

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS March 12, 2019 – BOARD AGENDA

## Aitkin Public Library

- 9:00 1) Anne Marcotte, County Board Chair
- A) Call to Order
  - B) Pledge of Allegiance
  - C) Board of Commissioners Meeting Procedure
  - D) Approval of Agenda
  - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File February 26, 2019 to March 11, 2019
  - B) Approve February 26, 2019 County Board Minutes
  - C) Approve Electronic Funds Transfers
  - D) Approve County Board of Appeal and Equalization Date and Location
  - E) Approve Purchase of Vehicle – Environmental Services Dept.
  - F) Adopt Resolution: Unorganized Township Special Legislation
  - G) Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:  
Warrant #49960 dated July 26, 2018 to Hardrives, Inc. for \$72.49
  - H) Approve Commissioner Warrants (1)
  - I) Approve Commissioner Warrants (2)
  - J) Approve Auditor Warrants – Contegrity
  - K) Approve Auditor Warrants – Gas Tax
  - L) Approve February Manual Warrants
- 9:02 3) Lori Grams, Treasurer
- A) 2018 4<sup>th</sup> Quarter Investment Report
- 9:12 4) Ross Wagner, Economic Development & Forest Industry Coordinator
- A) Approve/Deny Corridor Access Permit
  - B) Mille Lacs East ATV Trail Update
    - 1. Adopt Resolution: Acceptance of Mille Lacs East ATV Trail Bonding
- 9:35 5) Rich Courtemanche, Land Commissioner
- A) Approve Timber Permits, Markets, and Extensions
- 9:55 6) Jessica Seibert, County Administrator
- A) Approve Personnel Committee Recommendation
    - 1. Facilities Coordinator Position

**10:05 7) Committee Updates**

**10:35 Break**

**10:45 8) Jessica Seibert, County Administrator  
A) Closed Session Under MN Statute 13D.05 Subd. 3 (a) Performance  
Evaluation of County Administrator**

**11:45 Adjourn**

The Aitkin County Board of Commissioners met this 26<sup>th</sup> day of February, 2019 at 9:01 a.m., at the Aitkin Public Library, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham. Commissioner Laurie Westerlund was not present.

Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried (4-0 Westerlund absent) to approve the February 26, 2019 amended agenda. Jessica Seibert, County Administrator noted that Agenda Item 6B – MnDOT Detour Agreement is a discussion item only. Agenda Items 6C – Unorganized Township Legislation Discussion, and 7.5 – Set Dangerous Dog Hearing, were added.

Commissioner Westerlund arrived at 9:07 a.m.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
February 26, 2019**

**Attendance**

The Aitkin County Board of Commissioners met this 26<sup>th</sup> day of February, 2019, at 9:03 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Anne Marcotte, Laurie Westerlund (arrived at 9:07am), J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Sheriff Dan Guida, Cynthia Bennett ACH&HS Director, Accounting Supervisor Carli Goble, Public Health Supervisor Erin Melz, Public Health Nurse Brea Hamdorf, Adult Social Services Supervisor Kim Larson, Assistant to the County Administrator Sue Bingham, Shawn Speed, H&HS Executive Assistant, and Guests: Joel Hoppe/H&HS Advisory Committee Member, Kathy Beatty/ANGELS, and Brielle Bredsten/Aitkin Independent Age.

**Agenda**

There was a change to the agenda. Removal of Item VI as Jessi Schultz was unavailable to present.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the February 26, 2019 Health & Human Services Board agenda with the change.

**Minutes**

Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting yes to approve the January 22, 2019 Health and Human Services Board minutes.

**Bills**

Carli Goble noted that all of the 2018 payments were finalized.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the bills.

**Health & Human Services Director Report, Cynthia Bennett, ACH&HS Director**

**CALL TO ORDER**

**APPROVED  
AGENDA**

**WESTERLUND  
ARRIVED**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

Cynthia talked about the AMC Legislative Conference she attended February 12-14.

The sunset of the 2% provider tax or Health Care Access Fund (HCAF) at the end of 2019 was the main topic of discussion. The HCAF supports the following programs-

- SHIP
- MinnesotaCare
- Medical Assistance
- As well as grants to rural hospitals and clinics.

Without this funding source there will be a significant gap in the budget.

There has been no viable replacement suggested, as such it is being requested that the State continue this HCAF until that time that there is a replacement identified.

Commissioner Marcotte expressed her concern for the sun setting of this funding source and asked that a resolution be presented at the next Board meeting expressing support for the continuation of the HCAF.

Commissioner Niemi sought clarification around a concern about how the tax is affecting healthcare costs, specifically driving up the costs of doing business and then that is passed onto the patient.

Cynthia talked about MinnesotaCare, and a new program called ONECare MN that is designed to allow consumers, such as farmers, more options for insurance coverage that have lower costs and a smaller buy in option.

Commissioner Niemi also inquired into what each side has for reasons for continuing or not continuing the fund.

Cynthia replied that one side has indicated that the fund was created for MinnesotaCare, and that, due to a surplus has been used to fund or support many other health related programs, such as SHIP, that is not what this provider tax was originally intended to be used for.

In addition, the opposing side is saying that this provider tax is contributing to the rising cost of healthcare. However on the other side of the aisle, the group supporting the continuation claims that the provider tax is making available the needed dollars to fund prevention programs. Prevention programs ultimately contribute to healthcare costs savings as populations stay healthier to begin with.

Commissioner Niemi also inquired as to whether a document exists that we could show the legislature's the successes of these programs.

Cynthia and Erin stated that the Local Public Health Association (LPHA) has one from previous years and are working on an updated flyer. This will be shared with the commissioners when it is finished.

Cynthia went on to talk more about ONECare MN and her meeting with DHS Commissioner Tony Lourey in Carlton County at which he was promoting the Governor's new Health Care program proposal. His hope is to create an insurance plan that will offer comprehensive coverage that consumers can buy into through the general market to create better options for people when they are making their insurance coverage choices. Currently we have very expensive insurance options with no lower deductible plans offered. This new option would balance out the market and develop large purchasing pools

that would drive costs for the product itself and prescriptions down.

**Legislative Issues we are watching-**

- Children and Adult Mental Health Services
- Bill to stop with holds for Child Protection
- Telemedicine in regards to MA reimbursements
- Substance Use Disorder reforms
- Regional Treatment Centers including Competency Restoration

Commissioner Marcotte asked about the new Substance Use Disorder requirements. Supervisor Kim Larson indicated that there were new licensing requirements for those who conduct CD Evaluations. In 2020 the requirement will be that whomever conducts the evaluation must be a licensed drug/alcohol counselor. Most counties will not meet these requirements as they will not have personnel who are qualified to that standard.

Related to Competency Restoration there is a need to clarify who is responsible to conduct this service. There is legislation in process to clarify the language in the State statutes.

Cynthia then turned it over to Erin, Brea, and Sheriff Guida to talk about the new effort to educate our tobacco retailers on how to spot and stop sales of tobacco and tobacco products, including vaping supplies to youth.

Public Health will be conducting random education and congratulation checks at 19 of the counties 26 tobacco retailers. These checks will only be educational in nature and not an actual compliance check by law enforcement, so no fines or penalties will be incurred by a failure. They are only to help educate the retailers and their staff.

**Review Approval of Contracts/Agreements/Appointments**

**Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS and Lutheran Social Services.**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the contract.

**Service Agreement for January 1, 2019 through December 31, 2019 between ACH&HS & Riverwood HealthCare Center.**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the contract.

**Committee Reports**

**Joint Powers Board Update – Tri-County Community Health Services Board**

Erin informed the board that at the last meeting they reviewed their by-laws, elected officers, to which Commissioner Westerlund was elected Chairperson, reviewed their Quality Improvement Programs. All three counties involved presented their current work that is being done to combat tobacco usage.

**H&HS Advisory Committee Update**

Joel briefed the Board that this month was the first meeting of the year for the Advisory Committee and at it they-

- Selected Carole Holten as the new Chairperson
- Selected Joel as the Vice-Chair
- Selected Commissioner Wedel as the Parliamentarian
- Reviewed and approved the by-laws
- Were given a report, from HHS Director Bennett, on Chappy's Golden Shores

**AEOA Committee Update**

Commissioner Westerlund reported that it was a normal meeting and mentioned that she was very impressed with Ivy Manor in Virginia and how they took an old building and made it so nice and useable for housing the less fortunate.

The meeting was adjourned at 9:57 a.m.

Next Meeting – March 26, 2019

Break: 9:58 a.m. to 10:05 a.m.

Kathy Beatty, McGregor ANGELS Co-Chair briefly discussed the meetings being held with ANGELS, CARE and Propel, and some of the questions she has about the situation.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: February 12, 2019 to February 25, 2019; B) Approve County Board Minutes: February 12, 2019; C) Approve Electronic Funds Transfers: \$665,760.08; D) Approve Auditor Warrants – January 2019 Sales Tax: General Fund \$522.30, Road & Bridge \$1,423.93, Health & Human Services \$0.13, State \$5,581.00, Long Lake Conservation Center \$134.15, Parks \$81.37 for a total of \$7,742.88; E) Approve Commissioner Warrants: General Fund \$96,650.93, Road & Bridge \$65,127.61, Health & Human Services \$9,703.11, State \$270.00, Trust \$6,111.57, Forest Development \$16,246.88, Long Lake Conservation Center \$5,721.41, Parks \$112,316.11 for a total of \$312,147.62; F) Authorize Board Chair Signature on Letter of Authorization for Central Planes Aviation; G) Approve Extension Committee Reappointments; H) Adopt Resolution: Federal Recreational Trail Program Grant Application; I) Adopt Resolution: Snake River Watershed; J) Adopt Resolution: Local Road Improvement Program

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the following reappointments to the Extension Committee:

- Sharon Dotzler, District 1
- Roberta Elvecrog, District 3
- Bonnie Mickelson, At Large

All three terms end December 31, 2021.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Federal Recreational Trail Program Grant Application:

**WHEREAS**, Aitkin County supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to purchase snowmobile grooming equipment for the Aitkin County Cross Country Ski Trail System. The trail systems to be groomed include Long Lake Conservation Center, Vispo, and No Achen, and

**HHS BOARD  
ADJOURNS**

**BREAK**

**CITIZEN'S  
PUBLIC  
COMMENT**

**CONSENT  
AGENDA**

**EXTENSION  
COMMITTEE**

**RESOLUTION  
20190226-015  
FEDERAL  
RECREATIONAL  
TRAIL  
PROGRAM**

**WHEREAS**, Aitkin County recognizes the twenty-five (25) percent match requirement for the Federal Recreational Trail Program, and has secured the matching funds

**GRANT APPLICATION**

**NOW, THEREFORE, BE IT RESOLVED**, if Aitkin County is awarded a grant by the Minnesota Department of Natural resources, Aitkin County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Aitkin County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

**BE IT FURTHER RESOLVED** that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

**BE IT FURTHER RESOLVED**, the Aitkin County names the fiscal agent for the Aitkin County for this project as:

Beth Haasken, Clerk  
Aitkin County Land Department  
502 Minnesota Ave N.  
Aitkin, MN 56431

**BE IT FURTHER RESOLVED**, Aitkin County hereby assures the grooming equipment acquired through this grant will be maintained for no less than twenty (20) years as required by the Federal Recreational Trail Grant Program or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Support Snake River Watershed – One Watershed, One Plan Project:

**WHEREAS**, the Minnesota Board of Water and Soil Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and,

**WHEREAS**, the counties, soil and water conservation districts and the Snake River Watershed Management Board within the Snake River Watershed (HUC 8-0703004), as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

**RESOLUTION  
20190226-016  
SUPPORT  
SNAKE RIVER  
WATERSHED –  
ONE  
WATERSHED,  
ONE PLAN  
PROJECT**

**NOW, THEREFORE, BE IT RESOLVED**, that the Aitkin County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

**BE IT FURTHER RESOLVED** that the Aitkin County welcomes the opportunity to collaborate with the counties, soil and water conservation districts and the Snake River Watershed Management Board within the Snake River Watershed for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED**, that the Aitkin County supports a 2019 application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and the Snake River Watershed Management Board within the Snake River Watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Local Road Improvement Program:

**WHEREAS**, grant applications are currently being solicited by the Minnesota Department of Transportation for eligible local projects for the Local Road Improvement Program, and

**WHEREAS**, SAP 01-640-003 and SAP 001-617-004 are eligible local projects.

**NOW, THEREFORE, BE IT RESOLVED**, that Aitkin County hereby supports the submission of SAP 01-640-003 and SAP 001-617-004 for consideration of future Local Road Improvement Program funding.

Cynthia Bennett, Health & Human Services Director introduced to the Board the first Cohort group to attend and complete the Leadership Leverage training course offered by Aitkin County, and presented them with their certifications of completion:

- Christian Sutch
- Courtney Dowell
- Jessi Goble
- Kim Larson
- Lori Tibbetts
- Michele Motherway
- Peter Gansen
- Rich Courtemanche
- Wendie Carlson

Ross Wagner, Economic Development & Forest Industry Coordinator discussed and shared with the Board the winners of the Aitkin County Walleye Tank:

- 1) \$1,000.00 Forester Pontoons, Hill City
- 2) \$ 500.00 Aitkin Health Services
- 3) \$ 250.00 Butler Building/Sylvia Allen

**RESOLUTION  
20190226-017  
LOCAL ROAD  
IMPROVEMENT  
PROGRAM**

**LEADERSHIP  
LEVERAGE  
TRAINING**

**AITKIN COUNTY  
WALLEYE TANK**

<p>Honorable Mentions:</p> <ul style="list-style-type: none"> <li>• Start a Flea Market at the County Fairgrounds</li> <li>• A.R.E.A. Rental Homes</li> <li>• New Products for DAC</li> </ul>	
<p>Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to approve holding a residential waste electronics event on June 8, 2019 with a fee of \$5.00 per screened item (TV, computer monitors, etc.). This includes approval of startup funds from the Auditor's Office.</p>	<p><b>RESIDENTIAL WASTE ELECTRONICS COLLECTION EVENT</b></p>
<p>Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to assemble an Ordinance Review Committee to review proposed amendments to the zoning ordinance and review proposed new solid waste ordinance. This committee will consist of the following members:</p>	<p><b>ORDINANCE REVIEW COMMITTEE</b></p>
<ul style="list-style-type: none"> <li>• Commissioner Marcotte</li> <li>• Commissioner Pratt</li> <li>• Board of Adjustment Representative</li> <li>• Planning Commission Representative</li> <li>• Garrison Disposal Representative</li> <li>• Lakes Sanitation Representation</li> <li>• Environmental Services Director</li> </ul>	
<p>Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve budgeted Road &amp; Bridge purchase of New Holland TS6.120 tractor from Timmer Implement at a cost of \$46,696, including trade-in.</p>	<p><b>EQUIPMENT PURCHASE – ROAD &amp; BRIDGE</b></p>
<p>John Welle, County Engineer discussed a proposed detour agreement between MnDOT and Aitkin County for Trunk Highway No. 18 &amp; 47 Detour. No action was taken at this time.</p>	<p><b>PROPOSED MnDOT DETOUR AGREEMENT</b></p>
<p>John Welle, County Engineer updated the Board on an Unorganized Township Legislation bill Representative Dale Lueck is bringing forward which could potentially allow combining Aitkin County's 13 separate Ditch Fund accounts into one account.</p>	<p><b>UNORGANIZED TOWNSHIP LEGISLATION</b></p>
<p>The Board recognized the following employee for his years of service with Aitkin County:</p> <ul style="list-style-type: none"> <li>• Kirk Peysar, 30 years of service, County Auditor in the Auditor's Office</li> </ul>	<p><b>EMPLOYEE RECOGNITION</b></p>
<p>Bobbie Danielson, Human Resources Director presented Personnel Committee recommendations to the Board.</p>	<p><b>PERSONNEL COMMITTEE</b></p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve creating and filling a new temporary (67 day per calendar year) Licensed Court Bailiff position, Grade 4, non-union, as presented.</p>	<p><b>LICENSED COURT BAILIFF</b></p>

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve creating and filling a new Sr. Forester position, Grade 7, AFSCME Courthouse union position, as presented.

**SR. FORESTER**

Jessica Seibert, County Administrator discussed the need to schedule a Dangerous Dog Hearing with the Board. The Board agreed to hold a Dangerous Dog Hearing March 8, 2019. Commissioners Wedel and Pratt volunteered to be the County Board representatives. This Dangerous Dog Hearing will be held in the Jury Deliberation Room of the Aitkin County Courthouse, time yet to be determined.

**SET  
DANGEROUS  
DOG HEARING**

The Board discussed: ARDC phone conference, MRC, AMC Legislative Conference, Snake River Watershed, Mille Lacs Fisheries, CARE, TZD, and NCLUCB.

**BOARD  
DISCUSSION**

Commissioner Wedel left at 12:12 p.m.

**WEDEL LEFT**

Motion by Commissioner Westerlund seconded by Commissioner Pratt and carried (4-0 Wedel absent) to adjourn the meeting at 12:27 p.m. until Tuesday, March 12, 2019 at the Aitkin Public Library.

**ADJOURN**

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Anne Marcotte, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert, County Administrator



Aitkin  
County

# Board of County Commissioners Agenda Request

2C  
Agenda Item #

**Requested Meeting Date:** 3/12/2019

**Title of Item:** Electronic funds transfers

<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 type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b>
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**Summary of Issue:**  
Electronic funds transfers thru 3/4/19

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

**Recommended Action/Motion:**

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$  
 Is this budgeted?  Yes  No *Please Explain:*

## ELECTRONIC FUNDS TRANSFERS

Thru March 4, 2019

Date	Amount	Reason
2/21/2019	\$8,058.20	Manual Abstract
2/22/2019	\$1,323.04	Auditor Warrants
2/22/2019	\$103,897.79	Commissioner Warrants
2/22/2019	\$1,383.43	Auditor Warrants
2/22/2019	\$1,496.80	Manual Abstract
2/22/2019	\$5,727.65	Commissioner Warrants
2/27/2019	\$443.54	Manual Abstract
3/1/2019	\$7,174.29	Auditor Warrants
3/1/2019	\$539,918.85	Payroll Abstract

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\$669,423.59



# Board of County Commissioners Agenda Request

20  
Agenda Item #

**Requested Meeting Date:** March 12, 2019

**Title of Item:** Approve County Board of Appeal and Equalization Date and Location

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

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

<b>Submitted by:</b> Mike Dangers	<b>Department:</b> County Assessor
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

At the February 12, 2019, County Board meeting, the Board discussed the County Board of Appeal and Equalization date and time. There was a consensus that it should be held on June 25 at approximately 4:00 pm. Please see the attached copy of the minutes from that meeting.

The City of Aitkin has been contacted and they have reserved the meeting room in the City Hall for this date.

Please contact Mike with any questions.

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

**Recommended Action/Motion:**

Please pass a motion to hold the County Board of Appeal and Equalization on June 25 at 4:00pm at Aitkin City Hall.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

		HESPER J NEWELLS ADDITION IN MCGREGOR					
82	59-1-026200	, LOT 5 BLK 3 HESPER J NEWELLS ADDITION IN MCGREGOR, LOT 6 LESS W	31	48	23	non-conservation	
83	59-1-026301	12 FT OF N 100 FT BLK 3 TINGDALES ORIGINAL TOWNSITE OF TAMARACK,	31	48	23	non-conservation	
84	61-1-014400	LOTS 24 & 25 BLK 3	15	48	22	non-conservation	
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Personnel Policy update as presented, Article V, Section S (new) Life Lock Insurance Policy.</p>							PERSONNEL POLICY UPDATE LIFE LOCK
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the appointment of Jill Godfrey to the HHS Advisory Committee, representing District 1.</p>							HHS ADVISORY COMMITTEE APPOINTMENT
<p>Mike Dangers, County Assessor discussed with the Board when and where to schedule the 2019 County Board of Appeal and Equalization meeting. The Board agreed to schedule it on June 25, 2019 at 4:00 p.m. Staff is checking the availability of Aitkin City Hall on that date. The final scheduling of the BAE meeting will be made at the next Board meeting.</p>							2019 BAE MEETING DISCUSSED
<p>Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to approve budgeted purchase of two 2019 Ford F150 4x4 (Ecoboost) from Aitkin Motors for a total of \$51,970, plus taxes and fees.</p>							VEHICLE PURCHASE – LAND DEPT.
<p>Rich Courtemanche, Land Commissioner updated the Board on the following:</p> <ul style="list-style-type: none"> <li>➤ X-Country Ski Trails                             <ul style="list-style-type: none"> <li>○ Staff appreciated the opportunity to attend the A.B.R. Workshop in January, in Ironwood, Michigan. It was a great opportunity to learn grooming techniques for ski trails.</li> <li>○ Ski By The Stars Event - February 22, 2019</li> <li>○ F.R.T.P. grant application request will be coming to Board on February 26, 2019.</li> </ul> </li> <li>➤ Legislative Update – No Child Left Inside, H.F. 133</li> <li>➤ The Minnesota Chapter of The Wildlife Society (MNTWS)                             <ul style="list-style-type: none"> <li>○ Will be honoring the Aitkin County Land Department (ACLD) with the prestigious Conservation Award for 2018</li> <li>○ The ceremony is scheduled for February 20<sup>th</sup> at the DECC in Duluth.</li> </ul> </li> </ul>							LAND COMMISSIONER UPDATES
<p>Penny Harms, Veterans Service Officer reviewed and discussed the 2019 Veterans Services Office Report with the Board.</p>							VSO UPDATE



# Board of County Commissioners Agenda Request

**2E**  
Agenda Item #

**Requested Meeting Date:** March 12, 2019

**Title of Item:** Approve Purchase of Vehicle

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Terry Neff, Environmental Services Director	<b>Department:</b> Environmental Services
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<b>Presenter (Name and Title):</b> Terry Neff, Environmental Services Director	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**

I am requesting to purchase a vehicle for the Environmental Services Department and trade in the existing vehicle (see attached memorandum). The purchase of the vehicle was included in the Capitol Improvement Plan with funds for purchase from the Solid Waste Reserve fund.

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

The alternative would be to not purchase a replacement vehicle and continue to drive the existing car which is no longer reliable.

**Recommended Action/Motion:**

Approve purchase of the used 2017 Escape from Aitkin Motor Company.

**Financial Impact:**

Is there a cost associated with this request?     Yes     No

What is the total cost, with tax and shipping? \$ 16,800.00 plus transfer costs

Is this budgeted?     Yes     No    *Please Explain:*

Solid waste reserves would be used to purchase the vehicle.

**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:** March 4, 2019  
**TO:** Aitkin County Board of Commissioners  
**FROM:** Terry Neff, Environmental Services Director   
**RE:** Recommendation to purchase vehicle from quotes received 3/1/2019

On February 6, 2019, I sent a letter to Aitkin Motor Company and Brandl GM requesting quotes for a used 4 wheel drive SUV with less than 30,000 miles and a new 4 wheel drive SUV. Quotes included the trade in of our 2004 Ford Taurus. Both dealers responded back with quotes for a new SUV and only Aitkin Motor Company quoted a used SUV. Kevin Turnock, Zoning Inspector and I inspected the used SUV at Aitkin Motor Company. Below are the quoted prices for the requested vehicles.

1. 2017 Ford Escape SE AWD with 29,913 miles from Aitkin Motor for \$16,800.00
2. 2019 Ford Escape SE 4 Wheel Drive with 10 miles from Aitkin Motor for \$23,595.00
3. 2019 Chevrolet Equinox LS AWD with less than miles from Brandl GM for \$22,570.00

It is staff's recommendation to purchase the used 2017 Ford Escape from Aitkin Motor Company for \$16,800.00 plus any transfer costs.



# Board of County Commissioners Agenda Request

2F  
Agenda Item #

**Requested Meeting Date:** 3-12-19

**Title of Item:** Unorganized Township Resolution for Special Legislation

<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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	--

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

**Summary of Issue:**

Attached is a copy of HF 1739 which is a bill containing special legislation that will allow Aitkin County to maintain a single Unorganized Township Road and Bridge fund in lieu of the thirteen individual funds that are currently maintained.

Also attached is a resolution requested by Representative Dale Lueck to demonstrate Aitkin County's intention to enact this special legislation upon legislative approval of the bill.

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

**Recommended Action/Motion:**  
Approval of attached resolution is recommended.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$  
 Is this budgeted?  Yes  No *Please Explain:*

### Office of the Revisor of Statutes

**HF 1739** as introduced - 91st Legislature (2019 - 2020) Posted on 02/27/2019 10:44am

KEY: ~~stricken~~ = removed, old language. underscored = added, new language.

[Version List](#) [Authors and Status](#)



Jump to page/line # eg. 2.1

- 1.1 A bill for an act
- 1.2 relating to local government; modifying the use of road and bridge funding in
- 1.3 Aitkin County.
- 1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
  
- 1.5 Section 1. **ROAD AND BRIDGE FUND MONEY FROM UNORGANIZED**
- 1.6 **TOWNSHIPS; AITKIN COUNTY.**
- 1.7 Notwithstanding section 163.06, subdivision 4, the road and bridge fund tax money
- 1.8 collected from unorganized townships in Aitkin County need not be set apart in separate
- 1.9 funds for each township. Notwithstanding section 163.06, subdivision 5, road and bridge
- 1.10 fund tax money that is collected from the various unorganized townships may be expended
- 1.11 by the Aitkin County Board in any of the unorganized townships in the county.
  
- 1.12 **EFFECTIVE DATE.** This section is effective the day after the Aitkin County Board
- 1.13 of Commissioners and its chief clerical officer timely complete their compliance with
- 1.14 Minnesota Statutes, section 645.021, subdivisions 2 and 3.

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

**ADOPTED March 12, 2019**

By Commissioner: xx

**20190312-0xx**

**Unorganized Township Special Legislation**

**WHEREAS**, Aitkin County contains thirteen unorganized townships for which separate unorganized township road and bridge funds are maintained in accordance with M.S. 163.06, and

**WHEREAS**, Aitkin County has requested statutory authority to create and maintain a single unorganized township road and bridge fund from which the road and bridge expenditures of all unorganized townships in Aitkin County will be made, and

**WHEREAS**, maintaining a single unorganized township road and bridge fund will greatly enhance the ability of Aitkin County to maintain unorganized township roads and bridges as well as provide a reduction in administrative costs associated with maintaining thirteen separate accounts, and

**WHEREAS**, HF 1739 has been introduced during the current legislative session for this purpose.

**NOW THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners agrees to enact the authority granted by HF 1739 upon legislative approval of this bill.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12<sup>th</sup> day of March 2019, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 12<sup>th</sup> day of March 2019**

\_\_\_\_\_  
Jessica Seibert  
County Administrator



Aitkin  
County

# Board of County Commissioners Agenda Request

26  
Agenda Item #

**Requested Meeting Date:** 3-12-19

**Title of Item:** Affidavit for Duplicate of Lost Municipal Order or Warrant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> Attached is a copy an Affidavit for Duplicate of Lost Municipal Order or Warrant from Hardrives, Inc. for a payment issued on July 26, 2018 as part of a partial payment #6 on Contract #20172. This payment was also likley processed in the wrong amount, hence the correction in the Affidavit from \$74.29 to \$72.49 as it should have been. Since processing of this Affidavit has been in progress since August, 2018 without resolution, the Highway Department has taken the lead to process it and is therefore bringing it forward for resolution.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approval by motion is recommended.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 100px;">Please Explain:</span>		

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

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

COUNTY OF AITKIN

)  
) ss. Hardrives, Inc.  
)

being duly sworn, on oath says; that (s)he is the owner of a certain commissioner warrant,

dated the Twenty sixth Day of July, 2018, numbered 49960,

issued by Aitkin County to Hardrives, Inc.

in the sum of \$ 74.29 has been Lost in the manner  
("Lost" or "Destroyed")

following, to wit:

and that the \$74.29 amount, which is believed to be the amount of the original warrant, is incorrect.

and that the correct amount of the warrant is \$72.49 as indicated on Partial Payment Number 6 for Contract Number 20172.

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her) according to law for the corrected amount of \$72.49; and to that end herewith files his (her) indemnifying bond, with sureties to be approved, in the sum equal to double the amount of said commissioner warrant.

x *Lana Crowed*

Subscribed and sworn to before me this 21<sup>ST</sup> day of February, 2019

*Kristy Arnold*

Notary Public *Wright* County, Minnesota

My Commission Expires *1/31/20*



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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		89.25	Synopsis 1/22/19	673026	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		89.25	1 Transactions			
6097	Verizon Wireless 01-001-000-0000-6250		31.51	Wedel cell phone	28628780200001	Telephone	N
	01-001-000-0000-6250		35.01	Monthly Mifi Marcotte	78666388100002	Telephone	N
6097	Verizon Wireless		66.52	2 Transactions			
1	DEPT Total:		155.77	Commissioners	2 Vendors	3 Transactions	
12	DEPT			Court Administration			
11634	Gammello & Pearson PLLC 01-012-000-0000-6232		45.00	Attorney fees 01-PR-18-668	66597	Attorney Services	Y
	01-012-000-0000-6232		172.50	Attorney fees 01-JV-18-522	66598	Attorney Services	Y
	01-012-000-0000-6232		34.80	Attorney expense 01-JV-18-522	66598	Attorney Services	N
	01-012-000-0000-6232		885.00	Attorney fees 01-PR-19-8	66600	Attorney Services	Y
	01-012-000-0000-6232		214.60	Attorney expense 01-PR-19-8	66600	Attorney Services	N
11634	Gammello & Pearson PLLC		1,351.90	5 Transactions			
14654	Von Wald Group Home 01-012-000-0000-6232		236.25	Attorney fees 01-PR-17-186	1932329	Attorney Services	N
14654	Von Wald Group Home		236.25	1 Transactions			
5176	Wetzel Law Firm 01-012-000-0000-6232		60.00	01-PX-99-99	13283	Attorney Services	Y
5176	Wetzel Law Firm		60.00	1 Transactions			
12	DEPT Total:		1,648.15	Court Administration	3 Vendors	7 Transactions	
40	DEPT			Auditor			
783	Canon Financial Services, Inc 01-040-021-0000-6231		20.36	Copier contract 042	19730243	Services, Labor, Contracts	N
	01-040-000-0000-6231		200.16	Copier contract 044	19730245	Services, Labor, Contracts	N
	01-040-021-0000-6231		86.28	Copier contract 041	19746132	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		306.80	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 Descripti On Behalf of Name	1099
11411	Charter Communications 01-040-021-0000-6250		174.98	Monthly internet	45865020919	License Center-Phone	N
11411	Charter Communications		174.98	1 Transactions			
1457	CPS Technology Solutions, Inc 01-040-000-0000-6231		26.40	Contract maint	376269	Services, Labor, Contracts	N
1457	CPS Technology Solutions, Inc		26.40	1 Transactions			
86235	The Office Shop Inc 01-040-000-0000-6405		31.99	Storage boxes	1059827-0	Office & Computer Supplies	N
	01-040-000-0000-6231		466.68	Copier contract	303521-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		498.67	2 Transactions			
40	DEPT Total:		1,006.85	Auditor	4 Vendors	7 Transactions	
42	DEPT			Treasurer			
4173	Grams/Lori 01-042-000-0000-6330		151.96	Mileage MACO		Transportation & Travel	N
	01-042-000-0000-6332		513.08	Hotel MACO		Hotel / Motel Lodging	N
	01-042-000-0000-6340		58.19	Meals - MACO		Meals (Overnight)	N
4173	Grams/Lori		723.23	3 Transactions			
42	DEPT Total:		723.23	Treasurer	1 Vendors	3 Transactions	
43	DEPT			Assessor			
86222	Aitkin Independent Age 01-043-000-0000-6405		36.00	1 Year Subscription	TAA-113625	Office, Film & Computer Supplies	N
86222	Aitkin Independent Age		36.00	1 Transactions			
783	Canon Financial Services, Inc 01-043-000-0000-6231		164.08	Copier contract 033	19730240	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		164.08	1 Transactions			
43	DEPT Total:		200.08	Assessor	2 Vendors	2 Transactions	
44	DEPT			Central Services			
86336	Arrowhead Transit-Virginia 01-044-000-0000-6848		2,500.00	AEOA Rural Rides	ARS212146	AEOA Rural Rides Program	N

# 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 Descripti On Behalf of Name	1099
86336	Arrowhead Transit-Virginia		2,500.00		1 Transactions		
14945	Bobcat Properties 01-044-000-0000-6231		100.00	March Rent		Services, Labor, Contracts	N
14945	Bobcat Properties		100.00		1 Transactions		
783	Canon Financial Services, Inc 01-044-000-0000-6231		200.16	Copier contract 043	19730244	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		200.16		1 Transactions		
1181	Crow Wing Co Auditor-Treasurer 01-044-000-0000-6231		9,590.86	CMCC Retiree Health	2092	Services, Labor, Contracts	N
1181	Crow Wing Co Auditor-Treasurer		9,590.86		1 Transactions		
13624	MailFinance 01-044-048-0000-6301		573.27	Lease 12/18/2018	N7582134	Postage Rentals	1
13624	MailFinance		573.27		03/17/2019 1 Transactions		
44	DEPT Total:		12,964.29	Central Services	5 Vendors	5 Transactions	
45	DEPT			Motor Pool			
12445	BrandI Chevrolet, Buick GMC 01-045-000-0000-6302		45.98	Oil Change, Tire Rotation #9	314777	Car Maintenance	N
12445	BrandI Chevrolet, Buick GMC		45.98		1 Transactions		
3263	K&M Signs Inc. 01-045-000-0000-6512		92.00	Lettering for motor pool vehic	12512	Car Equipment	N
3263	K&M Signs Inc.		92.00		1 Transactions		
45	DEPT Total:		137.98	Motor Pool	2 Vendors	2 Transactions	
52	DEPT			Administration			
13412	Pemberton, Sorlie, Rufer & Kershner PLLF 01-052-000-0000-6232		258.00	County Law	50	Attorney Services	Y
13412	Pemberton, Sorlie, Rufer & Kershner PLLF		258.00		1 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 Descripti On Behalf of Name	1099
52	DEPT Total:		258.00	Administration	1 Vendors	1 Transactions	
53	DEPT			Human Resources			
	1333 Dell Marketing L.P.			Laptop for HR		Office & Computer Supplies	N
	01-053-000-0000-6405		1,728.62				
	1333 Dell Marketing L.P.		1,728.62		1 Transactions		
53	DEPT Total:		1,728.62	Human Resources	1 Vendors	1 Transactions	
90	DEPT			Attorney			
	86222 Aitkin Independent Age			2 year subscription	TAA-113626	Law Publ. & Subscriptions	N
	01-090-000-0000-6406		66.00				
	01-090-000-0000-6406		66.00	2 year subscription	TAA-113627	Law Publ. & Subscriptions	N
	86222 Aitkin Independent Age		132.00		2 Transactions		
	783 Canon Financial Services, Inc			Contract charge 038	19746131	Office & Computer Supplies	N
	01-090-000-0000-6405		359.91				
	783 Canon Financial Services, Inc		359.91		1 Transactions		
	2569 Kanabec Co Sheriff			Subpoena 01cr18990	19-000069	Co Sheriff Services	N
	01-090-000-0000-6234		66.10				
	2569 Kanabec Co Sheriff		66.10		1 Transactions		
	3273 Mn Co Attorneys Assn			Trial Advocacy Course	200005159	Training/Education	N
	01-090-000-0000-6208		250.00				
	3273 Mn Co Attorneys Assn		250.00		1 Transactions		
	10879 Shred-It			On-site regular service	8126501763	Services, Labor, Contracts	N
	01-090-000-0000-6231		172.50				
	10879 Shred-It		172.50		1 Transactions		
	4260 St Louis Co Sheriff's Office			Subpoena 01cr17537	1900564	Co Sheriff Services	N
	01-090-000-0000-6234		55.00				
	4260 St Louis Co Sheriff's Office		55.00		1 Transactions		
	11949 Swanson/Sondra			Reimburse for certified copies		Co Sheriff Services	N
	01-090-000-0000-6234		50.00				

# 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 Descripti On Behalf of Name	1099
11949	Swanson/Sondra		50.00		1 Transactions		
86235	The Office Shop Inc 01-090-000-0000-6405		22.86	Date stamp & pad	1059361-0	Office & Computer Supplies	N
86235	The Office Shop Inc		22.86		1 Transactions		
5173	Thomson Reuters-West Publishing 01-090-000-0000-6239		1,477.46	West information charges	839701687	Computer Research	N
	01-090-000-0000-6239		320.32	Subscriptions	839798326	Computer Research	N
5173	Thomson Reuters-West Publishing		1,797.78		2 Transactions		
90	DEPT Total:		2,906.15	Attorney	9 Vendors	11 Transactions	
100	DEPT			Recorder			
10795	Moriarty/Michael 01-100-000-0000-6332		533.10	Hotels MACO		Hotels / Motels	N
	01-100-000-0000-6340		45.75	Meals MACO		Meals	N
	01-100-000-0000-6330		125.76	Mileage MACO	262@.48	Transportation & Travel	N
10795	Moriarty/Michael		704.61		3 Transactions		
100	DEPT Total:		704.61	Recorder	1 Vendors	3 Transactions	
110	DEPT			Courthouse Maintenance			
88628	Dalco 01-110-000-0000-6422		157.01	Gloves, towel dispensers	3411686	Janitorial Supplies	N
	01-110-000-0000-6422		204.40	Towels, toilet tissue etc	3419449	Janitorial Supplies	N
88628	Dalco		361.41		2 Transactions		
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		648.85	February service	77510	Garbage	N
1754	Garrison Disposal Company, Inc		648.85		1 Transactions		
4641	Holiday Credit Office 01-110-000-0000-6511		42.51	Gas - Maint	1400000135208	Gas And Oil	N
4641	Holiday Credit Office		42.51		1 Transactions		
9692	Minnesota Energy Resources Corporation 01-110-000-0000-6254		1,157.52		506823754	Utilities & Heating	N

# 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 Descripti On Behalf of Name	1099
9692	Minnesota Energy Resources Corporation		1,157.52		1 Transactions		
3950	Public Utilities						
	01-110-000-0000-6254		178.78	CH Building Coordinator	0200050109016	Utilities & Heating	N
	01-110-000-0000-6254		172.50	Glarco	0200050186004	Utilities & Heating	N
	01-110-000-0000-6254		31.32	Old County Garage	0200050202003	Utilities & Heating	N
	01-110-000-0000-6254		1,804.64	Utilities Courthouse	0300000509007	Utilities & Heating	N
	01-110-000-0000-6254		392.63	LA Tool Building	0300050188007	Utilities & Heating	N
3950	Public Utilities		2,579.87		5 Transactions		
5774	Riverwood Healthcare Clinic						
	01-110-000-0000-6272		110.00	Pre-employment physical		Physical Examinations	6
5774	Riverwood Healthcare Clinic		110.00		1 Transactions		
10698	Stericycle, Inc						
	01-110-000-0000-6255		30.10	Steri-Safe	4008411936	Garbage	6
10698	Stericycle, Inc		30.10		1 Transactions		
110	DEPT Total:		4,930.26	Courthouse Maintenance	7 Vendors	12 Transactions	
120	DEPT			Service Officer			
86235	The Office Shop Inc						
	01-120-000-0000-6405		199.01	Toner, log book	1059366-0	Office & Computer Supplies	N
86235	The Office Shop Inc		199.01		1 Transactions		
120	DEPT Total:		199.01	Service Officer	1 Vendors	1 Transactions	
122	DEPT			Planning & Zoning			
783	Canon Financial Services, Inc						
	01-122-000-0000-6231		83.51	Copier contract 046	19765539	Services, Labor, Contracts, Programm	N
783	Canon Financial Services, Inc		83.51		1 Transactions		
6097	Verizon Wireless						
	01-122-000-0000-6250		38.34	Monthly cellular	38069013800001	Telephone	N
6097	Verizon Wireless		38.34		1 Transactions		
5128	Widseth Smith & Nolting Inc						
	01-122-000-0000-6820		75.00	Refund App2018-004115		Refunds & Reimbursements	N

# 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 Descripti On Behalf of Name	1099
5128	Widseth Smith & Nolting Inc		75.00		1 Transactions		
122	DEPT Total:		196.85	Planning & Zoning	3 Vendors	3 Transactions	
200	DEPT			Enforcement			
15145	Field Training Solutions 01-200-003-0000-6241		295.00	FTO Course	8733	Registration Fee	N
15145	Field Training Solutions		295.00		1 Transactions		
13864	Sandberg/Kristi 01-200-000-0000-6150		1,000.00	March Health		Health Insurance-Employer	N
13864	Sandberg/Kristi		1,000.00		1 Transactions		
200	DEPT Total:		1,295.00	Enforcement	2 Vendors	2 Transactions	
202	DEPT			Boat & Water			
3950	Public Utilities 01-202-000-0000-6254		31.21	Boat & Water	0200063119006	Utilities	N
3950	Public Utilities		31.21		1 Transactions		
202	DEPT Total:		31.21	Boat & Water	1 Vendors	1 Transactions	
252	DEPT			Corrections			
9692	Minnesota Energy Resources Corporation 01-252-000-0000-6254		2,111.16	Jail	505221458	Utilities & Heating	N
	01-252-000-0000-6254		395.96	Jail	505399584	Utilities & Heating	N
	01-252-000-0000-6254		193.41	Jail	506726121	Utilities & Heating	N
9692	Minnesota Energy Resources Corporation		2,700.53		3 Transactions		
3950	Public Utilities 01-252-000-0000-6254		81.79	Sheriff Emerg Storage Garage	0200000507004	Utilities & Heating	N
	01-252-000-0000-6254		5,455.53	New Jail 2	0300000511002	Utilities & Heating	N
	01-252-000-0000-6254		1,305.22	New Jail	0300000512016	Utilities & Heating	N
3950	Public Utilities		6,842.54		3 Transactions		
252	DEPT Total:		9,543.07	Corrections	2 Vendors	6 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 Descripti On Behalf of Name	1099
255	DEPT			General Crime Victim Grant			
86235	The Office Shop Inc 01-255-000-0000-6405		105.22	Labels, ink	1059405-0	Office & Computer Supplies	N
86235	The Office Shop Inc		105.22	1 Transactions			
255	DEPT Total:		105.22	General Crime Victim Grant	1 Vendors	1 Transactions	
257	DEPT			Community Corrections			
783	Canon Financial Services, Inc 01-257-000-0000-6342		154.74	Copier contract 036	19730242	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		154.74	1 Transactions			
4641	Holiday Credit Office 01-257-000-0000-6335		27.14	Gas	1400000155373	Gas/Vehicle Fuel Charges	N
	01-257-251-0000-6335		21.47	Gas	1400000155373	Gas/Vehicle Fuel Charges	N
	01-257-257-0000-6335		17.49	Gas	1400000155373	Gas/Vehicle Fuel Charges	N
	01-257-258-0000-6335		106.12	Gas	1400000155373	Gas/Vehicle Fuel Charges	N
4641	Holiday Credit Office		172.22	4 Transactions			
257	DEPT Total:		326.96	Community Corrections	2 Vendors	5 Transactions	
391	DEPT			Solid Waste			
1754	Garrison Disposal Company, Inc 01-391-060-0000-6360		8,859.49	Monthly recycling		Recycling Contract	N
1754	Garrison Disposal Company, Inc		8,859.49	1 Transactions			
6097	Verizon Wireless 01-391-000-0000-6250		65.86	Monthly cellular Neff	28625229900001	Telephone	N
6097	Verizon Wireless		65.86	1 Transactions			
391	DEPT Total:		8,925.35	Solid Waste	2 Vendors	2 Transactions	
1	Fund Total:		47,986.66	General Fund		78 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 Descripti On Behalf of Name	1099
301	DEPT			R&B Administration			
	783 Canon Financial Services, Inc 03-301-000-0000-6300		162.82	CONTRACT CHARGE	19465536	Service Contracts	N
	783 Canon Financial Services, Inc		162.82	1 Transactions			
10855	Culligan 03-301-000-0000-6400		37.00	WATER	467804	Supplies And Materials	N
10855	Culligan		37.00	1 Transactions			
9373	ESRI 03-301-000-0000-6241		484.00	ARCGIS TERM LICENSE-PAUL WHITE	93597801	Fees/Prof/Misc	N
9373	ESRI		484.00	1 Transactions			
11221	Mn/Dot Comm Of Transportation 03-301-000-0000-6296		50.00	M QUALE	BIT PLANT MON	Meeting Expense/Physicals	N
11221	Mn/Dot Comm Of Transportation		50.00	1 Transactions			
3963	Quale/Michael J 03-301-000-0000-6296		91.58	MILEAGE-D3 ASST ENG MTG-WAITE		Meeting Expense/Physicals	N
3963	Quale/Michael J		91.58	1 Transactions			
301	DEPT Total:		825.40	R&B Administration	5 Vendors	5 Transactions	
302	DEPT			R&B Engineering/Construction			
11221	Mn/Dot Comm Of Transportation 03-302-000-0000-6296		50.00	R THOMPSON	BIT PLANT MON	Meeting Expense/Physicals	N
	03-302-000-0000-6296		50.00	D BABCOCK	BIT PLANT MON	Meeting Expense/Physicals	N
11221	Mn/Dot Comm Of Transportation		100.00	2 Transactions			
15085	STODDARD/FRANK 03-302-000-0000-6296		2.91	LUNCH		Meeting Expense/Physicals	N
15085	STODDARD/FRANK		2.91	1 Transactions			
14830	Thompson / Bryce 03-302-000-0000-6296		7.37	LUNCH		Meeting Expense/Physicals	N
14830	Thompson / Bryce		7.37	1 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
No. Account/Formula	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
302 DEPT Total:		110.28	R&B Engineering/Construction	3 Vendors	4 Transactions
303 DEPT			R&B Highway Maintenance		
170 Aitkin Motor Company 03-303-000-0000-6590		19.08	REPAIR PARTS	13768	Repair & Maintenance Supplies N
170 Aitkin Motor Company		19.08		1 Transactions	
195 Aitkin Tire Shop 03-303-000-0000-6590		498.40	TIRES	0-058803	Repair & Maintenance Supplies Y
03-303-000-0000-6590		80.00	REPAIR LABOR	0-058803	Repair & Maintenance Supplies Y
195 Aitkin Tire Shop		578.40		2 Transactions	
12106 Antoine Electric 03-303-000-0000-6298		147.46	PALISADE SHOP	16794	Shop Maintenance N
12106 Antoine Electric		147.46		1 Transactions	
8693 ASV, LLC 03-303-000-0000-6590		150.00	REPAIR LABOR	464705	Repair & Maintenance Supplies Y
03-303-000-0000-6590		14.95	REPAIR PARTS	464705	Repair & Maintenance Supplies Y
8693 ASV, LLC		164.95		2 Transactions	
86467 Auto Value Aitkin 03-303-000-0000-6590		410.51	REPAIR PARTS	40134907	Repair & Maintenance Supplies N
03-303-000-0000-6590		89.98	REPAIR PARTS	40134909	Repair & Maintenance Supplies N
86467 Auto Value Aitkin		500.49		2 Transactions	
14504 Bobenmoyer/Jared 03-303-000-0000-6590		3.43	WASHER FLUID	206197	Repair & Maintenance Supplies N
14504 Bobenmoyer/Jared		3.43		1 Transactions	
8674 Boyer Trucks 03-303-000-0000-6590		2,264.08	REPAIR PARTS	59704R	Repair & Maintenance Supplies N
8674 Boyer Trucks		2,264.08		1 Transactions	
8175 Centurylink 03-303-000-0000-6254		31.33	FAX: HWY OFFICE	FEB-MAR	Utilities N
8175 Centurylink		31.33		1 Transactions	
11411 Charter Communications					

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Invoice #	On Behalf of Name
				Paid On Bhf #	
11411 Charter Communications		140.25	PHONE: HWY OFFICE	0-022823020919	Utilities N
		140.25	1 Transactions		
14887 Cintas Corporation		19.55	SHOP LAUNDRY	4017169338	Shop Maintenance N
14887 Cintas Corporation		19.55	1 Transactions		
7935 East Central Energy		156.04	JAN-FEB POWER-MCGRATH	34376157	Utilities N
7935 East Central Energy		156.04	1 Transactions		
7060 Federated Co-Ops Inc.		791.86	MCGRATH SHOP PROPANE	TMO-386909	Shop Fuel N
7060 Federated Co-Ops Inc.		791.86	1 Transactions		
1829 Goble's Sewer Service Inc.		160.00	PALISADE SHOP	12003	Shop Maintenance N
1829 Goble's Sewer Service Inc.		160.00	1 Transactions		
1880 Gravelle Plumbing & Heating, Inc		170.00	PALISADE SHOP	80159	Shop Maintenance N
1880 Gravelle Plumbing & Heating, Inc		170.00	1 Transactions		
1959 H & L Mesabi Inc		911.75	AITKIN SHOP SUPPLIES	0-3092	Shop Maintenance N
1959 H & L Mesabi Inc		911.75	1 Transactions		
3160 Mille Lacs Energy Coop-Albert Lea		1,053.34	POWER: PALISADE	18-52-026-01	Utilities N
		67.70	169 & CSAH 3	19-23-010-01	Utilities N
		261.22	POWER: MCGREGOR	29-53-003-01	Utilities N
		1,858.09	POWER: AITKIN	33-52-007-02	Utilities N
		63.26	169 & CSAH 28	39-62-022-01	Utilities N
		37.41	CSAH 12	40-06-000-01	Utilities N
		67.36	47 & CSAH 12	54-51-104-01	Utilities N
3160 Mille Lacs Energy Coop-Albert Lea		3,408.38	7 Transactions		
8678 Morton Salt		4,283.98	DE-ICING SALT	5401778832	De-Icing Salt N

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
03-303-000-0000-6518		1,367.87	DE-ICING SALT	5401780599	De-Icing Salt N
03-303-000-0000-6518		3,837.74	DE-ICING SALT	5401780600	De-Icing Salt N
03-303-000-0000-6518		1,378.60	DE-ICING SALT	5401785825	De-Icing Salt N
8678 Morton Salt		10,868.19			4 Transactions
10720 Nuss Truck & Equipment					
03-303-000-0000-6590		1,811.61	REPAIR PARTS	6115426P	Repair & Maintenance Supplies N
03-303-000-0000-6590		126.80	REPAIR PARTS	6115768P	Repair & Maintenance Supplies N
03-303-000-0000-6590		151.59	REPAIR PARTS	6115773P	Repair & Maintenance Supplies N
10720 Nuss Truck & Equipment		2,090.00			3 Transactions
14861 Parman Energy Group					
03-303-000-0000-6590		273.79	REPAIR PARTS	0763407-IN	Repair & Maintenance Supplies N
14861 Parman Energy Group		273.79			1 Transactions
8537 Powerplan OIB					
03-303-000-0000-6590		813.65	REPAIR PARTS	1912874	Repair & Maintenance Supplies N
8537 Powerplan OIB		813.65			1 Transactions
3950 Public Utilities					
03-303-000-0000-6254		50.36	HWY 210 W & CR 28	02-00059455-00	Utilities N
03-303-000-0000-6254		96.18	AITKIN SHOP: WATER	02-00063335-00	Utilities N
03-303-000-0000-6254		56.08	HWY 210/169 E & CR 12	02-00063388-00	Utilities N
03-303-000-0000-6254		85.20	HWY 47 & CR 12	02-00064092-00	Utilities N
3950 Public Utilities		287.82			4 Transactions
90805 Temco					
03-303-000-0000-6590		113.40	REPAIR PARTS	23595	Repair & Maintenance Supplies Y
90805 Temco		113.40			1 Transactions
13934 Tire Barn					
03-303-000-0000-6590		29.40	REPAIR LABOR	46866	Repair & Maintenance Supplies Y
13934 Tire Barn		29.40			1 Transactions
8605 Wayne's Sanitation Llc					
03-303-000-0000-6254		26.25	GARBAGE: MCGRATH	288242	Utilities N
03-303-000-0000-6254		26.25	GARBAGE: MCGRATH	289115	Utilities N
8605 Wayne's Sanitation Llc		52.50			2 Transactions

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Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9642	WEX BANK							
	03-303-000-0000-6513			35.10-	REBATE	01/08-02/07	Motor Fuel & Lubricants	N
	03-303-000-0000-6513			2,780.69	GASOLINE	01/08-02/07	Motor Fuel & Lubricants	N
9642	WEX BANK			2,745.59	2 Transactions			
5295	Ziegler Inc							
	03-303-000-0000-6590			849.62	REPAIR PARTS	PC190082985	Repair & Maintenance Supplies	N
	03-303-000-0000-6590			176.00	REPAIR PARTS	PC190082986	Repair & Maintenance Supplies	N
	03-303-000-0000-6590			7,717.00	6' PLOW BLADES	PC190083440	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	P		139.94-	REPAIR PARTS	SW190001074	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	P		922.00-	REPAIR LABOR	SW190001074	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			364.50	REPAIR LABOR	SW190025255	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			175.63	REPAIR PARTS	SW190025255	Repair & Maintenance Supplies	Y
5295	Ziegler Inc			8,220.81	7 Transactions			
303	DEPT Total:			34,962.20	R&B Highway Maintenance	26 Vendors	51 Transactions	
3	Fund Total:			35,897.88	Road & Bridge		60 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
257	DEPT			Community Corrections			
8239	Ameripride Linen & Apparel Services 05-257-000-0000-6422		4.67	Cleaning Supplies 02/26/2019	220666700	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services		4.67	1 Transactions			
88628	Dalco 05-257-000-0000-6422		37.51	Dalco 02/19/2019	3419447	Janitorial Services/Supplies	N
88628	Dalco		37.51	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-257-000-0000-6254		97.32	Gas Bill 01/26/2019	0506533565-000	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		97.32	02/18/2019 1 Transactions			
257	DEPT Total:		139.50	Community Corrections	3 Vendors	3 Transactions	
390	DEPT			Environmental Health (FBL)			
8239	Ameripride Linen & Apparel Services 05-390-000-0000-6422		0.85	Cleaning Supplies 02/26/2019	220666700	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services		0.85	1 Transactions			
88628	Dalco 05-390-000-0000-6422		6.82	Dalco 02/19/2019	3419447	Janitorial Services/Supplies	N
88628	Dalco		6.82	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-390-000-0000-6254		17.69	Gas Bill 01/26/2019	0506533565-000	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		17.69	02/18/2019 1 Transactions			
390	DEPT Total:		25.36	Environmental Health (FBL)	3 Vendors	3 Transactions	
400	DEPT			Public Health Department			
85003	Aitkin County DAC						

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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 Descripti	1099
		05-400-440-0410-6231			2.87	Cleaning	01/10/2019 01/17/2019			Services/Labor/Contracts	N
		05-400-440-0410-6231			30.39	Papershred	01/03/2019 01/29/2019			Services/Labor/Contracts	N
85003	Aitkin County DAC				33.26		2 Transactions				
8239	Ameripride Linen & Apparel Services	05-400-440-0410-6422			5.94	Cleaning Supplies	02/26/2019	220666700		Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services				5.94		1 Transactions				
783	Canon Financial Services, Inc	05-400-440-0410-6301			27.13	OSS Contract Charge - 02/19	02/01/2019 02/28/2019	19765537		Equipment Lease/Space Rental	N
		05-400-440-0410-6301			44.29	Mailroom Contract Charge-02/19	02/01/2019 02/28/2019	19765538		Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc				71.42		2 Transactions				
1457	CPS Technology Solutions, Inc	05-400-440-0410-6300			11.27	Contract maint		376269		Maintenance/Service Contracts	N
1457	CPS Technology Solutions, Inc				11.27		1 Transactions				
88628	Dalco	05-400-440-0410-6422			47.75	Dalco	02/19/2019	3419447		Janitorial Services/Supplies	N
88628	Dalco				47.75		1 Transactions				
89079	McGregor Area Ambulance Service	05-400-401-0000-6812			1,935.00	Ambulance Runs Jan'18	01/01/2019 01/31/2019			Mcgregor Area Ambulance	N
89079	McGregor Area Ambulance Service				1,935.00		1 Transactions				
9692	Minnesota Energy Resources Corporation	05-400-440-0410-6254			123.87	Gas Bill	01/26/2019 02/18/2019	0506533565-000		Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation				123.87		1 Transactions				
10698	Stericycle, Inc	05-400-440-0410-6231			19.27	Steri-Safe		4008411936		Services/Labor/Contracts	6

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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 Descripti On Behalf of Name	1099
10698	Stericycle, Inc		19.27		1 Transactions		
400	DEPT Total:		2,247.78	Public Health Department	8 Vendors	10 Transactions	
420	DEPT			Income Maintenance			
85003	Aitkin County DAC 05-420-600-4800-6231		5.91	Cleaning 01/10/2019 01/17/2019		Services/Labor/Contracts	N
	05-420-600-4800-6231		62.68	Papershred 01/03/2019 01/29/2019		Services/Labor/Contracts	N
85003	Aitkin County DAC		68.59		2 Transactions		
8239	Ameripride Linen & Apparel Services 05-420-600-4800-6422		12.30	Cleaning Supplies 02/26/2019	220666700	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services		12.30		1 Transactions		
783	Canon Financial Services, Inc 05-420-600-4800-6301		55.97	OSS Contract Charge - 02/19 02/01/2019 02/28/2019	19765537	Equipment Lease/Space Rental	N
	05-420-600-4800-6301		91.34	Mailroom Contract Charge-02/19 02/01/2019 02/28/2019	19765538	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc		147.31		2 Transactions		
1457	CPS Technology Solutions, Inc 05-420-600-4800-6300		23.23	Contract maint	376269	Maintenance/Service Contracts	N
	05-420-640-4800-6300		35.20	Contract maint	376269	Maintenance/Service Contracts	N
1457	CPS Technology Solutions, Inc		58.43		2 Transactions		
88628	Dalco 05-420-600-4800-6422		98.90	Dalco 02/19/2019	3419447	Janitorial Services/Supplies	N
88628	Dalco		98.90		1 Transactions		
11051	Department of Human Services 05-420-640-4800-6231		19.30	CS Monthly Fed Offset Fee 01/01/2019 01/31/2019	A300C904001	Services/Labor/Contracts	N
	05-420-620-4400-6025		15.00	MCRE/GAMC/NONRES RECIP-1/19 01/01/2019 01/31/2019	A300MM9G011	State Share-GAMC	N

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Vendor No.	Name	Rpt	Account/Formula	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099
			05-420-650-4400-6025		565.40	MA LTC UN 65	01/01/2019 01/31/2019	A300MM9G01I		State/Fed Share - MA	N
			05-420-650-4400-6025		159.30	MAX LTC LT65 18	01/01/2019 01/31/2019	A300MM9G01I		State/Fed Share - MA	N
			05-420-650-4400-6025		3,431.66	MA ESTATE COLLECTIONS - FED	01/01/2019 01/31/2019	A300MM9G01I		State/Fed Share - MA	N
			05-420-650-4400-6025		1,715.83	MA ESTATE COLLECTIONS - STATE	01/01/2019 01/31/2019	A300MM9G01I		State/Fed Share - MA	N
		DTG	05-420-620-4100-6011		342.00	Maxis GRH Recoveries	10/01/2018 10/31/2018	A300MX01188I		County Share - Ga	N
		DTG	05-420-630-4100-6011		68.70	Maxis FS Recoveries	10/01/2018 10/31/2018	A300MX01188I		County Share-Food Support	N
		DTG	05-420-620-4100-6011		787.00	Maxis GRH Recoveries	11/01/2018 11/30/2018	A300MX01189I		County Share - Ga	N
		DTG	05-420-630-4100-6011		6.70	Maxis FS Recoveries	11/01/2018 11/30/2018	A300MX01189I		County Share-Food Support	N
11051	Department of Human Services				7,110.89		10 Transactions				
9692	Minnesota Energy Resources Corporation		05-420-600-4800-6254		256.57	Gas Bill	01/26/2019 02/18/2019	0506533565-000		Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation				256.57		1 Transactions				
10698	Stericycle,Inc		05-420-600-4800-6231		39.73	Steri-Safe		4008411936		Services/Labor/Contracts	6
10698	Stericycle,Inc				39.73		1 Transactions				
420	DEPT Total:				7,792.72	Income Maintenance		8 Vendors		20 Transactions	
430	DEPT					Social Services					
85003	Aitkin County DAC		05-430-700-4800-6231		9.14	Cleaning	01/10/2019 01/17/2019			Services/Labor/Contracts	N
			05-430-700-4800-6231		96.86	Papershred	01/03/2019 01/29/2019			Services/Labor/Contracts	N
85003	Aitkin County DAC				106.00		2 Transactions				
8239	Ameripride Linen & Apparel Services		05-430-700-4800-6422		18.66	Cleaning Supplies		220666700		Janitorial Services/Supplies	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
8239	Ameripride Linen & Apparel Services		18.66	02/26/2019			
					1 Transactions		
783	Canon Financial Services, Inc 05-430-700-4800-6301		86.50	OSS Contract Charge - 02/19 02/01/2019 02/28/2019	19765537	Equipment Lease/Space Rental	N
	05-430-700-4800-6301		141.16	Mailroom Contract Charge-02/19 02/01/2019 02/28/2019	19765538	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc		227.66		2 Transactions		
1457	CPS Technology Solutions, Inc 05-430-700-4800-6300		35.90	Contract maint	376269	Maintenance/Service Contracts	N
1457	CPS Technology Solutions, Inc		35.90		1 Transactions		
88628	Dalco 05-430-700-4800-6422		150.06	Dalco 02/19/2019	3419447	Janitorial Services/Supplies	N
88628	Dalco		150.06		1 Transactions		
9692	Minnesota Energy Resources Corporation 05-430-700-4800-6254		389.29	Gas Bill 01/26/2019	0506533565-000	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		389.29		02/18/2019 1 Transactions		
10698	Stericycle, Inc 05-430-700-4800-6231		61.40	Steri-Safe	4008411936	Services/Labor/Contracts	6
10698	Stericycle, Inc		61.40		1 Transactions		
430	DEPT Total:		988.97	Social Services	7 Vendors	9 Transactions	
5	Fund Total:		11,194.33	Health & Human Services		45 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
86222	Aitkin Independent Age 10-923-000-0000-6230		52.50	Bids for services	673027	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		52.50	1 Transactions			
783	Canon Financial Services, Inc 10-923-000-0000-6405		327.05	Copier contract 034	19730241	Office Supplies	N
783	Canon Financial Services, Inc		327.05	1 Transactions			
11411	Charter Comuncations 10-923-000-0000-6254		180.22	Business internet	83523056600458	Utilities	N
11411	Charter Comuncations		180.22	1 Transactions			
91022	Courtemanche/Richard 10-923-000-0000-6340		21.00	SAF conference meals		Meals Reimbursed Non-Taxable	N
	10-923-000-0000-6330		98.60	SAF mileage	170@.58	Transportation & Travel	N
91022	Courtemanche/Richard		119.60	2 Transactions			
11407	Lightning Motor Sports 10-923-000-0000-6590		34.99	Amsoil injector oil	18601	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		232.97	Windshield, injector oil	18611	Repair & Maintenance Supplies	N
11407	Lightning Motor Sports		267.96	2 Transactions			
2991	Malmo Market 10-923-000-0000-6511		105.55	Jan Gas		Gas And Oil	N
2991	Malmo Market		105.55	1 Transactions			
3951	Pro West & Associates, Inc 10-923-000-0000-6231		3,528.13	Forestry DB Mgmt System #1	003106-A	Services, Labor, Contracts	N
3951	Pro West & Associates, Inc		3,528.13	1 Transactions			
13934	Tire Barn 10-923-000-0000-6590		731.95	224 LOF, Tires & balance	46412	Repair & Maintenance Supplies	N
	10-923-000-0000-6511		44.05	798 LOF	46624	Gas And Oil	N
13934	Tire Barn		776.00	2 Transactions			
923	DEPT Total:		5,357.01	Forfeited Tax Sales	8 Vendors	11 Transactions	

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 3/5/19 12:38PM  
 10 Trust

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
5173	Thomson Reuters-West Publishing 10-926-000-0000-6408		801.33	Library Subscription	839783748	Law Books	N
5173	Thomson Reuters-West Publishing		801.33	1 Transactions			
926	DEPT Total:		801.33	Law Library	1 Vendors	1 Transactions	
10	Fund Total:		6,158.34	Trust		12 Transactions	

JKK1  
 3/5/19 12:38PM  
 14 Capital Project

# 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 Descripti On Behalf of Name	1099
949	DEPT			Courthouse Addition			
	9692 Minnesota Energy Resources Corporation		2,529.66		506823754	Services, Labor, Contracts	N
	14-949-000-0000-6231						
	9692 Minnesota Energy Resources Corporation		2,529.66	1 Transactions			
949	DEPT Total:		2,529.66	Courthouse Addition	1 Vendors	1 Transactions	
14	Fund Total:		2,529.66	Capital Project		1 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 Descripti On Behalf of Name	1099
521	DEPT			LLCC Administration			
85003	Aitkin County DAC 19-521-000-0000-6231		379.64	Cleaning 1/16 & 1/18		Services, Labor, Contracts	N
85003	Aitkin County DAC		379.64	1 Transactions			
86222	Aitkin Independent Age 19-521-000-0000-6231		54.75	Snow plow quotes	671255	Services, Labor, Contracts	N
86222	Aitkin Independent Age		54.75	1 Transactions			
11419	Beaudry Propane 19-521-000-0000-6254		459.78	Propane, Dining Hall	1224986	Utilities	N
	19-521-000-0000-6254		492.25	Propane, Instructor's Residenc	1285371	Utilities	N
	19-521-000-0000-6254		459.91	Propane, Director's Residence	1285372	Utilities	N
11419	Beaudry Propane		1,411.94	3 Transactions			
783	Canon Financial Services, Inc 19-521-000-0000-6231		106.01	Copier contract 037	19730252	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		106.01	1 Transactions			
5511	Milbradt/Kris 19-521-000-0000-6231		360.00	Snowplowing 2/21		Services, Labor, Contracts	Y
5511	Milbradt/Kris		360.00	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		94.49	Director's Residence	27-13-004-01	Utilities	N
	19-521-000-0000-6254		1,845.54	Energy Center	27-13-005-02	Utilities	N
	19-521-000-0000-6254		774.33	Dining Hall	27-13-006-01	Utilities	N
	19-521-000-0000-6254		612.18	North Star Lodge	27-13-007-03	Utilities	N
	19-521-000-0000-6254		40.87	Parking Lot	27-13-008-01	Utilities	N
	19-521-000-0000-6254		102.71	Staff Residence	27-13-009-01	Utilities	N
3160	Mille Lacs Energy Coop-Albert Lea		3,470.12	6 Transactions			
4425	Shirts Plus 19-521-000-0000-6400		358.80	Pom Beanies	2393	Commissary Items	N
	19-521-000-0000-6400		262.80	Tie-Dye TShirts	2393	Commissary Items	N
	19-521-000-0000-6400		733.50	Logo Hoodies	2418	Commissary Items	N
4425	Shirts Plus		1,355.10	3 Transactions			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
No. Account/Formula	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
521 DEPT Total:		7,137.56	LLCC Administration	7 Vendors	16 Transactions
524 DEPT			LLCC Maintenance		
13725 Beartooth True Value					
19-524-000-0000-6422		19.79	Thermostat	A71074	Janitorial Services/Supplies N
19-524-000-0000-6422		19.13	Sand, antifreeze	B79970	Janitorial Services/Supplies N
19-524-000-0000-6422		9.89	Scraper	B80125	Janitorial Services/Supplies N
19-524-000-0000-6422		10.57	Hardware	B80325	Janitorial Services/Supplies N
19-524-000-0000-6422		34.30	Fountain hardware	B80638	Janitorial Services/Supplies N
19-524-000-0000-6422		20.67	Disinfectant, drain cleaner	B80690	Janitorial Services/Supplies N
13725 Beartooth True Value		114.35		6 Transactions	
524 DEPT Total:		114.35	LLCC Maintenance	1 Vendors	6 Transactions
525 DEPT			LLCC Capital Improvement		
14786 Oaks Sales Inc					
19-525-000-0000-6601		844.70	Garn Chimney Kit & Pipe	289	Capital Outlay-Non Marcum House N
19-525-000-0000-6601		641.69	Credit flashing, pipe, bracket	289	Capital Outlay-Non Marcum House N
14786 Oaks Sales Inc		203.01		2 Transactions	
525 DEPT Total:		203.01	LLCC Capital Improvement	1 Vendors	2 Transactions
19 Fund Total:		7,454.92	Long Lake Conservation Center		24 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 Descripti On Behalf of Name	1099
520	DEPT			Parks			
87	Aitkin Co Highway Dept 21-520-000-0000-6361		100.00	Used Culver 48x40		Road Construction Service	N
87	Aitkin Co Highway Dept		100.00	1 Transactions			
15143	Krause/Brad 21-520-000-0000-6340		16.66	Meals		Meals Reimbursed Non-Taxable	N
15143	Krause/Brad		16.66	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254		44.01	Electric Berglund Park	18-51-106-02	Utilities	N
3160	Mille Lacs Energy Coop-Albert Lea		44.01	1 Transactions			
3950	Public Utilities 21-520-000-0000-6254		281.27	Land Dept	0200000348003	Utilities	N
	21-520-000-0000-6254		23.35	Mississippi Access	0200063077005	Utilities	N
	21-520-000-0000-6254		25.56	Park Shower	0200063077050	Utilities	N
3950	Public Utilities		330.18	3 Transactions			
90805	Temco 21-520-000-0000-6590		32.97	Tube & Angle	23620	Repair & Maintenance Supplies	Y
	21-520-000-0000-6523		544.80	Fabricate Rail Plates	23625	Misc Bldg & Bshop Supplies	Y
90805	Temco		577.77	2 Transactions			
520	DEPT Total:		1,068.62	Parks	5 Vendors	8 Transactions	
21	Fund Total:		1,068.62	Parks		8 Transactions	
	Final Total:		112,290.41	139 Vendors	228 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	47,986.66	General Fund	
	3	35,897.88	Road & Bridge	
	5	11,194.33	Health & Human Services	
	10	6,158.34	Trust	
	14	2,529.66	Capital Project	
	19	7,454.92	Long Lake Conservation Center	
	21	1,068.62	Parks	
	All Funds	112,290.41	Total	Approved by, .....
				.....
				.....

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
200	DEPT			Enforcement			
10452	AT&T Mobility 01-200-000-0000-6250		963.96	cell phones, squad PCs	287258495419	Telephone	N
10452	AT&T Mobility		963.96	1 Transactions			
1339	Dennis' Towing 01-200-000-0000-6359		280.00	19-0380 GMC PU forfeiture	2/16/19	Wrecker Service	Y
1339	Dennis' Towing		280.00	1 Transactions			
3392	Exsted/Debra 01-200-000-0000-6511		10.00	TRIAD meeting w/ county car	02/19/19	Gas And Oil	N
3392	Exsted/Debra		10.00	1 Transactions			
13934	Tire Barn 01-200-000-0000-6302		96.58	wiper blades #224	46791	Car Maintenance	N
	01-200-000-0000-6302		23.98	wiper blades #202	46934	Car Maintenance	N
	01-200-000-0000-6302		44.05	oil change #217 '18 Expl	46939	Car Maintenance	N
13934	Tire Barn		164.61	3 Transactions			
9642	WEX BANK 01-200-000-0000-6511		4,379.27	Inv 2/15/19 gas	0424007043961	Gas And Oil	N
9642	WEX BANK		4,379.27	1 Transactions			
200	DEPT Total:		5,797.84	Enforcement	5 Vendors	7 Transactions	
203	DEPT			Snowmobile			
10452	AT&T Mobility 01-203-000-0000-6250		48.92	#208 cell, squad	287258495419	Telephone	N
10452	AT&T Mobility		48.92	1 Transactions			
9642	WEX BANK 01-203-000-0000-6511		407.49	Inv 2/15/19 gas	0424007043961	Gas And Oil	N
9642	WEX BANK		407.49	1 Transactions			
203	DEPT Total:		456.41	Snowmobile	2 Vendors	2 Transactions	
252	DEPT			Corrections			
657	Aitkin Glass Service						

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
			Paid On Bhf #		
01-252-000-0000-6605		5,416.93	jail windows-building repair	16377	Building & Structures N
01-252-000-0000-6605		2,708.47	jail windows-building repair	16388	Building & Structures N
01-252-000-0000-6605		4,900.00	jail windows-building repair	16522	Building & Structures N
657 Aitkin Glass Service		13,025.40	3 Transactions		
14005 American Tower Corporation					
01-252-000-0000-6231		346.06	Jacobson Tower Lease	405936101	Services & Labor (Incl Contracts) N
14005 American Tower Corporation		346.06	1 Transactions		
12106 Antoine Electric					
01-252-000-0000-6590		117.94	retrofit bsmt hall light	16795	Repair & Maintenance Supplies Y
12106 Antoine Electric		117.94	1 Transactions		
10452 AT&T Mobility					
01-252-000-0000-6250		46.40	transport, admin cells	287258495419	Telephone N
10452 AT&T Mobility		46.40	1 Transactions		
783 Canon Financial Services, Inc					
01-252-000-0000-6231		96.07	dispatch copier lease	19730239	Services & Labor (Incl Contracts) N
783 Canon Financial Services, Inc		96.07	1 Transactions		
163 Charter Communications					
01-252-252-0000-6405		184.56	inmate cable	6081021819	Prisoner Welfare N
163 Charter Communications		184.56	1 Transactions		
5583 Crawford Supply Company					
01-252-252-0000-6405		294.48	commissary supplies	1107729	Prisoner Welfare N
5583 Crawford Supply Company		294.48	1 Transactions		
88628 Dalco					
01-252-000-0000-6422		640.30	roll towels, T.P.	3419448	Janitorial Supplies N
88628 Dalco		640.30	1 Transactions		
2186 Hillyard Inc					
01-252-000-0000-6422		2,135.85	janitorial supplies	603328088	Janitorial Supplies N
2186 Hillyard Inc		2,135.85	1 Transactions		
11889 Honeywell International Inc.					
01-252-000-0000-6590		729.88	3 3-way air valves	5247191410	Repair & Maintenance Supplies N

# 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 Descripti On Behalf of Name	1099
11889	Honeywell International Inc.		729.88		1 Transactions		
5503	Keefe Supply Company 01-252-252-0000-6405		640.76	commissary supplies	1107728	Prisoner Welfare	N
5503	Keefe Supply Company		640.76		1 Transactions		
13073	Lakes Area Lock & Door Hardware Inc. 01-252-000-0000-6590		411.00	intall I-Lock body	6248	Repair & Maintenance Supplies	N
13073	Lakes Area Lock & Door Hardware Inc.		411.00		1 Transactions		
13844	McKesson Medical Surgical 01-252-000-0000-6262		40.40	bandage, compress, syringe	47851423	Medical Expenses & Supplies - Inmat	N
	01-252-000-0000-6262		444.60	lancets, test strips, antacid	47873506	Medical Expenses & Supplies - Inmat	N
13844	McKesson Medical Surgical		485.00		2 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 01-252-000-0000-6254		270.33	shelter/tower	34-54-015-01	Utilities & Heating	N
3160	Mille Lacs Energy Coop-Albert Lea		270.33		1 Transactions		
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418		15.52	groceries	10002419038029	Groceries	N
	01-252-000-0000-6418		130.84	groceries	10002419045003	Groceries	N
	01-252-000-0000-6418		125.72	groceries	10002419052025	Groceries	N
3789	Pan-O-Gold Baking Company		272.08		3 Transactions		
11947	Phoenix Supply 01-252-000-0000-6424		429.60	inmate clothing	16539	Inmate Supplies	N
11947	Phoenix Supply		429.60		1 Transactions		
9295	Reinhart Foodservice 01-252-000-0000-6418		17.77-	return groceries	613291	Groceries	Y
	01-252-000-0000-6262		2,408.95	groceries	618951	Medical Expenses & Supplies - Inmat	Y
	01-252-000-0000-6418		38.34	groceries	620443	Groceries	Y
	01-252-000-0000-6418		2,283.00	groceries	624761	Groceries	Y
	01-252-000-0000-6418		92.18-	return groceries	627820	Groceries	Y
	01-252-000-0000-6418		12.19-	return groceries	627822	Groceries	Y
	01-252-000-0000-6418		44.17-	return groceries	629115	Groceries	Y
9295	Reinhart Foodservice		4,563.98		7 Transactions		

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 3/5/19 2:03PM  
 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 Descripti On Behalf of Name	1099
86235	The Office Shop Inc 01-252-000-0000-6231		77.46	final copy ct IR4225 dispatch	303497-0	Services & Labor (Incl Contracts)	N
86235	The Office Shop Inc		77.46	1 Transactions			
9642	WEX BANK 01-252-000-0000-6330		472.84	Inv 2/15/19 gas	0424007043961	Prisoner Transportation & Travel	N
9642	WEX BANK		472.84	1 Transactions			
252	DEPT Total:		25,239.99	Corrections	19 Vendors	30 Transactions	
253	DEPT			Sentence to Serve			
10452	AT&T Mobility 01-253-000-0000-6250		32.98	STS air card	287258495419	Telephone	N
10452	AT&T Mobility		32.98	1 Transactions			
1430	Dotzler Power Equipment 01-253-000-0000-6405		7.95	plug	7077	Operating Supplies	Y
1430	Dotzler Power Equipment		7.95	1 Transactions			
253	DEPT Total:		40.93	Sentence to Serve	2 Vendors	2 Transactions	
254	DEPT			Enhanced 911 System			
14410	Northland Business Systems 01-254-000-0000-6231		2,281.65	Audiolog Maint 3/21/19-3/20/20	IN88391	Services, Labor, Contracts	N
14410	Northland Business Systems		2,281.65	1 Transactions			
254	DEPT Total:		2,281.65	Enhanced 911 System	1 Vendors	1 Transactions	
1	Fund Total:		33,816.82	General Fund		42 Transactions	
	Final Total:		33,816.82	29 Vendors		42 Transactions	

# Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	33,816.82	General Fund
	All Funds	33,816.82	Total

Approved by, .....

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Amount</u>		
949	DEPT		Courthouse Addition	
	9447 Anderson Glass Co., Inc	22,420.00		1 Transactions
	13725 Beartooth True Value	62.21		2 Transactions
	14044 Boarman Kroos Vogel Group Inc	5,485.20		2 Transactions
	7647 Braun Intertec Corporation	1,713.50		1 Transactions
	13545 Contegrity Group, Inc.	26,329.64		2 Transactions
	10855 Culligan	132.00		2 Transactions
	88880 Datacomm Computers & Networks Inc	947.00		1 Transactions
	1754 Garrison Disposal Company, Inc	1,130.00		1 Transactions
	5845 Goble Portable Toilets	280.00		1 Transactions
	12755 Harbor City Masonry Inc	64,613.30		1 Transactions
	15071 Heater Rental Services	1,620.00		1 Transactions
	14958 Holden Electric Co.	47,699.50		1 Transactions
	7525 Hometown Bldg Supply	15.38		1 Transactions
	11889 Honeywell International Inc.	25,931.20		1 Transactions
	14926 Masters Plumbing Heating & Cooling LLC	73,666.80		1 Transactions
	3532 Nelson Lawn & Landscaping	641.25		1 Transactions
	14925 Olympic Companies, Inc.	95,364.99		2 Transactions
	3950 Public Utilities	1,260.83		1 Transactions
	4777 Thelen Heating & Roofing Inc	27,383.75		1 Transactions

JKK1  
 2/21/19 8:53AM  
 14 Capital Project

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Amount</u>			
14924	Thompson Construction of Princeton, Inc.	32,425.40		1	Transactions
14927	Thurnbeck Steel Fabrication, Inc.	14,931.89		1	Transactions
8302	Twin Ports Testing Inc	1,320.00		1	Transactions
949	DEPT Total:	445,373.84	Courthouse Addition	22	Vendors 27 Transactions
14	Fund Total:	445,373.84	Capital Project		27 Transactions
	Final Total:	445,373.84		22	Vendors 27 Transactions

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	14	445,373.84	Capital Project
	All Funds	445,373.84	Total

Approved by, .....

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
303	DEPT			R&B Highway Maintenance			
7000	Town Of Aitkin Treasurer 03-303-000-0000-6830		21,827.82	Gas Tax		Twp Road Allotment Gas Tax	N
7000	Town Of Aitkin Treasurer		21,827.82		1 Transactions		
7001	Town Of Ball Bluff Treasurer 03-303-000-0000-6830		10,064.80	Gas Tax		Twp Road Allotment Gas Tax	N
7001	Town Of Ball Bluff Treasurer		10,064.80		1 Transactions		
7002	Town Of Balsam Treasurer 03-303-000-0000-6830		3,592.86	Gas Tax		Twp Road Allotment Gas Tax	N
7002	Town Of Balsam Treasurer		3,592.86		1 Transactions		
7003	Town Of Beaver Treasurer 03-303-000-0000-6830		6,914.60	Gas Tax		Twp Road Allotment Gas Tax	N
7003	Town Of Beaver Treasurer		6,914.60		1 Transactions		
7004	Town Of Clark Treasurer 03-303-000-0000-6830		10,723.62	Gas Tax		Twp Road Allotment Gas Tax	N
7004	Town Of Clark Treasurer		10,723.62		1 Transactions		
7005	Town Of Cornish Treasurer 03-303-000-0000-6830		4,297.09	Gas Tax		Twp Road Allotment Gas Tax	N
7005	Town Of Cornish Treasurer		4,297.09		1 Transactions		
7006	Town Of Farm Island Treasurer 03-303-000-0000-6830		25,501.23	Gas Tax		Twp Road Allotment Gas Tax	N
7006	Town Of Farm Island Treasurer		25,501.23		1 Transactions		
7007	Town Of Fleming Treasurer 03-303-000-0000-6830		13,292.71	Gas Tax		Twp Road Allotment Gas Tax	N
7007	Town Of Fleming Treasurer		13,292.71		1 Transactions		
7008	Town Of Glen Treasurer 03-303-000-0000-6830		15,426.90	Gas Tax		Twp Road Allotment Gas Tax	N
7008	Town Of Glen Treasurer		15,426.90		1 Transactions		
7009	Town Of Haugen Treasurer 03-303-000-0000-6830		9,212.51	Gas Tax		Twp Road Allotment Gas Tax	N

JKK1  
 3/4/19 9:52AM  
 3 Road & Bridge

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
7009	Town Of Haugen Treasurer		9,212.51		1 Transactions		
7010	Town Of Hazelton Treasurer						
	03-303-000-0000-6830		20,157.59	Gas Tax		Twp Road Allotment Gas Tax	N
7010	Town Of Hazelton Treasurer		20,157.59		1 Transactions		
4879	Town Of Hill Lake Clerk-Treas						
	03-303-000-0000-6830		12,340.98	Gas Tax		Twp Road Allotment Gas Tax	N
4879	Town Of Hill Lake Clerk-Treas		12,340.98		1 Transactions		
7011	Town Of Idun Treasurer						
	03-303-000-0000-6830		8,964.07	Gas Tax		Twp Road Allotment Gas Tax	N
7011	Town Of Idun Treasurer		8,964.07		1 Transactions		
7012	Town Of Jevne Treasurer						
	03-303-000-0000-6830		11,609.91	Gas Tax		Twp Road Allotment Gas Tax	N
7012	Town Of Jevne Treasurer		11,609.91		1 Transactions		
7013	Town Of Kimberly Treasurer						
	03-303-000-0000-6830		11,573.38	Gas Tax		Twp Road Allotment Gas Tax	N
7013	Town Of Kimberly Treasurer		11,573.38		1 Transactions		
7014	Town Of Lakeside Treasurer						
	03-303-000-0000-6830		17,281.80	Gas Tax		Twp Road Allotment Gas Tax	N
7014	Town Of Lakeside Treasurer		17,281.80		1 Transactions		
7015	Town Of Lee Treasurer						
	03-303-000-0000-6830		4,663.90	Gas Tax		Twp Road Allotment Gas Tax	N
7015	Town Of Lee Treasurer		4,663.90		1 Transactions		
7016	Town Of Libby Treasurer						
	03-303-000-0000-6830		3,475.87	Gas Tax		Twp Road Allotment Gas Tax	N
7016	Town Of Libby Treasurer		3,475.87		1 Transactions		
7017	Town Of Logan Treasurer						
	03-303-000-0000-6830		11,843.68	Gas Tax		Twp Road Allotment Gas Tax	N
7017	Town Of Logan Treasurer		11,843.68		1 Transactions		
7018	Town Of Macville Treasurer						

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099
7018	Town Of Macville Treasurer	03-303-000-0000-6830			9,049.83	Gas Tax				Twp Road Allotment Gas Tax	N
7019	Town Of Malmo Treasurer	03-303-000-0000-6830			11,974.56	Gas Tax				Twp Road Allotment Gas Tax	N
7020	Town Of Mcgregor - Treasurer	03-303-000-0000-6830			4,729.56	Gas Tax				Twp Road Allotment Gas Tax	N
7021	Town Of Millward Treasurer	03-303-000-0000-6830			5,245.57	Gas Tax				Twp Road Allotment Gas Tax	N
7022	Town Of Morrison Treasurer	03-303-000-0000-6830			9,697.14	Gas Tax				Twp Road Allotment Gas Tax	N
7023	Town Of Nordland Treasurer	03-303-000-0000-6830			26,691.23	Gas Tax				Twp Road Allotment Gas Tax	N
7024	Town Of Pliny Treasurer	03-303-000-0000-6830			5,269.88	Gas Tax				Twp Road Allotment Gas Tax	N
7025	Town Of Rice River Treasurer	03-303-000-0000-6830			7,706.68	Gas Tax				Twp Road Allotment Gas Tax	N
7026	Town Of Salo Treasurer	03-303-000-0000-6830			8,082.12	Gas Tax				Twp Road Allotment Gas Tax	N
7027	Town Of Seavey Treasurer	03-303-000-0000-6830			4,945.40	Gas Tax				Twp Road Allotment Gas Tax	N

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
7028	Town Of Shamrock 03-303-000-0000-6830	Treasurer	33,103.85	Gas Tax		Twp Road Allotment Gas Tax	N
7028	Town Of Shamrock	Treasurer	33,103.85		1 Transactions		
7029	Town Of Spalding 03-303-000-0000-6830	Treasurer	9,649.21	Gas Tax		Twp Road Allotment Gas Tax	N
7029	Town Of Spalding	Treasurer	9,649.21		1 Transactions		
7030	Town Of Spencer 03-303-000-0000-6830	Treasurer	15,109.37	Gas Tax		Twp Road Allotment Gas Tax	N
7030	Town Of Spencer	Treasurer	15,109.37		1 Transactions		
7031	Town Of Turner 03-303-000-0000-6830	Treasurer	6,748.92	Gas Tax		Twp Road Allotment Gas Tax	N
7031	Town Of Turner	Treasurer	6,748.92		1 Transactions		
7032	Town Of Verdon 03-303-000-0000-6830	Treasurer	5,624.42	Gas Tax		Twp Road Allotment Gas Tax	N
7032	Town Of Verdon	Treasurer	5,624.42		1 Transactions		
7033	Town Of Wagner 03-303-000-0000-6830	Treasurer	11,007.77	Gas Tax		Twp Road Allotment Gas Tax	N
7033	Town Of Wagner	Treasurer	11,007.77		1 Transactions		
7034	Town Of Waukenabo 03-303-000-0000-6830	Treasurer	10,417.84	Gas Tax		Twp Road Allotment Gas Tax	N
7034	Town Of Waukenabo	Treasurer	10,417.84		1 Transactions		
7035	Town Of Wealthwood 03-303-000-0000-6830	Treasurer	8,477.30	Gas Tax		Twp Road Allotment Gas Tax	N
7035	Town Of Wealthwood	Treasurer	8,477.30		1 Transactions		
7036	Town Of White Pine 03-303-000-0000-6830	Treasurer	3,070.87	Gas Tax		Twp Road Allotment Gas Tax	N
7036	Town Of White Pine	Treasurer	3,070.87		1 Transactions		
7037	Town Of Williams 03-303-000-0000-6830	Treasurer	8,270.00	Gas Tax		Twp Road Allotment Gas Tax	N

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 3 Road & Bridge

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099
7037	Town Of Williams	Treasurer			8,270.00				1 Transactions		
7038	Town Of Workman - Treasurer	03-303-000-0000-6830			9,383.42	Gas Tax				Twp Road Allotment Gas Tax	N
7038	Town Of Workman - Treasurer				9,383.42				1 Transactions		
303	DEPT Total:				437,020.26	R&B Highway Maintenance			40 Vendors		40 Transactions
3	Fund Total:				437,020.26	Road & Bridge					40 Transactions
	Final Total:				437,020.26				40 Vendors		40 Transactions

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	3	437,020.26	Road & Bridge	
	All Funds	437,020.26	Total	Approved by, .....
				.....
				.....

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

Explode Dist. Formulas 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?: Y

# Aitkin County



1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	DEPT			Commissioners		
	5462 Bremer Bank (Elan ACH)					
10	01-001-000-0000-6332		128.74	ARDC		Hotel / Motel Lodging N
	5462 Bremer Bank (Elan ACH)		128.74	1 Transactions		
1	DEPT Total:		128.74	Commissioners	1 Vendors	1 Transactions
40	DEPT			Auditor		
	780 Bremer Bank					
88	01-040-000-0000-5081		0.02	mtg reg jan		Mortgage Registry-3% N
	780 Bremer Bank		0.02	1 Transactions		
	5462 Bremer Bank (Elan ACH)					
25	01-040-021-0000-6205		14.20	postage		Postage N
75	01-040-021-0000-6205		29.40	postage		Postage N
76	01-040-021-0000-6205		29.40	postage		Postage N
	5462 Bremer Bank (Elan ACH)		73.00	3 Transactions		
40	DEPT Total:		73.02	Auditor	2 Vendors	4 Transactions
42	DEPT			Treasurer		
	780 Bremer Bank					
89	01-042-000-0000-5079		0.03	deed tax		3% State Deed Tax N
	780 Bremer Bank		0.03	1 Transactions		
	5462 Bremer Bank (Elan ACH)					
29	01-042-000-0000-6405		1,526.18	ipad		Office & Computer Supplies N
79	01-042-000-0000-6405		100.82	ipad case		Office & Computer Supplies N
	5462 Bremer Bank (Elan ACH)		1,627.00	2 Transactions		
42	DEPT Total:		1,627.03	Treasurer	2 Vendors	3 Transactions
43	DEPT			Assessor		
	5462 Bremer Bank (Elan ACH)					
78	01-043-000-0000-6405		35.94	2 wireless mice		Office, Film & Computer Supplies N
	5462 Bremer Bank (Elan ACH)		35.94	1 Transactions		

# Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
43	DEPT Total:	35.94	Assessor	1 Vendors	1 Transactions
44	DEPT		Central Services		
8410	Bremer Bank				
92	01-044-904-0000-6231	1,496.80	participant fees		Flex Services, Labor, Etc N
84	01-044-904-0000-6360	94.25	dep care / med fsa		Flex Plan Withdrawals N
90	01-044-904-0000-6360	783.69	dep care / med fsa		Flex Plan Withdrawals N
91	01-044-904-0000-6360	2,047.19	dep care / med fsa		Flex Plan Withdrawals N
94	01-044-904-0000-6360	443.54	MED FSA		Flex Plan Withdrawals N
8410	Bremer Bank	4,865.47		5 Transactions	
44	DEPT Total:	4,865.47	Central Services	1 Vendors	5 Transactions
45	DEPT		Motor Pool		
12445	BrandI Chevrolet, Buick GMC				
93	01-045-000-0000-6621	15,978.51	2019 equinox		Auto Replacement N
12445	BrandI Chevrolet, Buick GMC	15,978.51		1 Transactions	
45	DEPT Total:	15,978.51	Motor Pool	1 Vendors	1 Transactions
49	DEPT		Information Technologies		
5462	Bremer Bank (Elan ACH)				
72	01-049-000-0000-6231	495.00	lansweeper		Programming, Services, Contracts N
19	01-049-000-0000-6402	19.98	phone chargers		Computer Supplies & Software N
28	01-049-000-0000-6402	19.99	IBM PSU		Computer Supplies & Software N
53	01-049-000-0000-6402	140.00	IBM		Computer Supplies & Software N
58	01-049-000-0000-6405	34.98	mailing labels		Office Supplies (Non Computer) N
71	01-049-000-0000-6405	119.00	amazon prime		Office Supplies (Non Computer) N
5462	Bremer Bank (Elan ACH)	828.95		6 Transactions	
49	DEPT Total:	828.95	Information Technologies	1 Vendors	6 Transactions
53	DEPT		Human Resources		
5462	Bremer Bank (Elan ACH)				
55	01-053-000-0000-6240	215.00	MPERLA Dues		Dues/Assoc Fees N
56	01-053-000-0000-6241	200.00	MPERLA Winter Conf		Registration Fee N
54	01-053-000-0000-6298	100.00	Peysar YOS award		Employee Recognition N

# Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
			Paid On Bhf #		
5462 Bremer Bank (Elan ACH)		515.00	3 Transactions		
53 DEPT Total:		515.00	Human Resources	1 Vendors	3 Transactions
90 DEPT			Attorney		
5462 Bremer Bank (Elan ACH)					
27 01-090-000-0000-6240		120.00	SOS renewal - JR		Dues & Registration Fee N
59 01-090-000-0000-6625		297.00	blu ray burner		Office Equipment N
5462 Bremer Bank (Elan ACH)		417.00	2 Transactions		
90 DEPT Total:		417.00	Attorney	1 Vendors	2 Transactions
110 DEPT			Courthouse Maintenance		
5462 Bremer Bank (Elan ACH)					
70 01-110-000-0000-6422		7.85	grainger return		Janitorial Supplies N
5462 Bremer Bank (Elan ACH)		7.85	1 Transactions		
110 DEPT Total:		7.85	Courthouse Maintenance	1 Vendors	1 Transactions
200 DEPT			Enforcement		
5462 Bremer Bank (Elan ACH)					
20 01-200-000-0000-6625		65.99	dell lattitude pc		Office Equipment N
69 01-200-019-0000-6405		142.98	e-collar / dog cot		Office & Computer Supplies N
5462 Bremer Bank (Elan ACH)		208.97	2 Transactions		
200 DEPT Total:		208.97	Enforcement	1 Vendors	2 Transactions
252 DEPT			Corrections		
5462 Bremer Bank (Elan ACH)					
9 01-252-000-0000-6302		9.00	#316 window washing fluid		Car Maintenance N
48 01-252-000-0000-6405		11.17	paulbecks - mandatory training		Office & Computer Supplies N
51 01-252-000-0000-6405		108.66	jail supplies		Office & Computer Supplies N
16 01-252-000-0000-6418		256.62	walmart - groceries		Groceries N
46 01-252-000-0000-6418		61.75	walmart - groceries		Groceries N
47 01-252-000-0000-6424		51.25	inmate supplies		Inmate Supplies N
17 01-252-000-0000-6511		13.00	meeting gas		Gas And Oil N
62 01-252-252-0000-6405		40.52	oatmeal		Prisoner Welfare N
63 01-252-252-0000-6405		25.95	4 quran		Prisoner Welfare N

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 1 General Fund

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5462 Bremer Bank (Elan ACH)		577.92	9 Transactions		
252 DEPT Total:		577.92	Corrections	1 Vendors	9 Transactions
280 DEPT			Emergency Management		
5462 Bremer Bank (Elan ACH)					
15 01-280-000-0000-6511		29.00	em mngt meeting		Gas And Oil N
18 01-280-003-0000-6241		700.00	GTS gov conf		Registration Fee N
26 01-280-003-0000-6241		350.00	gov hsem conf guida		Registration Fee N
52 01-280-003-0000-6332		290.62	gov conf dinner		Hotel / Motel Lodging N
68 01-280-003-0000-6332		290.62	gov conf		Hotel / Motel Lodging N
49 01-280-003-0000-6340		29.46	gov conf dinner		Meals-Schooling N
66 01-280-003-0000-6340		16.13	gov conf 301		Meals-Schooling N
67 01-280-003-0000-6340		27.96	gov conf 303/217		Meals-Schooling N
50 01-280-003-0000-6511		27.86	westerlund - gov conf		Gas & Oil N
5462 Bremer Bank (Elan ACH)		1,761.65	9 Transactions		
280 DEPT Total:		1,761.65	Emergency Management	1 Vendors	9 Transactions
390 DEPT			Environmental Health (FBL)		
5462 Bremer Bank (Elan ACH)					
77 01-390-000-0000-6405		125.68	FBL Supplies		Office, Film, And Field Supplies N
5462 Bremer Bank (Elan ACH)		125.68	1 Transactions		
390 DEPT Total:		125.68	Environmental Health (FBL)	1 Vendors	1 Transactions
1 Fund Total:		27,151.73	General Fund		48 Transactions

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 3 Road & Bridge

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</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>
302 DEPT			R&B Engineering/Construction		
5462 Bremer Bank (Elan ACH)					
11 03-302-000-0000-6296		125.00	Bridge Safety Seminar		Meeting Expense/Physicals N
57 03-302-000-0000-6449		259.96	Batteries		Rd/Br Engr. Supplies N
5462 Bremer Bank (Elan ACH)		384.96	2 Transactions		
302 DEPT Total:		384.96	R&B Engineering/Construction	1 Vendors	2 Transactions
3 Fund Total:		384.96	Road & Bridge		2 Transactions

# Aitkin County



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
400	DEPT		Public Health Department			
86077	BENTON COUNTY HUMAN SERVICES					
96	05-400-440-0410-6241		3.20-	Redeposit		Meeting/Conference Registration Fee N
86077	BENTON COUNTY HUMAN SERVICES		3.20-		1 Transactions	
5462	Bremer Bank (Elan ACH)					
43	05-400-410-0413-6405		19.95	WIC - White Cardstock		Office Supplies N
				02/09/2019 02/09/2019		
38	05-400-430-0403-6406		184.50	C&TC Mini Prize Wheel		PH Program Related Supplies N
				02/07/2019 02/07/2019		
39	05-400-430-0403-6416		393.95	C&TC Duck Gel Hot/Cold Packs		C & TC Outreach Supplies N
				02/07/2019 02/07/2019		
5	05-400-440-0410-6239		5.92	Survey Monkey Subscription		Software Fees/License Fees N
				01/19/2019 01/19/2019		
35	05-400-440-0410-6405		3.64	Agency - File Cabinet Keys		Office Supplies N
				02/06/2019 02/06/2019		
36	05-400-440-0410-6405		4.30	Agency - Sheet Protectors		Office Supplies N
				02/09/2019 02/09/2019		
42	05-400-440-0410-6405		2.19	Agency - Stapler		Office Supplies N
				02/09/2019 02/09/2019		
5462	Bremer Bank (Elan ACH)		614.45		7 Transactions	
90465	Bremer Bank, N.A.					
85	05-400-400-0402-6231		537.60	MN care tax - Type 399		Services/Labor/Contracts N
90465	Bremer Bank, N.A.		537.60		1 Transactions	
400	DEPT Total:		1,148.85	Public Health Department	3 Vendors	9 Transactions
420	DEPT			Income Maintenance		
86077	BENTON COUNTY HUMAN SERVICES					
97	05-420-600-4800-6241		6.60-	Redeposit		Meeting/Conference Registration Fee N
86077	BENTON COUNTY HUMAN SERVICES		6.60-		1 Transactions	
5462	Bremer Bank (Elan ACH)					
5	05-420-600-4800-6239		12.21	Survey Monkey Subscription		Software Fees/License Fees N
				01/19/2019 01/19/2019		
35	05-420-600-4800-6405		7.50	Agency - File Cabinet Keys		Office Supplies N
				02/06/2019 02/06/2019		
36	05-420-600-4800-6405		8.85	Agency - Sheet Protectors		Office Supplies N

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 5 Health & Human Services

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
42	05-420-600-4800-6405		4.52	Agency - Stapler 02/09/2019 02/09/2019		Office Supplies	N
45	05-420-600-4800-6450		151.77	IM - Plantronics CS540 Headset 02/09/2019 02/09/2019		Small Equipment: Telephones,Chairs,	N
6	05-420-640-4800-6405		45.03	CS - Notary Stamps - ET, KP 02/13/2019 02/13/2019		Office Supplies	N
7	05-420-640-4800-6405		3.09	CS - Notary Stamps Sales Tax 01/23/2019 01/23/2019		Office Supplies	N
32	05-420-640-4800-6405		3.09-	CS - Notary Stamp sales tax 01/23/2019 01/23/2019		Office Supplies	N
	5462 Bremer Bank (Elan ACH)		229.88	02/01/2019 02/01/2019	8 Transactions		
420	DEPT Total:		223.28	Income Maintenance	2 Vendors	9 Transactions	
430	DEPT			Social Services			
86077	BENTON COUNTY HUMAN SERVICES						
98	05-430-700-4800-6241		10.20-	Redeposit		Meeting/Conference Registration Fee	N
	86077 BENTON COUNTY HUMAN SERVICES		10.20-		1 Transactions		
	5462 Bremer Bank (Elan ACH)						
5	05-430-700-4800-6239		18.87	Survey Monkey Subscription 01/19/2019 01/19/2019		Software Fees/License Fees	N
8	05-430-700-4800-6241		53.85	Mental Illness Training Reg 01/31/2019 01/31/2019		Meeting/Conference Registration Fee	N
33	05-430-700-4800-6332		247.62	CP Core Training Hotel 3/12-3/ 02/05/2019 02/05/2019		Hotel/Lodging	N
41	05-430-700-4800-6332		298.44	APS Training Hotel 3/12-3/14 02/07/2019 02/07/2019		Hotel/Lodging	N
44	05-430-700-4800-6332		86.69	CP Core Training Hotel 3/12-3/ 02/12/2019 02/12/2019		Hotel/Lodging	N
34	05-430-700-4800-6402		20.88	Logitech Tackball Mouse 02/06/2019 02/06/2019		Computer/Technology Supplies	N
35	05-430-700-4800-6405		11.60	Agency - File Cabinet Keys 02/06/2019 02/06/2019		Office Supplies	N
36	05-430-700-4800-6405		13.68	Agency - Sheet Protectors 02/09/2019 02/09/2019		Office Supplies	N
37	05-430-700-4800-6405		35.00	HCBS - Neon Yellow Cardstock 02/06/2019 02/06/2019		Office Supplies	N

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 5 Health & Human Services

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
42	05-430-700-4800-6405		Agency - Stapler 02/09/2019 02/09/2019		Office Supplies	N
40	05-430-700-4800-6450		Lifeproof Cellphone Case 02/07/2019 02/07/2019		Small Equipment: Telephones,Chairs,	N
2	05-430-700-4800-6810		MH Flex - Client Meds 01/22/2019 01/22/2019		Mh Init - Flex	N
3	05-430-700-4800-6810		MH Flex - Client Meds 01/25/2019 01/25/2019		Mh Init - Flex	N
4	05-430-700-4800-6810		MH Flex - Client Meds 01/25/2019 01/25/2019		Mh Init - Flex	N
30	05-430-700-4800-6810		MH Flex - Clothing gift cert 02/06/2019 02/06/2019		Mh Init - Flex	N
31	05-430-700-4800-6810		MH Flex - Clothing gift cert 02/07/2019 02/07/2019		Mh Init - Flex	N
1	05-430-710-3080-6020		Heater for Client 01/31/2019 01/31/2019		Family Assessment Response	N
5462	Bremer Bank (Elan ACH)			17 Transactions		
430	DEPT Total:		1,647.28 Social Services	2 Vendors	18 Transactions	
5	Fund Total:		3,019.41 Health & Human Services		36 Transactions	

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 9 State

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</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>
0	DEPT			Undesignated		
	780 Bremer Bank					
87	09-000-000-0000-2025		17,923.03	deed tax jan		State's Share Of Deed Tax (97%) N
86	09-000-000-0000-2026		14,575.11	mtg reg jan		State Share Of Mortgage Registry (97% N
	780 Bremer Bank		32,498.14	2 Transactions		
0	DEPT Total:		32,498.14	Undesignated	1 Vendors	2 Transactions
9	Fund Total:		32,498.14	State		2 Transactions

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 10 Trust

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
	5462 Bremer Bank (Elan ACH)						
80	10-923-000-0000-6208		53.90-	evenbrite training credit		Training/Education	N
73	10-923-000-0000-6250		185.02	iphone cases/chargers		Telephone	N
74	10-923-000-0000-6405		6.95	ink pad		Office Supplies	N
21	10-923-000-0000-6511		35.13	gas		Gas And Oil	N
	5462 Bremer Bank (Elan ACH)		173.20		4 Transactions		
923	DEPT Total:		173.20	Forfeited Tax Sales	1 Vendors	4 Transactions	
10	Fund Total:		173.20	Trust		4 Transactions	

JKK1  
 3/8/19 4:01PM  
 12 Agency

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
932	DEPT			Schools			
	393 Isd 1 Aitkin-Treasurer						
95	12-932-000-0000-2047		132,785.00	1st 1/2 Taconite		Taconite Production Tax	N
	393 Isd 1 Aitkin-Treasurer		132,785.00		1 Transactions		
932	DEPT Total:		132,785.00	Schools	1 Vendors	1 Transactions	
12	Fund Total:		132,785.00	Agency		1 Transactions	

# Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
521 DEPT			LLCC Administration		
5462 Bremer Bank (Elan ACH)					
13 19-521-000-0000-6230		29.99	adobe cloud		Printing, Publ & Adv Promotion N
64 19-521-000-0000-6230		499.00	lincoln marketing		Printing, Publ & Adv Promotion N
5462 Bremer Bank (Elan ACH)		528.99		2 Transactions	
521 DEPT Total:		528.99	LLCC Administration	1 Vendors	2 Transactions
522 DEPT			LLCC Education		
8410 Bremer Bank					
82 19-522-000-0000-6217		33.20	CC processing		Credit Card Fees N
83 19-522-000-0000-6217		10.21	CC processing		Credit Card Fees N
8410 Bremer Bank		43.41		2 Transactions	
5462 Bremer Bank (Elan ACH)					
14 19-522-000-0000-6416		25.85	whistles/envelopes		Education Supplies N
60 19-522-000-0000-6416		20.00	crickets		Education Supplies N
65 19-522-000-0000-6416		131.59	wood cookie string		Education Supplies N
12 19-522-000-0000-6430		257.99	AED battery		Medical Supplies N
5462 Bremer Bank (Elan ACH)		435.43		4 Transactions	
522 DEPT Total:		478.84	LLCC Education	2 Vendors	6 Transactions
524 DEPT			LLCC Maintenance		
5462 Bremer Bank (Elan ACH)					
61 19-524-000-0000-6422		171.56	chair wheels/ batteries		Janitorial Services/Supplies N
5462 Bremer Bank (Elan ACH)		171.56		1 Transactions	
524 DEPT Total:		171.56	LLCC Maintenance	1 Vendors	1 Transactions
19 Fund Total:		1,179.39	Long Lake Conservation Center		9 Transactions

JKK1  
 3/8/19 4:01PM  
 21 Parks

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor Name	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
520 DEPT			Parks			
5462 Bremer Bank (Elan ACH)						
23 21-520-000-0000-6208		250.00	arb trails clinic		Training/Education	N
81 21-520-000-0000-6590		18.12	snowmobile recoil		Repair & Maintenance Supplies	N
24 21-520-000-0000-6610		585.00	TRAFx dock		Equipment	N
22 21-520-000-0000-6332		120.99	ironwood, mi		Hotel/Motel Lodging	N
5462 Bremer Bank (Elan ACH)		974.11		4 Transactions		
520 DEPT Total:		974.11	Parks	1 Vendors	4 Transactions	
21 Fund Total:		974.11	Parks		4 Transactions	
Final Total:		198,165.94		32 Vendors	106 Transactions	

# Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	27,151.73	General Fund	
	3	384.96	Road & Bridge	
	5	3,019.41	Health & Human Services	
	9	32,498.14	State	
	10	173.20	Trust	
	12	132,785.00	Agency	
	19	1,179.39	Long Lake Conservation Center	
	21	974.11	Parks	
	All Funds	198,165.94	Total	Approved by, .....
				.....
				.....



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** 03/12/2019

**Title of Item:** Investment Report

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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> Lori Grams	<b>Department:</b> County Treasurer
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<b>Presenter (Name and Title):</b> Lori Grams-County Treasurer	<b>Estimated Time Needed:</b> 10 min
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**Summary of Issue:**  
2018 4th quarter Investment Report

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

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?     Yes     No

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

Is this budgeted?     Yes     No    *Please Explain:*

Lori Grams, County Treasurer

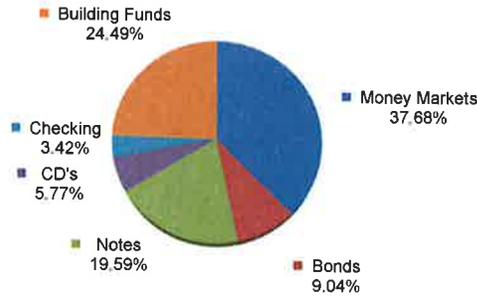
Bank #	Bank	Type of Investment	Purchase Date	Maturity Date	Interest Rate	Total
8	Grand Timber Bank	Money Market	-	-	0.25	\$7,594.62
104	Magic-General	Money Market	-	-	2.34	\$5,894,624.72
108	Wells Fargo	Money Market	-	-	1.84	\$25,306.66
110	Bremer	Checking	-	-	0.00	\$632,968.05
112	Bremer Payroll	Checking	-	-	0.00	\$502,028.22
147	Magic-Ditch 2	Money Market	-	-	2.34	\$12,751.36
148	Magic-Ditch 30	Money Market	-	-	2.34	\$27,267.36
177	Magic-Envir Trust	Money Market	-	-	2.34	\$55,822.17
189	Bremer	Money Market	-	-	2.22	\$3,456,082.09
190	Bremer	Money Market	4/1/2016	-	2.22	\$2,137,931.95
323	WFA	Money Market	-	-	1.60	\$0.00
363	Security State Bank	Money Market	-	-	0.90	\$886,215.58
460	WFA	Note	7/27/2016	7/27/2021	1.51	\$1,000,000.00
461	WFA	Note	8/24/2016	8/24/2021	2.01	\$2,000,000.00
462	MBS	Note	8/23/2016	8/23/2023	1.52	\$2,000,000.00
463	WFA	Note	10/27/2016	10/27/2023	2.02	\$1,500,000.00
464	MBS	Bond	10/27/2016	10/27/2023	1.53	\$2,000,000.00
467	MBS	CD	8/30/2017	8/9/2022	2.35	\$240,324.49
468	MBS	CD	8/29/2017	8/29/2022	2.40	\$240,000.00
469	MBS	CD	8/30/2017	8/30/2022	2.35	\$240,000.00
470	MBS	CD	8/30/2017	8/30/2022	2.40	\$240,000.00
471	MBS	CD	8/30/2017	8/30/2022	2.40	\$240,000.00
472	MBS	CD	8/29/2017	8/29/2022	2.40	\$240,000.00
473	WFA	Bond	9/26/2017	9/26/2022	2.19	\$1,000,000.00
474	Neighborhood National Bank	CD	2/23/2018	2/23/2020	1.10	\$25,000.00
200	Bremer Buiding-CIP	Money Market	4/10/2018	-	2.06	\$8,127,786.98
475	MBS ( Env Trust)	CD	4/20/2018	4/20/2023	3.00	\$225,000.00
476	MBS ( Env Trust)	CD	4/20/2018	4/20/2023	3.00	\$225,000.00
						\$33,181,704.25

# December 2018

## PORTFOLIO

Money Markets	12,503,596.51
Bonds	3,000,000.00
Notes	6,500,000.00
CD's	1,915,324.49
Checking	1,134,996.27
Building Funds	8,127,786.98
Total	33,181,704.25

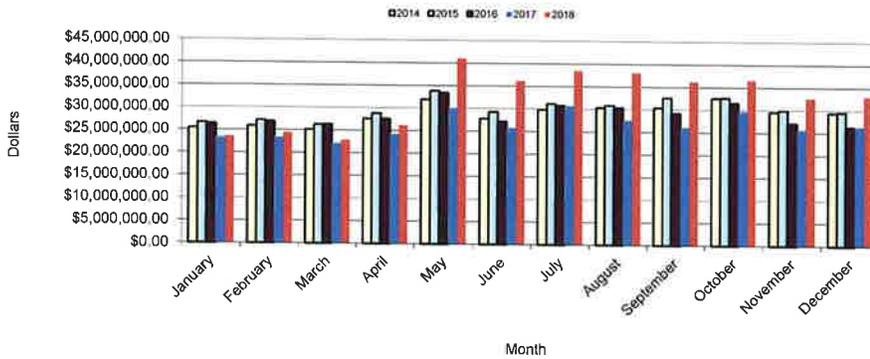
## INVESTMENT PORTFOLIO DIVERSIFICATION



## PORTFOLIO BALANCE

	2014	2015	2016	2017	2018
January	\$25,412,093.97	\$26,612,279.57	\$26,392,114.18	\$23,367,037.59	\$23,632,782.83
February	\$25,861,121.83	\$27,155,630.95	\$26,871,160.73	\$23,424,149.19	\$24,494,638.35
March	\$25,149,483.96	\$26,218,443.65	\$26,337,929.23	\$22,135,652.34	\$22,887,424.91
April	\$27,598,300.21	\$28,744,085.23	\$27,586,789.69	\$24,261,807.87	\$26,236,046.70
May	\$31,918,369.74	\$33,856,148.33	\$33,374,397.11	\$30,128,307.27	\$41,105,809.80
June	\$27,734,491.87	\$29,203,774.06	\$27,109,091.47	\$25,790,417.44	\$36,176,718.49
July	\$29,807,467.71	\$31,133,075.27	\$30,782,367.62	\$30,740,832.72	\$38,540,790.14
August	\$30,319,081.32	\$30,827,856.78	\$30,322,969.88	\$27,663,869.90	\$38,114,866.29
September	\$30,375,578.52	\$32,589,735.30	\$29,194,672.71	\$26,174,093.90	\$36,263,399.22
October	\$32,542,627.19	\$32,646,664.14	\$31,526,612.20	\$29,735,521.41	\$36,630,499.13
November	\$29,564,837.09	\$29,937,105.23	\$27,083,896.45	\$25,756,995.48	\$32,765,181.43
December	\$29,375,220.36	\$29,517,788.65	\$26,271,927.92	\$26,466,607.33	\$33,181,704.25
<b>Average Balance</b>	<b>\$28,804,889.48</b>	<b>\$29,870,215.60</b>	<b>\$28,571,160.77</b>	<b>\$26,303,774.37</b>	<b>\$32,502,488.46</b>

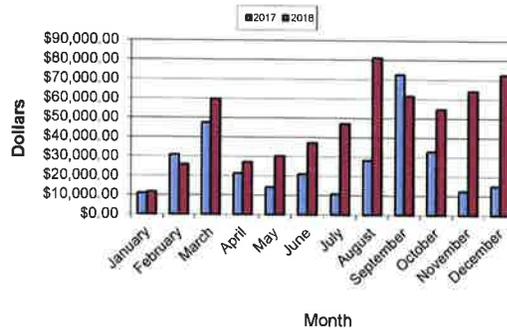
## PORTFOLIO BALANCE



## INTEREST EARNED

	2017	2018
January	\$10,859.83	\$11,506.37
February	\$30,783.47	\$25,749.15
March	\$47,404.11	\$59,482.21
April	\$21,295.75	\$27,069.70
May	\$14,159.65	\$30,229.98
June	\$20,890.48	\$37,044.67
July	\$10,773.83	\$47,076.65
August	\$28,213.79	\$81,173.91
September	\$72,495.19	\$61,449.28
October	\$32,792.54	\$54,767.20
November	\$12,395.45	\$64,036.99
December	\$14,972.53	\$72,513.82
<b>Total</b>	<b>\$317,036.62</b>	<b>\$572,099.93</b>

## INTEREST EARNED



## Interest Earned

2016	\$295,916.24
2015	\$293,102.31
2014	\$349,429.98



# Board of County Commissioners Agenda Request

4A

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Agenda Item #

**Requested Meeting Date:** March 12, 2019

**Title of Item:** Corridor Access Permit

<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> Ross Wagner/Aitkin County All-Terrain Vehicle Committee		<b>Department:</b> Economic Development Coordinator
<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b>  Aitkin County received a Corridor Access Permit from Kimberly Township to designate a portion of County Road 53 as a corridor access route for ATV use. As per the Aitkin County All-Terrain Vehicle Ordinance the request came to the Aitkin County All-Terrain Vehicle Committee for a recommendation to approve or deny to the County Board. The committee met February 28th and is recommending that the permit be denied due to lack of trail connectivity. The request is attached.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve or Deny the request.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**Appendix B**  
**Corridor Access Permit Application**

**Applicant Name(s)** – The City and/or Township(s) in which the segment is located must be listed as applicants. Permit application to be accompanied by authorizing resolution(s) from each applicant.

Kimberly Township  
\_\_\_\_\_  
\_\_\_\_\_

**Roadway Segment** – Provide County Highway number and/or name with specific begin and ending point.

County Highway No. 53 OR NATURE AVE.  
From: DAN LAKE STREET (CITY 4)  
To: END OF PAYMENT ON NATURE AV.

**Applicant Signature(s)** – By signing this application, the applicant(s) acknowledge that they have read the Corridor Access Permit Requirements and Regulations in the Aitkin County All-Terrain Vehicle Ordinance. If approved, the applicants acknowledge that they will be responsible for cost of signage for the corridor access route.

Signature: <u>[Signature]</u>	Date: <u>4/10/19</u>
Signature: <u>[Signature] SUPERVISOR</u>	Date: <u>4/10/19</u>
Signature: <u>[Signature]</u>	Date: <u>4/10/19</u>

**Aitkin County All-Terrain Vehicle Committee Recommendation**

Approve \_\_\_\_\_ Deny X Date: 2/28/19

**Aitkin County Board of Commissioners Action**

Approve \_\_\_\_\_ Deny \_\_\_\_\_ Date: \_\_\_\_\_

Additional Permit Provisions: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kimberly Township  
Board Meeting  
January 10, 2019

Present at the meeting was Donnie Miller, Scott VanHatten, Todd Johnson, Kim Miller, and Anita Anderson. Donnie called the meeting to order at 7:00 p.m.

Approval of reports: Scott added garage to the agenda. Donnie stated the bank statement matched the cash control statement. Anita reported that interest from some CD's, town aid, and Market Value Ag Credit was received. Scott made a motion to accept the reports; second by Todd.

Supervisor's report: Dave Skaj removed the tree at the cemetery. Dennis King is to put a new wiper motor in and the salt lights need to be fixed on the big plow truck. Scott got some 48 in. markers for the plow truck wings. Liljenquist will be going out tomorrow and use the ice chipping blade to rough up the ice on the township roads.

Reports and checks were signed.

Terms expiring- Supervisor, Scott & Treasurer, Anita terms are expiring in March.

Meetings announced: ACAT Meeting- January 17<sup>th</sup> starting at 7:00 p.m. @ the McGregor Community Center, Aitkin Fire Dept. Meeting- January 22<sup>nd</sup> at 6:00 p.m. @ Aitkin Fire Hall, and the CTC/ Joint Boards Meeting - on January 28<sup>th</sup> at 7:00 p. m

ATV: Todd reported that he attended the East Mille Lacs ATV Club Meeting and afterwards talked with Chris Johnson. He learned that the townships have the power to allow the ATV's to drive on the paved part of Nature Ave. by completing a Corridor Access Permit Application. Todd made a motion to allow ATV's to travel on the asphalt part of Nature Ave.; second by Scott. All were in favor. The Corridor Access Permit Application was completed to go from Dam Lake Street (CR 4) to the end of pavement on Nature Ave. and the supervisors all signed it. This will make it so people can get on the lake other ways than just the public access to go fishing and they will also be able to go to Lakeview once Glen Township does one for CR4.

Driveway permits: Resolution was reviewed and some changes were suggested to be made.

USDA Beaver Program tabled until April

Set budget meeting date/time: Supervisors will take packets home, review, and discuss at the next meeting in February. If the supervisors decide there are any big changes needed then set the date at the February meeting.

Board of Audit will be held on February 14<sup>th</sup> at 7:00 p.m. during the regular board meeting.

Pick election judges: Todd made a motion that Kim as head judge, Kate LaClair, and Linda Hommes with alternative Penny Hanson, and Sara Temte; second by Scott.

Mileage rate: 58 cents per mile; up 3.5 cents from the rate for 2018

BCA Agreements: Copies of the executed agreements were sent to the County Attorney, Ratz.

Supervisors reviewed the MATIT Consolidated Coverage.

The Glen-Kimberly Town hall is not considered as an emergency shelter per the Aitkin County Sheriff's Department.

Garage: Opening the garage is getting to be very difficult. There were some suggestions on what could be done. Something brought up was talking about putting in cement.

Other business: Kim contacted MAT about the road agreement with Glen. The town road agreement could be changed only by mutual agreement. It doesn't expire in five years it just says it will be reviewed. The supervisors decided to keep plowing Glen Township's road as listed in the agreement until the five years are up then redo the agreement. They are going by the road when they plow the other part of the road so it's just as easy to drop the plow and do it. It was also brought up that Kimberly Township does get called out at times to only plow Glen's road when it is blown shut.

Correspondences were gone through. The clerk made the announcement, "The supervisors have deemed this to be trash. If anyone would like to view the items for trash prior to disposal, they may do so now or immediately following the meeting."

Adjourn: Todd made a motion to adjourn; second by Scott. The meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Kim Miller  
Township Clerk



Aitkin  
County

# Board of County Commissioners Agenda Request

48  
Agenda Item #

**Requested Meeting Date:** February 26, 2019

**Title of Item:** Resolution Accepting Mille Lacs East ATV Trail Bonding

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

<b>Submitted by:</b> Ross Wagner	<b>Department:</b> Economic Development & Forest Ind
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<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator	<b>Estimated Time Needed:</b> 20 Minutes
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**Summary of Issue:**  
 In the 2018 Legislative Session, Aitkin County was awarded \$1,500,000.00 in bonding to design and build the Mille Lacs East ATV Trail addition to the Northwood's ATV Trail system. We have recently received information from the State of MN on carrying out the process. The first step in the process is a Resolution agreeing to be the legal sponsor for the project. Just as we were for the original Northwood's ATV Trail. The Resolution also gives the County Administrator ability to sign agreements and names myself as the contact person. I have attached the supporting resolution adopted January 2018 in support of HF 492 for reference. As we progress, we will be developing a work plan and a grant agreement with the MN DNR which is the agency tasked with overseeing the bond proceed requirements. For now we just need the resolution.

Other information

- \* We have held a few informational meetings as well as meeting with Malmo, Lakeside and Glen Townships.
- \* An open house type meeting for the public will be held in April.
- \* A local match of \$150,000.00 is required and that is being worked on.
- \* The project is expected to be done in 3 phases, "Connect the Lake" "Connect the Communities" "Create 1st Class Trails"
- \* Phase 1, connect the lake, is the immediate focus so that the East side of Mille Lacs Lake will have access to the Northwood's ATV Trail as soon as possible.
- \* Highway 47 ROW and existing county and township roadways are expected to be used for phase 1.

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

**Recommended Action/Motion:**  
 Approve Resolution

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$  
 Is this budgeted?  Yes  No *Please Explain:*

By Commissioner: xx

20190312-0xx

Acceptance of Mille Lacs East ATV Trail Bonding

**WHEREAS**, Aitkin County has been awarded 2018 Funds in the amount of \$1,500,000, from the 2018 bonding bill by the State of Minnesota to predesign, design, acquisition, and development of a trail to connect the Northwood's ATV trail system with the Mille Lacs-Malmo East Loop trail system. The appropriation is not available until the commissioner of management and budget determines that \$150,000 has been committed to the project from nonstate sources.

**BE IT RESOLVED** the Aitkin County act as legal sponsor for the project Aitkin County - Northwood's ATV Trail and that Ross Wagner, Economic Development & Forest Industry Coordinator is hereby authorized to be the project contact to the Department of Natural Resources for funding of this project on behalf of the Aitkin County.

**BE IT FURTHER RESOLVED** that the Aitkin County has the legal authority to receive financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

**BE IT FURTHER RESOLVED** that the Aitkin County has not incurred any acquisition or development costs described in the Cost Breakdown section on this application.

**BE IT FURTHER RESOLVED** that the Aitkin County has or will acquire fee title or permanent easement over the land described in the site plan included in the project proposal and the contemplated use thereof are permitted by and will comply with all applicable use or other restrictions and requirements imposed by applicable zoning ordinances or regulations, and, if required by law, have been duly approved by the applicable municipal or governmental authorities having jurisdiction there over.

**BE IT FURTHER RESOLVED** that the Aitkin County has read the Conflict of Interest Policy and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

**BE IT FURTHER RESOLVED** that, upon approval of its project proposal by the state, Aitkin County may enter into an agreement with the State of Minnesota for the above-referenced project, and that the Aitkin County certifies that it will comply with all applicable laws, environmental requirements, regulations, terms and conditions as stated in the grant agreement.

**NOW, THEREFORE BE IT RESOLVED** that the Aitkin County Administrator is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the Aitkin County.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12<sup>th</sup> day of March 2019, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 12<sup>th</sup> day of March 2019**

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Jessica Seibert  
County Administrator

## **Northwoods Regional ATV Trail System**

### **Mille Lacs-Malmo East ATV Loop Trail Project**

This project requests a \$1,500,000 appropriation from bond proceeds to be provided to the Commissioner of Natural Resources for predesign, design, acquisition, and development of a trail to connect the Northwoods Regional ATV trail system with the MilleLacs-Malmo East Loop trail system.

The appropriation would not be available until the commissioner determines that \$150,000 has been committed to the project from non-state sources.

This request would fund the addition of a major ATV trail loop to the existing Northwoods Regional ATV Trail System, which serves Aitkin, Mille Lacs, Crow Wing, Itasca and Cass Counties, as well as counties further north. See Map #1 for details.

The project would add about 58 miles of trail to the existing Northwoods Regional ATV trail system. Major portions of the proposed Mille Lacs-Malmo East Loop would be located on existing county and state lands, with many already existing forestry roads that would be incorporated into the new trail.

Map #2 shows the general location of the proposed addition relative to the existing Northwoods Regional ATV trail system and how it would connect the communities of Malmo, Glen, and Isle along the existing South Soo Line ATV Trail.

In addition to adding a significant new section to the Northwoods Regional ATV Trail System, this project would also provide a long term and much needed diversification to the east and northern side of Mille Lacs Lake due to the on-going issue with the walleye fishery.

The project would be constructed in phases, with the northern leg which would connect Malmo and Glen east to the existing Soo Line Trail east of the Solana ATV Loop. The second phase would focus a direct connection between Malmo and Isle to the south. That route would generally parallel with the east side of Mille Lacs Lake.

Map #3 illustrates the large expanse of territory that the Northwoods Regional ATV Trail covers and highlights the lack of ATV trail presence on east and north side of Mille Lacs Lake.

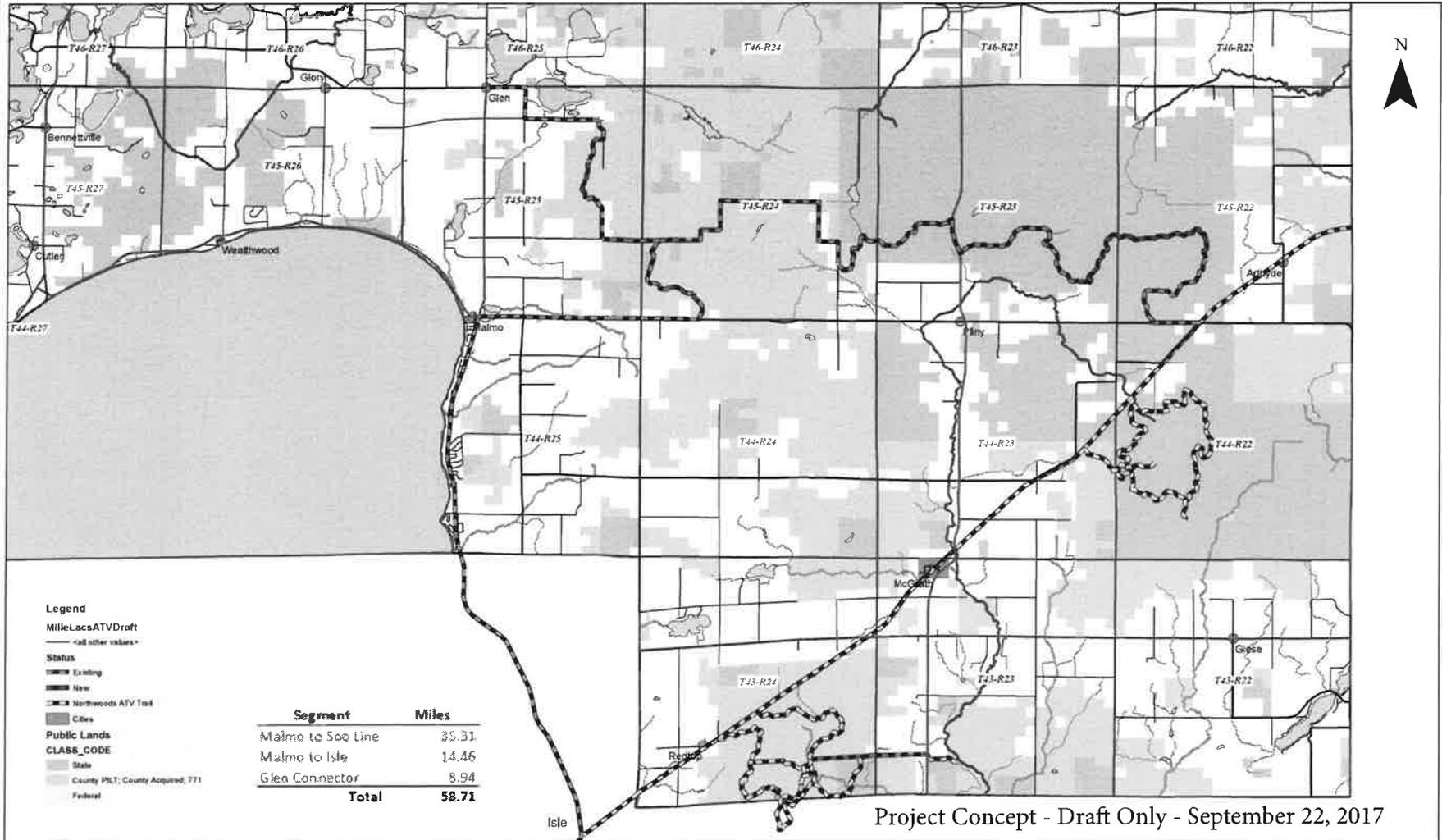
Over the past two years the State of Minnesota has provided almost \$4 million dollars in direct local economic aid in the form of low interest loans, grants and promotional funds to help mitigate the severe economic impact the Mille Lacs Lake fishery issue has had on the area.

This project will provide lasting public infrastructure that will support a healthy and diverse tourism industry well into the future for the Mille Lacs Lake area.

Map #3 illustrates that Aitkin County and the area ATV/Snowmobile Clubs have a long successful history of building and maintaining summer and winter recreational use trails. This project will build on an already successful program of 200 miles of trails.

# Northwoods Regional ATV Trail System (Map #1)

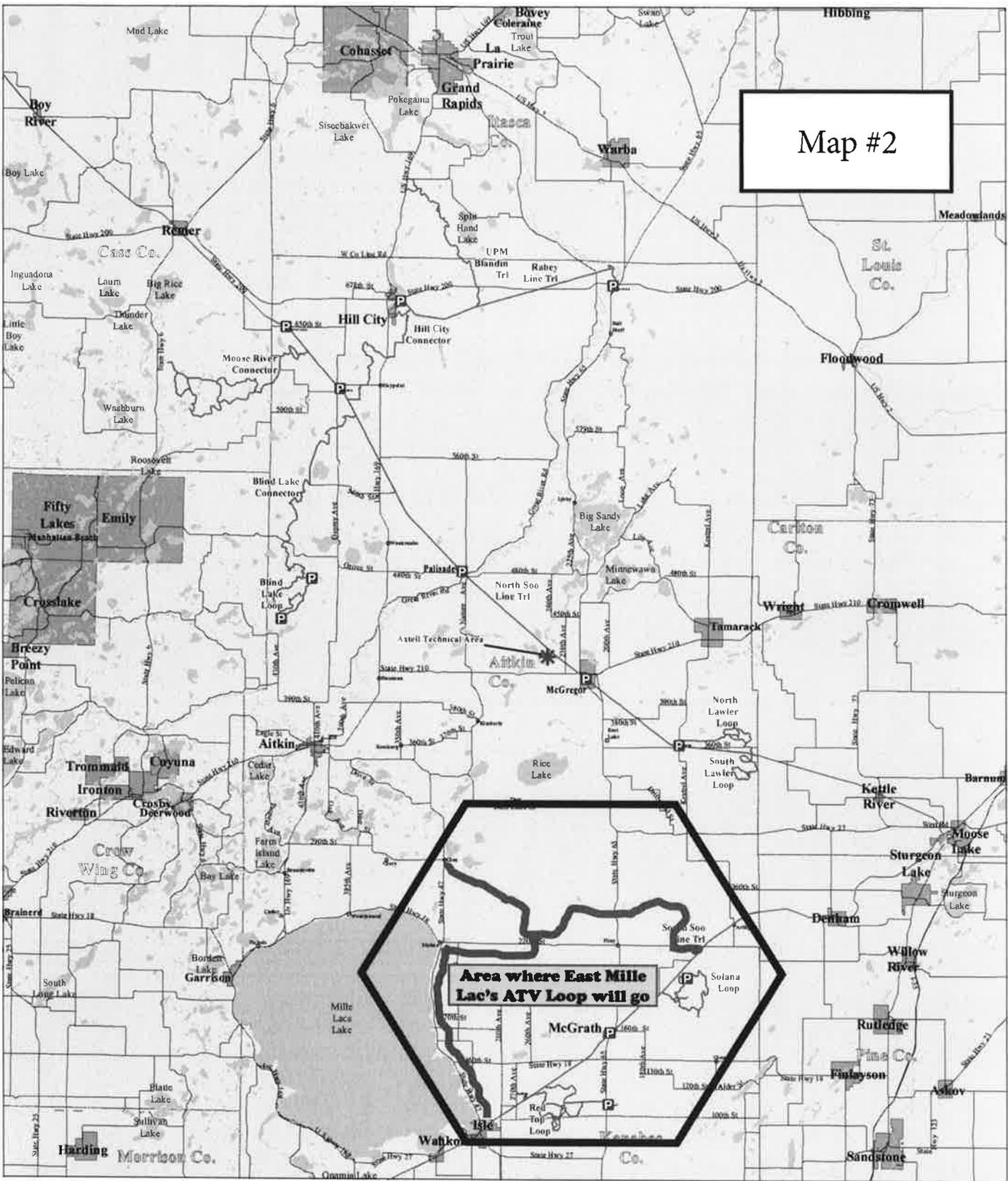
## Mille Lac-Malmo East ATV Trail Loop - Project Concept - Draft Only



Project Concept - Draft Only - September 22, 2017



Map #2



**Legend**

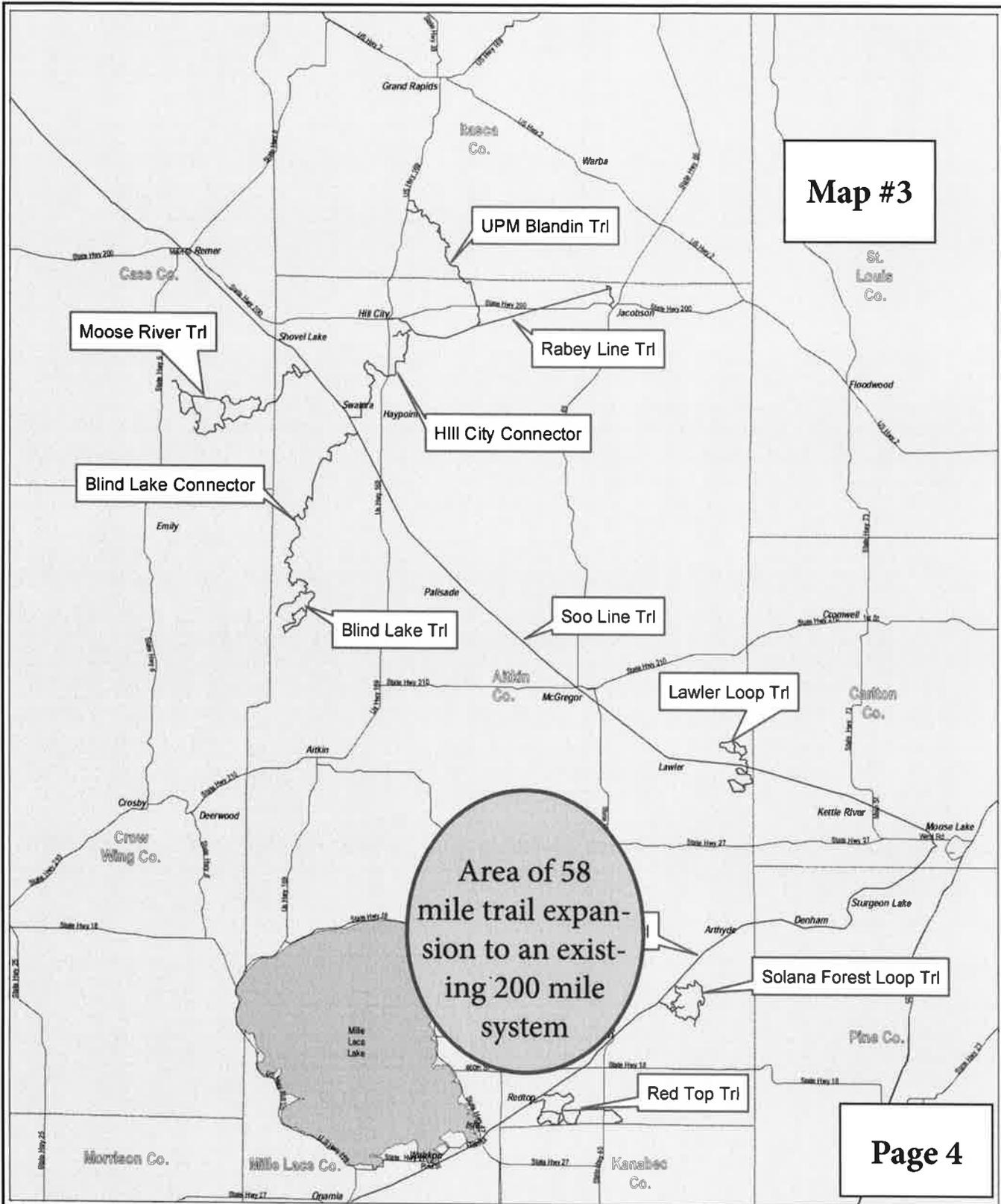
- ATV Trail Parking
- ATV Trail
- Major Road

# Northwoods Regional ATV Trail System General Trail Map

Page 3



Map #3



Area of 58  
mile trail expansion  
to an existing 200 mile  
system

Page 4

Legend	
	ATV Trail
	Major Highway
	County Boundary

### Northwoods Regional ATV Trail System Trail Map



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

ADOPTED January 23, 2018

By Commissioner: Pratt

**20180123-009**

**In Support of HF 492**

Relating to capital improvements; appropriating money for an ATV trail connection; authorizing the sale and issuance of state bonds.

**WHEREAS**, Aitkin and Itasca Counties along with numerous regional partners has built and developed the Northwood's ATV Trail System which has been greatly successful in attracting ATV riders and ATV related events to Aitkin County and the surrounding region, and

**WHEREAS**, Aitkin County and surrounding counties have seen a noticeable, positive impact on the local economy due to the ATV riders and events, and

**WHEREAS**, due to mitigating factors beyond our control, the Mille Lacs Lake area in Aitkin, Mille Lacs and Crow Wing Counties is suffering economic losses because of a major reduction in resort patrons and visitors to the area, and

**WHEREAS**, it is Aitkin County's desire to help add to the Mille Lacs Lake area economy by constructing a connection to the existing Northwood's ATV Trail System with a segment known as Mille Lacs-Malmo East ATV Loop, and

**WHEREAS**, the Mille Lacs-Malmo East ATV Loop will become full segment of the Northwood's ATV Trail System and will be maintained and promoted as such.

**NOW THEREFORE BE IT RESOLVED** that the Aitkin County Board of Commissioners is in support of HF 492 for the positive effects and impacts on the Mille Lacs Lake area and the surrounding region.

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

**FIVE MEMBERS PRESENT**

All Members Voting Yes

STATE OF MINNESOTA)  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 23<sup>rd</sup> day of January 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23<sup>rd</sup> day of January 2018

  
\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** March 12 2019

**Title of Item:** Timber permits, markets and extensions

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

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

<b>Submitted by:</b> Rich Courtemanche	<b>Department:</b> Land
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<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner	<b>Estimated Time Needed:</b> 20 minutes
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**Summary of Issue:**

The Aitkin County Land Commissioner will report the status of timber sales to the County Board. The discussion will center around the effects of weather and market forces and what the ramifications are to County revenues and apportionment to schools, townships and to the general fund.

A discussion around Land Department policies and how to lessen the impact to the logging community. Policy recommendations include:

- 1) Allow free extensions for permits for good winters, allowing cutting and harvesting past the March 15th deadlines on permits
- 2) Allow free extensions for 6 months for wood that is cut and harvested but not delivered to mills (summer yarding)

Futurewood Corporation would like to request a second extension on five (5) sales (attached letter). The timber sale contract requires that second extensions be approved by the County Board.

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

The State DNR and other County Land Departments have requested a halt to repetitive extensions. The size and magnitude of the prospect of five sales turned back is noteworthy. Futurewood is agreeing to pay a second penalty fee of \$4,435.

**Recommended Action/Motion:**

Approve the extension request from Futurewood with either the 10% penalty fee of \$4,435 or requiring paying for the wood in full (no penalty) as per 2012 ACLD policy.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No

Please Explain:

## Futurewood Corp Extension Request

Futurewood Corp. is requesting an additional extension for the following sales that expire with Aitkin County:

13450

13512

13539

13549

13668

Reasons for wood being unharvested:

- The warm winters of 2016 & 2017 began a back log of winter wood across all agencies.
- The first week of February 2018, the markets weren't accepting any hardwood, which these sales consist mostly of.
- Ash markets, in particular, became very weak since the purchase date of these sales.
- These are hard freeze sales which have been problematic getting the weather and markets to cooperate in recent years.

Reasons for an extension:

- The county will be getting back the exact types of sales that have not been selling over the last few auction cycles.
- The stumpage prices on these permits are currently much higher than any similar sales on recent auctions.
- As of March 1, Futurewood has cut over 5,000 cords of Aitkin counties wood on 3 sales, delivered it to market, and are currently still cutting and hauling on 2 more county sales.

- We've had over runs on the sales cut this winter which resulted in lost time and opportunity to cut some of the sales listed above.
- To my knowledge, Futurewood has never defaulted or turned back any Aitkin County timber sales.

Futurewood Corp would like to fulfill and complete all timber sale management obligations held with Aitkin County.

Futurewood proposes an additional 10% of the uncut balance (non-refundable) for the permits listed above for an additional 1 year extension.

Thank you,

Quinton Finley

Futurewood Corp.

**Timber Permit Policies per Counties**

County	Down Payment	Permit Terms	Payment Requirements Prior to Cutting	Extension Terms	Extension Payment	Any Extension Exceptions	Disposition After Extension
<b>Aitkin</b>	15% of appraised value and then addl. 15% of the bid up price within 30 days	3 years	Full balance by cash or letter of credit plus 10 % of the sale	1 year	<del>Sale must be paid in full plus an extension fee of 10% of uncut balance, non-refundable</del>	County Board approved waiving the payment in full requirement for permits eligible for extension in 2009	If sale is un-cut it can be reoffered and monies are forfeited
<b>Becker</b>	25% of entire sale	2 years	Balance of the sale value must be paid before timber is cut	1 year	10% of uncut balance	No	If sale is un-cut it can be reoffered and monies are forfeited
<b>Beltrami</b>	15% of appraised value and then addl. 15% due on the bid up value within 14 days	2 years	Full balance by cash or letter of credit, no performance guarantee collected	1 year	10% of total sale value	No	If sale is un-cut it can be reoffered and monies are forfeited
<b>Carlton</b>	15% of Appraised Value	2 years	Full balance by cash or letter of credit, no performance guarantee collected	1 year	5% of uncut balance or \$100 whichever is more, non-refundable and non-applicable	Eliminated the "Payment in full of uncut timber" provision	If sale is un-cut it can be reoffered and monies are forfeited
<b>Cass</b>	25% of bid price if you forfeited a sale in past two years/20% if you did not	2 years	Full balance by cash or letter of credit	1 year	Sale must be paid in full plus an extension fee of 10 % of the appraised value, non-refundable	No	If sale is un-cut it can be reoffered and monies are forfeited
<b>Clearwater</b>	15% of appraised value	2 years	Full balance is due at the time the sale is cut by cash or letter of credit	1 year	10% of the uncut balance, non-refundable and non-applicable	No	If sale is un-cut it can be reoffered and monies are forfeited
<b>Cook</b>	<b>No Timber Sales</b>						
<b>Crow Wing</b>	15% of appraised value, non-refundable	2 years	Full balance, plus performance guarantee which is 10% of appraised value	1 year	10% of uncut balance, non-refundable and non-applicable	No	If sale is un-cut it can be reoffered and monies are forfeited
<b>Hubbard</b>	15% of appraised value	6 months to 2 years	Full balance is due at the time the sale is cut by cash or letter of credit	1 year	10% of uncut balance	Hubbard County Board approved granting one year free extensions for permits expiring in 2009	If sale is un-cut it can be reoffered and monies are forfeited
<b>Itasca</b>	15% of Appraised Value (10% is Perf. Guar. & 5% is applied to the balance)	3 years	Balance is paid in full, no performance guarantee.	1 year	10% of uncut balance	No	If un-cut sale, 15% down payment is forfeited
<b>Koochiching</b>	15% of the appraised value	1, 2 & 3 years	Full balance, no performance guarantee	1 year	20% of the total sale value, non-refundable, but applies towards the remaining balance	County Board approved to grant 1 free year extension for timber contracts expiring in 2009	If sale is uncut, all payments are forfeited and sale is reoffered. County forfeiture policy states an additional penalty of 10% of the total sale value is due and purchaser is ineligible to bid at next two quarterly auctions.
<b>Lake</b>	15% of the appraised value	1 or 3 years	Balance is paid in full, no performance guarantee.	1 year	25%, non-refundable and non-applicable	At the direction of the County Board, due to economic conditions, free extensions with no percentage increase in stumpage, as is policy, have been given.	If sale is uncut, 15% down payment and any extension fee are forfeited, and sale is re-auctioned
<b>Pine</b>	15% of appraised value, non-refundable	2 years	Full balance, no performance guarantee	2 year	Sale must be paid in full plus an extension fee of 5 % of the uncut timber value, non-refundable	No	If sale is uncut, all payments forfeit and sale is re-auctioned
<b>St. Louis</b>	15% of appraised value, non-refundable	1, 2 & 3 years	Full balance must be paid prior to harvest	1 year	Total bid value of sale x Factor Formula, non-refundable, but applicable	This past year (2009) the county revised its timber contract, including its extension policy. Also the Land Commissioner can make an exception to an extension policy due to market or other conditions	If sale is not out the extension payment and down payment are non-refundable



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** 3/12/2019

**Title of Item:** Personnel Committee Recommendation - Facilities Coordinator Position

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input 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> Jessica Seibert and Bobbie Danielson	<b>Department:</b> Admin/HR Depts
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator, or Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b> 5-10 minutes
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**Summary of Issue:**

The Personnel Committee met on 3/5/2019 and recommends the following:

The current Building and Grounds Supervisor is retiring on 4/30/2019. The committee is recommending a full-time Facilities Coordinator position be created. The Facilities Coordinator will be a supervisory position accountable for the operation and maintenance of all sites owned and operated by the county. This is a hands-on working coordinator position. A job description is attached.

Grade level to be determined based on consultant's recommendation.

We are hoping to have an overlap between the incoming and outgoing incumbents for on-the-job training purposes.

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

**Recommended Action/Motion:**

Motion to create a full-time Facilities Coordinator position and authorize filling the vacancy.

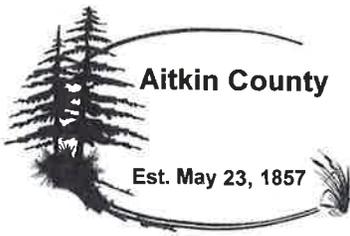
**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

The current Building and Grounds position is budgeted. The current incumbent is earning \$54,856.22 (grade 7). It is anticipated that the Facilities Coordinator position will be graded higher. Jessica will provide additional budget information at the meeting. (Awaiting consultant's recommendation.)



*Proposed*

**Position Description**

**FACILITIES COORDINATOR**

**Department** Administration / Facilities  
**Grade** Grade TBD  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union Position

**Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing.

**Job Summary**

The Facilities Coordinator is accountable for the operation and maintenance of all sites owned and operated by the county. This position performs administrative, supervisory and manual tasks to assure proper operation and maintenance of facilities, grounds, and equipment in accordance with building codes, safety codes, and other regulations; supervises and coordinates custodial/maintenance services, repair/construction projects; answers emergency calls as required, is available to repair breakdowns in the facilities; and has significant financial accountabilities involving budgeting and forecasting for all aspects of facilities operations, maintenance, and data management.

The Facilities Coordinator is responsible for providing information, dispatching services, reconciling and resolving service needs and contract administration and management; will have frequent contact with internal customers and department staff, serving as a resource on a wide range of maintenance matters; work will require customer responsiveness, excellent communication skills, resourcefulness, sound critical thinking, problem solving skills, and advanced computer skills.

The Facilities Coordinator has direct accountability for the performance of facilities maintenance work, functioning as a hands-on working coordinator.

**Supervision Received**

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

**Supervision Exercised**

The Facilities Coordinator is accountable for the supervision and management of all assigned staff, including planning, assigning and directing work, training, time and attendance systems, work orders systems, performance management, and other workforce reporting requirements. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, suspension, termination, and resolving



## *Position Description*

grievances. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **Essential Functions**

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

1. Manages the maintenance of all facilities including buildings and grounds, utilizing internal and external resources as deemed appropriate, ensuring preservation of all associated assets, cost effectiveness of services provided and customer satisfaction.
2. Supervises, plans, trains, organizes, schedules, creates work assignments, and distributes work orders for custodial and maintenance staff for appropriate maintenance and repair of equipment, buildings, and grounds.
3. Provides training and performance management for all assigned staff to ensure department effectiveness.
4. Services internal and external customers by anticipating needs and responding to service requests in a timely and effective manner.
5. Administers department budget, audits invoices, authorizes payment and reconciles expenses, ensuring accurate and timely processing of expenses, adherence to contractual and budget parameters and compliance with forecasted expenses and budget parameters.
6. Administers department performance metrics application, capturing data, analyzing performance, reporting results and disseminating information to staff, maximizing performance outcomes and ensuring compliance with reporting format and frequency.
7. Performs project management services for building improvement projects, system upgrades, energy projects and related services, coordinating the work of contractors, vendors and staff, ensuring effective performance and desired outcomes.
8. Develops specifications and proposals for services and repair needs relating to facilities operations and maintenance, contacts service providers, reviews proposals, awards bids and monitors service to ensure critical building repairs and service requirements are achieved.
9. Negotiates and maintains contracts with vendors to secure quality, cost-efficient goods and services as required to permit the effective operation and maintenance of facilities and grounds.
10. Reviews the performance of contract work, inspecting work in progress and at completion to maximize performance outcomes, ensure contract compliance and cost effectiveness.
11. Develops, maintains, assesses, revises, and administers departmental policies and procedures. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws.
12. Administers safety programs, developing and implementing best practices and department guidelines to ensure compliance with organizational, departmental and regulatory requirements relating to workplace safety, including OSHA compliance. Serves as member of Safety Committee. Coordinates annual fire, tornado, and emergency practice drills for all department staff. Also assists with the county-wide drills.
13. Monitors buildings and grounds proactively to assess maintenance and service needs. Develops and implements preventative maintenance plans and Capital Improvement Plan for the facilities, grounds, equipment, and maintenance vehicles.



## **Position Description**

14. Reviews projects with department leadership to assess priorities, identify scope of work, cost and project parameters to effectively coordinate and execute building repair and remodeling projects.
15. Analyzes reports and data generated by the automated maintenance systems to identify problems, trends and process improvements as needed.
16. Communicates with county staff and leadership to assess service needs and priorities, report on work in progress and new developments, ensuring the proactive and timely communication of information to maintain favorable customer relations and ensure the accurate and timely dissemination of information.
17. Performs various administrative functions for department including recordkeeping, communications, support services for administration and related duties as assigned in a responsive and professional manner.
18. Is the first point of contact for all emergency service requests to the Facilities department during and after business hours.
19. Assists staff as appropriate in the service, maintenance and repairs of County facilities, buildings and grounds. Assists the Utility Maintenance Custodian with snow removal.
20. Is a member on the Facilities Committee.
21. Works with County Administration to maintain the county motor pool fleet.
22. Serves as a member of the crisis management team. Assists in developing emergency procedures and guidelines.
23. Conducts business in accordance with the Open Meeting law.
24. Appropriately responds to requests for government data, in accordance with the MN Government Data Practices Act and through Administration/HR as applicable. Maintains data in accordance with records retention schedules.
25. Attend meetings, conferences, and continuing education courses as needed.
26. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Facilities Management Certificate or equivalent program coursework in electrical systems, mechanical systems, facilities management, project administration, preventive maintenance, energy maintenance strategies, and fire safety, plus 5 or more years of related facility maintenance experience. Prior experience supervising a maintenance and/or technical staff is highly desirable.

Must have the ability to effectively schedule multiple employees amongst various departments and the ability to focus and work productively with regular interruptions.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check (including FBI fingerprint check), and pre-employment physical will be performed as part of the pre-employment process.

Proficiency in computer software programs.

Must be available for call out for emergency and after hour repairs and for occasional calls from evening custodial staff.



## Position Description

Required to obtain upon hire a Second Class C Boiler License (*verifying level of boiler's license required for new facility*) issued by the MN Department of Labor and Industry required.

Class B Operator license issued by the MN Pollution Control Agency.

### Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Operational characteristics, services, and activities of a comprehensive building maintenance program.
3. Principles of facility management.
4. Practices, methods, equipment, tools, and materials used in building construction, alteration, repair, maintenance, and operation.
5. Theory and operation of control systems, mechanical equipment, power equipment, energy management equipment, electrical systems and equipment, communications equipment, diagnostic equipment, surveillance systems, security systems, institutional laundry and kitchen facilities, and boiler systems.
6. Occupational hazards and standard safety practices necessary in the area of building maintenance.
7. Principles of service/vendor contract administration.
8. Principles and procedures of record keeping and report preparation.
9. Principles and practices of budget preparation and administration.
10. Principles of supervision, training, and performance evaluation.
11. Pertinent Federal, State, and local laws, codes, and regulations.
12. Safe driving, equipment and tool use principles and practices.
13. Characteristics and use of commercial custodial compounds.
14. Modern office practices, methods, and equipment.
15. Principles and practices of working safely.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Reading, writing, and speaking English proficiently.
3. Efficiently organizing and prioritizing staff and workload for maximum productivity.
4. Operate manual and power equipment and tools.
5. Operate equipment diagnostic instruments and tools.
6. Operate modern office equipment.
7. Operate a motor vehicle safely.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and guests with respect, honesty, and consideration.
2. Interpret and apply Federal, State and local policies, procedures, laws and regulations as they pertain to building maintenance.



## ***Position Description***

3. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
4. Communicate clearly and concisely, both orally and in writing. This includes utilizing email technology for most efficient communication between offices and buildings.
5. Must have the ability to limit the duration and number of interruptions made to staff in each department, while engaged in the orderly conduct of business, for staff productivity purposes.
6. Understand and carry out oral and written instructions
7. Maintain confidentiality.
8. Maintain accurate and up-to-date records.
9. Manage, direct and coordinate the work of assigned maintenance and/or custodial staff.
10. Perform the full range of building maintenance duties.
11. Troubleshoot electrical, mechanical, and plumbing problems.
12. Select, supervise, train, and evaluate staff.
13. Provide administrative and professional leadership and direction for department personnel.
14. Recommend and implement goals, objectives, and practices for providing effective and efficient building maintenance and/or custodial services and activities.
15. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
16. Research, analyze, and evaluate new methods, procedures, and techniques.
17. Prepare, develop, and recommend plans, specifications, and cost estimates.
18. Prepare and administer assigned vendor contracts in collaboration with the County Administrator.
19. Prepare and administer budgets.
20. Read and understand building mechanical, electrical, and plumbing systems blueprints and diagrams, security and surveillance systems, and hardware.
21. Read and understand special systems technical programming manuals.
22. Estimate and order materials and supplies.
23. Prepare clear and concise reports.

### **Language Skills**

**Intermediate Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

### **Mathematical Skills**

**Intermediate Skills** – Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Skills**

**High Skills** – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



**Computer Skills**

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

County Payroll Software, E-time, Microsoft Word, Excel, Outlook, PowerPoint, Internet, Heating Ventilation & Air Conditioning (HVAC) software, and other job-related programs.

**Ability to Travel**

Occasional travel is required for training, errands, and travel between county facilities. Regularly drives motor pool vehicles for troubleshooting or shuttling to/from automotive service centers.

**Competencies**

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

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

**Work Environment**

The noise level in the work environment is usually moderate to loud. The employee carries out many different tasks in a single day and could work at any number of building locations, both indoor and outdoor in all types of weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, dust, fumes, smoke, gasses, or airborne particles, toxic or caustic chemicals, intermittent noise, and risk of electrical shock. The employee occasionally works in high places, on ladders or scaffolding.

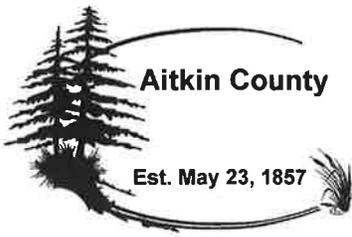
**Equipment and Tools**

Computer, copier, printer, telephone, fax, calculator, shredder, power tools, hand tools, measuring and metering devices, push mower, riding lawn mower with various attachments, weed whip, shovel, vacuum cleaner, carpet extractor, floor buffer, pumps, refractometer (glycol testing), ohmmeter, bobcats, county-owned vehicles, personal vehicle (requires proof of insurance on file).

**Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to regularly lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium to heavy work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.



## **Position Description**

Offers of employment are conditional on successful completion of a physical exam, to ensure the applicant's ability to meet the physical demands of the job.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

03/05/2019

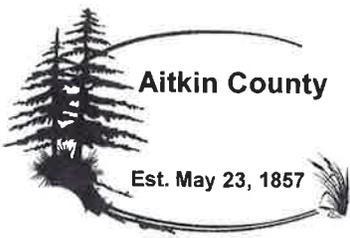
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***Our Vision:*** *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

***Our Mission:*** *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

***Our Core Values:*** *Collaboration, Innovation, Integrity, People-Focused, Professionalism*





Current

**Position Description**

## **BUILDING AND GROUNDS SUPERVISOR**

**Department** Administration / Building Maintenance  
**Grade** Grade 7  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union Position

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing.

### **Job Summary**

To perform administrative, supervisory and manual tasks to assure proper operation and maintenance of grounds, facility, electrical, mechanical, and a wide variety of equipment in accordance with building codes and other regulations; to coordinate custodial/maintenance services and activities; answer emergency calls as required, and be available to repair breakdowns in the facilities.

### **Supervision Received**

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

### **Supervision Exercised**

Serves as a supervisor having direct control over the quantity and quality of the work product of the maintenance and custodial staff. Also directly supervises temporary workers and STS inmate workers as needed.

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

### **Essential Functions**

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

1. Plans, trains, assigns and directs daily schedules and work assignments for custodial and maintenance staff to operate and maintain county grounds and facilities 24 hours per day/7 days per week.



## ***Position Description***

2. Performs and supervises work necessary to maintain custodial, mechanical, plumbing, heating, air conditioning, lighting, fire alarm, sprinkler, and electrical systems within all county facilities. Repairs interior fixtures, furnishings, and equipment.
3. Performs or coordinates grounds and exterior building maintenance to include lawn care, parking lot, and exterior fixtures and finishes.
4. Efficiently operates and monitors the computerized energy management system to ensure quality climate control.
5. Develops, maintains, assesses, revises, and administers departmental policies and procedures. Administers and enforces county policy, union contract, and multiple safety rules and regulations.
6. Develops and implements preventative maintenance plans for the facilities, equipment, and vehicles. Responsible for the maintenance and testing of the Sheriff's Office emergency generators that provide communication for EMS, Fire, Police, as well as heat and electricity for the jail, courthouse, and IT Department.
7. Oversees security of buildings and grounds.
8. Works with local and state officials such as MPCA, EPA, Fire Marshals, ADA, and OSHA to ensure all laws and building codes are in compliance. Makes recommendations for updates to the County Administrator when necessary.
9. Recommends changes in procedures or use of equipment to increase staff productivity.
10. Participates on the facilities management committee and in space needs and assessment evaluations. Makes recommendations to the County Administrator concerning building needs. Obtains quotes for equipment, repairs, and contract services and administers service contracts.
11. Reviews and approves invoices and payments for services.
12. Participates on the safety committee. Identifies the safety training needed for department staff based on job location, tools, machines, and materials used, actual and potential safety and health hazards associated with each task, and safe and healthful practices, apparel, and equipment required for each task. Trains employees in proper use of materials, including how to read MSDS sheets developed by chemical manufacturers. Conducts or arranges for the training of staff and evaluates program effectiveness. Ensures all OSHA required safety programs are implemented. Trains staff as required on lockout/tagout, asbestos, lead, and other toxic and hazardous substances, bloodborne pathogens, ladders, scaffolds, respiratory protection, first-aid, fire prevention, powered platforms, hazardous materials, personal protective equipment, hearing protection, machinery and machine guarding, welding, electrical safety, and other applicable safety programs. Maintains up-to-date MSDS sheets and training records as required by OSHA.
13. Reviews and approves/rejects timesheets and requests for time off.
14. Maintains the county motor pool fleet, follows up on vehicle malfunction reports, test drives vehicles to assess possible maintenance needs, arranges for vehicle service and repairs.
15. Meets with the County Administrator regarding reorganizing schedules or assignments of employees and meets with Human Resources regarding personnel issues.
16. Subject to being called out on evenings, weekends, and holidays for building maintenance needs or vehicle malfunctions.
17. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing



## **Position Description**

- performance improvement plans, disciplining employees, suspension, termination, and resolving grievances.
18. Serves as a member of the crisis management team. Assists in developing emergency procedures and guidelines.
  19. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
  20. Conducts business in accordance with the Open Meeting law.
  21. Appropriately responds to requests for government data, in accordance with the MN Government Data Practices Act and through Administration/HR as applicable. Maintains data in accordance with records retention schedules.
  22. Coordinates annual fire, tornado, and emergency practice drills for all department staff. Also assists with the county-wide drills.
  23. Attend meetings, conferences, and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Facilities Management Certificate or equivalent program coursework in electrical systems, mechanical systems, facilities management, project administration, preventive maintenance, energy maintenance strategies, and fire safety, plus 5 or more years of related facility maintenance experience. Prior experience supervising a maintenance and/or technical staff is highly desirable.

Must have the ability to effectively schedule multiple employees amongst various departments and the ability to focus and work productively with regular interruptions.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check (including FBI fingerprint check), and pre-employment physical will be performed as part of the pre-employment process.

Must be available for call out for emergency and after hour repairs and for occasional calls from evening custodial staff.

Required to obtain upon hire a Second Class C Boiler License issued by the MN Department of Labor and Industry required.

Class B Operator license issued by the MN Pollution Control Agency.



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

#### Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Operational characteristics, services, and activities of a comprehensive building maintenance program.
3. Principles of facility management.
4. Practices, methods, equipment, tools, and materials used in building construction, alteration, repair, maintenance, and operation.
5. Theory and operation of control systems, mechanical equipment, power equipment, energy management equipment, electrical systems and equipment, communications equipment, diagnostic equipment, surveillance systems, security systems, institutional laundry and kitchen facilities, and boiler systems.
6. Occupational hazards and standard safety practices necessary in the area of building maintenance.
7. Principles of service/vendor contract administration.
8. Principles and procedures of record keeping and report preparation.
9. Principles and practices of budget preparation and administration.
10. Principles of supervision, training, and performance evaluation.
11. Pertinent Federal, State, and local laws, codes, and regulations.
12. Safe driving, equipment and tool use principles and practices.
13. Characteristics and use of commercial custodial compounds.
14. Modern office practices, methods, and equipment.
15. Principles and practices of working safely.

#### Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Reading, writing, and speaking English proficiently.
3. Efficiently organizing and prioritizing staff and workload for maximum productivity.
4. Operate manual and power equipment and tools.
5. Operate equipment diagnostic instruments and tools.
6. Operate modern office equipment.
7. Operate a motor vehicle safely.

#### Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and guests with respect, honesty, and consideration.
2. Interpret and apply Federal, State and local policies, procedures, laws and regulations as they pertain to building maintenance.
3. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
4. Communicate clearly and concisely, both orally and in writing. This includes utilizing email technology for most efficient communication between offices and buildings.
5. Must have the ability to limit the duration and number of interruptions made to staff in each



## ***Position Description***

department, while engaged in the orderly conduct of business, for staff productivity purposes.

6. Understand and carry out oral and written instructions
7. Maintain confidentiality.
8. Maintain accurate and up-to-date records.
9. Manage, direct and coordinate the work of assigned maintenance and/or custodial staff.
10. Perform the full range of building maintenance duties.
11. Troubleshoot electrical, mechanical, and plumbing problems.
12. Select, supervise, train, and evaluate staff.
13. Provide administrative and professional leadership and direction for department personnel.
14. Recommend and implement goals, objectives, and practices for providing effective and efficient building maintenance and/or custodial services and activities.
15. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
16. Research, analyze, and evaluate new methods, procedures, and techniques.
17. Prepare, develop, and recommend plans, specifications, and cost estimates.
18. Prepare and administer contracts.
19. Prepare and administer budgets.
20. Read and understand building mechanical, electrical, and plumbing systems blueprints and diagrams, security and surveillance systems, and hardware.
21. Read and understand special systems technical programming manuals.
22. Estimate and order materials and supplies.
23. Prepare clear and concise reports.

### **Language Skills**

**Intermediate Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

### **Mathematical Skills**

**Intermediate Skills** – Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Skills**

**High Skills** – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

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

County Payroll Software, E-time, Microsoft Word, Excel, Outlook, PowerPoint, Internet, Heating Ventilation & Air Conditioning (HVAC) software, and other job-related programs.



**Ability to Travel**

Occasional travel is required for training, errands, and travel between county facilities. Regularly drives motor pool vehicles for troubleshooting or shuttling to/from automotive service centers.

**Competencies**

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

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

**Work Environment**

The noise level in the work environment is usually moderate to loud. The employee carries out many different tasks in a single day and could work at any number of building locations, both indoor and outdoor in all types of weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, dust, fumes, smoke, gasses, or airborne particles, toxic or caustic chemicals, intermittent noise, and risk of electrical shock. The employee occasionally works in high places, on ladders or scaffolding.

**Equipment and Tools**

Computer, copier, printer, telephone, fax, calculator, shredder, power tools, hand tools, measuring and metering devices, push mower, riding lawn mower with various attachments, weed whip, shovel, vacuum cleaner, carpet extractor, floor buffer, pumps, refractometer (glycol testing), ohmmeter, bobcats, county-owned vehicles, personal vehicle (requires proof of insurance on file).

**Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to regularly lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium to heavy work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Offers of employment are conditional on successful completion of a physical exam, to ensure the applicant's ability to meet the physical demands of the job.

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



## **Position Description**

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

05/13/2014

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***Our Vision:*** *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

***Our Mission:*** *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

***Our Core Values:*** *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



# Aitkin County Board of Commissioners Agenda Request Form

7

Agenda Item #

**Requested Meeting Date:** March 12, 2019  
**Title of Item:** Committee Reports

<input checked="" type="checkbox"/> 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 Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	3 <sup>rd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	Monthly	3 <sup>rd</sup> Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 <sup>rd</sup> Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Wednesday	Pratt, Alt. Marcotte
Budget Committee	Most months	1 <sup>st</sup> Tuesday	Wedel and Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> or 4 <sup>th</sup> Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 <sup>th</sup> Monday	Pratt and Land Cmr Courtemanche
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	Last Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	10x year	3 <sup>rd</sup> Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> Friday	Marcotte, Alt. Pratt
MN Rural Caucus	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 <sup>nd</sup> Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Pratt and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 <sup>th</sup> Thursday	Marcotte, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed	2 <sup>nd</sup> Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Pratt
Sobriety Court	Bi-Monthly	3 <sup>rd</sup> Thursday	Wedel
Solid Waste Advisory	As needed		Pratt 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



Aitkin  
County

# Board of County Commissioners Agenda Request

8A  
Agenda Item #

**Requested Meeting Date:** March 12, 2019

**Title of Item:** Closed Session - County Administrator Performance Evaluation

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 1 hour
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**Summary of Issue:**

Pursuant to MN Statute 13D.05 Subd. 3 (a) Performance Evaluation of County Administrator, this portion of the Board meeting will be closed to the public.

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

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

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