Inmates
13691	MEnD Correctional Care, PLLC		6,135.89		2 Transactions	
89765	Minnesota Elevator, Inc 01- 252- 000- 0000- 6231		165.27	December monthly service	686586	Services & Labor (Incl Contracts)
89765	Minnesota Elevator, Inc		165.27		1 Transactions	
3712	Office Depot 01- 252- 000- 0000- 6405		758.34	toner/printer cartridges	881303015001	Office & Computer Supplies
3712	Office Depot		758.34		1 Transactions	
3789	Pan- O- Gold Baking Company 01- 252- 000- 0000- 6418		204.14	Groceries	010024632823	Groceries
	01- 252- 000- 0000- 6418		177.57	Groceries	010024633619	Groceries
3789	Pan- O- Gold Baking Company		381.71		2 Transactions	
11947	Phoenix Supply 01- 252- 000- 0000- 6424		518.25	Inmate supplies	10753	Inmate Supplies
11947	Phoenix Supply		518.25		1 Transactions	
5426	Plastocon, Inc. 01- 252- 000- 0000- 6420		950.01	Tray Lids	89846	Kitchen Supplies
5426	Plastocon, Inc.		950.01		1 Transactions	
9499	Reliance Telephone Systems, Inc 01- 252- 252- 0000- 6406		1,000.00	phone cards	D- 18483	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc		1,000.00		1 Transactions	
3200	Star Tribune 01- 252- 252- 0000- 6405		788.32	Monday- Sunday - annual	acct#2155653	Prisoner Welfare

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3200	Star Tribune		788.32	1 Transactions		
4681	Streichers					
	01-252-000-0000-6410		99.98	TDU pants, #212 Ben	I1236446	Clothing Allowance
4681	Streichers		99.98	1 Transactions		
4761	Sysco Minnesota Inc					
	01-252-000-0000-6418		3,163.50	Groceries	611230470	Groceries
	01-252-000-0000-6418		854.11	Groceries	612010689	Groceries
	01-252-000-0000-6418		2,525.39	Groceries	612010690	Groceries
4761	Sysco Minnesota Inc		6,543.00	3 Transactions		
90805	Temco					
	01-252-000-0000-6231		114.75	repair cell window guard	20781	Services & Labor (Incl Contracts)
90805	Temco		114.75	1 Transactions		
11608	Thrifty White Pharmacy- McGregor					
	01-252-000-0000-6262		4,178.03	November prescriptions	52914536063080	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy- McGregor		4,178.03	1 Transactions		
5295	Ziegler Inc					
	01-252-000-0000-6231		1,200.00	Advantage Gen Cov.G25LTA2	PC050169969	Services & Labor (Incl Contracts)
5295	Ziegler Inc		1,200.00	1 Transactions		
252	DEPT Total:		28,312.46	Corrections	25 Vendors	33 Transactions
253	DEPT			Sentence to Serve		
10452	AT&T Mobility					
	01-253-000-0000-6250		34.99	wireless charges STS	287258495419	Telephone
				10/18/2016	11/17/2016	0
10452	AT&T Mobility		34.99	1 Transactions		
86467	Auto Value Aitkin					
	01-253-000-0000-6405		5.49	power steering fluid	40092882	Operating Supplies
86467	Auto Value Aitkin		5.49	1 Transactions		
2340	Hyytinen Hardware Hank					
	01-253-000-0000-6405		20.35	drill bits, screws	1334118	Operating Supplies
	01-253-000-0000-6405		5.99	utility knife	1341542	Operating Supplies

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
01- 253- 000- 0000- 6405	9.99	hardware	1343326	Operating Supplies
01- 253- 000- 0000- 6405	11.38	dropcloth	1349304	Operating Supplies
01- 253- 000- 0000- 6405	38.88	hammer tackler, staples	1351234	Operating Supplies
01- 253- 000- 0000- 6405	4.99	masking tape	1353817	Operating Supplies
01- 253- 000- 0000- 6405	15.06	razor blades, brushes	1353964	Operating Supplies
01- 253- 000- 0000- 6405	44.95	tape measures,cartridge filer	1354412	Operating Supplies
01- 253- 000- 0000- 6405	50.92	grip & grab,pestchaser plug	1355050	Operating Supplies
01- 253- 000- 0000- 6405	16.57	fuse box cover,metal box cover	1356847	Operating Supplies
01- 253- 000- 0000- 6405	3.44	ez filter,3- way switch	1356865	Operating Supplies
01- 253- 000- 0000- 6405	2.10	fuse	1356889	Operating Supplies
01- 253- 000- 0000- 6405	24.75	bit holder, sawzall blade	1360978	Operating Supplies
01- 253- 000- 0000- 6405	8.49	Dcon bait station	1362895	Operating Supplies
01- 253- 000- 0000- 6405	17.99	grip & grab	1363638	Operating Supplies
01- 253- 000- 0000- 6405	17.99	return grip & grab	1363901	Operating Supplies
01- 253- 000- 0000- 6405	3.58	hacksaw blades	1364041	Operating Supplies
01- 253- 000- 0000- 6405	10.38	cable clamps	1364522	Operating Supplies
01- 253- 000- 0000- 6405	89.94	30 in lawn rake (6)	1365086	Operating Supplies
01- 253- 000- 0000- 6405	16.98	gorilla glue & tape	1366521	Operating Supplies
01- 253- 000- 0000- 6405	1.98	key	1367356	Operating Supplies
01- 253- 000- 0000- 6405	53.98	alum scoop	1367381	Operating Supplies
01- 253- 000- 0000- 6405	60.94	fence wire, cable ties	1367709	Operating Supplies
<b>2340 Hyytinen Hardware Hank</b>	<b>495.64</b>		<b>23 Transactions</b>	
<b>4010 Rasley Oil Company</b>				
01- 253- 000- 0000- 6511	205.79	November Gas	AITCOSHERS	Gas And Oil
<b>4010 Rasley Oil Company</b>	<b>205.79</b>		<b>1 Transactions</b>	
<b>253 DEPT Total:</b>	<b>741.91</b>	<b>Sentence to Serve</b>	<b>4 Vendors</b>	<b>26 Transactions</b>
<b>254 DEPT</b>		<b>Enhanced 911 System</b>		
10135 <b>Optimum Communications Corp.</b>				
01- 254- 000- 0000- 6231	75.00	remote support on SLT ports	333415	Services, Labor, Contracts
10135 <b>Optimum Communications Corp.</b>	<b>75.00</b>		<b>1 Transactions</b>	
<b>254 DEPT Total:</b>	<b>75.00</b>	<b>Enhanced 911 System</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>255 DEPT</b>		<b>General Crime Victim Grant</b>		
14160 <b>Riedel/Stacey</b>				

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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
	01-255-000-0000-6340			24.90	Meals/Crime Victim Academy	11/15-11/16/16	Meals Reimbursed Non-Taxable
	01-255-000-0000-6330			23.08	Gas/Crime Victim Academy	11/18/16	Transportation/Travel/Parking (Own Auto
14160	Riedel/Stacey			47.98	2 Transactions		
86235	The Office Shop Inc						
	01-255-000-0000-6405			39.63	desk pad,padfolio,calculator	1015103-0	Office & Computer Supplies
86235	The Office Shop Inc			39.63	1 Transactions		
255	DEPT Total:			87.61	General Crime Victim Grant	2 Vendors	3 Transactions
257	DEPT				Community Corrections		
783	Canon Financial Services, Inc						
	01-257-000-0000-6342			140.67	Copier contract-036	16680488	Office Equipment Rental/Contracts
783	Canon Financial Services, Inc			140.67	1 Transactions		
4641	Holiday Credit Office						
	01-257-022-0000-6335			25.40	November Gas Charges	1400000155373	Gas/Vehicle Fuel Charges
	01-257-257-0000-6335			40.50	November Gas Charges	1400000155373	Gas/Vehicle Fuel Charges
	01-257-257-0000-6335			38.87	November Gas Charges	1400000155373	Gas/Vehicle Fuel Charges
4641	Holiday Credit Office			104.77	3 Transactions		
11406	Innovative Office Solutions						
	01-257-255-0000-6405			19.13	Drug testing gloves, paper cli	IN1394508	Office Supplies
	01-257-257-0000-6405			4.78	Drug testing gloves	IN1394508	Office Supplies
11406	Innovative Office Solutions			23.91	2 Transactions		
13056	McKenzie/Jill						
	01-257-022-0000-6406			54.33	pop/candy for graduation	Costco	Sobriety Crt Expenses
	01-257-022-0000-6406			24.96	frames for graduation	Walmart	Sobriety Crt Expenses
13056	McKenzie/Jill			79.29	2 Transactions		
14088	Patras/Michael R.						
	01-257-257-0000-6330			47.96	November Mileage	109@.44	Mileage
14088	Patras/Michael R.			47.96	1 Transactions		
3810	Paulbeck's County Market						
	01-257-022-0000-6406			8.28	Grad card and ice	9277299	Sobriety Crt Expenses
3810	Paulbeck's County Market			8.28	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
9360	Redwood Toxicology Laboratory, Inc.	01- 257- 267- 0000- 6274			695.39	Drug Tests- Instant Cups		581066		Drug Testing Fee	
9360	Redwood Toxicology Laboratory, Inc.				695.39		1 Transactions				
13934	Tire Barn	01- 257- 022- 0000- 6302			866.26	Car Maintenance		36570		Car Maintenance	
13934	Tire Barn				866.26		1 Transactions				
11030	Tougas/Janet	01- 257- 257- 0000- 6330			111.76	November mileage reimbursement		254@.44		Mileage	
11030	Tougas/Janet				111.76		1 Transactions				
6097	Verizon Wireless	01- 257- 257- 0000- 6215			54.29	Cellular phone		842105699		Wireless Telephone Services	
6097	Verizon Wireless				54.29	10/24/2016	11/23/2016	0			
6097	Verizon Wireless						1 Transactions				
257	DEPT Total:				2,132.58	Community Corrections		10 Vendors		14 Transactions	
391	DEPT					Solid Waste					
1754	Garrison Disposal Company, Inc	01- 391- 060- 0000- 6360			7,290.39	October Recycling				Recycling Contract	
1754	Garrison Disposal Company, Inc				7,290.39		1 Transactions				
1829	Goble's Sewer Service Inc.	01- 391- 000- 0000- 6231			215.00	jetting at recycling center		3163		Services, Labor, & Minor Contracts	
1829	Goble's Sewer Service Inc.				215.00		1 Transactions				
391	DEPT Total:				7,505.39	Solid Waste		2 Vendors		2 Transactions	
392	DEPT					Water Wells					
405	A.W. Research Laboratories, Inc.	01- 392- 000- 0000- 6231			52.00	Rush Lead Sampling		15731		Services, Labor, Contracts	
405	A.W. Research Laboratories, Inc.				52.00		1 Transactions				
392	DEPT Total:				52.00	Water Wells		1 Vendors		1 Transactions	
601	DEPT					Extension					

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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>
89471	Aitkin Co 4- H Council				
	01- 601- 551- 0000- 5840		400.00	sales recorder office- 5174- 5183	Rec#443 4- H Plat Book Sales
	01- 601- 551- 0000- 5840		400.00	sales recorder office- 5184- 5193	Rec#444 4- H Plat Book Sales
	01- 601- 551- 0000- 5840		400.00	sales recorder office- 5194- 5203	Rec#445 4- H Plat Book Sales
	01- 601- 551- 0000- 5840		400.00	sales recorder office- 5204- 5213	Rec#446 4- H Plat Book Sales
	01- 601- 551- 0000- 5840		400.00	sales recorder office- 5340- 5349	Rec#446 4- H Plat Book Sales
	01- 601- 551- 0000- 5840		400.00	sales recorder office- 5350- 5359	Rec#447 4- H Plat Book Sales
	01- 601- 551- 0000- 5840		160.00	sales license ctr- 5214- 5217	Rec#448 4- H Plat Book Sales
	01- 601- 551- 0000- 5840		240.00	sales license ctr- 5218- 5223	Rec#449 4- H Plat Book Sales
89471	Aitkin Co 4- H Council		2,800.00	8 Transactions	
601	DEPT Total:		2,800.00	Extension	1 Vendors 8 Transactions
1	Fund Total:		179,612.18	General Fund	225 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
14204	Christensen/Brian		CULVERT REFUND		Culverts
	03-000-000-0000-5857	500.00			
14204	Christensen/Brian	500.00		1 Transactions	
0	DEPT Total:	500.00	Undesignated	1 Vendors	1 Transactions
301	DEPT		R&B Administration		
89541	Culligan				
	03-301-000-0000-6400	42.00	WATER	413112	Supplies And Materials
	03-301-000-0000-6400	10.50	DEC EQUIPMENT RENTAL	STMT	Supplies And Materials
89541	Culligan	52.50		2 Transactions	
	3963 Quale/Michael J				
	03-301-000-0000-6296	185.00	MCEC CONF REGISTRATION CRAGUNS	183187	Meeting Expense/Physicals
3963	Quale/Michael J	185.00		1 Transactions	
301	DEPT Total:	237.50	R&B Administration	2 Vendors	3 Transactions
303	DEPT		R&B Highway Maintenance		
50	Aitkin Body Shop, Inc				
	03-303-000-0000-6590	84.00	REPAIR SUPPLIES	963	Repair & Maintenance Supplies
50	Aitkin Body Shop, Inc	84.00		1 Transactions	
	195 Aitkin Tire Shop				
	03-303-000-0000-6590	126.00	TUBE	0-056563	Repair & Maintenance Supplies
	03-303-000-0000-6590	80.00	REPAIR LABOR	0-56563	Repair & Maintenance Supplies
195	Aitkin Tire Shop	206.00		2 Transactions	
	9402 Ammala Excavating/Allen				
	03-303-000-0000-6521	3,372.50	SUMMER ROAD GRADING		Maintenance Supplies
9402	Ammala Excavating/Allen	3,372.50		1 Transactions	
	10452 AT&T Mobility				
	03-303-000-0000-6254	34.99	PAUL'S IPAD SERVICE	287266104878X1	Utilities
10452	AT&T Mobility	34.99		1 Transactions	
	86467 Auto Value Aitkin				

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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
		Amount			
	03- 303- 000- 0000- 6590	37.99	REPAIR PARTS	40092243	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6298	6.48	AITKIN SHOP SUPPLIES	40092391	Shop Maintenance
	03- 303- 000- 0000- 6298	3.49	AITKIN SHOP SUPPLIES	40092404	Shop Maintenance
	03- 303- 000- 0000- 6298	95.88	AITKIN SHOP SUPPLIES	40092553	Shop Maintenance
	03- 303- 000- 0000- 6590	3.99	REPAIR PARTS	40092735	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6298	78.94	SWATARA SHOP SUPPLIES	40092840	Shop Maintenance
<b>86467</b>	<b>Auto Value Aitkin</b>	<b>226.77</b>			
			6 Transactions		
<b>8618</b>	<b>Compass Minerals America</b>				
	03- 303- 000- 0000- 6518	1,720.68	DE- ICING SALT	71557051	De- Icing Salt
	03- 303- 000- 0000- 6518	1,618.41	DE- ICING SALT	71558492	De- Icing Salt
	03- 303- 000- 0000- 6518	3,228.85	DE- ICING SALT	71559170	De- Icing Salt
<b>8618</b>	<b>Compass Minerals America</b>	<b>6,567.94</b>			
			3 Transactions		
<b>7935</b>	<b>East Central Energy</b>				
	03- 303- 000- 0000- 6254	24.36	OCT- NOV POWER - MCGRATH	70415419	Utilities
<b>7935</b>	<b>East Central Energy</b>	<b>24.36</b>			
			1 Transactions		
<b>7060</b>	<b>Federated Co- Ops Inc.</b>				
	03- 303- 000- 0000- 6297	257.84	MCGREGOR SHOP PROPANE	102102969	Shop Fuel
<b>7060</b>	<b>Federated Co- Ops Inc.</b>	<b>257.84</b>			
			1 Transactions		
<b>8622</b>	<b>Frontier</b>				
	03- 303- 000- 0000- 6254	60.53	JACOBSON	218- 752- 6591	Utilities
	03- 303- 000- 0000- 6254	60.53	MCGREGOR	218- 768- 4481	Utilities
	03- 303- 000- 0000- 6254	60.53	PALISADE	218- 845- 2607	Utilities
	03- 303- 000- 0000- 6254	60.53	MCGRATH	320- 592- 3580	Utilities
<b>8622</b>	<b>Frontier</b>	<b>242.12</b>			
			4 Transactions		
<b>13468</b>	<b>G &amp; K Services</b>				
	03- 303- 000- 0000- 6298	18.93	SHOP LAUNDRY	1043633543	Shop Maintenance
	03- 303- 000- 0000- 6298	18.93	SHOP LAUNDRY	1043639241	Shop Maintenance
<b>13468</b>	<b>G &amp; K Services</b>	<b>37.86</b>			
			2 Transactions		
<b>1754</b>	<b>Garrison Disposal Company, Inc</b>				
	03- 303- 000- 0000- 6254	78.69	MCGREGOR SHOP	8233363	Utilities
<b>1754</b>	<b>Garrison Disposal Company, Inc</b>	<b>78.69</b>			
			1 Transactions		
<b>8844</b>	<b>H &amp; R Construction Co</b>				

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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
8844 H & R Construction Co		GUARDRAIL REPAIR	16174	Maintenance Supplies
		1 Transactions		
4641 Holiday Credit Office		REBATE		Motor Fuel & Lubricants
		FEDERAL TAX ADJUSTMENT		Motor Fuel & Lubricants
		GASOLINE	0- 63006002	Motor Fuel & Lubricants
		GASOLINE	133059040	Motor Fuel & Lubricants
4641 Holiday Credit Office		4 Transactions		
2340 Hyytinen Hardware Hank		AITKIN SHOP SUPPLIES	1364419	Shop Maintenance
		MCGRATH	1365189	Shop Maintenance
		JACOBSON SHOP SUPPLIES	1366239	Shop Maintenance
		REPAIR PARTS	1366546	Shop Maintenance
		PALISADE SHOP SUPPLIES	1368579	Shop Maintenance
		SWATARA SHOP SUPPLIES	1397626	Shop Maintenance
2340 Hyytinen Hardware Hank		6 Transactions		
2763 J & H Transfer Station-Lakes Sanitary		AITKIN	113090	Utilities
		PALISADE	113091	Utilities
2763 J & H Transfer Station-Lakes Sanitary		2 Transactions		
12002 Johnson/Carter		AITKIN SHOP	B28276	Shop Maintenance
12002 Johnson/Carter		1 Transactions		
91187 Lake Country Power		OCT-NOV CSAH 14	141979801	Utilities
		OCT-NOV CSAH 6	141979901	Utilities
91187 Lake Country Power		2 Transactions		
2831 Little Falls Machine Inc		REPAIR PARTS	0- 0058959	Repair & Maintenance Supplies
		REPAIR PARTS	0- 0058976	Repair & Maintenance Supplies
2831 Little Falls Machine Inc		2 Transactions		
14038 Lube- Tech & Partners, LLC				

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
		25.00	AITKIN SHOP SUPPLIES	Shop Maintenance
		668.25	ANTI-FREEZE	Motor Fuel & Lubricants
		159.13	REPAIR PARTS	Repair & Maintenance Supplies
		37.50	MCGRATH SHOP SUPPLIES	Shop Maintenance
<b>14038 Lube- Tech &amp; Partners, LLC</b>		<b>889.88</b>		
			4 Transactions	
<b>10824 Maney International Inc</b>				
		156.68	REPAIR PARTS	Repair & Maintenance Supplies
		118.00	REPAIR LABOR	Repair & Maintenance Supplies
		1,864.43	REPAIR PARTS	Repair & Maintenance Supplies
		641.08	REPAIR PARTS	Repair & Maintenance Supplies
		60.48	FILTERS	Repair & Maintenance Supplies
		60.48	FILTERS	Repair & Maintenance Supplies
		327.87	REPAIR PARTS	Repair & Maintenance Supplies
		71.35	REPAIR PARTS	Repair & Maintenance Supplies
<b>10824 Maney International Inc</b>		<b>3,300.37</b>		
			8 Transactions	
<b>3100 McGregor Oil</b>				
		41.39	GASOLINE	Motor Fuel & Lubricants
		55.42	GASOLINE	Motor Fuel & Lubricants
		12.80	GASOLINE	Shop Maintenance
		32.79	GASOLINE	Motor Fuel & Lubricants
		55.68	GASOLINE	Motor Fuel & Lubricants
		66.49	GASOLINE	Motor Fuel & Lubricants
		51.28	GASOLINE	Motor Fuel & Lubricants
		28.33	GASOLINE	Motor Fuel & Lubricants
		3.60-	DISCOUNT	Motor Fuel & Lubricants
		4.76-	DISCOUNT	Motor Fuel & Lubricants
<b>3100 McGregor Oil</b>		<b>335.82</b>		
			10 Transactions	
<b>14155 Minnesota Beaver Control</b>				
		77.00	BEAVER CONTROL	Shop Fuel
		680.10	BEAVER CONTROL	Shop Fuel
<b>14155 Minnesota Beaver Control</b>		<b>757.10</b>		
			2 Transactions	
<b>9692 Minnesota Energy Resources Corporation</b>				
		443.19	NAT GAS: AITKIN SHOP	Shop Fuel
<b>9692 Minnesota Energy Resources Corporation</b>		<b>443.19</b>		
			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
9239	Mn Department Of Natural Resources- OM 03-303-000-0000-6519		3,750.00	DNR LEASE ADV RENT LEAR000951	1004279	Gravel & Royalties
9239	Mn Department Of Natural Resources- OM		3,750.00	1 Transactions		
8436	Northland Parts 03-303-000-0000-6298		9.90	MCGREGOR SHOP SUPPLIES	330719	Shop Maintenance
	03-303-000-0000-6590		17.31	REPAIR PARTS	331656	Repair & Maintenance Supplies
8436	Northland Parts		27.21	2 Transactions		
10720	Nuss Truck & Equipment 03-303-000-0000-6590		358.71	REPAIR PARTS	3160606P	Repair & Maintenance Supplies
10720	Nuss Truck & Equipment		358.71	1 Transactions		
3760	Palisade Cooperative Oil Assoc 03-303-000-0000-6513		38.00	GASOLINE	346835	Motor Fuel & Lubricants
	03-303-000-0000-6513		33.97	GASOLINE	347032	Motor Fuel & Lubricants
	03-303-000-0000-6513		33.97	GASOLINE	347251	Motor Fuel & Lubricants
	03-303-000-0000-6513		33.04	GASOLINE	347442	Motor Fuel & Lubricants
	03-303-000-0000-6513		38.56	GASOLINE	347491	Motor Fuel & Lubricants
	03-303-000-0000-6513		34.89	GASOLINE	347626	Motor Fuel & Lubricants
	03-303-000-0000-6513		41.32	GASOLINE	348099	Motor Fuel & Lubricants
	03-303-000-0000-6513		32.99	GASOLINE	348426	Motor Fuel & Lubricants
	03-303-000-0000-6513		7.33	GASOLINE	348564	Motor Fuel & Lubricants
	03-303-000-0000-6513		31.95	GASOLINE	351411	Motor Fuel & Lubricants
	03-303-000-0000-6513		33.77	GASOLINE	351508	Motor Fuel & Lubricants
	03-303-000-0000-6513		29.21	GASOLINE	351785	Motor Fuel & Lubricants
	03-303-000-0000-6513		39.25	GASOLINE	352016	Motor Fuel & Lubricants
	03-303-000-0000-6513		31.95	GASOLINE	352131	Motor Fuel & Lubricants
	03-303-000-0000-6513		39.25	GASOLINE	352353	Motor Fuel & Lubricants
	03-303-000-0000-6513		41.24	GASOLINE	352907	Motor Fuel & Lubricants
	03-303-000-0000-6513		45.15	GASOLINE	353928	Motor Fuel & Lubricants
	03-303-000-0000-6513		28.15	GASOLINE	354011	Motor Fuel & Lubricants
	03-303-000-0000-6513		53.57	GASOLINE	354077	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		667.56	19 Transactions		
8537	Powerplan OIB 03-303-000-0000-6590		458.69	REPAIR PARTS	1603474	Repair & Maintenance Supplies
	03-303-000-0000-6590		1,941.28	REPAIR PARTS	1609123	Repair & Maintenance Supplies
	03-303-000-0000-6590		1,204.18	REPAIR PARTS	1609125	Repair & Maintenance Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
8537	Powerplan OIB				
		3,604.15		3 Transactions	
3950	Public Utilities				
	03-303-000-0000-6254	40.54	HWY 210 W & CR 28	02-00059455-00	Utilities
	03-303-000-0000-6254	74.27	AITKIN SHOP: WATER	02-00063335-00	Utilities
	03-303-000-0000-6254	50.30	HWY 210/169E & CR 12	02-00063388-00	Utilities
	03-303-000-0000-6254	73.17	HWY 47 & CR 12	02-00064092-00	Utilities
3950	Public Utilities	238.28		4 Transactions	
4010	Rasley Oil Company				
	03-303-000-0000-6513	41.70	GASOLINE	10454	Motor Fuel & Lubricants
	03-303-000-0000-6513	45.39	GASOLINE	10491	Motor Fuel & Lubricants
	03-303-000-0000-6513	28.15	GASOLINE	10493	Motor Fuel & Lubricants
	03-303-000-0000-6513	21.95	GASOLINE	14235	Motor Fuel & Lubricants
	03-303-000-0000-6513	47.47	GASOLINE	14272	Motor Fuel & Lubricants
	03-303-000-0000-6513	30.13	GASOLINE	14304	Motor Fuel & Lubricants
	03-303-000-0000-6513	41.97	GASOLINE	14322	Motor Fuel & Lubricants
	03-303-000-0000-6513	47.59	GASOLINE	14325	Motor Fuel & Lubricants
	03-303-000-0000-6513	25.84	GASOLINE	14326	Motor Fuel & Lubricants
	03-303-000-0000-6513	33.76	GASOLINE	14375A	Motor Fuel & Lubricants
	03-303-000-0000-6513	30.85	GASOLINE	14400	Motor Fuel & Lubricants
	03-303-000-0000-6513	32.85	GASOLINE	14461	Motor Fuel & Lubricants
	03-303-000-0000-6513	36.75	GASOLINE	14509	Motor Fuel & Lubricants
	03-303-000-0000-6513	61.68	GASOLINE	14514	Motor Fuel & Lubricants
	03-303-000-0000-6513	24.13	GASOLINE	14555	Motor Fuel & Lubricants
	03-303-000-0000-6513	44.65	GASOLINE	14557	Motor Fuel & Lubricants
	03-303-000-0000-6513	45.40	GASOLINE	14595	Motor Fuel & Lubricants
	03-303-000-0000-6513	34.81	GASOLINE	14613	Motor Fuel & Lubricants
	03-303-000-0000-6513	21.79	GASOLINE	14718	Motor Fuel & Lubricants
	03-303-000-0000-6513	47.01	GASOLINE	14795	Motor Fuel & Lubricants
	03-303-000-0000-6513	18.05	GASOLINE	14796	Motor Fuel & Lubricants
	03-303-000-0000-6513	40.86	GASOLINE	14815	Motor Fuel & Lubricants
	03-303-000-0000-6513	26.80	GASOLINE	14842	Motor Fuel & Lubricants
	03-303-000-0000-6513	18.16	GASOLINE	14869	Motor Fuel & Lubricants
	03-303-000-0000-6513	34.49	GASOLINE	14898	Motor Fuel & Lubricants
	03-303-000-0000-6513	19.12	GASOLINE	14918	Motor Fuel & Lubricants
	03-303-000-0000-6513	44.95	GASOLINE	14933	Motor Fuel & Lubricants
	03-303-000-0000-6513	23.61	GASOLINE	14952A	Motor Fuel & Lubricants
	03-303-000-0000-6513	26.85	GASOLINE	14960	Motor Fuel & Lubricants

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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		57.83	GASOLINE	14989 Motor Fuel & Lubricants
03-303-000-0000-6513		31.34	GASOLINE	14998 Motor Fuel & Lubricants
03-303-000-0000-6513		30.43	GASOLINE	15023 Motor Fuel & Lubricants
03-303-000-0000-6513		47.22	GASOLINE	15059 Motor Fuel & Lubricants
03-303-000-0000-6513		54.48	GASOLINE	15077 Motor Fuel & Lubricants
03-303-000-0000-6513		28.15	GASOLINE	15104 Motor Fuel & Lubricants
03-303-000-0000-6513		21.46	GASOLINE	15114 Motor Fuel & Lubricants
03-303-000-0000-6513		42.73	GASOLINE	15119 Motor Fuel & Lubricants
03-303-000-0000-6513		48.59	GASOLINE	15149 Motor Fuel & Lubricants
03-303-000-0000-6513		26.03	GASOLINE	15168 Motor Fuel & Lubricants
03-303-000-0000-6513		38.14	GASOLINE	15256 Motor Fuel & Lubricants
03-303-000-0000-6513		26.73	GASOLINE	15282 Motor Fuel & Lubricants
<b>4010 Rasley Oil Company</b>		<b>1,449.89</b>		<b>41 Transactions</b>
10257 <b>Sadie Llama Designs</b>				
03-303-000-0000-6516		18.00	E-911 SIGNING	85412.4097 Signs & Posts
<b>10257 Sadie Llama Designs</b>		<b>18.00</b>		<b>1 Transactions</b>
8230 <b>State Of Minnesota</b>				
03-303-000-0000-6590		24.00	DOT STICKERS	CJOHNSON Repair & Maintenance Supplies
03-303-000-0000-6590		24.00	DOT STICKERS	TWASHBURN Repair & Maintenance Supplies
<b>8230 State Of Minnesota</b>		<b>48.00</b>		<b>2 Transactions</b>
4711 <b>Sunnys Citgo</b>				
03-303-000-0000-6513		47.28	GASOLINE	1017384 Motor Fuel & Lubricants
03-303-000-0000-6513		33.00	GASOLINE	1017893 Motor Fuel & Lubricants
03-303-000-0000-6513		23.19	GASOLINE	1019142 Motor Fuel & Lubricants
<b>4711 Sunnys Citgo</b>		<b>103.47</b>		<b>3 Transactions</b>
90805 <b>Temco</b>				
03-303-000-0000-6521		70.00	BEAVER GATE	20828 Maintenance Supplies
<b>90805 Temco</b>		<b>70.00</b>		<b>1 Transactions</b>
10431 <b>Verizon Business</b>				
03-303-000-0000-6254		19.00	HWY OFFICE	4227948181611 Utilities
<b>10431 Verizon Business</b>		<b>19.00</b>		<b>1 Transactions</b>
8605 <b>Wayne's Sanitation Llc</b>				
03-303-000-0000-6254		26.25	GARBAGE: MCGRATH	265466 Utilities

# Aitkin County



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
8605	Wayne's Sanitation Llc			26.25			1 Transactions
8279	Winzer Corporation						
	03-303-000-0000-6298			242.24	AITKIN SHOP SUPPLIES	5735360	Shop Maintenance
8279	Winzer Corporation			242.24			1 Transactions
5295	Ziegler Inc						
	03-303-000-0000-6590			511.73	REPAIR PARTS	PC190061999	Repair & Maintenance Supplies
5295	Ziegler Inc			511.73			1 Transactions
303	DEPT Total:			32,239.20	R&B Highway Maintenance	38 Vendors	148 Transactions
307	DEPT				R&B Capital Infrastructure		
9556	American Engineering Testing Inc						
	03-307-000-0000-6260			23,333.50	PROJECT TESTING SVCS	700003	Professional Services
9556	American Engineering Testing Inc			23,333.50			1 Transactions
2340	Hyytinen Hardware Hank						
	03-307-000-0000-6260			21.49	MAILBOX	1364544	Professional Services
	03-307-000-0000-6260			2.50	NUMBERS	1365197	Professional Services
2340	Hyytinen Hardware Hank			23.99			2 Transactions
8694	Mn Department of Transportation						
	03-307-000-0000-6260			947.57	JOB COST TRANSFERS	P00006687	Professional Services
8694	Mn Department of Transportation			947.57			1 Transactions
307	DEPT Total:			24,305.06	R&B Capital Infrastructure	3 Vendors	4 Transactions
308	DEPT				R&B Equipment & Facilities		
14290	Nortrax, Inc						
	03-308-000-0000-6600			208,090.00	GRADER	1605317	Capital Outlay- Facilities
	03-308-000-0000-6600			208,090.00	GRADER	1605331	Capital Outlay- Facilities
14290	Nortrax, Inc			416,180.00			2 Transactions
308	DEPT Total:			416,180.00	R&B Equipment & Facilities	1 Vendors	2 Transactions
3	Fund Total:			473,461.76	Road & Bridge		158 Transactions

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 4 Special Revenue(Unorg R&

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		<u>Amount</u>			
423	DEPT		Unorganized Cemetary		
	14090 Caverly, Treasurer/Brandi				
	04- 423- 000- 0000- 6801	168.99	Apportionment 51- 27		Appropriations
	04- 423- 000- 0000- 6801	197.15	Apportionment 52- 27		Appropriations
	14090 Caverly, Treasurer/Brandi	366.14		2 Transactions	
	3757 Packer- Treasurer/Warren				
	04- 423- 000- 0000- 6801	495.94	Apportionment 50- 25		Appropriations
	04- 423- 000- 0000- 6801	112.16	Public hunting grounds		Appropriations
	3757 Packer- Treasurer/Warren	608.10		2 Transactions	
423	DEPT Total:	974.24	Unorganized Cemetary	2 Vendors	4 Transactions
4	Fund Total:	974.24	Special Revenue(Unorg R&B,Fir		4 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
400	DEPT			Public Health Department		
1457	CPS Technology Solutions, Inc 05- 400- 440- 0410- 6300		11.26	December maintenance	371569	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc		11.26	1 Transactions		
2386	Information Systems Corp 05- 400- 440- 0410- 6239		239.68	App Extender licenses/maintena 03/01/2017 02/28/2018	24338 0	Software Fees/License Fees
2386	Information Systems Corp		239.68	1 Transactions		
3195	MCCC 05- 400- 440- 0410- 6239		48.00	IFS ENHANCEMENT FUND	2Y1601234	Software Fees/License Fees
	05- 400- 440- 0410- 6239		744.96	IFS GENERAL SUPPORT	2Y1601234	Software Fees/License Fees
3195	MCCC		792.96	2 Transactions		
400	<b>DEPT Total:</b>		1,043.90	<b>Public Health Department</b>	<b>3 Vendors</b>	<b>4 Transactions</b>
420	DEPT			Income Maintenance		
1457	CPS Technology Solutions, Inc 05- 420- 600- 4800- 6300		23.94	December maintenance	371569	Maintenance/Service Contracts
	05- 420- 640- 4800- 6300		35.20	December maintenance	371569	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc		59.14	2 Transactions		
2386	Information Systems Corp 05- 420- 600- 4800- 6239		509.32	App Extender licenses/maintena 03/01/2017 02/28/2018	24338 0	Software Fees/License Fees
2386	Information Systems Corp		509.32	1 Transactions		
3195	MCCC 05- 420- 600- 4800- 6239		102.00	IFS ENHANCEMENT FUND	2Y1601234	Software Fees/License Fees
	05- 420- 600- 4800- 6239		1,583.04	IFS GENERAL SUPPORT	2Y1601234	Software Fees/License Fees
3195	MCCC		1,685.04	2 Transactions		
420	<b>DEPT Total:</b>		2,253.50	<b>Income Maintenance</b>	<b>3 Vendors</b>	<b>5 Transactions</b>
430	DEPT			Social Services		
1457	CPS Technology Solutions, Inc 05- 430- 700- 4800- 6300		35.20	December maintenance	371569	Maintenance/Service Contracts

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
1457 CPS Technology Solutions, Inc		35.20		
			1 Transactions	
2386 Information Systems Corp				
05- 430- 700- 4800- 6239		749.00		
			App Extender licenses/maintena	24338
			03/01/2017 02/28/2018	0
			1 Transactions	Software Fees/License Fees
2386 Information Systems Corp		749.00		
			1 Transactions	
3195 MCCC				
05- 430- 700- 4800- 6239		150.00		
			IFS ENHANCEMENT FUND	2Y1601234
05- 430- 700- 4800- 6239		2,328.00		
			IFS GENERAL SUPPORT	2Y1601234
3195 MCCC		2,478.00		
			2 Transactions	
430 DEPT Total:		3,262.20	Social Services	3 Vendors
				4 Transactions
5 Fund Total:		6,559.60	Health & Human Services	13 Transactions

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 9 State

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
1091	Commissioner Of Revenue 09-000-000-0000-2044		Severed Mineral- 2 Collect		20% Severed Mineral Tax
1091	Commissioner Of Revenue	121.68		1 Transactions	
4580	Mn Dept Of Finance 09-000-000-0000-2030	195.00	November marriage license fees		State Fees, Assessments & Surcharges
	09-000-000-0000-2051	371.37	Oct/Nov. Tif Admin Fee		State Share Of Tif Tax
4580	Mn Dept Of Finance	566.37		2 Transactions	
0	DEPT Total:	688.05	Undesignated	2 Vendors	3 Transactions
9	Fund Total:	688.05	State		3 Transactions

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10 Trust

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
921	DEPT		Co. Development		
2386	Information Systems Corp				
	10- 921- 000- 0000- 6405		315.00	App Extender licenses/maintena	24338 Office Supplies
				03/01/2017 02/28/2018	0
	10- 921- 000- 0000- 6405		315.00	App Extender licenses/maintena	24338 Office Supplies
				03/01/2017 03/01/2017	0
2386	Information Systems Corp		630.00	2 Transactions	
921	DEPT Total:		630.00	Co. Development	1 Vendors 2 Transactions
923	DEPT		Forfeited Tax Sales		
170	Aitkin Motor Company				
	10- 923- 000- 0000- 6590		51.80	LOF	11366 Repair & Maintenance Supplies
170	Aitkin Motor Company		51.80	1 Transactions	
10452	AT&T Mobility				
	10- 923- 000- 0000- 6254		67.45	cell phone charges	287257204209 Utilities
				10/18/2016 11/17/2016	0
10452	AT&T Mobility		67.45	1 Transactions	
13725	Beartooth True Value				
	10- 923- 000- 0000- 6450		149.00	2 tool combo kit	A13638 Small Tools
	10- 923- 000- 0000- 6450		33.99	forsner bit	B27743 Small Tools
13725	Beartooth True Value		182.99	2 Transactions	
7525	Hometown Bldg Supply				
	10- 923- 000- 0000- 6450		34.00	router temp guide	90262 Small Tools
7525	Hometown Bldg Supply		34.00	1 Transactions	
2410	Jacobs/Mark H				
	10- 923- 000- 0000- 6330		46.64	mileage- IAC/MACLC Mtgs	106@.44 Transportation & Travel
				12/01/2016 12/01/2016	0
2410	Jacobs/Mark H		46.64	1 Transactions	
5815	Jeff's Roll Off Service				
	10- 923- 000- 0000- 6254		580.00	Roll off for Tamarack Theatre	905 Utilities
5815	Jeff's Roll Off Service		580.00	1 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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10 Trust

<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>
923 DEPT Total:		962.88 Forfeited Tax Sales	6 Vendors	7 Transactions
10 Fund Total:		1,592.88 Trust		9 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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11 Forest Development

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
924 DEPT		Forest Resource		
10452 AT&T Mobility 11-924-000-0000-6250		cell phone charges 10/18/2016	287257204209 0	Telephone
10452 AT&T Mobility			1 Transactions	
924 DEPT Total:		Forest Resource	1 Vendors	1 Transactions
925 DEPT		Reforestation		
87 Aitkin Co Highway Dept 11-925-000-0000-6590		blades	3366	Repair & Maintenance Supplies
87 Aitkin Co Highway Dept			1 Transactions	
1701 Forestry Suppliers Inc 11-925-000-0000-6406		Tree marking tape	121093-00	Field Supplies
1701 Forestry Suppliers Inc			1 Transactions	
925 DEPT Total:		Reforestation	2 Vendors	2 Transactions
11 Fund Total:		Forest Development		3 Transactions

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 12 Agency

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
930	DEPT		ARDC		
90081	ARDC				
	12- 930- 000- 0000- 2045		182.19		Public hunting
	12- 930- 000- 0000- 6801		18,665.77		Oct/Nov Settlement
90081	ARDC		18,847.96		2 Transactions
930	DEPT Total:		18,847.96	ARDC	1 Vendors 2 Transactions
931	DEPT			Towns	
5838	Nw Carlton Co Ambulance District				
	12- 931- 162- 0000- 2045		233.24		Ambulance District Levy
5838	Nw Carlton Co Ambulance District		233.24		1 Transactions
931	DEPT Total:		233.24	Towns	1 Vendors 1 Transactions
12	Fund Total:		19,081.20	Agency	3 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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19 Long Lake Conservation C

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
521	DEPT				
	8622 <b>Frontier</b>				
	19- 521- 000- 0000- 6250		555.93	LLCC Administration	
				service and long distance	2187684653 Telephone
				11/22/2016 12/21/2016	0
	8622 <b>Frontier</b>		555.93	1 Transactions	
521	<b>DEPT Total:</b>		555.93	<b>LLCC Administration</b>	<b>1 Vendors 1 Transactions</b>
523	DEPT				
	5662 <b>McGregor Dairy, Inc</b>				
	19- 523- 000- 0000- 6418		149.29	LLCC Food	
	5662 <b>McGregor Dairy, Inc</b>		149.29	Groceries	26186 Groceries- Students
				1 Transactions	
	4968 <b>Upper Lakes Foods, Inc</b>				
	19- 523- 000- 0000- 6420		101.50	Bowls	805986- 00 Food Service Supplies
	19- 523- 000- 0000- 6418		110.39	Groceries	811148- 00 Groceries- Students
	19- 523- 000- 0000- 6418		1,307.11	Groceries	816688- 00 Groceries- Students
	4968 <b>Upper Lakes Foods, Inc</b>		1,519.00	3 Transactions	
523	<b>DEPT Total:</b>		1,668.29	<b>LLCC Food</b>	<b>2 Vendors 4 Transactions</b>
524	DEPT				
	4010 <b>Rasley Oil Company</b>				
	19- 524- 000- 0000- 6511		30.00	LLCC Maintenance	
	4010 <b>Rasley Oil Company</b>		30.00	Fuel for Van	15176 Gas And Oil
				1 Transactions	
524	<b>DEPT Total:</b>		30.00	<b>LLCC Maintenance</b>	<b>1 Vendors 1 Transactions</b>
19	<b>Fund Total:</b>		2,254.22	<b>Long Lake Conservation Center</b>	<b>6 Transactions</b>

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 21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
10452	AT&T Mobility 21- 520- 000- 0000- 6250		42.15	cell phone charges 10/18/2016 11/17/2016	287257204209 0	Telephone
10452	AT&T Mobility		42.15		1 Transactions	
13725	<b>Beartooth True Value</b> 21- 520- 000- 0000- 6590		33.08	lubricant, paint	A13801	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		30.99	paint	B26243	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		49.56	paint cover,pole,coating	B27084	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		46.19	hardware,furnace filter	B27443	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		5.99	Finish	B27765	Repair & Maintenance Supplies
13725	<b>Beartooth True Value</b>		165.81		5 Transactions	
10083	<b>Cedarbrook Lumber Comp</b> 21- 520- 000- 0000- 6406		17.09	1x12x12 pine	83415	Field Supplies
10083	<b>Cedarbrook Lumber Comp</b>		17.09		1 Transactions	
12514	<b>Greater Minnesota Parks &amp; Trails</b> 21- 520- 000- 0000- 6231		225.00	2017 Parks & Trail membership		Services, Labor, Contracts
12514	<b>Greater Minnesota Parks &amp; Trails</b>		225.00		1 Transactions	
4641	<b>Holiday Credit Office</b> 21- 520- 000- 0000- 6511		470.40	November Billing	1400000134961	Gas And Oil
4641	<b>Holiday Credit Office</b>		470.40		1 Transactions	
2340	<b>Hyytinen Hardware Hank</b> 21- 520- 000- 0000- 6590		8.38	socket adapter	1366169	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		15.98	paint thinner	1366172	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		2.18	adapter, clamp	1366562	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		23.57	points, file, handle	1366626	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		13.47	hex nuts, coupling, nipple	1366840	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		10.32	bolts	1367924	Repair & Maintenance Supplies
2340	<b>Hyytinen Hardware Hank</b>		73.90		6 Transactions	
2763	<b>J &amp; H Transfer Station- Lakes Sanitary</b> 21- 520- 000- 0000- 6254		75.00	garbage service- shop	113210	Utilities
2763	<b>J &amp; H Transfer Station- Lakes Sanitary</b>		75.00		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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21 Parks

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
3100 McGregor Oil 21- 520- 000- 0000- 6511		264.66	November Gas	AITKINLA Gas And Oil
3100 McGregor Oil		264.66	1 Transactions	
10337 Mille Lacs Driftskippers 21- 520- 000- 0000- 6802		7,903.06	Trail Work RedTop Trail	Trail Grants- State
10337 Mille Lacs Driftskippers		7,903.06	1 Transactions	
3760 Palisade Cooperative Oil Assoc 21- 520- 000- 0000- 6511		896.03	November gas	ACPARKS Gas And Oil
3760 Palisade Cooperative Oil Assoc		896.03	1 Transactions	
4010 Rasley Oil Company 21- 520- 000- 0000- 6511		770.78	November gas	AITCOL&PS Gas And Oil
4010 Rasley Oil Company		770.78	1 Transactions	
90805 Temco 21- 520- 000- 0000- 6590		495.40	repair cultivator roller	20797 Repair & Maintenance Supplies
90805 Temco		495.40	1 Transactions	
520 DEPT Total:		11,399.28	Parks	12 Vendors 21 Transactions
21 Fund Total:		11,399.28	Parks	21 Transactions
Final Total:		697,240.49	217 Vendors	445 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>	
	1	179,612.18	General Fund	
	3	473,461.76	Road & Bridge	
	4	974.24	Special Revenue(Unorg R&B,Fire	
	5	6,559.60	Health & Human Services	
	9	688.05	State	
	10	1,592.88	Trust	
	11	1,617.08	Forest Development	
	12	19,081.20	Agency	
	19	2,254.22	Long Lake Conservation Center	
	21	11,399.28	Parks	
	<b>All Funds</b>	<b>697,240.49</b>	<b>Total</b>	Approved by, .....
				.....
				.....



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# Aitkin County

## WARRANT REGISTER



November Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
1755	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			-300.00	App#2016- 001205 J.Farley	01- 122- 000- 0000- 5135		0
			450.00	App#2016- 000599 W.Karels	01- 122- 000- 0000- 6820		0
			150.00	Date 11/1/16			
		<b>Warrant # 1755 Total</b>					
1756	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			346.00	14- 0- 043004 NSF Per 3	13- 943- 000- 0000- 2001	Pickles	0
			239.00	14- 0- 041700 NSF Per 3	13- 943- 000- 0000- 2001	Pickles	0
			510.00	14- 0- 010001 NSF Per 3	13- 943- 000- 0000- 2001	Pickles	0
		<b>Warrant # 1756 Total</b>	1,095.00	Date 11/1/16			
1757	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			5.00	Official Payments	01- 042- 000- 0000- 5840		0
		<b>Warrant # 1757 Total</b>	5.00	Date 11/1/16			
1765	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			551.54	Dep Care FSA Claims	01- 044- 904- 0000- 6360	38295433	0
			123.00	Med FSA Claims	01- 044- 904- 0000- 6360	10/31/16 38295433	10/31/16 0
		<b>Warrant # 1765 Total</b>	674.54	Date 11/2/16		10/31/16	10/31/16
1766	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			120,456.25	November BCBS Nexben premiun	01- 044- 000- 0000- 6150		0
		<b>Warrant # 1766 Total</b>	120,456.25	Date 11/2/16			
1768	5462	Bremer Bank (Elan ACH)					

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		ELAN ACH					
		AITKIN, MN 56431					
			129.75	Hotel/AMC	01-001-000-0000-6332		0
			33.02	Meals/USPAP Course	01-043-000-0000-6340		0
			40.03	Meals/USPAP Course	01-043-000-0000-6340		0
			27.99	Portable wireless BT Speaker	01-049-000-0000-6402		0
			9.99	Speaker Carry case	01-049-000-0000-6402		0
			69.67	4 boxes ACSO checks	01-200-000-0000-6405		0
			754.95	LaRue 392976- scope, mount	01-200-000-0000-6610		0
			754.95	LaRue 395719- scope, mount	01-200-000-0000-6610		0
			754.95	LaRue 395710- scope, mount	01-200-000-0000-6610		0
			754.95	LaRue 392970- scope, mount	01-200-000-0000-6610		0
			754.95	LaRue 395713- scope, mount	01-200-000-0000-6610		0
			754.95	LaRue 395716- scope, mount	01-200-000-0000-6610		0
			320.93	shredder for evidence room	01-200-000-0000-6625		0
			343.65	ear plugs, glasses, gloves,cha	01-252-000-0000-6405		0
			25.76	Oatmeal	01-252-252-0000-6405		0
			93.50	Commissary supplies	01-252-252-0000-6405		0
			24.00	inmate candy	01-252-252-0000-6405		0
			12.89	ab roller	01-252-252-0000-6405		0
			379.00	Cordless skillsaw combo	01-253-000-0000-6405		0
			35.00	paypal MCA membership fee	01-257-251-0000-6241		0
			15.00	gas- Emerg.mgmt mtg	01-280-000-0000-6511		0
			464.98	Glow Yo (EED giveaways)	01-391-000-0000-6800		0
			425.00	NADA online access renewal	05-420-600-4800-6231		0
			18.47	Meals/MFLDCAA Conf.	05-420-600-4800-6340		0
			26.95	Meal/MFW CAA Conf.	05-420-600-4800-6340		0
			8.43	Meal/FW Conference	05-420-600-4800-6340		0
			159.41	Hotel/St Louis Co Conference	05-430-700-4800-6332		0
			136.64	Hotel/St Louis Co Conference	05-430-700-4800-6332		0
			29.94	Meals/St Louis Co Conference	05-430-700-4800-6332		0
			159.41	Hotel/St Louis Co Conference	05-430-700-4800-6332		0
			33.71	Meals/St Louis Co Conference	05-430-700-4800-6340		0
			39.23	Meals/St Louis Co Conference	05-430-700-4800-6340		0
			52.56	DSM- 5 Desk Reference	05-430-700-4800-6450		0
			53.99	Prescription- 2 wk supply	05-430-700-4800-6810		0
			12.70	battery for Samsung phone	10-923-000-0000-6450		0
			20.00	Critter food	19-522-000-0000-6416		0

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			27.98	Nightlights	19- 522- 000- 0000- 6416		0
			54.70	Education supplies	19- 522- 000- 0000- 6416		0
			55.32	Food processor cover	19- 523- 000- 0000- 6420		0
			156.76	limo tires	19- 524- 000- 0000- 6302		0
			35.99	lightbulbs	19- 524- 000- 0000- 6422		0
			129.75	Hotel/AMC	01- 001- 000- 0000- 6332	Marcotte	0
			129.75	Hotel/AMC	01- 001- 000- 0000- 6332	Napstad	0
			163.65	Hotel/ARDC	01- 001- 000- 0000- 6332	Niemi	0
			27.79	Meals/ARDC	01- 001- 000- 0000- 6340	Niemi	0
			186.54	Hotel/USPAP Course	01- 043- 000- 0000- 6332	Stacey	0
			186.54	Hotel/USPAP Course	01- 043- 000- 0000- 6332	Tom	0
	<b>Warrant #</b>	<b>1768</b>	<b>Total</b>	<b>8,886.07</b>	<b>Date 11/4/16</b>		
1769	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			383.64	Dep Care FSA Claims	01- 044- 904- 0000- 6360	38299214	0
						11/7/16	11/7/16
			921.94	Med FSA Claims	01- 044- 904- 0000- 6360	38299214	0
						11/7/16	11/7/16
	<b>Warrant #</b>	<b>1769</b>	<b>Total</b>	<b>1,305.58</b>	<b>Date 11/9/16</b>		
1770	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			83.91	LLCC CC Fee	19- 522- 000- 0000- 6217		0
	<b>Warrant #</b>	<b>1770</b>	<b>Total</b>	<b>83.91</b>	<b>Date 11/14/16</b>		
1771	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			19.98	Monthly CC mach lease fee	19- 522- 000- 0000- 6217		0
	<b>Warrant #</b>	<b>1771</b>	<b>Total</b>	<b>19.98</b>	<b>Date 11/14/16</b>		
1772	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
			0.05	October Mtg Reg adjust	01- 040- 000- 0000- 5081		0
			0.15	October Deed Tax adjust	01- 042- 000- 0000- 5079		0

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		<b>Warrant # 1772 Total</b>	33,789.42	October Deed Tax	09- 000- 000- 0000- 2025		0
			32,411.99	October Mtg Reg	09- 000- 000- 0000- 2026		0
			66,201.61	Date 11/14/16			0
1816	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 1816 Total</b>	2,329.96	November BCBS Nexben premium	01- 044- 000- 0000- 6150		0
			2,329.96	Date 11/16/16			
1817	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 1817 Total</b>	484.70	Dep Care FSA Claims	01- 044- 904- 0000- 6360	38304019	0
						11/14/16	11/14/16
			433.65	Med FSA Claims	01- 044- 904- 0000- 6360	38304019	0
			918.35	Date 11/16/16		11/14/16	11/14/16
1818	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 1818 Total</b>	20.00	LLCC CC Fee- Beanstream	19- 522- 000- 0000- 6217		0
			20.00	Date 11/16/16			
1819	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
			965.00	dupe charge- will credit card	01- 049- 000- 0000- 6625		0
			59.95	SDHC squad cam memory card	01- 200- 000- 0000- 6405		0
			2.33	rubber damn- its	01- 200- 000- 0000- 6410		0
			25.35	racquetballs	01- 252- 000- 0000- 6424		0
			98.00	2 microwaves	01- 252- 000- 0000- 6625		0
			39.99	knife sharpener	01- 253- 000- 0000- 6405		0
			5.19	medicated chest rub	01- 253- 000- 0000- 6405		0
			177.76	Hotel/MACCAC meeting	01- 257- 251- 0000- 6332		0
			119.46	FBL supplies	01- 390- 000- 0000- 6405		0
			113.38	FBL supplies	01- 390- 000- 0000- 6625		0

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			47.94	Water lab supplies	01-392-000-0000-6405		0
			95.00	Class Registration- Welle	03-301-000-0000-6296		0
			95.00	Class Registration- Paul K	03-302-000-0000-6296		0
			466.44	Hotel/MCH Healthy Families	05-400-430-0408-6332		0
			15.84	Amazon Prime renewal	05-400-440-0410-6239		0
			3.00	Parking/LPHA Meeting	05-400-440-0410-6330		0
			33.66	Amazon Prime renewal	05-420-600-4800-6239		0
			49.50	Amazon Prime renewal	05-430-700-4800-6239		0
			142.06	Hotel/MSSA Deligate Assbly	05-430-700-4800-6332		0
			178.43	Hotel/MSSA Strategic Planning	05-430-700-4800-6332		0
			9.86	Meal/MSSA Planning	05-430-700-4800-6340		0
			34.91	Laminate Roll	19-521-000-0000-6405		0
			21.36	ADOBE software	19-521-000-0000-6405		0
			20.00	Critter food	19-522-000-0000-6416		0
			57.56	education supplies	19-522-000-0000-6416		0
			54.30	education supplies	19-522-000-0000-6416		0
			7.29	vacuum bags	19-524-000-0000-6422		0
			12.99	vacuum bags	19-524-000-0000-6422		0
			965.00	20 new phones w/trade of 27	01-049-000-0000-6625	PhoneGuy	0
	<b>Warrant #</b>	<b>1819</b>	<b>Total</b>	<b>3,916.55</b>	<b>Date 11/21/16</b>		
1820	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	<b>Warrant #</b>	<b>1820</b>	<b>Total</b>	<b>17,111.79</b>	<b>State General Tax</b>	<b>09-000-000-0000-2058</b>	<b>0</b>
				<b>17,111.79</b>	<b>Date 11/21/16</b>		
1821	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	<b>Warrant #</b>	<b>1821</b>	<b>Total</b>	<b>732.95</b>	<b>November Participant Fees</b>	<b>01-044-904-0000-6231</b>	<b>1166080</b>
				<b>732.95</b>	<b>Date 11/23/16</b>		<b>0</b>
1822	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
				<b>863.67</b>	<b>Med FSA Claims</b>	<b>01-044-904-0000-6360</b>	<b>38306972</b>
						<b>11/21/16</b>	<b>11/21/16</b>

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# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	1822	<b>Total</b>	863.67	Date 11/23/16			
1823	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Total</b>	30.00	NSF- Anderson Date 11/28/16	05- 430- 730- 0000- 5832		0
1825	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Total</b>	75.00	Refund APP#2016- 001178 Date 11/30/16	01- 122- 000- 0000- 6820	Scheele	0
1832	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Total</b>	308.34	DepCare FSA claims	01- 044- 904- 0000- 6360		0
			609.27	Med FSA claims	01- 044- 904- 0000- 6360	11/28/16	11/28/16
		<b>Total</b>	917.61	Date 11/30/16		11/28/16	11/28/16
44827	14168	MHSRC/Range 720 4th Ave S St Cloud, MN 56301					
		<b>Total</b>	256.00	EVOC training #217 Date 11/4/16	01- 200- 000- 0000- 6241		0
44828	4793	Treasurer State Of Minnesota MN DEPT HLTH/ENV HLTH SERV P.O. BOX 64975 ST PAUL, MN 55164- 0975					
		<b>Total</b>	30.00	Vital Recorder Training- MM	01- 100- 000- 0000- 6208		0
			30.00	Vital Recorder Training- RH	01- 100- 000- 0000- 6208		0
		<b>Total</b>	60.00	Date 11/4/16			
44829	13722	Neo Funds by Neopost					

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		PO BOX 30193 Tampa, FL 33630- 3193					
		Warrant # 44829	Total	4,000.00 Postage 4,000.00 Date 11/22/16	01- 044- 048- 0000- 6205		0
44830	14196	Huyck/Marcia & Kevin Hoppe 18709 State Highway 18 McGrath, MN 56350					
		Warrant # 44830	Total	110.01 interest on RE tax refund 892.00 38- 0- 023400 Tax Refund 1,002.01 Date 11/23/16	01- 044- 000- 0000- 6231 13- 943- 000- 0000- 2004	38- 0- 023400 Huyck	0 0
68886	14168	MHSRC/Range 720 4th Ave S St Cloud, MN 56301					
		Warrant # 68886	Total	-256.00 - EVOC training #217 256.00- Date 11/2/16	01- 200- 000- 0000- 6241		0
68896	612	MN BCA CJTE 1430 Maryland Ave E Attn: Ash Scharffbillig St Paul, MN 55106					
		Warrant # 68896	Total	-130.00 - crim justice trg- Dupe Pmt 130.00- Date 11/15/16	01- 200- 003- 0000- 6241		0
69052	11947	Phoenix Supply 1401 West 94th Street, Suite 1 Bloomington, MN 55431					
		Warrant # 69052	Total	-697.20 - Inmate supplies -39.80 - Inmate supplies 737.00- Date 11/28/16	01- 252- 000- 0000- 6424 01- 252- 000- 0000- 6424	10207 10520	0 0
105844	90740	SLC Human Service Conference CORI HELGET- GOV SERVICE CTR- STE 401 320 WEST 2ND ST DULUTH, MN 55802- 1495					
		Warrant # 105844	Total	-50.00 - HS CONF REG 50.00- Date 11/1/16	05- 430- 700- 4800- 6241	DUPE PAY	0

DKB1  
12/05/2016

8:28AM

# Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		<b>Final Total...</b>	229,938.83	115	Transactions		

# Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	141,730.35	General Fund
3	190.00	Road & Bridge
5	2,022.53	Health & Human Services
9	83,313.20	State
10	12.70	Trust
13	1,987.00	Taxes & Penalties
19	683.05	Long Lake Conservation Center
	229,938.83	TOTAL

2F

DKB1  
12/13/16 2:00PM

# 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

*Auditor Warrants - November  
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

DKB1  
12/13/16 2:00PM  
1 General Fund

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
89991	Bremer Bank					
1	01-040-021-0000-5840		3.54	Receipt Nbr 1154 11/21/2016		Misc Receipts
2	01-040-021-0000-5840		2.44	Receipt Nbr 1154 11/21/2016		Misc Receipts
3	01-040-021-0000-5840		0.26	Receipt Nbr 1155 11/21/2016		Misc Receipts
4	01-042-000-0000-5840		0.06	Receipt Nbr 4264 11/04/2016		Misc Receipts
5	01-042-000-0000-5840		0.13	Receipt Nbr 4279 11/22/2016		Misc Receipts
6	01-042-000-0000-5840		0.13	Receipt Nbr 4280 11/22/2016		Misc Receipts
7	01-042-000-0000-5840		12.87	Receipt Nbr 4281 11/22/2016		Misc Receipts
8	01-042-000-0000-5840		0.19	Receipt Nbr 4284 11/28/2016		Misc Receipts
9	01-043-000-0000-5840		0.26	Receipt Nbr 971 11/07/2016		Misc Receipts
10	01-043-000-0000-5840		0.26	Receipt Nbr 971 11/07/2016		Misc Receipts
11	01-043-000-0000-5840		0.77	Receipt Nbr 971 11/07/2016		Misc Receipts
12	01-043-000-0000-5840		0.26	Receipt Nbr 972 11/29/2016		Misc Receipts
13	01-043-000-0000-5840		1.29	Receipt Nbr 972 11/29/2016		Misc Receipts
14	01-043-000-0000-5840		1.29	Receipt Nbr 972 11/29/2016		Misc Receipts
15	01-043-000-0000-5840		0.26	Receipt Nbr 972 11/29/2016		Misc Receipts
16	01-090-000-0000-5840		0.64	Receipt Nbr 1823 11/03/2016		Misc Receipts
17	01-090-000-0000-5840		1.29	Receipt Nbr 1826 11/15/2016		Misc Receipts
18	01-090-000-0000-5840		1.79	Receipt Nbr 1827 11/16/2016		Misc Receipts
19	01-090-000-0000-5840		0.14	Receipt Nbr 1827 11/16/2016		Misc Receipts
20	01-090-000-0000-5840		0.64	Receipt Nbr 1825 11/28/2016		Misc Receipts
21	01-090-000-0000-5840		0.02	Receipt Nbr 1831 11/29/2016		Misc Receipts
22	01-252-252-0000-5872		53.78	Receipt Nbr 3052 11/09/2016		Phone Card Prisoner Welfare(Taxable)
23	01-252-252-0000-5872		229.67	Receipt Nbr 3060 11/23/2016		Phone Card Prisoner Welfare(Taxable)
24	01-252-252-0000-5885		62.72	Receipt Nbr 3052 11/09/2016		Commissary Sales Taxable
25	01-252-252-0000-5885		21.34	Receipt Nbr 3058 11/18/2016		Commissary Sales Taxable
26	01-252-252-0000-5885		13.67	Receipt Nbr 3060 11/23/2016		Commissary Sales Taxable
56	01-100-000-0000-6311		133.59	November Sales Tax		Sales Tax
57	01-100-000-0000-6312		0.41	November Sales tax adjustment		Sales Tax Adjustment
89991	Bremer Bank		543.71	28 Transactions		
<b>1 Fund Total:</b>			<b>543.71</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>28 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/13/16 2:00PM  
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
55 8410 Bremer Bank					
03-303-000-0000-6513		1,404.77	November Diesel Tax		Motor Fuel & Lubricants
8410 Bremer Bank		1,404.77		1 Transactions	
89991 Bremer Bank					
27 03-000-000-0000-5855		5.79	Receipt Nbr 952 11/09/2016		Charges- Individuals
28 03-000-000-0000-5855		3.44	Receipt Nbr 952 11/09/2016		Charges- Individuals
29 03-000-000-0000-5855		0.39	Receipt Nbr 952 11/09/2016		Charges- Individuals
30 03-000-000-0000-5855		1.93	Receipt Nbr 2927 11/15/2016		Charges- Individuals
31 03-000-000-0000-5855		1.93	Receipt Nbr 2929 11/16/2016		Charges- Individuals
32 03-000-000-0000-5855		1.93	Receipt Nbr 2930 11/16/2016		Charges- Individuals
33 03-000-000-0000-5855		0.64	Receipt Nbr 953 11/21/2016		Charges- Individuals
34 03-000-000-0000-5855		1.93	Receipt Nbr 2938 11/30/2016		Charges- Individuals
35 03-000-000-0000-5855		1.93	Receipt Nbr 954 11/30/2016		Charges- Individuals
36 03-000-000-0000-5855		6.88	Receipt Nbr 954 11/30/2016		Charges- Individuals
37 03-000-000-0000-5855		6.88	Receipt Nbr 954 11/30/2016		Charges- Individuals
38 03-000-000-0000-5855		0.13	Receipt Nbr 954 11/30/2016		Charges- Individuals
39 03-000-000-0000-5857		7.91	Receipt Nbr 952 11/09/2016		Culverts
89991 Bremer Bank		41.71		13 Transactions	
<b>3 Fund Total:</b>		<b>1,446.48</b>	<b>Road &amp; Bridge</b>	<b>2 Vendors</b>	<b>14 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/13/16 2:00PM  
9 State

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
4580	Mn Dept Of Finance						
60	09-000-000-0000-2022			160.00	November Birth		Birth/Death Surcharges
61	09-000-000-0000-2022			220.00	November Death		Birth/Death Surcharges
62	09-000-000-0000-2024			120.00	November Childrens		St Share Of Birth Cert.- Children
63	09-000-000-0000-2031			24.00	November Torrens		Real Estate Assurance (Was 5874 And 627
64	09-000-000-0000-2036			4,872.00	November State General Fund		Recording Surcharges (Was 5871 & 6281)
65	09-000-000-0000-2036			400.00	Nov.State Gen.Fund Surcharge		Recording Surcharges (Was 5871 & 6281)
4580	Mn Dept Of Finance			5,796.00		6 Transactions	
3375	Mn Dept Of Health						
66	09-000-000-0000-2027			935.00	November State Well		State Well Cert Fees (Was 5097 & 6203)
3375	Mn Dept Of Health			935.00		1 Transactions	
<b>9 Fund Total:</b>				6,731.00	State	2 Vendors	7 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/13/16 2:00PM  
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			54.36	November sales tax		Sales Tax
59 10- 923- 000- 0000- 6311						
89991 Bremer Bank			54.36		1 Transactions	
10 Fund Total:			54.36	Trust	1 Vendors	1 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
 12/13/16 2:00PM  
 11 Forest Development

<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						
58 11-925-000-0000-6312			0.36-	November Sales tax adjustment		Sales Tax Adjustment
89991 Bremer Bank			0.36-	1 Transactions		
11 Fund Total:			0.36-	Forest Development	1 Vendors	1 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
 12/13/16 2:00PM  
 19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
<b>89991 Bremer Bank</b>					
40 19- 521- 000- 0000- 5885		15.72	Receipt Nbr 1350 11/01/2016		Commissary Sales Taxable
41 19- 521- 000- 0000- 5885		0.11	Receipt Nbr 1352 11/07/2016		Commissary Sales Taxable
42 19- 521- 000- 0000- 5885		70.04	Receipt Nbr 1355 11/09/2016		Commissary Sales Taxable
43 19- 521- 000- 0000- 5885		1.49	Receipt Nbr 1362 11/17/2016		Commissary Sales Taxable
44 19- 521- 000- 0000- 5885		13.42	Receipt Nbr 1365 11/29/2016		Commissary Sales Taxable
<b>89991 Bremer Bank</b>		<b>100.78</b>	<b>5 Transactions</b>		
<b>19 Fund Total:</b>		<b>100.78</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>5 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/13/16 2:00PM  
21 Parks

<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						
45 21-520-000-0000-5510			5.79	Receipt Nbr 2924 11/03/2016		Co. Parks Campground Fees
46 21-520-000-0000-5510			5.79	Receipt Nbr 2924 11/03/2016		Co. Parks Campground Fees
47 21-520-000-0000-5510			24.77	Receipt Nbr 2924 11/03/2016		Co. Parks Campground Fees
48 21-520-000-0000-5510			6.55	Receipt Nbr 2924 11/03/2016		Co. Parks Campground Fees
49 21-520-000-0000-5510			2.83	Receipt Nbr 2924 11/03/2016		Co. Parks Campground Fees
50 21-520-000-0000-5510			1.67	Receipt Nbr 2924 11/03/2016		Co. Parks Campground Fees
51 21-520-000-0000-5510			20.97	Receipt Nbr 2936 11/23/2016		Co. Parks Campground Fees
52 21-520-000-0000-5510			5.02	Receipt Nbr 2936 11/23/2016		Co. Parks Campground Fees
53 21-520-000-0000-5510			33.45	Receipt Nbr 2936 11/23/2016		Co. Parks Campground Fees
54 21-520-000-0000-5510			0.96	Receipt Nbr 2936 11/23/2016		Co. Parks Campground Fees
89991 Bremer Bank			107.80	10 Transactions		
<b>21 Fund Total:</b>			107.80	<b>Parks</b>	<b>1 Vendors</b>	<b>10 Transactions</b>
<b>Final Total:</b>			8,983.77	<b>9 Vendors</b>	<b>66 Transactions</b>	

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	543.71	General Fund
	3	1,446.48	Road & Bridge
	9	6,731.00	State
	10	54.36	Trust
	11	-0.36	Forest Development
	19	100.78	Long Lake Conservation Center
	21	107.80	Parks
<b>All Funds</b>		<b>8,983.77</b>	<b>Total</b>

Approved by, .....

.....

.....



DKB1  
12/2/16 11:47AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

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

Explode Dist. Formulas N

*Auditor Warrants*

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

DKB1  
 12/2/16 11:47AM  
 1 General Fund

# Aitkin County

Audit List for Board AUDITOR'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. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
110	DEPT			Courthouse Maintenance		
	9692 Minnesota Energy Resources Corporation					
	01- 110- 000- 0000- 6254		471.46	Gas- Courthouse	0506823754	Utilities & Heating
	9692 Minnesota Energy Resources Corporation		471.46	1 Transactions		
110	DEPT Total:		471.46	Courthouse Maintenance	1 Vendors	1 Transactions
1	Fund Total:		471.46	General Fund		1 Transactions

DKBI  
 12/2/16 11:47AM  
 3 Road & Bridge

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
					<u>On Behalf of Name</u>
307	DEPT				
	7050 Anderson Bros Construction Co				
	03- 307- 000- 0000- 6262		101,663.88	Partial Contract Payment	20161 Contract Payments
	7050 Anderson Bros Construction Co		101,663.88	1 Transactions	
307	DEPT Total:		101,663.88	R&B Capital Infrastructure	1 Vendors 1 Transactions
3	Fund Total:		101,663.88	Road & Bridge	1 Transactions
	Final Total:		102,135.34	2 Vendors	2 Transactions

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	471.46	General Fund
3	101,663.88	Road & Bridge
All Funds	102,135.34	Total

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

24  
Agenda Item #

**Requested Meeting Date:** December 20, 2016

**Title of Item:** On, Off & Sunday Liquor Licenses for 2017

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  <p style="text-align: center;">Applications for County On, Off &amp; Sunday Liquor Licenses for 2017</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  <p style="text-align: center;">Resolution to approve Liquor Licenses</p>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input 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

21  
Agenda Item #

**Requested Meeting Date:** 12-20-16

**Title of Item:** Final Contract Payment - Contract No. 20154

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> Authorization by the following resolution is requested to make final payment to Young Excavating, Hackensack, MN in the amount of \$5,330.00 for the following projects:  C.P. 001-090-028, culvert replacement and pavement repair on CR 76 and 79 S.A.P. 001-030-005, culvert replacements on CSAH 6, 10, and 15  The final contract amount of \$892,672.82 is approximately 4.7% higher than the bid amount of \$852,545.64. The increased cost was due to higher than anticipated material quantities for granular backfill, pavement removal, bituminous pavement, and erosion control items resulting from the replacement of 90 culverts.  Resolution:  WHEREAS, Contract No. 20154 has in all been completed, and the County Board being fully advised in the premises.  NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to Young Excavating in the amount of \$5,330.00.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> \$5,330.00 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



# Board of County Commissioners Agenda Request

25  
Agenda Item #

**Requested Meeting Date:** December 20, 2016

**Title of Item:** Appoint District 3 Board of Adjustment Member

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Terry Neff, Environmental Services Director		<b>Department:</b> Environmental Services
<b>Presenter (Name and Title):</b> Terry Neff, Environmental Services Director if needed.		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  See attached memorandum.		
<b>Alternatives, Options, Effects on Others/Comments:</b> Advertise for vacancy.		
<b>Recommended Action/Motion:</b> Approve appointment of Richard Bright as District 3 Board of Adjustment Member.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ N/A Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No    Please Explain:		

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



**MEMORANDUM**

**DATE:** December 14, 2016  
**TO:** Aitkin County Board of Commissioners  
**FROM:** Terry Neff, Environmental Services Director   
**RE:** Board of Adjustment Vacancy District 3

It is with regret that I request the appointment of a Board of Adjustment member for District 3. The current District 3 member, Irene Bright, has passed away. Her husband Richard has graciously offered to fill the remainder of her term which expires 12-31-2018. I discussed this with Aitkin County Attorney Jim Ratz. He agrees with appointing Mr. Bright to the remainder of her term due to the circumstances.

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

c:\ctybrd\ctybrd2016



# Board of County Commissioners Agenda Request

2K  
Agenda Item #

**Requested Meeting Date:** 12-20-16

**Title of Item:** Sponsoring Resolution - City of Aitkin Trail Project

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

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

<b>Submitted by:</b> Patrick Wussow, County Administrator	<b>Department:</b> Administration
--	--------------------------------------

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

**Summary of Issue:**

I have spoken with John Welle and Commissioner Wedel as this project is in his district. The county has sponsored projects in the past for the City at no expense or liability to the county.

Because of this I am moving this item to consent agenda if County board members have a question please let me know prior to the meeting otherwise the County Engineer will not be attending the County Board meeting

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

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*



# Board of County Commissioners Agenda Request

Agenda Item #  <hr style="width: 80%; margin: auto;"/>
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**Requested Meeting Date:** 12-20-16

**Title of Item:** Sponsoring Resolutions - City of Aitkin Trail Project

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA  <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b>  <input type="checkbox"/> Approve/Deny Motion  <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested  <input type="checkbox"/> Discussion Item  <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b> <p>The City of Aitkin is in the process of submitting a federal Transportation Alternatives Program grant application for construction of a 1.3 mile segment of the Cuyuna Lakes Trail through their tank trail property. The grant requires them to have Aitkin County act as the project sponsor. Attached are two resolutions required as the project sponsor for the grant application.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Approve resolutions.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

**Resolution 1:**

WHEREAS, the City of Aitkin desires to submit a grant application for the Federal Highway Administration (FHWA) Transportation Alternatives Program (TAP) for the 1.3-mile Cuyuna Lakes Trail – Tank Trail Segment project, and

WHEREAS, the FHWA TAP grant requires that Aitkin County act as the project sponsor for this project.

THEREFORE BE IT RESOLVED, that Aitkin County agrees to act as the sponsoring agency for the Cuyuna Lakes Trail – Tank Trail Segment project and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that John Welle, Aitkin County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

**Resolution 2:**

WHEREAS, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, Aitkin County is the sponsoring agency for the transportation alternatives project identified as Cuyuna Lakes Trail – Tank Trail Segment.

THEREFORE BE IT RESOLVED, that the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.





# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** 12/20/16

**Title of Item:** Disposition of 2 dogs held by the sheriff's office

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

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

<b>Presenter (Name and Title):</b> John Drahota-Undersheriff	<b>Estimated Time Needed:</b> 20 minutes
---	---

**Summary of Issue:**  
2 dogs were found locked in a livestock structure at the Aitkin County Fairgrounds on 11/12/16. The dogs were taken to the City Dog Pound at the request of the Sheriff's Office. The owner was later identified as Tara Fries. Tara claims her brother was to care for the dogs due to her being evicted from her home and it was her brother who left the dogs at the fairgrounds, unknown to her. The sheriff's office has not been able to locate the brother to verify Tara's information. Tara does not have a home and does not have funds to pay the boarding fees, assuming the dogs were returned to her.

Tara has not returned phone calls to consider voluntarily relinquishing ownership.

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

**Recommended Action/Motion:**  
Since the owner (Tara) did not reclaim the animals within 10 days, it is recommended that the Sheriff's Office follow state statute as it pertains to abandoned animals. The owner would lose ownership rights and the animals would be adopted.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ 1560.00 as of 12/20/16  
 Is this budgeted?  Yes  No *Please Explain:*  
 Boarding fees are accruing at the rate of \$40.00 per day. The sooner the animals are able to be given a new home, the less impact to the county.

## 2016 Minnesota Statutes

Authenticate**346.37 GENERAL PROVISIONS.**

Subdivision 1. **Abandoned animals.** (a) If an animal is left with a veterinarian, boarding facility, or commercial facility pursuant to a written agreement with the owner or person in possession of the animal and the owner or lawful possessor of the animal has not claimed the animal within ten days after notice in accordance with paragraph (b) or (d), the animal is abandoned and the owner has no further rights or claim to the animal.

(b) The notice required under paragraph (a), must be given by the veterinarian, boarding facility, or commercial facility to the owner or the owner's agent at the person's last known address by certified mail, return receipt requested, or may be served upon the owner or owner's agent in the manner that a summons is served in a civil court action in the district courts. The notice must notify the owner or owner's agent that the animal may be redeemed by paying all prior expenses incurred within ten days or the animal is abandoned and will be disposed of in accordance with this subdivision.

(c) If the animal is not claimed within ten days, the veterinarian, boarding facility, or commercial facility becomes the owner of the animal and the animal may be disposed of by the veterinarian, boarding facility, or commercial facility as they consider proper. Upon the veterinarian, boarding facility, or commercial facility becoming the owner of the animal, the veterinarian, boarding facility, or commercial facility is relieved of any liability for disposal of the animal.

(d) If the notice under paragraph (c) is not given to the owner or owner's agent, or if the address of the owner or owner's agent is not known, notice must be given by the veterinarian, boarding facility, or commercial facility by publishing one notice in a legal newspaper circulated in the county where the animal was delivered to the veterinarian, boarding facility, or commercial facility not less than ten days before the animal is to become the property of the veterinarian, boarding facility, or commercial facility under paragraph (c). The published notice must contain the information required in paragraph (b).

(e) Each veterinarian, boarding facility, or commercial facility shall warn its patrons of the provisions of this subdivision by a conspicuously posted notice or by conspicuous type in a written document delivered to the owner or the owner's agent.

Subd. 2. **Good Samaritans.** A person is not liable for rendering humane assistance to an injured pet or companion animal.

Subd. 3. **Cruel training or handling.** A person may not inflict cruelty on a pet or companion animal by the use of a cruel training or handling device or method.

Subd. 4. **Health care.** Adequate health care, including parasite and pest control, must be provided to each pet or companion animal.

Subd. 5. **Interpretation of terms.** A dispute as to the meaning of "abuse," "cruelty," or "neglect" shall be resolved by an expert opinion.

Subd. 6. **Reports of abuse, cruelty, or neglect.** A veterinarian must report known or suspected cases of abuse, cruelty, or neglect to peace officers and humane agents as provided in [343.12](#) and [343.29](#).

**History:** [1983 c 358 s 3](#); [1987 c 394 s 10](#); [1994 c 401 s 1](#)

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# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** 12-20-16

**Title of Item:** IT Staffing

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Steve Bennett, IT Director		<b>Department:</b> IT
<b>Presenter (Name and Title):</b> Steve Bennett, IT Director		<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b> IT staffing, see attached.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ See attachments. Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## Aitkin County IT

**To:** Patrick Wussow  
**From:** Steve Bennett  
**Date:** 12/9/2016  
**Re:** IT Staffing

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The IT Department has been operating at 80% staffing since the retirement of Cindy Bistodeau in December of 2015. Our workload has been continually increasing as departments add new applications and devices which require IT attention for installations, upgrades, security, and troubleshooting. Increasing complexity has added to the maintenance efforts as well. We are slowly falling behind and struggle to consistently provide support at the high levels needed for safe and efficient County operations.

I would like to fill the position as soon as applicable in 2017. I request to fill the position at a higher grade level which will reflect the increase in skills and abilities needed to adequately fulfill the duties expected of the position. The open position is a grade 4 Computer Specialist and Ms. Bistodeau's final salary was \$53,497 per year. That position/grade is scheduled to be eliminated after the last remaining employee at that positions ends employment. It is no longer sufficient for recruiting the needed personnel. I propose to fill the position as a grade 9 Network Administrator which carries a \$51739 - \$76912 annual range for 2017. Getting our staffing to 100% will allow us to get back on track in this demanding environment.

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

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

**MEMORANDUM**

TO: Patrick Wussow                      DATE: December 8, 2016  
FROM: Sheriff Scott Turner              RE: Year End Funds & Budget Reserves

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In 2015 we established a reserve account for future replacement of our K-9 but did not fund the account. At this time I would like to transfer \$2,000 from our Forfeiture balance (206- ) to begin building the account.

Sheriff's Technology Funds are a reserve account that should be carried forward.

The funds contributed to the Aitkin County Sheriff's Posse account (200-020-5840) are the result of individuals and organizations making donations. All donated funds are used entirely for equipment and training that help prepare our volunteer members for search and rescue incidents. This is a reserve fund and should be carried forward.

The funds contributed by the state to our Enhanced 911 account are dedicated funds and, as is the case every year, must be carried forward for specific 911-related expenditures.

In our 2016 ATV account we budgeted \$4,000 Capital Outlay. I would like to carry that figure forward to be added to the \$4,000 budgeted in 2017 which will enable us to purchase a department ATV.

If you have any questions concerning the above, please let me know.

Thank you.

2016 RESERVES

		Beg Balance	December	Ending Bal
043	Assessor's Computers/Office Equip	11,913.06		4,413.06
043	Assessor's Vehicle	0.00		0.00
049	IT Network Equipment	12,998.59		12,998.59
049	IT Staff Training	5,500.00		5,500.00
049	High Capacity Storage Units	0.00		0.00
060	Election	3,464.50		0.00
090	Attorney Murder Trial	10,000.00		10,000.00
111	Building Construction	78,294.95		64,234.17
200	Sheriff Technology Funds	48,050.39		48,050.39
200	Sheriff Posse	10,800.00		10,800.00
200	Sheriff Vehicles	0.00		0.00
200-019	Canine Replacement	0.00		0.00
206	Sheriff Forfeiture	0.00		0.00
390	FBL Vehicle	17,500.00		17,500.00
391	Solid Waste	0.00		0.00
	TOTAL	198,521.49	0.00	173,486.21
01-44-952	Econ Development from 16952	525,297.61		525,297.61
	01-2544			
	TOTAL	723,819.10		698,793.82

2,000 FROM 206

# Aitkin County



## REVENUES & EXPENDITURES BUDGET REPORT

Report Basis: Cash

From: 01/2016 Thru: 11/2016

Percent of Year: 92%

01 Fund  
General Fund

206 Dept  
Forfeitures

<u>Account Numbe</u>	<u>Description</u>	<u>Status</u>	<u>11/2016 Amount</u>	<u>Selected Months</u>	<u>Adopted 2016</u>	<u>% Of Budget</u>
--- Revenues ---						
01- 206- 000- 0000- 5840	Revenue/Forfeitures		141.10 -	60,190.05 -	0.00	0
--- Expenditures ---						
01- 206- 000- 0000- 6409	Forfeiture Supplies		6,029.15	44,828.96	0.00	0
206 Dept	TOTALS Forfeitures	Revenue	141.10 -	60,190.05 -	.00	0
		Expend.	6,029.15	44,828.96	.00	0
		Net	5,888.05	15,361.09 -	.00	0

SKA1  
12/2/16 10:31AM

# Aitkin County



## USER- SELECTED BUDGET REPORT

01 FUND General Fund  
204 DEPT **ATV**

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED 2014</u>	<u>ADOPTED 2015</u>	<u>ADOPTED 2016</u>	<u>Grants</u>
01-204-000-0000-5315	ATV State Grant	10,000 -	14,212 -	14,212 -	-----
01-204-000-0000-5840	Misc Receipts	0	0	0	-----
01-204-000-0000-6101	Salaries- Full Time	11,216	11,805	10,340	-----
01-204-000-0000-6109	Salaries- Overtime	0	0	2,000	-----
01-204-000-0000-6110	Holiday Pay	1,035	0	1,000	-----
01-204-000-0000-6124	Medicare- Employer 1.45%	178	171	195	-----
01-204-000-0000-6150	Health Insurance Employer	2,025	2,098	2,280	-----
01-204-000-0000-6152	Life Insurance- Employer	0	0	12	-----
01-204-000-0000-6159	Pera	1,874	1,913	2,160	-----
01-204-000-0000-6231	Services, Labor, Contracts	500	750	750	-----
01-204-000-0000-6250	Telephone	125	150	150	-----
01-204-000-0000-6302	Car Maintenance	1,500	1,500	1,500	-----
01-204-000-0000-6314	Radio Maint	0	0	0	-----
01-204-000-0000-6352	Insurance	0	400	400	-----
01-204-000-0000-6353	Workers Compensation Insurance	366	350	400	-----
01-204-000-0000-6374	Auto & Trailer License	75	50	50	-----
01-204-000-0000-6409	Field Supplies	1,200	1,200	1,200	-----
01-204-000-0000-6511	Gas And Oil	2,200	150	1,500	-----
01-204-000-0000-6610	Equipment	0	0	0	-----
01-204-000-0000-6620	Trailers,Atv's	0	0	0	-----
01-204-000-0000-6630	<b>Misc- Capital Outlay</b>	0	0	<b>4,000</b>	-----
DEPT 204 ATV	Revenue	10,000 -	14,212 -	14,212 -	-----
	Expend.	22,294	20,537	27,937	-----
	Net	12,294	6,325	13,725	-----
<b>Final Totals</b>	Revenue	41,925 -	39,387 -	47,772 -	-----
	Expend.	135,448	136,916	145,369	-----
	Net	93,523	97,529	97,597	-----



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** 12-20-16

**Title of Item:** Approve Request to Fill Committee Vacancies

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Patrick Wussow, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Patrick Wussow, County Administrator		<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b> The following two committees: Aitkin County Board of Adjustment and Aitkin County Planning Commission, have openings on their committees. Terry Neff will present to address any questions.  The following committee: Natural Resources Advisory Committee has 7 openings and we have included all the applications. Mark Jacobs will be present to comment.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ See attachments. Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

## NEWS RELEASE

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### AITKIN COUNTY HAS OPENINGS ON THE FOLLOWING COMMITTEES:

1. Aitkin County Board of Adjustment
  - District 5 (One opening)

Reviews variance applications and interpretations from Aitkin County Zoning Ordinances. Individual will participate in public hearings for reviewing variance applications from Aitkin County Zoning Ordinances. Meetings are held the first Wednesday of each month at 4:00 P.M.

2. Aitkin County Planning Commission
  - District 1, 4 or 5 (One opening only)

Reviews applications for Conditional Use Permits, Interim Use Permits, Planned Unit Developments, Rezoning and Subdivisions to ensure compliance with Aitkin County Ordinances and the Comprehensive Land Use Plan. Individual will participate in public hearings for review of the applications. Meetings are held on the third Monday of each month at 4:00 P.M.

Applications for both committees will be accepted until Noon on December 9, 2016, or until filled. The positions will start the first meeting of January 2017. Terms are three years. Applications can be found on the Aitkin County website, picked up in the West Annex of the Courthouse, or mailed to you if requested.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications during a County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Terry Neff, Environmental Services Director at 218-927-7342.

\*\*\*\*\*

Please contact Sue Bingham at 218-927-3093 for any questions concerning this news release that you will not bill to the County. Thank you.

**MINNESOTA OPEN APPOINTMENT ACT  
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY**

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Board of Adjustment

DEC 02 2016

AITKIN COUNTY COMMISSIONER DISTRICT 5

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

BOARDS I SERVE ON

Palisade Coop Oil

Forest Advisory

HRA

Board of Adjustment

Palisade V. FW

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Galen M. Tveit

Signature of Applicant

11-29-16  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this application submitted at the suggestion of appointing authority? Yes X No \_\_\_\_\_

Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Galen M. Tveit

STREET ADDRESS OF APPLICANT:

54446 US Hwy 169

Palisade, MN 56469

PHONE NUMBERS:

DAYS 218 845-2354

EVENINGS Same

For Office Use Only

Date Appointed: \_\_\_\_\_

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

DEC 01 2016

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Board of Adjustment

AITKIN COUNTY COMMISSIONER DISTRICT

5

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

City Council woman, Hill City 6 years

Community Education Director 17 yrs.

Classroom Teacher 17 years

B.S. Degree Bemidji State University

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Jim Benson  
Signature of Applicant

11/28/10  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No X

Is this application submitted at the suggestion of appointing authority? Yes \_\_\_\_\_ No X

**Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW – Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: Lin Marie Christensen Benson

STREET ADDRESS OF APPLICANT:

P.O. Box 138

Hill City MN 55748

PHONE NUMBERS:

DAYS 218-697-8250

EVENINGS 218-259-5878

For Office Use Only

Date Appointed: \_\_\_\_\_

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_

**MINNESOTA OPEN APPOINTMENT ACT  
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY**

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

ALAN HINGE <sup>ZONING</sup> COMMISSIONER

DEC 05 2016

AITKIN COUNTY COMMISSIONER DISTRICT 1

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

WORK 37 YEARS OVER THE ROAD CHARTER  
MOTOR COACH DRIVER. I AM RETIRED.  
LIVE IN AITKIN CO 19 YEARS.  
ON SPENCER TOWNSHIP BOARD FOR  
6 YR 6 YEAR ROAD SUPT 4 YRS  
CHAIRMAN + ROAD SUP.  
ON PLANNING + ZONE PLANNING COMMISSION  
2012-2014

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Robert A. Harwarth  
Signature of Applicant

DEC 3 2016  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No X

Is this application submitted at the suggestion of appointing authority? Yes \_\_\_\_\_ No X

**Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: ROBERT A. HARWARTH

STREET ADDRESS OF APPLICANT:  
38191 360 ST  
AITKIN, MN 56431

PHONE NUMBERS:  
DAYS 218-927-4532  
EVENINGS 218 927-4532

For Office Use Only

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Planning Commission CUP

NOV 10 2016

AITKIN COUNTY COMMISSIONER DISTRICT 5

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

- ① Current member
- ② erosion control Specialist
- ③ 63 year Aitkin Co Resident

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

[Signature]  
Signature of Applicant

11/10/2016  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this application submitted at the suggestion of appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW – Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: DAUD LANGE

STREET ADDRESS OF APPLICANT:  
805 LOWE BL  
Hill City MINN 55748

PHONE NUMBERS:  
DAYS 218-380-6939  
EVENINGS \_\_\_\_\_

For Office Use Only

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

**NEWS RELEASE**

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**AITKIN COUNTY HAS SEVEN OPENINGS ON THE FOLLOWING COMMITTEE:**

**Natural Resources Advisory Committee** (combined Forestry & Parks Committees)

13 members

- 5 = 1 from each County Commissioner District
- 8 = at large positions

**Open - 7 positions**

- **1 - District 4** Cities - McGregor, Tamarack  
Townships - Clark, Fleming, Haugen, Jevne,  
McGregor, Morrison, Shamrock, Workman
- **6 - at large**

Terms are for 4 years, beginning January 1st

Per diem and mileage @ County rate

Meets 2nd Monday of the month

8 to 10 meetings per year

- usually evenings @ 6:30 PM at Long Lake Conservation Center
- including at least one daytime field tour

Advises the County Board on matters relating to...

**Forest management**

- Forest Planning
- Timber Harvesting
- Environmental Issues (wildlife, water quality, invasive species, etc.)

**Recreation management**

- Campgrounds
- Recreation trails
- Long Lake Conservation Center

**Land Asset management**

- Classification of Tax Forfeited lands
- Land Sales/Exchanges/Easements
- Extraction/mining

Applications will be accepted until Noon on December 13, 2016, or until filled. The positions will start the first meeting of January 2017. Applications can be found on the Aitkin County website, picked up in the West Annex of the Courthouse, or mailed to you if requested.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at a County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Mark Jacobs, Aitkin County Land Commissioner, at 218-927-7364.

\*\*\*\*\*

Please contact Sue Bingham at 218-927-3093 for any questions concerning this news release that you will not bill to the County. Thank you.

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

DEC 10 7 2016

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT 2

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

- Former forest <sup>ADVISORY</sup> committee member
- Interested in the wise management of our natural resources.
- Take Lake Readings for Farm Island Lake for the MPCA. (Minnesota Pollution Control Agency) secci readings.
- take precipitation Reading for Aitkin Soil & Water

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Russell P. Hoppe  
Signature of Applicant

12-07-2016  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No X

Is this application submitted at the suggestion of appointing authority? Yes X No \_\_\_\_\_

Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Russell Hoppe

STREET ADDRESS OF APPLICANT:  
28901 442<sup>nd</sup> PL  
Aitkin, MN 56431

PHONE NUMBERS:  
DAYS 218-927-4142  
EVENINGS same

For Office Use Only

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

DEC 08 2016

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

NATURAL RESOURCES Advisory Commitee

AITKIN COUNTY COMMISSIONER DISTRICT 3

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

Aitkin County's Natural Resources are our Greatest Asset.  
Promoting Full, Sustainable & Responsible use of our  
lands is a priority for me, while fostering good stewardship  
of our environment.

This committee is a good fit for the son of  
conservation officer Jim Marcum. Dad gave me  
a respect for our environment, coupled with an  
understanding of need to promote our area  
as a tourist destination. I have been a  
lifelong advocate for small business & sportsmanship  
in Aitkin County & would truly enjoy service on

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Robert J. Marcum  
Signature of Applicant

12/8/2016  
Date

continued on pg 2

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes  No

Is this application submitted at the suggestion of appointing authority? Yes  No

Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Robert J. Marcum

STREET ADDRESS OF APPLICANT: 36136 KESTREL AVE  
McGREGOR, MN 55760  
PHONE NUMBERS: DAYS 218-768-2337  
EVENINGS Rmarcum@Frontiernet.net

For Office Use Only

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

# Robert Marcum Application Page 2

Community SERVICE:  
MEMBER OF

- SALO TOWN BOARD (12 years to Present)
- Aitkin CO. HHS ADVISORY (4 yrs to Present)
- MN. DHS MEDICAID ADV. (3 yrs to Present)
- AGING IN PLACE Committee
- 70 MILE TRAIL Committee
- Publisher of McGregor Pilot Review
- DFL CENTRAL Committee (Present MEMBER)
- DFL CLUB
- PAST MEMBER OF LIONS & ELKS.
- ACTIVE MEMBER OF LAWLER AREA  
Community CLUB

**MINNESOTA OPEN APPOINTMENT ACT  
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY**

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

DEC 09 2016

AITKIN COUNTY COMMISSIONER DISTRICT 1

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I have always had an interest in Aitkin County's parks and forests. As a teacher at LSD#1, I taught classes in Forestry and Recreational Opportunities. Many of the logger involved in Aitkin's Timber Industry are former students. I enjoy keeping abreast to the latest news & techniques concerning our Natural Resources. I have served on both the counties "Park" & "Forestry" Advisory Committees.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Robert W. Lake  
Signature of Applicant

Dec. 8, 2016  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No X

Is this application submitted at the suggestion of appointing authority? Yes ? No \_\_\_\_\_

I was made aware that a new committee was forming.  
Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Robert W. Lake

STREET ADDRESS OF APPLICANT:  
38050, 390<sup>th</sup> St.  
Aitkin, Mn. 56431

PHONE NUMBERS:  
DAYS home - 218-927-3442  
EVENINGS cell - 218-232-1219

For Office Use Only  
Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT 5

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

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I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Dale Shipp  
Signature of Applicant

12/6/16  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes  No

Is this application submitted at the suggestion of appointing authority? Yes  No

**Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW – Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: DALE - Shipp

STREET ADDRESS OF APPLICANT:  
38420 Grove St.  
Palisade MN. 56469

PHONE NUMBERS:  
DAYS 218-845-2545  
EVENINGS 7

**For Office Use Only**

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

DEC 12 2016

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT 5

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

Please review my previous  
"Curriculum Vitae" I've only mellowed  
a "Bit" with Age!

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Donald H. Kitgrow  
Signature of Applicant

December 7, 2016  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this application submitted at the suggestion of appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: Donald H. Kitgrow

STREET ADDRESS OF APPLICANT:  
67958 353<sup>rd</sup> Avenue  
Hill City, Mn. 55748

PHONE NUMBERS:  
DAYS 218-697-2722  
EVENINGS \_\_\_\_\_

**For Office Use Only**  
Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

DEC 12 2016

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

NATURAL RESOURCES ADVISORY COMMITTEE

AITKIN COUNTY COMMISSIONER DISTRICT NORDLAND

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

(EDUCATION) UNIVERSITY OF MINNESOTA FORESTRY (DEPT OF AGRICULTURE)  
STATE OF MONTANA - BOZEMAN DISTRICT

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

James D Bixby  
Signature of Applicant

12-8-2016  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes  No

Is this application submitted at the suggestion of appointing authority? Yes  No

Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: JAMES DONALD BIXBY

STREET ADDRESS OF APPLICANT:  
34584-298<sup>TH</sup> STREET  
AITKIN, MN 56431

PHONE NUMBERS:  
DAYS 952-432-8479 (CELL)  
219-927-1457 (LANDLINE)  
EVENINGS SAME AS ABOVE

For Office Use Only

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

**PATRICK WUSSOW**  
217 Second Street N.W. Room 130  
Aitkin, MN 56431  
218-927-7276  
Fax: 218-927-7374

December 18, 2012

~~James Bixby~~  
34584 298<sup>th</sup> Street  
Aitkin, MN 56431

Dear James:

At the December 18, 2012 Aitkin County Board meeting the Aitkin County Board of Commissioners appointed you to the Forest Advisory Committee as the Professional representative. They thank you for your application and congratulate you on your appointment!

If you have any questions about this committee, please feel free to call Mark Jacobs at 218-927-7364.

Sincerely,



Patrick Wussow  
Aitkin County Administrator

cc: Mark Jacobs



# Board of County Commissioners Agenda Request

6B  
Agenda Item #

**Requested Meeting Date:** December 20, 2016

**Title of Item:** On, Off & Sunday Liquor License for 2017

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> Patrick Wussow, Interim County Administrator		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  Please adopt the proposed Resolution for Fisherman's Bay 2017 Liquor License, in which Brian must abstain from voting on the same.  BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2017 thru December 31, 2017:  "ON", "OFF" and "SUNDAY" Sale:  N5 Corporation, d/b/a Fisherman's Bay – Workman Township This establishment has an address of 50933 State Highway 65, McGregor, MN 55760		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt Resolution		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      Please Explain:		

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 12-20-16

**Title of Item:** Adopt 2017 Budget and Levy

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Patrick Wussow, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Patrick Wussow, County Administrator	<b>Estimated Time Needed:</b> 20 minutes
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**Summary of Issue:**

- a. Adopt 2016 Ditch Fund Budgets.
- b. Adopt 2017 Unorganized Township Road & Bridge, Fire Fund, and Cemetery Budgets.
- c. Adopt 2017 Non-Levy Budgets.
- d. Adopt 2017 Levy.
- e. Adopt 2017 Budgets.
- f. Adopt 2017 East Central Library Levy/Budget.
- g. Adopt 2017 Boat & Water Safety Budget.
- h. Approve 2017 appropriations to ASCS and Snake River Watershed.
- i. Authorize Unorganized Township R & B accounts transfer to R & B
- j. Authorize Ditch & Co Development transfer to R & B

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

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?     Yes     No

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

Is this budgeted?     Yes     No    *Please Explain:*

Items for December 20, 2016

- a. Adopt 2016 Ditch Fund Budgets.
- b. Adopt 2017 Unorganized Township Road & Bridge, Fire Fund, and Cemetery Budgets.
- c. Adopt 2017 Non-Levy Budgets.
- d. Adopt 2017 Levy.
- e. Adopt 2017 Budgets.
- f. Adopt 2017 East Central Library Levy/Budget.
- g. Adopt 2017 Boat & Water Safety Budget.
- h. Approve 2017 appropriations to ASCS and Snake River Watershed.
- i. Authorize Unorganized Township R & B accounts transfer to R & B
- j. Authorize Ditch & Co Development transfer to R & B

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

1. By Commissioner:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2016:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$47		\$0
Co Ditch 5	7-353	\$0		\$440
Co Ditch 21	7-365	\$0		\$0
Co Ditch 24	7-351	\$0		\$0
Co Ditch 28	7-356	\$0		\$185
Co Ditch 30	7-352	\$106		\$1648
Co Ditch 34	7-357	\$0		\$625
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$7980
St Ditch 63	7-362	\$0		\$0
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$355
Diversion Channel	7-373	\$0		\$0
Co Ditch 23	7-354	\$0		\$965
Co Ditch 25	7-355	\$0		\$0
Co Ditch 42	7-360	\$0		\$0
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$143
Co Ditch 43	7-366	\$0		\$425
Co Ditch 29	7-371	\$0		\$0
Co Ditch 38	7-	\$0		\$0

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

XX MEMBERS PRESENT

XX Members Voting

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the      day of December A.D., 2016 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this      day of December A.D. 2016.

KIRK PEYSAR, County Auditor

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

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

---

1. By Commissioner:

**BE IT RESOLVED**, that the following 2017 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$44,500		\$44,500
Unorganized Fire Fund	\$30,875		\$30,875
Unorganized Cemetery	\$2,700		\$2,700

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

XX MEMBERS PRESENT

XX Members Voting

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_\_ day of December A.D., 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this \_\_\_\_ day of December A.D. 2016

KIRK PEYSAR, County Auditor

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

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

1. By Commissioner:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2017:

Fund/Account	Revenues:	Reserves:	Expenditures:
Law Library	\$30,000		\$30,000
County Development	\$339,000	\$7,932	\$346,932
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,700,000		\$1,700,000
Forest Resource	\$142,500	\$265	\$142,765
Reforestation	\$216,975	\$3,105	\$220,080
Memorial Forest	\$110,500	\$68,824	\$179,324
Forest Road	\$38,000	(\$2,488)	\$35,512
Gravel Pit	\$3,000		\$0
Missing Heirs	\$0		\$0
MCIT	\$0		\$0
Collaborative Grant	\$44,700	\$10,300	\$55,000
Environmental Trust	\$10,000		\$10,000
LLCC	\$650,389	(\$819)	\$649,570

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

XX MEMBERS PRESENT

XX Members Voting

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_\_ day of December A.D., 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this \_\_\_\_ day of December A.D. 2016

\_\_\_\_\_  
KIRK PEYSAR, County Auditor  
BY \_\_\_\_\_, Deputy

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

---

1. By Commissioner:

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2017 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$5,886,021
Road and Bridge Fund	\$2,507,026
Health & Human Services Fund	\$2,478,402
Operation or Maintenance Costs Of a County Jail	\$1,996,480
County Parks	\$15,000
Total:	\$12,882,929

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

XX MEMBERS PRESENT

XX Members Voting

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_\_\_ day of December A.D., 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this \_\_\_\_\_ day of December A.D. 2016.

\_\_\_\_\_  
KIRK PEYSAR, County Auditor

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

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

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1. By Commissioner:

**BE IT RESOLVED**, that the following 2017 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$12,903,180	\$23,109	\$12,926,289
Road and Bridge	\$9,336,337	\$878,201	\$10,214,538
Health & Human Service	\$6,433,034	\$400,000	\$6,833,034
Parks	\$531,117	(\$21,178)	\$509,939
Total:	\$29,203,668	\$1,280,132	\$30,483,800

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

XX MEMBERS PRESENT

XX Members Voting

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_\_ day of December A.D., 2016 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this \_\_\_\_ day of December A.D. 2016

\_\_\_\_\_  
KIRK PEYSAR, County Auditor

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

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

---

1. By Commissioner:

**BE IT RESOLVED**, that the amount of \$225,882 be budgeted and levied for the year 2017 for the East Central Regional Library.

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

XX MEMBERS PRESENT XX Members Voting

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_\_\_ day of December A.D., 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, innesota, this \_\_\_\_\_ day of December\_A.D. 2016

—  
KIRK PEYSAR, County Auditor

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

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

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1. By Commissioner:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approves the 2017 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$83,346 for a term January 1, 2017 to December 31, 2017.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$150		
Boat & Water Grant	\$27,235		
Totals:	\$27,385	\$58,856	\$86,241

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

X MEMBERS PRESENT X Members Voting

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_\_\_ day of December A.D., 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this \_\_\_\_\_ day of December A.D. 2016

\_\_\_\_\_  
**KIRK PEYSAR, County Auditor**

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

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

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1. By Commissioner:

**BE IT RESOLVED**, that the budget and appropriation in the amount of \$143,254 be set for 2017 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

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

XX MEMBERS PRESENT

XX Members Voting

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_\_ day of December A.D., 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this \_\_\_\_ day of December A.D. 2016.

\_\_\_\_\_  
KIRK PEYSAR, County Auditor

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

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

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1. By Commissioner:

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund. Monies to be transferred form the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorg Township

52-22	\$2,667.50
45-24	\$15,277.22
47-24	\$13,202.85
52-24	\$2,660.00
50-25	\$4,412.50
51-25	\$280.00
52-25	\$2,575.94
50-26	\$1,030.00
48-27	\$5,904.27
49-27	\$15,254.22
50-27	\$760.00
51-27	\$1,152.20
52-27	\$5,360.00

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

XX MEMBERS PRESENT

XX Members Voting

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_ day of December A.D., 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this \_\_\_ day of December, 2016.

KIRK PEYSAR, County Auditor

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

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

---

1. By Commissioner:

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

County Ditch 30	\$1648.00
County Ditch 34	\$525.89

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

County Ditch 2	\$355.00
County Ditch 5	\$440.00
County Ditch20	\$142.50
County Ditch 23	\$965.00
County Ditch 28	\$185.00
County Ditch 37	\$7,980.00
County Ditch 43	\$425.00

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

XX MEMBERS PRESENT

XX Members Voting

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_ day of December, A.D., 2016, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this \_\_\_ day of December, 2016

KIRK PEYSAR, County Auditor

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



# Board of County Commissioners Agenda Request

7A

Agenda Item #

**Requested Meeting Date:** 12/20/2016

**Title of Item:** Habitat Conservation Plan / MOU with Carlton County

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Land Commissioner		<b>Department:</b> Land Department
<b>Presenter (Name and Title):</b> Mark Jacobs		<b>Estimated Time Needed:</b> 20-minutes
<b>Summary of Issue:</b> <p>Over the last couple of years I've discussed the likelihood of northern long-eared bat being elevated to an "endangered" status due to the spread of white nose syndrome; which is now established in MN. Now the USFWS has released its 7-year ESA plan (attached) which includes considering little brown bat for endangered status. If one or both are listed as endangered, it would have a major impact on our local timber industry.</p> <p>Tree removal in summer is considered a "risk of take" because young flightless bats are in roost trees and are vulnerable and for the "threatened" NLEB it means that we need to follow some general rules (4d rule) to protect from "take". If listed as endangered – take is PROHIBITED... unless you have an "incidental take permit (ITP)" from USFWS. The only way to acquire an ITP is to develop a habitat conservation plan (HCP) and have it approved by USFWS. These plans can take years for development and approval – so if a bat is listed, there could be a lag time where things would be "shutdown".</p> <p>We average harvesting about 2% of our forest annually, 18% of that in June-August (.36% of the forest impacted). While this is a very small amount of forest impacted, that 18% harvest = 27% of our average annual timber revenue.</p> <p>I'm proposing a joint project with Carlton County do develop a HCP starting in January 2017; with estimated completion in mid-2018. Aitkin County manages 220,000 acres, Carlton County 71,000 acres. A MOU between Aitkin &amp; Carlton County is attached and has been reviewed by the County Attorney; our share will be \$72,412 (65%). I have budgeted for part of it in 2017.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> We can stop the process if the draft HCP does not meet our expectations and pay only the expenses incurred to that point.		
<b>Recommended Action/Motion:</b> Staff recommends approving the MOU and the HCP proposal from WEST Inc.; as a proactive approach to protect an important wildlife species and our local forest products industry.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 72,414 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**AITKIN COUNTY and CARLTON COUNTY**  
**MINNESOTA**

1. Authority: This Memorandum of Understanding (MOU) is made and entered into by and between the Aitkin County Board of Commissioners (represented by the Aitkin County Land Department) hereinafter referred to as ACLD, and the Carlton County Board of Commissioners (represented by the Carlton County Land Department) hereinafter referred to as CCLD, under the provisions of respective County Board Resolution.
2. Purpose: This MOU establishes a policy of cooperation and coordination between ACLD and CCLD to Contract with Western EcoSystem Technologies, Inc. (WEST), to create a Habitat Conservation Plan, hereinafter referred to as HCP, that allows ACLD and CCLD to qualify for Incidental Take Permit (ITP) under Section 10(a)(1)(b) of the Endangered Species Act (ESA) administered by the United States Fish and Wildlife Service (FWS) to authorize the take of Threatened or Endangered Forestland bats whilst in conjunction with lawful timber harvesting and forest vegetative management activities.
3. Introduction: ACLD and CCLD have contracted with WEST, Inc., beginning in 2015 to conduct forestland bat surveys on County Administered Tax Forfeited Lands. The survey included bat species, sex, maternity, age and exposure to White Nose Syndrome (WNS), a disease fatal to bats that hibernate across their US range. WEST, Inc., is Federally licensed to conduct bat netting, measuring, tagging and data collection. Both Aitkin and Carlton Counties have statutory responsibilities and interests in the management of Tax Forfeited and Fee lands for the benefit of the Taxing Districts, the local economies, the general public; for protecting the quality of water, wildlife and air; for research and for forest resilience through species diversity.

THEREFORE, in consideration of these joint interests, the parties agree to the following MUTUAL AGREEMENT:

1. ACLD and CCLD agree to obligate funds required to fulfill the HCP as outlined by WEST, Inc. The Obligation will be prorated as such: ACLD will pay 65% of the bill and CCLD will pay 35% of the bill as invoiced.
2. ACLD and CCLD agree to apportion Incidental Take Permits (ITP) based on the final HCP as developed by WEST Inc and approved by the United States Fish and Wildlife Service (USFWS).
3. This agreement does not restrict either ACLD nor CCLD from participating with other public or private agencies, organizations and individuals nor from accepting contributions or grants for the improvement and maintenance of County managed forestlands.
4. This agreement may be revised as necessary by mutual consent of both parties by the issuance of a written amendment, signed and dated by both parties.

5. Either party may terminate this agreement by providing a 30 day written notice. Unless terminated by written notice, this agreement will remain in force for 3 years or upon Federal acceptance of a suitable HCP. This agreement may be extended by ACLD and CCLD.
6. The Statutes of Minnesota, including Chapter 282, shall govern the liability of each participant.

EFFECTIVE DATES:

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

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Aitkin County Board Chair

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Carlton County Board Chair

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Date

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Date

# Bats, Courthouses and People: Separating Facts from Fears

Bats are a common sight around Minnesota; however, many people view them with fear or as pests to be eliminated. These attitudes often do not accurately reflect the actual severity of risks bats pose to human health or property. MCIT has had few claims from injuries or negative health effects related to bats. Unfortunately, some common responses to bats may lead to problems greater than the bats themselves.

## 4 Protected, of Concern Species in Minnesota

Nationally and in Minnesota, many bat populations have been in decline. This has prompted federal and state agencies to declare some Minnesota bat species as threatened or of special concern. According to the Minnesota Department of Natural Resources, seven bat species are known to inhabit the state, and four of them are listed as threatened or of special concern on state or federal endangered species lists.

Penalties for killing a threatened species on the federal endangered species list could range from \$1,000 to \$25,000 and six months in prison, depending on the intent to kill. In addition to these criminal penalties, civil penalties of up to \$12,000 may also apply. Such penalties would not be covered by MCIT.

Furthermore, killing a threatened or special concern species may damage an organization's reputation if environmental groups and advocates bring media attention to the situation. With these severe penalties and risks, it makes sense for members to make controlling bats without killing them a high priority.

## Old Courthouses, Buildings Are Ideal Homes for Bats

Many county courthouses are ideal bat roosts or winter hibernation sites, as brick buildings with large attics are favored. Cracks or holes in eaves or masonry as small as a dime can allow bats to inhabit the space. Bats do not

chew their way into buildings but use pre-existing cracks or openings. For this reason, members may want to inspect aging or historic buildings for cracks and holes and seal them.

Sealing holes in buildings can also have a positive effect on energy efficiency, help prevent water infiltration and inhibit birds and insects from building nests.

## Careful Removal of Bats Is Key

There are several bat control methods. The best technique to use may depend on where the bats are relative to where people are in the building.

If bats are already in the building where people do not typically go, such as attics, bellies and steeples, members can try methods to exclude bats. Often members use a bat exclusion company to handle this.

Exclusion typically involves the installation of one-way gates that allow bats to leave but not re-enter the location. In addition to the gates, any other entry points are identified and patched.

When pursuing this option, it is important to consider the time of year and the bat lifecycle. In spring and summer, many bat species give birth, and the babies are unable to fly. Excluding bats in the spring or summer could inadvertently kill the young, as their parents would not be able to feed and care for them once leaving the roost.

In cases where a bat enters a space where employees or the public are present, the bat should be actively removed from the property. In these situations, the best approach would be to isolate the bat into a room and open a window to let it escape.

Another option is to capture the bat and either release it outside or submit the bat for testing (see below). When capturing a bat, always use leather or other thick protective gloves.



## BENEFITS OF BATS

Bats fill an important ecological niche and help make Minnesota more livable. All seven of the bat species in Minnesota consume insects for food. On average, a bat eats about half of its body weight in insects each night. For example, the common bat in Minnesota, the little brown bat, can eat approximately 600 mosquitoes every hour.

Many of the insects bats eat would otherwise go on to damage crops or bite people. Often this is the reason cited when people encourage bats to roost nearby through installing special bat houses.

To best capture a bat, approach it slowly and place a container over the bat. Slide the lid or a piece of cardboard underneath the container and flip the container over, trapping the bat. Secure the lid with tape.

Ideally the bat should be held in a container with a lid, as bats can chew through fabric, such as towels, nets and blankets.

## Rabies Responsibilities, Other Hazards Caused by Presence of Bats

Though extremely rare, bats may carry rabies. Rabies is a viral disease most often transmitted through the bite of a rabid animal that ultimately leads to death if not treated.

Only 3 percent to 4 percent of bats sent for testing are found to have rabies. In fact, according to the National Weather Service and Centers for Disease Control and Prevention

the odds of being fatally struck by lightning are almost 10 times greater than dying from rabies contracted from any animal.

Despite the rarity of rabies, a bat should be tested for rabies if it:

- bit someone.
- had physical contact with people prior to capture.
- was found on the ground or appears sick.
- was found with children or others who cannot reliably communicate.

If tests reveal that the bat carried rabies, a rabies post-exposure prophylaxis (PEP) should be administered. If the bat is not available for testing, a PEP should be given if physical contact occurred or may have occurred.

Another hazard can be created by significant accumulations of bat droppings,

known as guano, in an attic, steeple or roost for example. When disturbed, bat droppings can cause fungal spores to become airborne, which if inhaled, has been linked to adverse respiratory conditions.

People removing droppings should be equipped with appropriate respirators and a written respiratory safety program instated to ensure proper fit, use and storage of the equipment. Members may want to hire an outside service to clean the guano given these requirements. Many bat exclusion companies also offer this service.

## Safety and Risk Management Recommendations

Although many people view bats as pests, the reactions to bats are often disproportional to the risks they present. MCIT recommends the following when controlling risks associated with bats.

- As multiple bat species are protected by federal or state laws, members should protect the bat while controlling or removing it, not kill it.
- Members should seek to exclude bats from structures, following the measures discussed above.
- Health hazards from bats, such as rabies are rare but serious. These risks can be controlled with the use of personal protective equipment, testing and vaccines.

Further information about bats, including the protected species, and bat exclusion, removal and testing can be found at the websites for the Minnesota Department of Natural Resources (DNR, [state.mn.us](http://state.mn.us)) and Minnesota Department of Health ([Health.state.mn.us](http://Health.state.mn.us)).

MCIT coverage for bat-related incidents is fact specific. Members can contact their risk management consultant with questions at 1.866.547.6516.

By following careful risk management and safety measures, bats and their associated hazards can be controlled in a safe and humane way.

*Cyber-coverage to Expand ... Continued from Page 3*

or forwarding of malware, or the abetting of a denial of service attack.

## Added Services

HSB is a long-term partner of MCIT's. It has underwritten MCIT's equipment breakdown coverage for more than 15 years. It has been in the cyber space for more than five years and brings to the MCIT membership an experienced claims adjusting team. The team is familiar with these varied and specialized losses and will help direct and coach members through their claims. HSB has also assembled a panel of attorneys, forensic information technology and public relations professionals, which will be available to members in the event of a covered claim.

In 2017, MCIT in collaboration with HSB will be developing an information web portal that will provide members access to cyber-resources, including risk management tools, online training modules, incident response plans and a general cyber-news center.

## Coverage Document Changes for 2017

The introduction of this cyber-coverage solution requires changes to the existing MCIT Coverage Document. All changes, including the new HSB coverage language, will be incorporated into the 2017 Coverage Document issued to members in mid-December.

This article provides only a brief summary of the coverage provided. Members should read the entire section related to cyber-coverage in the 2017 Coverage Document for a full explanation of the coverage and conditions and be alert for MCIT educational resources in early 2017 (see page 8 for Coverage Review webinar information).

# PROPOSAL

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## **Bat Habitat Conservation Plan for Timber Management and Forestry Practices, Aitkin and Carlton Counties, Minnesota**



**Prepared for:**

**Aitkin County Land Department**  
209 2<sup>nd</sup> St. NW Room # 206  
Aitkin, MN 56431

**Carlton County Land Department**  
1630 County Rd. 61  
Carlton, MN 55718

---

**Prepared by:**

**Western EcoSystems Technology, Inc.**  
2121 Midpoint Drive, Suite 201  
Fort Collins, CO 80525  
**September 2, 2016 (revised November 3, 2016)**





**ENVIRONMENTAL & STATISTICAL CONSULTANTS**

2121 Midpoint Drive, Suite 201, Fort Collins, CO 80525  
www.west-inc.com

September 2, 2016 (*revised November 3, 2016*)

Dear Mark Jacobs and Greg Bernu:

Western EcoSystems Technology, Inc. (WEST) is pleased to submit the enclosed proposal in response to the request for a Habitat Conservation Plan (HCP) to address conservation and compliance needs for bats in support of continued timber management and forestry in both counties. This proposal provides a revision to the HCP task described in our submittal dated May 20, 2016. We have brought current the May 20, 2016 scope of services and associated budget to reflect work authorized and completed to date in 2016. In addition, while we have omitted the Best Management Practices (BMP) Task and are no longer proposing a stand-alone BMP document, some of the work proposed under the BMP task has been brought into the revised HCP proposal, as this effort is needed to develop the impact assessment and conservation measures.

WEST provides its clients with a unique combination of ecological, statistical, and regulatory compliance expertise to help solve on-going and contemporary natural resource challenges to projects throughout the United States. WEST has established a team of highly-qualified professionals to complete an HCP for the Aitkin County Land Department (ACLD) and Carlton County Land Department (CCLD) timber management and forestry practices. This group of Key Personnel will guide the HCP process and the development of HCP documentation and are backed by WEST staff resources, including species specialists, biometricians and ecological modelers, and data managers and technical editors.

**Local Experience:** Relevant to the proposed scope of work is WEST's previous experience working with Aitkin and Carlton Counties in performing bat surveys during 2014, 2015, and 2016. Acoustic, mist-netting, and radiotelemetry studies conducted during this time documented the presence of northern long-eared and little brown bats at each of the sites surveyed, suggesting these species are not rare in the region and can benefit from impact assessments related to their use of resources in the area, as well as management practices aimed at conserving bats and identifying measures to protect bats and their important habitat resources. WEST will build upon results of these studies to expand the understanding which Aitkin and Carlton Counties has of these issues, and to incorporate field survey results to support a Habitat Conservation Plan and address future compliance needs.

**HCP Experience:** WEST is the leader in the field of Section 10 Endangered Species Act (ESA) consultations for bats. WEST was the lead biological consultant on three Incidental Take Permits (ITPs) issued to date for Indiana bats. WEST is currently working on over 15 individual HCPs focused on northern long-eared bats in the states of Ohio, Iowa, Indiana, Michigan, New York, Pennsylvania, and West Virginia. Other examples of WEST's leadership in the arena of HCP preparation is our role as the lead contractor for the biological components of the three multi-species, regional HCP efforts underway for the energy industry, two of which focus on multiple species of bats and cover the northern long-eared bat. This extensive HCP experience



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has allowed WEST to develop a collaborative and streamlined process for working with applicants, the U.S. Fish and Wildlife Service, and other stakeholders to develop credible and defensible HCPs that meet the criteria for ITP issuance.

**Cost Effectiveness and Efficiency:** WEST prides itself in providing cost effective solutions. Through our strong technical approach, our team will focus on addressing the specific issues at hand as efficiently as possible. This approach benefits our clients by saving time, effort, and ultimately money. WEST's in-depth knowledge of the Section 10 process, expertise in bat biology, experience and understanding of bat use in the ACLD and CCLD region, and extensive in-house modeling and statistical expertise provide ACLD and CCLD with a dedicated team capable of helping successfully navigate the HCP process as efficiently and cost-effectively as possible. Building from these qualifications, WEST has the breadth and the background to provide ACLD and CCLD with a professional, high quality, and scientifically defensible HCP and ITP.

We believe that an undertaking of this type offers many opportunities for WEST to leverage its experience with the local resources, agencies, and the issues specific to regulatory compliance to develop an extremely cost effective and efficient solution to the challenges facing timber management operations in the region. Whether it is through gaining more information about local bat resources, building management practices which can be integrated into on-going plans and/or developing a regulatory permitting approach, WEST is excited about this opportunity to continue our support to both the Aitkin County Land Department and the Carlton County Land Department. Please do not hesitate to contact us with any questions or for further details.

Sincerely,

Timothy J. Sichmeller, M.S.  
Research Biologist  
307-760-5464  
tsichmeller@west-inc.com

Karen Tyrell, PhD  
Senior Ecologist  
865-414-1559  
ktyrell@west-inc.com

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## **INTRODUCTION TO THE PROPOSED HABITAT CONSERVATION PLAN**

Bat surveys have been completed on forested lands managed by Aitkin County Land Department (“ACLD”) and Carlton County Land Department (“CCLD”), demonstrating summer occupancy by federally threatened northern long-eared bats (*Myotis septentrionalis*) and little brown bats (*M. lucifugus*). Therefore, potential impacts to these species may occur during the summer maternity and migration periods. To address this potential, ACLD and CCLD plan to develop a Habitat Conservation Plan and apply to the U.S. Fish and Wildlife Service (USFWS) for an Incidental Take Permit (ITP) under Section 10 (a)(1)(B) of the Endangered Species Act (ESA) that will authorize take of Covered Species, to include the northern long-eared bat and potentially include the little brown bat, which may potentially be impacted by forestry and related timber management practices within the counties.

This proposal describes the anticipated tasks required by Western EcoSystems Technology, Inc. (WEST) to prepare a Habitat Conservation Plan (HCP) and assist ACLD and CCLD in the pursuit of an ITP for the potential take of Covered Species from forestry and timber management and harvest operations.

### **SCOPE OF WORK**

WEST proposes to assist ACLD and CCLD with the following services that are required to obtain an ITP for northern long-eared bats and little brown bats on lands managed for timber in the counties: (1) preparation of the draft and final HCP documents; (2) coordination with the USFWS and other necessary stakeholders; (3) technical assistance in addressing and incorporating public comments; and (4) providing support through the Implementing Agreement (IA) and ITP application process.

WEST has been developing HCPs for listed bats for many years. These documents can provide standards, and thereby efficiency, for preparation of the ACLD and CCLD HCP, as much of the underlying data on northern long-eared bats has been gathered and can be used in the development of the ACLD and CCLD HCP. WEST will use information derived from completed survey efforts, as well as any new, applicable information, to guide the preparation of the ACLD and CCLD HCP.

#### **Task 1 Information Adequacy Review**

To develop the HCP, WEST will integrate information gained during past acoustic, mist-net, and telemetry surveys in 2014, 2015, and 2016, as well as current information defining ACLD and CCLD forest resources and management goals and practices. WEST will rely upon ACLD and CCLD to provide the basis for a description of the purpose and need for the HCP, existing GIS maps and text describing related resources and activities (e.g. forested habitat and management practices to be addressed in the HCP), as well as complete descriptions of forest management activities sufficient that WEST can adequately describe not only the activities for which ACLD and CCLD seek incidental take coverage, but also the potential impacts these activities may have on the covered species, the estimated take of Covered Species associated

with the Covered Activities, and the conservation measures appropriate to minimization and mitigate for the effects of the impacts of such taking.

WEST will develop the following, in support of the HCP process and documentation:

1. A description of the current conditions of forest resources and habitat on ACLD and CCLD lands, including a list of protected and other sensitive bat species resources, with graphic and text descriptions of the potential locations of these species and their habitats.
2. A general descriptive assessment of the predicted impacts to Covered Species that may occur if white-nose syndrome continues to spread and populations begin to decline in Minnesota. Regulatory compliance risk associated with potential deleterious impacts to the Covered Species will be described in this context. Depending upon the duration of the permit desired by ACLD and CCLD, an assessment of the predicted impacts to the Covered Species from climate change will be similarly described.
3. GIS maps and a descriptive narrative of resources affected will be developed by WEST for use in the HCP. The narrative will identify the map location and features, and will describe the forest community/habitat types and provide a graphic and text description of the forest habitat and its relationship to the Covered Species in the Permit Area.

WEST will use current USFWS guidance regarding assessment of potential impacts of timber management to northern long-eared bats in USFWS Region 3, which reflects very recent research and agency evaluation. WEST will review relevant background information received from ACLD and CCLD in the context of this current USFWS guidance, and the latest research regarding impacts of timber management to bats. To determine information adequacy for preparation of the HCP, WEST will review previous survey and habitat assessment data and any agency communication that may be pertinent to timber management practices by ACLD and CCLD. WEST will prepare a Status Summary document which identifies and recommends potential strategies to resolve any HCP-specific data inadequacies. Approaches used to prepare the Status Summary will follow relevant publicly available information, policies, and guidelines as WEST deems appropriate. WEST will provide to ACLD and CCLD for review and comment one or more proposed strategies to complete a robust HCP.

## **Task 2 Preparation of Draft Habitat Conservation Plan**

WEST will work with the USFWS Twin Cities Ecological Field Services Office (ESFO) Bloomington, Minnesota and Region 3 personnel in development of the HCP to ensure all mandatory elements of an HCP are appropriately addressed, and that the HCP meets all statutory elements required under Section 10 of the ESA. WEST has developed a process with distinct component elements and milestones by which an effective and biologically defensible HCP is developed. For the basic structure and content of the HCP, WEST will rely heavily on publicly-available HCP materials, as well as our internal resources that are relevant to the ACLD and CCLD HCP.

The mandatory elements of an HCP require the HCP Applicant to assess impacts of the proposed incidental take and provide measures the Applicant will take to avoid, minimize, and mitigate the impacts of the take (i.e., the conservation plan). These elements define the process by which an applicant can work collaboratively with the USFWS in the successful completion of the HCP, and are the framework for WEST's approach to developing a successful HCP/ITP package. The HCP outline and content will be in accordance with ESA [Section 10(a)(2)(A)] and Federal regulation [50 CFR 17.22(b)(1), 17.32(b)(1), and 222.22]. The general outline and content of each HCP chapter as proposed is described below, although WEST acknowledges that this outline and chapter content are subject to change based upon ACLD and CCLD and USFWS input.

### ***Chapter 1.0 – Introduction***

This chapter will provide a general overview and describe the purpose of the HCP, the legal and regulatory framework of the HCP, including ESA sections 7, 9, and 10, compliance with National Environmental Policy Act (NEPA), and other appropriate federal and state laws or regulations. Chapter 1 will furthermore provide background information on the ACLD and CCLD HCP, the proposed permit duration and the factors considered in determining the length of the permit, covered lands, and the covered species.

### ***Chapter 2.0 – Project Description and Covered Activities***

This chapter introduces the Applicant's background and history and describes in detail the covered activities to be addressed in the HCP. This chapter will describe ACLD and CCLD's environmental policies and timber management history, and will describe in detail the operating practices, including all relevant TMP components and information about future proposed activities. This chapter will also establish the basis of the boundary of the "permit area" and "plan area," of the HCP by identifying all activities that may result in incidental take of the Covered Species and the area in which those activities occur. The HCP permit and plan area definitions will be as precise as possible to avoid later uncertainty about where the permit applies or where ACLD and CCLD may have responsibilities under the HCP. Maps, figures, and UTM coordinates of proposed turbine locations, and/or legal descriptions will be included as necessary to clearly identify precise boundaries. Activities will be described in as much detail as necessary to give a complete and accurate description of the facilities and the actions that are likely to lead to take. Pertinent information on timing or phasing of covered activities will also be included.

### ***Chapter 3.0 – Environmental Setting and Biological Resources***

This chapter will provide general information on the existing environmental setting for the ACLD and CCLD timber management practices, including land use, topography,

geology, soils, hydrology, landcover, wildlife in the permit area, and relevant pre-construction studies conducted. Content for this chapter will be drawn largely from the available desktop and field studies conducted by WEST, and ACLD and CCLD and relevant projects in the region. This chapter will also include baseline biological and ecological information on the Covered Species, including what is currently known about their life history requirements, habitat requirements, current threats, distribution and population trends both range-wide and within the plan area. WEST assumes that the Covered Species will be limited to the northern long-eared bats and possibly the little brown bat. Although WEST will be available to support ACLD and CCLD if additional species are added to the HCP, our scope and costs are built on the assumption that the two species will be the only species covered.

#### ***Chapter 4.0 – Impact Assessment / Take Assessment***

This chapter will describe the type, timing, and extent of anticipated impacts from Covered Activities that are likely to lead to take of the Covered Species. Impacts will be described in terms of whether they are direct or indirect. Direct impacts are those that have an immediate effect on the Covered Species, whereas indirect impacts are those that are caused by the proposed action(s) and are later in time, but still are reasonably certain to occur. Methods used to estimate bat take during timber management operations have varied in large part due to the varying risk profiles of timber harvest practices, available on-site and regional data, and preferences of various field offices.

This chapter will also describe the impact of the taking of the Covered Species, the methods for which will be determined during the HCP development and discussions with the USFWS and ACLD and CCLD. The objective of the impacts of the take assessment is to determine if the proposed take may jeopardize the continued existence of the species. The impacts of the taking of the Covered Species will be assessed in a stepwise fashion that initiates at the local population level and then progresses to the regional level (e.g., recovery unit scale) and then to the species range-wide level. The impacts of the taking will be discussed in terms of observed and future anticipated impacts from WNS in the upper Midwest.

Initially a qualitative approach will be developed and vetted with the USFWS to compare the overall proposed take level (for the term of the permit) to the known or estimated population sizes of the Covered Species. If the qualitative analysis indicates no effect on the Covered Species from the take at the local level, the HCP analysis will be confirmed with the USFWS and completed at that stage. The need for a more detailed analysis on the regional and range-wide levels is likely for the ACLD and CCLD HCP, as may be determined if the proposed take may adversely affect the species local population(s). In this case the HCP is in turn likely to include an analytical approach such as use of the USFWS's Region 3 Northern Long-Eared Bat and Little Brown Bat Resource Equivalency Analysis (REA) models to estimate the lost reproductive capacity of northern long-eared bats and little brown bats resulting from the proposed take.

## **Chapter 5.0 – Conservation Program**

This chapter will describe the avoidance (if appropriate), minimization, mitigation, monitoring, and adaptive management measures that will be implemented to achieve the biological goals and objectives of the HCP. WEST will work closely with ACLD and CCLD in developing this chapter to ensure that measures will result in an economically viable HCP. It is imperative to work closely with the USFWS during development of the Conservation Program to ensure that measures are sufficient to meet ITP issuance criteria.

The mitigation plan will be developed in coordination with the Twin Cities ESFO. It is assumed that the REA models for northern long-eared bats and little brown bats will be used to help develop the criteria to define an appropriate mitigation project for the Covered Species, including the credit that will be applied for summer or swarming habitat protection and/or restoration, and/or winter habitat protection. WEST will work collaboratively with the USFWS ESFO to develop ideas for bat mitigation and will strive to find projects that will be suitable for both Covered Species to minimize mitigation costs.

WEST will support ACLD and CCLD in the development of a mitigation plan in close coordination with the USFWS ESFO where appropriate. WEST will assist in identifying potential mitigation strategies and partners and participate in meetings with USFWS and mitigation partners regarding the specific details of the mitigation plan. We propose to utilize our local experience to help design a cost-effective mitigation plan that provides maximum conservation to the Covered Species through cost efficient use of available resources. Note that this scope of work does not include the selection of specific mitigation parcels or caves to be protected.

Adaptive management will be an integral part of the conservation plan to address uncertainty in the take assessment and to offset the impacts of the take. The monitoring program will help to fill any data gaps and will provide information to complete a data feedback loop that links implementation and monitoring to a decision-making framework.

Monitoring will be necessary to evaluate compliance with the HCP, determine if the biological goals and objectives are being met, and provide feedback to inform the adaptive management strategy. Procedures for monitoring compliance with the ITP and effectiveness of the conservation plan will be described in detail in this chapter of the HCP. Reporting requirements of the mitigation and monitoring process will also be described here (e.g., annual report assessing take that occurred, annual report on habitat acquisition or management, etc.). Additional information on reporting may include the basic content of the reports, the reporting schedule, due dates, who will prepare reports, and to whom reports will be submitted.

### ***Chapter 6.0 – Funding***

This chapter will describe how each component of the HCP will be funded and what funding assurances will be provided. It will include estimated costs of monitoring and mitigation and will account for inflation over the course of the ITP term, as well as estimated costs for addressing changed circumstances and adaptive management responses, as necessary.

### ***Chapter 7.0 – Alternatives***

A mandatory element of an HCP, this chapter will identify alternatives to the taking that were considered by the Applicant but which were not chosen. In general, this chapter will describe alternatives to the Covered Activities that ACLD and CCLD considered that did not lead to take or would lead to a different level of take, and/or alternatives to the conservation plan proposed in the HCP that would lead to different impacts of the taking on the Covered Species. The exact form of the HCP alternatives will be discussed and developed with the USFWS so as not to expend valuable resources developing this chapter that does not greatly influence the overall outcome of the HCP process.

### ***Chapter 8.0 – Plan Implementation, Changed and Unforeseen Circumstances***

This chapter describes the HCP administration, implementation, and reporting schedules. This chapter also provides a discussion of HCP assurances, including identification of and measures which ACLD and CCLD will implement in the event of changed circumstances, the process by which unforeseen circumstances will be addressed, and the identification of and process for minor and major permit amendments.

### ***Chapter 9.0 - Glossary and Acronyms***

This section will provide definitions of important terms and acronyms used in the HCP.

### ***Chapter 10.0 – References***

This section of the HCP will provide appropriate references for literature cited, personal communications, and the list of preparers of the HCP.

### ***Appendices***

This section of the HCP will provide appropriate appendices such as relevant pre-construction study reports, technical descriptions of analyses or models too detailed for inclusion in the HCP, wildlife and incident reporting procedures, and an implementing agreement, if one is prepared for this HCP.

WEST will compile the draft chapter content described above, as well as associated graphs, tables, figures, and maps. Interim draft chapters of the HCP will be internally peer-reviewed by WEST staff with expertise in ecology of the Covered Species and ESA Section 10 consultations to ensure that all issues have been properly addressed.

### **Task 3 Review and Revisions; Final HCP and ITP Application**

#### ***Draft HCP – First Draft***

Following completion of draft chapters of the HCP, WEST will compile a preliminary First Draft HCP that will include all major components of the document – covered activities, minimization and mitigation measures, monitoring and adaptive management processes, funding assurances, alternatives, and changed and unforeseen circumstances, as well as associated graphs, tables, figures, and maps. The First Draft HCP will be reviewed internally by ACLD and CCLD and legal counsel prior to any submittal of the compiled draft or components of the draft to the USFWS and state agencies participating in the process for review. This first draft will include all major components of the document – covered activities, minimization measures, monitoring, and mitigation, closely following USFWS-vetted measures included in existing, publicly-available bat HCPs and other publicly-available documents.

#### ***Draft HCP – Second Draft***

WEST will prepare the second draft of the HCP, which is anticipated to have significant input and comment from the USFWS and other 3<sup>rd</sup> parties, as necessary. It is anticipated that the Second Draft HCP will undergo the most extensive review by the agencies, and agency coordination through phone calls and an in-person meeting will be important to ensure that concerns and comments are fully vetted and an acceptable process for comment resolution is developed. If needed for this HCP, and concurrently with development of the First Draft HCP, WEST will develop a standalone Monitoring Plan, based upon the HCP and suitable for meeting regulatory requirements and policy guidance, and provide support in developing an Implementing Agreement.

#### ***Draft Final HCP, ITP Application, and Public Comment Support***

After the draft HCP has been accepted by the USFWS as statutorily complete, WEST will prepare the Draft Final HCP and formal application package to be submitted to the USFWS for public review. This application is expected to be developed concurrently with the USFWS NEPA and Section 7 analyses, and the draft HCP will be made available for public review at the same time the draft NEPA document is made available.

#### ***Final HCP, ITP Application, and Supplemental Documents through ITP Issuance***

The proposed scope of work includes technical support to assist the USFWS and ACLD and CCLD in addressing public and stakeholder comments received on the Final Draft HCP. Provided the collaborative process with the USFWS has been successful, minimal changes to

finalize the HCP are anticipated. This task includes preparation of final HCP and the ITP application with the technical assistance and guidance of the USFWS, and preparation of responses to comments and revisions as needed to the HCP.

Once public comments have been addressed and the final draft HCP has been approved by the USFWS, WEST will assist ACLD and CCLD in the preparation and submittal of an ITP application, which will include a summary of the key elements of the conservation plan.

#### **Task 4 Unpriced Option: NEPA Analysis and Section 7 (Biological Opinion) Support and Assistance**

Scope and costs for preparing the NEPA documents (most likely an Environmental Assessment [EA] rather than an Environmental Impact Statement [EIS]) for the USFWS are not included in this proposal. WEST is available to complete NEPA process management and documentation for the ITP issuance, but the agency may prefer that another third-party preparer complete the NEPA compliance requirements for the HCP; this distinction will be made in preliminary discussions with the USFWS.

Provided as an Unpriced Optional Subtask, pending further discussion with ACLD and CCLD about the scope of work for the NEPA analysis, WEST will provide support and assistance in preparation and review of the USFWS NEPA document and the ESA Section 7 Biological Opinion. WEST's role in these documents will be primarily related to wildlife resources including all wildlife, birds and bats, and threatened and endangered species, and assistance with review and comment on draft material. WEST will provide expert review and assistance in preparation of the NEPA document if requested. It is proposed in the budget that the NEPA document to be prepared will be an EA. The budget does not include any additional in-person meetings that may be required for the NEPA and Section 7 documents, and contemplates that all correspondence and coordination will occur via phone and email.

#### **Task 5 Agency Meetings**

WEST will organize meetings and coordinate with the USFWS during the HCP preparation. Up to three in-person agency meetings in Bloomington, Minnesota, and up to six agency conference calls are included in the budget.

The first in-person meeting with the USFWS will be held after ACLD and CCLD notifies the USFWS of their intent to prepare an HCP and apply for an ITP. The agenda for the first meeting will include, but not be limited to, the overall HCP outline and general HCP terms (e.g., the permit area, permit duration, Covered Species, Covered Activities), discussion of the proposed take assessment methods; discussion of the proposed minimization and monitoring measures, and discussion of the ITP monitoring and adaptive management process. The goal of the initial meeting will be to come to initial agreement with the USFWS on these HCP elements so that the Draft HCP can be compiled. The second meeting is planned to occur prior to the Final Draft HCP (the public review draft) to resolve final areas of conflict or outstanding issues. The final in-person meeting will be held after the Public review period is complete. The primary objective for

the final in-person meeting is to address public comments and determine necessary revisions to the Draft HCP to address comments. WEST will assist in determining scheduling, agenda, and meeting notes for each meeting and agency conference call.

Conference calls will be held during preparation of the HCP on an as-needed basis, to address HCP development issues and review comments with the ACLD and CCLD HCP team and/or USFWS.

### **Task 6 Project Management and Coordination**

As proposed, this Subtask includes time for management of the HCP development process including general Project management, coordination, and administrative activities. As with all WEST projects, the ACLD and CCLD HCP will be overseen by a HCP Project Manager who will work with the Project team to make sure that deliverables are consistent with ACLD and CCLD priorities and goals. The HCP Project Manager, will be responsible for coordination among multiple WEST team members that bring a wide range of experience to the analysis and drafting of the HCP document. WEST approaches all projects with experienced staff, as specialists in each area performing their respective tasks as part of a well-integrated team. The HCP Project Manager will work with a team of dedicated bat biologists, statisticians, and technical editors to prepare the HCP document. This team approach is crucial when working on complex and involved tasks, such as the preparation of an HCP.

As part of proposed Task 6 responsibilities, WEST will coordinate with stakeholders on project correspondence, draft documents, and other relevant material for review. This includes two strategy meetings per quarter (with minimum one hour of senior adviser time); one hour weekly coordination calls with ACLD and CCLD staff; WEST will also provide calendar-quarterly reports detailing project status, including completed milestones, upcoming activities, and financial details of the project.

The HCP Project Manager will ensure that deliverables and deadlines are understood by the WEST team and are translated into clearly-defined tasks. This internal management structure will ensure that the HCP is consistent with the expectations of ACLD and CCLD, the USFWS, and other appropriate Project stakeholders. The HCP Project Manager will also ensure that deliverables are scientifically robust and defensible, and that deliverables are produced on time, and within budget.

Development of the HCP will require business decisions affecting Project financial and schedule commitments, thus active participation by ACLD and CCLD in development of the HCP is critical to issuance of the ITP. Additionally, development of the HCP will involve evaluation and decision on legal issues, such as determination of appropriate funding mechanisms and the need for an implementing agreement with the USFWS. Therefore, WEST expects that representation on the HCP development team by legal counsel will be provided by ACLD and CCLD as an important aspect of successful completion of the HCP/ITP application package. WEST will coordinate with all designated HCP development team members on Project correspondence and drafts of written reports and material for review. All correspondence sent

to agencies and other stakeholders will be coordinated through the ACLD and CCLD Project Manager(s).

### **Schedule and Deliverables**

The following schedule is for development of the HCP through ITP issuance, and describes an approximately 18 month period. Note that this is a somewhat aggressive “best case” scenario, which, while realistic, depends upon smooth transitions between phases of the HCP development and timely review by all invited stakeholders, especially USFWS. Should initiation of the HCP be delayed at ACLD and CCLD’s request, the timeline can be delayed accordingly.

- January 2017: Notice to proceed and begin work on first Draft HCP
- June 2017: First Draft of Chapters 1 – 4 of the HCP for internal review and discussion with USFWS
- October 2017: First Draft of Chapters 5 – 8 of the HCP for internal review and discussion with USFWS
- December 2017: Second Draft HCP compiled for USFWS submittal, prepared through internal (WEST, ACLD and CCLD) and external (USFWS) meetings/discussion/review
- January 2018: Draft Final HCP for USFWS review
- February 2018: End of USFWS review period for Draft Final HCP
- March 2018: Notice of Availability of the Draft EA and Draft HCP for public review
- April 2018: End of public review period for Draft EA and Draft HCP
- May 2018: Final HCP completed
- June 2018: Final EA, Record of Decision, Implementing Agreement, findings document, Biological Opinion
- July 2018: end of Final EA public review/ “waiting” period

To meet the timelines that we have proposed, it will be necessary for ACLD and CCLD to provide, in a timely fashion, thorough and accurate descriptions of Project activities, associated GIS layers, information regarding funding assurances, and participation in development of minimization, mitigation, and monitoring plans, and project alternatives. WEST will work closely with ACLD and CCLD to acquire and develop these elements.

Note that a number of factors outside the control of WEST and ACLD and CCLD may affect the schedule, including availability of USFWS personnel for meetings and agency timeliness of review of draft material. Given the high-profile nature of bat conservation issues as a result of unprecedented population reductions from WNS, the USFWS is expanding their internal review of HCP documents to the Regional level in some cases. Such broad-level review can result in unpredictable comments and need for revisions, especially when new reviewers and Solicitors are brought on at a late stage in the review process, as has been

the case with other HCPs WEST has been involved in. Thus, unexpected delays may result from extra time required to respond to unforeseen USFWS comments and reanalysis of key chapters of the HCP. However, because many similar issues will have been resolved through WEST's work on other bat HCPs, we have established valuable templates and/or processes to address and overcome these potential roadblocks. As long as WEST and ACLD and CCLD take a proactive approach to these issues, potential need for renegotiation with the USFWS should not appreciably slow down the timeline for completion of the HCP.

The above schedule should be considered a general guide for completion of the draft HCP, acceptable to the USFWS. WEST will make every effort to maintain a reasonable schedule as above for completion of the HCP and will discuss schedule changes with ACLD and CCLD upon recognition.

### **Cost Proposal**

The total cost to complete the Scope of Work is \$111,404 and will be invoiced on a time-and-materials basis. These costs will not be exceeded without prior written consent from ACLD and CCLD. However, please note that projects of this nature may sometimes involve additional effort resulting from unanticipated agency or public comments, or the introduction of Project changes during the HCP or NEPA processes. Our costs were developed based upon the assumptions listed in the scope of work such as the number of reviews (both internally with ACLD and CCLD, as well as agency reviews) and approach to take estimation, along with other listed assumptions on overall schedule. Any changes to the assumptions listed in the Scope of Work could result in additional costs. WEST will promptly apprise ACLD and CCLD if additional effort is necessary and the estimated budget shown in the table below will be exceeded and provide justification for potential cost increases. Table 1 provides the details of our proposed cost breakdown for the HCP.

<b>Task 3: Habitat Conservation Plan</b>	<b>Line Item Cost</b>
Task 1. Information Adequacy Review	\$8,540
Task 2. Preparation of the Draft Habitat Conservation Plan	\$41,600
Task 3. Review and Revisions; Final HCP and ITP Application	\$13,720
Task 4. Unpriced Option: NEPA Analysis and Section 7 (Biological Opinion) Support and Assistance	---
Task 5. Agency Meetings	\$29,684
Task 6. Project Management and Coordination	\$17,860
<b>Total</b>	<b>\$111,404</b>

**Budget Clarifications and Exceptions**

The following are clarifications and exceptions used in the costing of the proposed budget, and are binding elements of any contract that may ensue from this submittal.

- The scope and budget assume the overall timeline for the HCP development process will be approximately 18 months. In the event that the Project is delayed beyond two years, or in the event that the scope of work changes from that described above, WEST will work with ACLD and CCLD to determine the adequacy of resources remaining to complete the HCP.
- Three, 1-day agency meetings (with an overnight for travel) are included in the scope and budget. The budget costs are based upon agency meetings being held at the USFWS Twin Cities ESFO in Bloomington, Minnesota.
- For each chapter of the HCP, the costs include time for developing the draft chapter, QA/QC, technical review, technical editing, two iterations of review, and incorporating the chapter into the over Draft and Final HCP documents.
- The Executive Summary for the HCP will be written following completion of the Final Draft HCP so as to avoid inconsistencies between the summary and the text and so that all reviewers are familiar with the full content of the document.
- The scope of the HCP will cover two species of bats as identified. In the event that the ACLD and CCLD determine that additional covered species should be included, WEST will provide a cost estimate for including those species.
- Principal content required for the draft Introduction and Background information, Project Description, and the Funding Description of the HCP will be provided by the ACLD and CCLD.
- The scope of work and budget do not include review or preparation of the NEPA or Section 7 documents, required for the USFWS action of ITP issuance.

- Unless otherwise stated in the Scope of Work, draft and review documents will be shared electronically in Microsoft Word tracked changes mode.
- The Administrative Record for the Project will be for the activities related to the HCP development and will not be for the USFWS and their NEPA process.

## **PROJECT ORGANIZATION AND MANAGEMENT APPROACH**

### **Project Management**

WEST prides itself in providing an effective and efficient approach for clients. By using a strong statistical and analytical approach, our project managers focus efforts towards answering the specific questions at hand as efficiently as possible. The Key Personnel listed in this proposal have years of experience designing and managing bat surveys, management plans, and ESA compliance projects. We will use the experience that our project managers have gained to efficiently develop study plans, develop strategies for compliance issues, and leverage our relationships with USFWS and state agency staff towards effective permitting and regulatory review timelines.

Further, WEST achieves efficiency by using expert biologists that are skilled at project management to streamline the management process. Whether conducting preliminary risk assessments, designing or implementing surveys, monitoring studies, or conservation plans, this approach benefits our clients by saving time, effort, and ultimately money. We pride ourselves in completing projects within scope, on time, and within established budgets.

For field studies, we have both the experience and existing trained staff to efficiently manage the data collection process, data entry, and statistical analysis. The project managers included in this proposal have experience meeting and adapting to the needs of changing development priorities and active construction schedules while maintaining high quality levels of service and reporting. Our internal process has embedded quality controls, ensuring that the information and records review process will be efficient, and with scientifically defensible results. This quality control is currently undergoing a rigorous update to add in further personnel and levels of review to provide even higher quality products. Critically, WEST has the data, knowledge, and expertise to put the results of our field studies into context, and to help our clients best understand risks and opportunities throughout project decision-making processes.

The Task Managers have access to WEST's technical matter experts, such as WEST's nationally recognized avian and bat biologists; biometricians and statisticians; technical writers and editors and the data management department. WEST has over 100 full-time professional scientists and statisticians on staff, bringing expertise in the RFP areas including biologists, ecologists, regulatory compliance and conservation planning specialists, and GIS professionals. Our commitment to scientific excellence, regulatory compliance expertise, and development of cost-effective, successful projects for our clients is demonstrated throughout our organization, starting with WEST's founders and Principals, and projected throughout all technical and administrative staff. WEST brings this depth and breadth of experience to meet the needs of the

technical and management criteria stated in the RFP. Additionally, the Key Personnel will be supported by a complete Information Technology Department, Accounting, Contracting and other key functions that will facilitate a smooth business administration of the project.

### **Quality Control of Deliverables**

Quality control procedures as they relate to preparation and review of deliverables are as follows:

#### *Preparation of Deliverables*

Project personnel will perform their assigned activities to develop project deliverables in accordance with (1) the processes and procedures necessary for an HCP, (2) agreed-upon editorial style conventions, and (3) any specific instructions or administrative guidance from the WEST Project Manager or Senior Advisor. All work to produce, collect, and verify information will be accomplished using sound scientific principles and methodologies.

Environmental documents and technical data which may ultimately be released to the public will be written and presented in plain language and a format easily understood by the educated public. Data will be reviewed and calculations and analyses will be performed, reviewed, and accepted for inclusion in deliverables in keeping with industry standards. Either the complete reference documents or copies of relevant sections of the reference documents will be maintained in the Administrative Record located in WEST's Cheyenne, WY Headquarters office.

#### *Review of Deliverables Prior to Submission*

Upon completion of a draft deliverable, the author will submit the draft to the WEST Project Manager who will select one or more qualified staff to perform a technical review. Technical reviewers will verify the accuracy, representativeness, completeness, and reference-ability of environmental information to the extent necessary to ensure that conclusions are based on appropriate information of known quality.

#### *Internal Protocols for Protecting Confidential Information*

We recognize that the work to be carried out must be kept confidential. WEST routinely provides services similar to the proposed scope of work for other clients, and is committed to keeping such proprietary information confidential. All employees of WEST fully understand that they are contractually bound to a requirement to protect the right of confidentiality of WEST, our clients, subcontractors, and associates. Every staff member is legally and ethically bound to guard confidentiality at all times and in all places. As a condition of employment all employees of WEST sign a Confidentiality Statement. An employee may not speak to the news media or publish articles, position statements, or other statements of personal opinion as an official or unofficial spokesperson of WEST without prior approval from the CEO or his/her designee. The project-specific protocol as per contracts and client direction is always followed and takes precedence.

### Key Personnel Roles and Project Team Organization

WEST will complete all services using a team of experienced and qualified staff that have successfully completed similar tasks for other similar projects throughout the region. Project tasks will be organized by specialty area among a group of full-time WEST biologists and statisticians. A short biography of each of the Key Personnel is found below, and complete resumes are available upon request. The WEST team will be structured such that the Project Manager will coordinate each of the Tasks and will allow the team to communicate effectively with ACLD and CCLD.

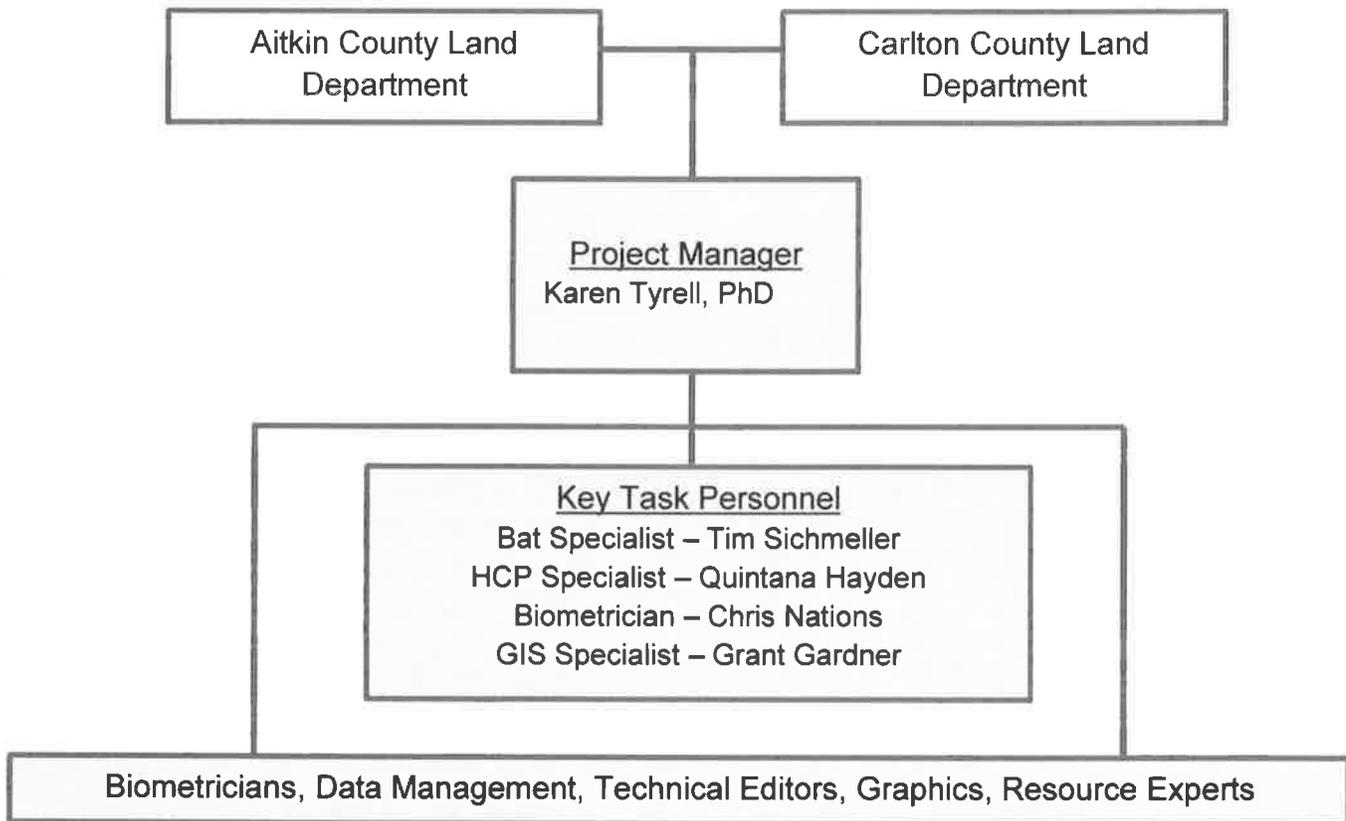


Figure 1 - WEST Project Team Organization Chart

WEST's Key Personnel (identified by name in the Organization Chart, Figure 1 and biographical sketches in the following section) have been selected for their role in this Project by two principal qualifications; (1) technical subject matter expertise, and (2) proven management experience on the key services described in the scope of work. WEST's Key Personnel are all seasoned experts who have managed similar efforts on numerous past projects. Each team member understands the breadth and complexity of the technical scope, scheduling, budget control and management of not-to-exceed price contracting, and the communication requirements necessary to complete the key services. These individuals will deliver work products of the highest quality, produced efficiently and in adherence with cost and schedule constraints. Brief biographies of Key Personnel immediately follow.

## **Key Personnel Biographies**

### **Karen Tyrell, PhD, HCP Project Manager**

Karen is a Senior Ecologist in the WEST Knoxville, Tennessee field office. Karen has over 25 years of experience specializing in wildlife resource investigations and regulatory permit compliance for the development of renewable and fossil fuel energy generation and transmission facilities throughout the U.S. Karen's role at WEST includes expanding client support in the fields of energy generation and transmission, as well as government contracts. Karen is the Project Manager for the Technical Team for the Great Plains Wind Energy Habitat Conservation Plan, which covers a nine-state region and is one of the Nation's largest and most complex endangered species compliance efforts. Karen also serves as Key Staff on the Regional HCP proposed by the Oil and Gas Industry to address conservation and compliance requirements for five species of bats from project impacts. Dr. Tyrell's work for the Department of Defense has included development of Best Management Practices for Integrated Natural Resource Management Plans, Endangered Species Management Plans/Components, and Forest Management Plans.

Karen received a BS in Zoology at the University of Wisconsin-Madison. Karen began her professional career in the late 1980's working for the Illinois State Natural History Survey, completing state-wide surveys and impact assessments for endangered bats. Upon completing her PhD at the University of Illinois, where she studied auditory system development and sensory cue use by foraging bats, Karen taught Behavioral Ecology at Illinois for a year, then took a faculty position in Biology at the University of Tennessee. Prior to joining WEST, Karen was responsible for establishing and growing the natural resources management capabilities for private environmental consulting groups, and has focused on projects addressing the environmental planning and regulatory permitting needs of commercial developers as well as federal, state, and municipal government organizations. Much of this work has been in support of compliance with the National Environmental Policy Act (NEPA) and the Endangered Species Act (ESA). She has developed impact assessment and environmental compliance training courses for a number of federal and state environmental programs, and served on the USFWS Indiana Bat Recovery Team. Karen is active on a number of technical and academic committees addressing environmental effects of utility-grade wind power facilities.

### **Tim Sichmeller, Bat Specialist**

Tim joined WEST in 2010 as a bat biologist. Tim received his M.S. from Ball State University in 2010, where he studied the physiology and ecology of three sympatric *Myotis* bats, the endangered Indiana bat (*M. sodalis*), the threatened northern long-eared bat and the little brown bat. In 2005, Tim received his B.S. in Zoology from Colorado State University.

Tim spearheads our Indiana bat and northern long-eared bat surveys within their respective ranges. Tim has managed and supervised pre-construction wind projects, pipeline presence / absence surveys and bat habitat assessments, as well as working closely with the timber industry on presence / absence surveys and conservation strategies. Tim has worked directly in the northern great lakes states since 2014, supervising and managing acoustic, mist-net, and

radio-telemetry projects surveying for northern long-eared bats. Tim has worked with ACLD and CCLD since 2014, conducting acoustic, mist-net, and radiotelemetry surveys for both land departments in selected forest stands. As project manager and field supervisor, Tim has managed several crews, coordinated schedules to meet strict deadlines, and managed logistics over large-scale contracts. Tim is involved in reviewing and writing reports for several different survey efforts at WEST. Tim has been an invited speaker at different workshops and conferences, discussing bat biology and ecology, presentation of data to assist with management decisions, and instructing forest managers on bat habitat. Such conferences include The Midwest Association of Fish and Wildlife Agencies, Bat-Friendly Forestry Workshop, as well as leading a field tour for forest managers in Aitkin County, Minnesota.

#### **Quintana Hayden, HCP Specialist**

Quintana has more than six years of experience working on defining environmental impacts and conservation measures for endangered species habitat management, and has assisted in the development of numerous HCPs and NEPA analyses for bats, including northern long-eared bats and little brown bats. She has served as a contributing author and conducted supporting desktop research, literature review, and data analysis for numerous studies addressing impacts from energy development on wildlife resources including HCPs for which she has authored sections such as Environmental Setting and Biological Resources, Covered Species, Effects of the Proposed Action, Conservation Plan, Unforeseen and Changed Circumstances. She has been the primary author of numerous Bird and Bat Conservation Strategies for projects that synthesize existing data and information, develop conservation measures to avoid, minimize, and mitigate potential impacts, and provide monitoring plans for assessing potential impacts. Her responsibilities have also included estimation of take and impact of the take for covered species, analysis of acoustic bat survey data to describe temporal patterns of activity, development of protocols for post-construction mortality monitoring and mitigation effectiveness monitoring, and development of adaptive management triggers and responses. She has experience coordinating with clients and USFWS staff throughout the HCP process and has completed the USFWS Habitat Conservation Planning training at the National Conservation Training Center. Quintana has also assisted in the development of an Environmental Impact Statement for an Indiana bat HCP and development of Bird and Bat Conservation Plans (BBCSs) to support ITP Applications and NEPA review of projects that have prepared HCPs.

#### **Chris Nations, Biometrician**

Chris has worked for WEST since 2006. Chris has experience in a variety of techniques in ecological statistics including sampling design, capture-recapture and band-recovery estimation of survival and population size, resource selection, home range estimation based on telemetry data, statistical and mathematical models for animal movement, and population modeling including age- and stage-based matrix methods and demographic sensitivity analysis. He also has training and experience in multivariate methods, survival analysis, linear models including mixed models, generalized linear models, and computer intensive techniques including bootstrapping, simulation, and nonlinear optimization. He is familiar with several computer packages for statistical analysis, simulation, and general programming; these include R, SAS, Matlab, and C. Chris has developed innovative models designed to estimate impacts to bats

both on a Project-specific and a regional level. Chris has developed models of distribution and habitat use by bats, and associated impact assessment tools and methodology for estimating take of listed and non-listed species of bats, and is a recognized expert in the field of HCP impact assessment.

**Grant Gardner, GIS Specialist**

Grant is a GIS Specialist with comprehensive experience in the collection, management, and analysis of large amounts of geospatial data. He has served as GIS lead for several large-scale habitat suitability and patch occupancy modeling efforts as well as localized site-risk analyses for sensitive species. Grant's experience also includes data development, data conversion, navigating regulatory agency GIS protocols and frameworks, QA/QC, metadata creation, map production, coding, field coordination, and spatial analysis for an extensive array of environmental and conservation applications and projects. Grant's work has been primarily in the energy sector, frequently collaborating with public entities including NOAA, USGS, USFWS, and many state Fish & Wildlife agencies. Grant is adept with ESRI's ArcGIS Desktop 10.3 software, including the Spatial Analyst extension, and developing and editing models via ArcGIS' ModelBuilder framework. He holds a master's degree in geography from the University of Wyoming, where he has also served as a course instructor in GIS.

In addition to Key Personnel identified in Figure 1, WEST has over 100 full-time professional scientists and statisticians on staff, bringing expertise in the RFP areas including biologists, ecologists, regulatory compliance and conservation planning specialists, and GIS professionals. WEST brings this depth and breadth of experience to meet the needs of the technical and management criteria stated in the scope of work.

## **QUALIFICATIONS**

WEST has been a leader in the field development impact assessment, monitoring, natural resources research, and permitting since 1990. WEST has participated in a breadth of ecological studies, planning, and compliance support for projects in the Midwest, and throughout the U.S., and has played a leading role in understanding, assessing, and placing into perspective the impacts of energy development and transmission projects on wildlife and habitat using scientifically credible and defensible monitoring and research methods. WEST has developed risk assessments for proposed energy facilities, which incorporate comparable datasets and meta-analyses on multiple spatial scales and for different taxonomic groups. WEST has successfully worked for stakeholders involved in energy issues, including state and federal agencies, industry, consultants, utilities, and conservation organizations.

### **Habitat Conservation Plans**

WEST has demonstrated expertise in HCP preparation in accordance with Section 10(a)(1)(B) of the ESA. WEST has completed and is currently working on multiple HCPs across the country for individual development projects, as well as large-scale programmatic HCPs for regional power development (e.g., the Great Plains Wind Energy HCP and the Region 3 Wind Energy HCP). WEST has developed a collaborative and streamlined process for working with applicants, the USFWS, and other stakeholders to develop credible and defensible HCPs that meet the criteria necessary for ITP issuance. WEST's experience with threatened and endangered species risk evaluation and conservation planning and agency consultation allows us to develop defensible and scientifically-based HCPs.

### *HCP Experience*

With over 10 years of experience in developing HCPs, and six years developing HCPs covering endangered bats, WEST is *the* leader in the field of Section 10 ESA consultations for endangered bats. WEST was the lead biological consultant on three of the four ITPs issued to date for Indiana bats, including Beech Ridge, Criterion, and Fowler Ridge Wind energy projects. Additionally, prior to joining the WEST team, WEST staff led the Buckeye Wind Power Project HCP, which was the first HCP released for any power project related to Indiana bats and the first wind-related HCP prepared for the state of Ohio. WEST is currently working on six HCPs focused on Indiana bats and northern long-eared bats. Other examples of WEST's leadership in the arena of HCP preparation is our role as the lead contractor for the biological components of two multi-applicant, multi-species, multi-regional HCP efforts described below. WEST is also working on two other HCPs for power projects in the western United States. This extensive HCP experience has allowed WEST to develop a collaborative and streamlined process for working with applicants, the USFWS, and other stakeholders to develop credible and defensible HCPs that meet the criteria for ITP issuance.

*Selected Projects demonstrating WEST's HCP Experience*

USFWS Region 3 Programmatic HCP

WEST is the lead technical consultant on the interdisciplinary team developing the programmatic Habitat Conservation Plan for USFWS Region 3. Covered species include the federally listed Indiana bat, northern long-eared bat, gray bat (*Myotis grisescens*), Kirtland's warbler (*Dendroica kirtlandii*), piping plover (*Charadrius melodus*), and interior least tern (*Sterna antillarum athalassos*), as well as two bat species currently under review for listing under the Endangered Species Act (ESA): eastern small-footed bat and little brown bat. WEST's responsibilities involved development of key HCP components, including estimated take levels for each species with and without avoidance and minimization measures; evaluating the impacts of the take for each species; developing a regional conservation plan consisting of effective and practicable avoidance, minimization, mitigation, and monitoring measures that meet the Maximum Extent Practicable criteria; a programmatic mitigation plan to fully compensate for the impact of the taking, including methodology for calculation of mitigation debt, criteria for appropriate mitigation projects and mitigation sites, and methodology for calculation of mitigation credit; a regional monitoring protocol and adaptive management plan for take compliance and conservation plan effectiveness. WEST biologists and biostatisticians presented each of these key HCP components to the Region 3 HCP Steering Committee, comprised of representatives from industry, a nonprofit organization, state natural resource agencies, and USFWS Region 3, for discussion and agreement throughout the HCP development process.

Great Plains Wind Energy Multi-Region, Multi-Species Habitat Conservation Plan, AWEA/Wind Energy Whooping Crane Action Group

WEST is a technical contractor participating in the preparation of a bi-regional programmatic HCP, which is led by Dr. Tyrell as the Project Manager. WEST is responsible for activities of the multidisciplinary Technical Team in development of the Great Plains Wind Energy Habitat Conservation Plan (GPWE HCP) addressing federally listed species including the endangered whooping crane, lesser prairie-chicken (*Tympanuchus pallidicinctus*), piping plover, and interior least tern. The GPWE HCP, proposed by 16 industry partners and the American Wind Energy Association, covers nine states and two USFWS Regions. This ground-breaking project involves extensive impact modeling, GIS analysis and projection of multiple build-out scenarios, and coordination of multiple stakeholders to meet the needs and objectives of both industry partners and state and federal wildlife agencies. WEST is responsible for evaluating the impacts of the taking of endangered and threatened species as well as development of minimization, mitigation, monitoring, and adaptive management plans.

Beech Ridge Energy Project HCP, Greenbrier and Nicholas Counties, West Virginia

WEST was contracted by Invenergy LLC to develop the Habitat Conservation Plan in application for an Incidental Take Permit for Indiana bat and Virginia big-eared bat (*Corynorhinus townsendii virginianus*) at the Beech Ridge Wind Energy Project. WEST's responsibilities involved coordination with the applicant USFWS West Virginia Field Office, WV Department of Natural Resources, and peer reviewers to reach agreement on key HCP

components; develop the HCP and the Research, Monitoring, and Adaptive Management Plan; and review and comment on the USFWS EIS. WEST also assisted with development of an Implementing Agreement between the applicant and the USFWS. The ITP for Beech Ridge was issued in 2013.

#### Fowler Ridge HCP and EIS, Benton County, Indiana

WEST was contracted by BP Wind Energy to develop the Habitat Conservation Plan in application for an Incidental Take Permit for Indiana bat at the Fowler Ridge Wind Farm. WEST's responsibilities involved development of the HCP with the project proponent and coordination with the USFWS Bloomington Field Office to reach agreement on key issues and HCP components. WEST also conducted intensive post-construction fatality monitoring and curtailment studies at Fowler Ridge Wind Farm to inform development of the avoidance and minimization measures for the HCP. WEST also assisted with development of an Implementing Agreement between BP Wind Energy and the USFWS and WEST employees also helped prepare the EIS for the USFWS for ITP issuance. The ITP for Fowler Ridge was issued in 2014.

#### Criterion HCP, Garrett County, Maryland

WEST was contracted by Constellation Power to develop the Habitat Conservation Plan in application for an Incidental Take Permit for Indiana bat at the Criterion Wind Project. WEST's responsibilities involved development of and coordination with the U.S. Fish and Wildlife Service Chesapeake Bay Field Office and Maryland Department of Natural Resources to reach agreement on key HCP components, implement site specific monitoring studies, develop the HCP and monitoring plan documents, development of an Avian Protection Plan for the project, and review and comment on the USFWS EA and Biological Opinion. The ITP for Criterion was issued in 2013.

#### Other WEST HCP Experience

WEST is under contract with numerous energy companies to develop HCPs for Indiana bats and northern long-eared bats at facilities which are planned, under development, or are operational. WEST's responsibilities involve coordination with project team members and appointed legal counsel, the U.S. Fish and Wildlife Service local field and Region 3 offices, and state departments of natural resources to reach agreement on key HCP components; develop the HCPs including monitoring, adaptive management, and mitigation plans; and review and comment on the USFWS NEPA documents.

#### **Bat Covered Species Experience**

WEST's collective knowledge of bat ecology and habitats is unequalled in the consulting field. Our highly-qualified bat experts rank as some of the best in their field and have bat research experience spanning North America. WEST offers a full range of expertise on bat issues, from sensitive species surveys to habitat and risk assessments.

WEST staff members have conducted numerous studies and surveys and have scientific publications and presentations for the specific bats species (see Table below). In addition, we have completed ESA section 7 and 10 compliance studies and have addressed resource

management needs through a variety of projects including environmental reviews under NEPA and state environmental quality acts, biological resources studies for industry and agencies, and BBCSs for a wide variety of projects.

**Overview of WEST's Bat Impact Assessment, Conservation Management, and Compliance Experience**

WEST Staff Experience	Indiana Bats	Northern Long-Eared Bats	Little Brown Bats	Tri-Colored Bats	Eastern Small-Footed Bats	Other Species of Bats*
Field Studies	●	●	●	●	●	●
Peer-Reviewed Publications	●	●	●	●		●
Regulatory Compliance, ESA Section 10, HCPs	●	●	●	●	●	●
Regulatory Compliance, ESA section 7, Biological Assessments	●	●	●	**	**	●
Management Plans, Conservation Plans	●	●	●	●	●	●
Development, implementation, and monitoring of conservation and mitigation efforts	●	●	●	●	●	●

\*Includes: Virginia big-eared bat (US federally endangered), gray bat (US federally endangered), evening bat, silver haired bat, red bat, hoary bat.

\*\*Currently little brown bats, tri-colored bats, and eastern small footed bats are not federally listed species so the need to address these species in ESA regulatory compliance situations has been very limited. WEST has addressed impacts to and conservation of these species by including them in Bird and Bat Conservation Strategies appended to HCPs under ESA section 10 and BMPs included in ESA section 7 analyses, as well as in NEPA wildlife impact evaluations, and is presently addressing two of these species in a the USFWS Region 3 Programmatic HCP.

**Information Resources: Existing Information and Inventory for Covered Species of Bats**

WEST maintains comprehensive scientific and statistical databases, some of which have over 15,000 entries. WEST employs a dedicated experienced and trained data management staff that routinely handles data received from around the U.S and international locations. Our internal data management process has embedded quality control and assurance measures, ensuring that the process is efficient with high quality results.

WEST demonstrates ready-access to and effective maintenance of data required for the analyses and documentation called for in the RFP by our current bat survey work. WEST bat

biologists are leaders in quantitative and qualitative approaches for bat acoustic species identification and permitted mist-net surveyors. Since 2010, WEST has conducted bat acoustic monitoring and mist-net surveys at over 100 projects throughout the U.S. and holds USFWS and multiple state permits to capture Indiana bats, gray bats, northern long-eared bat and big-eared bats across their ranges. Several WEST Bat Team members have extensive experience with the acoustic identification of endangered bat species. In 2014 alone, WEST bat biologists conducted quantitative and qualitative species identification of bat echolocation calls and mist-netting on 27 projects throughout the United States. These projects involved acoustic identification of Indiana bats, gray bats, little brown bats, eastern small-footed bats and northern long-eared bats and included two large northern long-eared bat presence/absence projects with well over 500 survey sites.

Not only does WEST maintain an accessible electronic library of current relevant information to draw upon for species ecological information, impact analyses, and conservation measures, we demonstrate this resource availability and utilization in our own track record of publication of scientific and species management literature.

### **Experience Developing Interim Plans and Developing Short Term Low Effect HCPs**

Until an ITP is authorized, a private project is at risk of unauthorized take of federally listed species, and is subject to penalty under ESA. An ITP applicant may evaluate potential impacts to listed species during the development of the HCP, and determine that this risk of take and ESA violation should be addressed through a “bridge strategy” until the ITP provides coverage for incidental take. Recently, WEST has designed several bridge strategies to address take of listed Indiana bats and northern long-eared bats during preparation of an HCP. Developing the bridge strategy starts with evaluating the risk of take of listed species from project activities. If these activities can be arranged in space or time to avoid take before the ITP is authorized, then simple avoidance through best management practices may be the most straightforward compliance approach.

When avoidance is not practicable, several approaches have been used to short-term exception to the ESA section 9 prohibition on take. WEST has developed and applied various “bridge strategies” for regulatory compliance and/or to demonstrate adherence with agency guidelines to minimize risk to endangered bats as an interim measure while an HCP is in process. Because these approaches vary in the extent to which they provide compliance assurance, they must be crafted to address the specific risk profile of a project or program. Interim or bridge strategies successfully used by WEST are described below. Examples are provided where client confidentiality allows.

Sometimes the USFWS will allow an applicant to use a Section 10(a)(1)(A) endangered species permit authorization as a bridge strategy, if a research study tied to the applicant’s activities is both of compelling value and may result in take. While WEST has helped craft this approach for projects concerned with take of listed bats (e.g. Fowler Ridge, see section C.3), recently the

USFWS has become less likely to award ESA section 10(a)(1)(A) permits for projects seeking an ITP, but this is an option which may be appropriate and can be evaluated with the USFWS.

A more common recent approach to providing a bridge strategy has been to work with the USFWS to gain a Technical Assistance Letter (TAL). Projects that implement measures to avoid take can use a TAL to secure concurrence from USFWS that take will be avoided or that take is unlikely. WEST has worked with both Region 3 and 5 to develop TALs issued for projects that present risk to listed bats (e.g. Beech Ridge, see section C.3). While the TAL does not authorize take of listed species, it provides documentation of good-faith effort and agreement with the agencies regarding steps to minimize the potential for take. Should take occur regardless of the measures described in the TAL, USFWS is likely to exercise prosecutorial discretion and work with the proponent to effectively address risk going forward.

WEST has crafted, with USFWS in Region 3, a successful strategy which uses monitoring and adaptive management to provide information feedback and indicate adjustments aligned with the threat of take of listed species. This adaptive management “feedback loop” can be effective in minimizing threats to listed species while still optimizing the project proponents’ ability to proceed with their activities and meet project goals. This approach may be integrated in a TAL.

Use of a low-effect HCP as a bridge strategy is possible and has the advantage of authorization of incidental take. Prior to selecting this approach as a bridge strategy, it should be very clearly discussed and the approach carefully crafted in coordination with the USFWS, or the “interim” HCP may lose the potential efficiencies of this approach. While WEST Key Project Personnel have worked on successful low effect HCPs in both Regions 3 and 5 (Lake Erie Water Snake HCP, Ohio; Habitat Conservation Plan for the West Virginia Northern Flying Squirrel in Association With Snowshoe Mountain, West Virginia), the risks associated with using an HCP/ITP for short-term authorization (time, expense, revisions based upon feedback during the NEPA process) should be carefully examined and minimized. If the USFWS are fully informed and participate during development of the interim HCP, then their section 7 review, NEPA analysis, and permit issuance can all follow in a timely and efficient manner to provide incidental take coverage in the near-term.

### **Relationship with Federal Agencies and the USFWS**

WEST has strong relationships with leadership in federal agencies at the state, regional, and national levels. WEST staff member Dr. Courtney developed the current USFWS science integrity and peer review program, together with the current Deputy Director for Ecological Services, Gary Frazier. Dr. Courtney has been under contract to this USFWS program for the past 15 years. He also maintains close working relationships with the Service to bolster the agency’s science capacity, working closely with Director Ashe, Asst. Director for Science Paul Souza, and Chief of Recovery Don Morgan. Dr. Dale Strickland, WEST President and CEO, was appointed to serve on the National Academy of Sciences Evaluation of Landscape Conservation Cooperatives Committee, convened to evaluate the Landscape Conservation Cooperatives (LCC) program. Dr. Karen Tyrell served on the USFWS Recovery Team for

Indiana Bats. WEST personnel maintain working relations with DOI leadership, and with both majority and minority staffers in both the House and the Senate, having testified on science issues in both chambers.

In addition to a close working alliance with USFWS, WEST staff members have served on committees, designed and implemented scientific studies, and served on review panels for a diversity of federal agencies and programs. Dr. Tyrell designed the studies for and co-authored the Indiana bat Habitat Evaluation Procedure model for the determination of summer habitat suitability for this species following USFWS protocol, and worked with the agency to evaluate model integrity. She has provided training for the US Forest Service, US Army Corps of Engineers, Federal Transit Administration, and US Office of Surface Mining in endangered bat impact evaluation and compliance. Dr. Tyrell led the first contractor team to be awarded the US Department of the Army's Commander's Award for Public Service by the Kansas City District USACE for interagency support of Endangered Species Act compliance and consultation with the USFWS. Dr. Tyrell was also on the Team recognized for Excellence in NEPA Program Management by the US Department of Defense.

Specific experience with the USFWS that is directly relevant to the proposed HCP is our work in USFWS Regions 3 on HCPs. This close familiar working relationship has led to the successful completion of three HCPs resulting in ITP issuance and near completion of three additional HCPs with ITP issuance anticipated in 2015. The USFWS staff in these states and Regions are very familiar with WEST's HCP development process and knowledge in the field which greatly enhances the efficiency and ability to achieve success in the HCP.

Further illustrating WEST's relationship and established track record of working directly with the USFWS, is the Western Wide Golden Eagle Survey to estimate total number of golden eagles living in the western United States which is a large scale contract for the USFWS. The survey involves flying small fixed wing aircraft across four Bird Conservation Regions in twelve states, over 17,000km of transects, using a mark-recapture modification to standard distance sampling protocol. This is complemented by resource selection analysis performed for USFWS based on locations of eagles detected during the survey. This large-scale analysis is estimating golden eagle potential based on a suite of predictor variables such as greenness, distance to human population center, slope, aspect and wind potential. WEST has been working on this project since 2003, and has held the annual contract since 2006.

#### **Selected Recent WEST Peer-Reviewed Publications by Proposed Key Project Personnel**

Clement, M.J., K.L. Murray, D.I. Solick, and J.C. Gruver. 2014. The effect of call libraries and acoustic filters on the identification of bat echolocation. *Ecology and Evolution* 4:3482-3493.

Britzke, E.R., E.H. Gillam and K.L. Murray. 2013. Current state of understanding of ultrasonic detectors for the study of bat ecology. *Acta Theriologica* 58:109-117.

- Britzke, E.R., J.E. Duchamp, K.L. Murray, R.K. Swihart, and L.W. Robbins. 2011. Acoustic identification of bats in the eastern United States: a comparison of parametric and nonparametric methods. *Journal of Wildlife Management* 75:660-667.
- Murray, K.L., E. Fraser, C. Davy, T.H. Fleming, and M.B. Fenton. 2009. Characterization of the echolocation calls of bats from Exuma, Bahamas. *Acta Chiropterologica* 11:415-424.
- Robbins, L.W., K.L. Murray, and P. McKenzie. 2008. Evaluating the effectiveness of the standard mist netting protocol for the endangered Indiana bat (*Myotis sodalis*). *Northeastern Naturalist*.
- Murray, K.L., E.R. Britzke, and L.W. Robbins. 2001. Variation in search-phase calls of bats. *Journal of Mammalogy* 82:728-737.
- Murray, K.L., E.R. Britzke, B.M. Hadley, and L.W. Robbins. 1999. Surveying bat communities: a comparison between mist nets and the Anabat II bat detector system. *Acta Chiropterologica* 1:105-112.
- Kunz, T.H., E.B. Arnett, B.M. Cooper, W.P. Erickson, R.P. Larkin, T. Mabee, M.L. Morrison, M.D. Strickland, and J.M. Szwczak. 2007. Assessing Impacts of Wind-Energy Development on Nocturnally Active Birds and Bats: A Guidance Document. *Journal of Wildlife Management* 71(8):2449-2486
- Kunz, T.H., E.B. Arnett, W.P. Erickson, A.R. Hoar, G.D. Johnson, R.P. Larkin, M.D. Strickland, R.W. Thresher, and M.D. Tuttle. 2007. Ecological impacts of wind energy development on bats: Questions, research needs and hypotheses. *Frontiers in Ecology and the Environment* 6:315-324.
- Johnson, G.D., M.K. Perlik, W.P. Erickson, M.D. Strickland, D.A. Shepherd, and P. Sutherland, Jr. 2003. Bat interactions with wind turbines at the Buffalo Ridge, Minnesota Wind Resource Area: An assessment of bat activity, species composition, and collision mortality. Electric Power Research Institute, Palo Alto, California, and Xcel Energy, Minneapolis, Minnesota. EPRI report # 1009178.
- Tyrell, K. 2015. Keeping Changes to Endangered Species Conservation off the Critical Path to Project Construction. Proceedings of the Environmental Concerns in Rights-of-Way Management Symposium. 11th International Symposium. Halifax, Nova Scotia, Canada. (September)

### **Selected Recent WEST Technical Reports**

- Young, D. 2013. Endangered Species Act Compliance Strategies for Wind Projects. Proceedings of the American Wind Energy Association, Windpower 2013 Conference, Chicago, Illinois.
- Young, D. 2011. Determining Potential Take of Indiana Bat from Wind Energy Facilities. Proceedings of the National Wind Coordinating Collaborative, Wind Wildlife Research Meeting VIII, October 19-21, 2010, Lakewood, Colorado

- T. Travis Brown, Goniela Iskali, Kevin Lager Murray, Aaron McAlexander, and Larisa Bishop-Boros. 2014. Mist-net Report: Northern Long-eared Bat and Indiana Bat Surveys Enbridge 2014 Wisconsin and Illinois Surveys.
- T. Travis Brown, Kevin Lager Murray, Julia Hill, Aaron McAlexander, and Taylor Ashby. 2014. Acoustic Report: Northern Long-eared Bat and Indiana Bat Surveys Enbridge 2014 Wisconsin and Illinois Surveys.
- Ritzert, J. and M. Ritzert. 2014. Final Mist-Net Report, Bat Surveys, Walnut Ridge Wind Project. July 22 – August 2, 2014. Prepared for Walnut Ridge Wind, LLC & Geronimo Energy, Edina Minnesota. Prepared by Western EcoSystems Technology, Inc. (WEST), Bloomington, Indiana.
- Ritzert, J. and M. Ritzert. 2014. Final Mist-Net Report, Bat Surveys, Fowler Ridge Wind Farm. July 30 – August 5, 2014. Prepared for Fowler Ridge Wind Farm. Prepared by Western EcoSystems Technology, Inc. (WEST), Bloomington, Indiana.
- Sichmeller, T, Kevin L. Murray and Benjamin Hale. 2014. Summer Acoustic Studies for the Aitkin County High Conservation Value Forest, Aitkin County, Minnesota. August 14 – 15, 2014. Prepared for Aitkin County Land Department, Aitkin, Minnesota. Prepared by Western EcoSystems Technology, Inc. (WEST), Cheyenne, Wyoming.
- Sichmeller, T, Kevin Lager Murray, and Benjamin Hale. 2014. Summer Mist-net Studies for the Aitkin County High Conservation Value Forest, Aitkin County, Minnesota. August 14 – 15, 2014. Prepared for Aitkin County Land Department, Aitkin, Minnesota. Prepared by Western EcoSystems Technology, Inc. (WEST), Cheyenne, Wyoming.
- Sichmeller, T. and K. Hammond. 2015. Aitkin County Land Department Acoustic and Mist-Net Bat Survey Report, Aitkin County, Minnesota. May 21 – July 10, 2015. Prepared for Aitkin County Land Department, Aitkin, Minnesota. Prepared by Western EcoSystems Technology, Inc. (WEST), Cheyenne, Wyoming
- Sichmeller, T., K. Murray. 2015. Carlton County Land Department Acoustic and Mist-Net Bat Survey Report, Carlton County, Minnesota. June 27 – August 11, 2015. Prepared for Carlton County Land Department. Carlton, Minnesota. Prepared by Western EcoSystems Technology, Inc. (WEST), Cheyenne, Wyoming.
- Tyrell, K. 2012. Literature Review of the Impact of Wind Turbine Generator-Induced Sound on Wildlife. Electric Power Research Institute (EPRI), Palo Alto, California. November 2012. Product ID #073237.

## National Listing Workplan (2016)

### Range includes Minnesota

Common Name	Species name	Action Type	Range	Lead RO	Proposed FY Timeframe	Lead FO
Rusty patched bumble bee	<i>Bombus affinis</i>	12M	CT, IL, IN, IA, ME, MD, MA, MI, MN, NC, NJ, OH, TN, WI	R3	FY16	TCFO
Rusty patched bumble bee	<i>Bombus affinis</i>	FLD	CT, IL, IN, IA, ME, MD, MA, MI, MN, NC, NJ, OH, TN, WI	R3	FY17	TCFO
Yellow-banded bumble bee	<i>Bombus terricola</i>	12M	CT, IL, IN, KY, MA, MD, ME, MI, MN, MT, NC, ND, NH, NJ, NY, OH, PA, RI, SD, TN, VA, VT, WV, WI; Canada (Alberta, British Columbia, Manitoba, Newfoundland, Nova Scotia, Ontario, Quebec, and Saskatchewan)	R5	FY18	
Monarch butterfly	<i>Danaus plexippus plexippus</i>	12M	AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV, WY	R3	FY19	R3 RO
Northwestern Moose	<i>Alces alces andersoni</i>	12M	MI, MN, ND, WI	R3	FY20	TCFO
Plains spotted skunk	<i>Spilogale putorius interrupta</i>	12M	AR, CO, MN, MO, NE, OK, SD, TX, WY	R3	FY22	CMFO
Regal fritillary	<i>Speyeria idalia</i>	12M	AR, CO, CT, DE, IA, IL, IN, KS, KY, MA, MD, ME, MI, MN, MO, NC, ND, NE, NH, NJ, NY, OH, OK, PA, RI, SD, VA, VT, WI, WV, WY	R6	FY22	
Blanding's turtle	<i>Emydoidea blandingii</i>	12M	IA, IL, IN, MA, ME, MI, MN, MO, NE, NH, NY, OH, PA, SD, WI	R3	FY23	RIFO
Golden-winged warbler	<i>Vermivora chrysoptera</i>	12M	AL, AR, CO, CT, DC, DE, FL, GA, IA, IL, IN, KS, KY, LA, MA, MD, MI, MN, MO, MS, NC, ND, NE, NH, NJ, NY, OH, OK, PA, SC, SD, TN, TX, VA, VT, WI, WV	R3	FY23	TCFO

Common Name	Species name	Action Type	Range	Lead RO	Proposed FY Timeframe	Lead FO
Little brown bat	<i>Myotis lucifugus</i>	Discretionary Status Review	AK, AL, AR, CA, CO, CT, DC, DE, FL, GA, IA, ID, IL, IN, KS, KY, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, UT, VA, VT, WA, WI, WV, WY	R3	FY23	R3 RO
Salamander mussel	<i>Simpsonaias ambigua</i>	12M	AR, IL, IN, KY, MI, MN, MO, NY, OH, PA, TN, WI, WV	R3	FY23	ELFO
Wood turtle	<i>Glyptemys insculpta</i>	12M	CT, DC, IA, MA, MD, ME, MI, MN, NH, NJ, NY, OH, PA, RI, VA, VT, WI, WV; Canada (New Brunswick, Nova Scotia, Ontario, Quebec)	R5	FY23	
Prairie gray fox	<i>Urocyon cinereoargenteus ocythous</i>	12M	AR, IA, KS, MN, MO, ND, NE, OK, SD, WI	R3	Unscheduled	RIFO
Northern bog lemming	<i>Synaptomys borealis</i>	12M	AK, ID, ME, MN, MT, NH, WA; Canada (Alberta, British Columbia, Labrador, Manitoba, New Brunswick, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, Yukon Territory)	R5	Unscheduled	

**Key to Action Types:**

**12M:** 12-month finding on a petition to list a species. If listing is warranted, we generally intend to proceed with a concurrent proposed listing rule

**Discretionary Status Review:** Status review undertaken by discretion of the Service. Results of the review may be to propose listing, make a species

**FLD:** For species that have already been proposed for listing, the final listing determination would either finalize or withdraw the proposed listing rule. We generally intend to finalize critical habitat designations concurrent with final listing rules, to the extent prudent and determinable.



# Aitkin County Board of Commissioners Agenda Request Form



**Requested Meeting Date:** 12-20-16  
**Title of Item:** Committee Reports

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