

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS July 27, 2021 – BOARD AGENDA

Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code): 182 098 2655; (meeting password): 7282.

- 9:00 1) **J. Mark Wedel, County Board Chair**
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
- 9:05 E) **Health & Human Services (see separate HHS agenda)**
- 9:52 **Break**
- 10:02 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). 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. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the 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 July 13, 2021 to July 26, 2021**
 - B) **Approve July 13, 2021 County Board Minutes**
 - C) **Approve Electronic Funds Transfers**
 - D) **Approve Commissioner's Vouchers**
 - E) **Approve Auditor's Vouchers – Taconite Production Tax & Property Tax Overpayments**
 - F) **Approve Auditor's Vouchers – Sales/Use and Diesel Tax for June 2021**
 - G) **Approve Auditor's Vouchers – R&B Contract Payments**
 - H) **Approve Manual Warrants/Voids/Corrections – Camping Refunds 7/2/21, Multiple**
 - I) **Approve Manual Warrants/Voids/Corrections – Camping Refund 7/6/21**
 - J) **Approve Manual Warrants/Voids/Corrections – FSA Claims 2021 #39879151**
 - K) **Approve Manual Warrants/Voids/Corrections – Camping Refunds 7/12/21**
 - L) **Approve Manual Warrants/Voids/Corrections – FSA Claims 2021 & Mtg/Deed Tax Amended June Pmt**
 - M) **Approve Manual Warrants/Voids/Corrections – ELAN Pd 7/8/21 Allocated**
 - N) **Approve Manual Warrants/Voids/Corrections – Camping Refund 7/16/21**

- O) Approve Manual Warrants/Voids/Corrections – Camping Refund 7/19/21
- P) Approve Manual Warrants/Voids/Corrections – Returned Account Closed Check
- Q) Approve Affidavit for Duplicate of Lost Warrant
- R) Approve Equipment Purchase – Equipment Trailer
- S) Approve Appoint Dan Leonard for District 1 Board of Adjustments
- T) Approve Temporary 3.2% Malt Liquor License – Jacobson Vol. Fire Dept
- U) Approve Data Practices Policy Revisions
- V) Approve ATV Trail Repair Agreement

10:04 3) Dan Guida – Sheriff

- A) Aitkin County Search & Rescue Donation

10:14 4) Jessica Seibert – County Administrator

- A) Administrator Updates
- B) 2021 2nd Quarter Budget Review
- C) Minnesota County Staff Appreciation Day, Tuesday, July 27, 2021

10:29 5) Committee Updates

11:00 6) John Welle – County Engineer

- A) Public Hearing - All Terrain Vehicle Ordinance Revision

11:45 7) Rich Courtemanche – Land Commissioner

- A) Data Recovery Fee

11:55 Adjourn

AITKIN COUNTY BOARD

July 13, 2021

The Aitkin County Board of Commissioners met this 13th day of July, 2021 at 9:04 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Donald Niemi, Anne Marcotte, Brian Napstad, County Administrator Jessica Seibert, and Temporary Administrative Assistant Nikki Knutson. Commissioner Laurie Westerlund was absent.

Motion made by Commissioner Napstad, seconded by Commissioner Niemi and carried, all voting yes to approve the July 13, 2021 agenda.

Kirk Peysar discussed the results of the County Fair. Kirk also presented the 50 year time capsule event that will take place on July 17, 2021 at 10:00 a.m on the northeast corner of the Historic Courthouse lawn. July 17, 2021 is exactly 50 years from the time the capsule was buried.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve the Consent Agenda as follows.

A) Correspondence File June 22, 2021 to July 12, 2021;
 B) Approve June 22, 2021 County Board Minutes;
 C) Approve Electronic Funds Transfers \$4,914,003.29;
 D) Approve Commissioner Vouchers: General Fund \$285,533.79, Reserves \$5,074.92, Road & Bridge \$271,120.92, Health & Human Services \$26,882.61, State \$1,551.55, Trust \$12,016.26, Forest Development \$10,610.34, Capital Project \$3,975.52, Aitkin County Collaborative \$29,250.00, Long Lake Conservation Center \$7,889.63, Parks \$102,015.21 for a total of \$755,920.75; E) Approve Auditor's Vouchers – LLCC Property Insurance Claim invoices and Hwy Contract: General Fund \$116.25, Road & Bridge \$132,681.79, Long Lake Conservation Center \$13,267.16 for a total of \$146,065.20; F) Approve Auditor's Vouchers – May Settlements: Agency \$4,001,493.79; G) Approve Auditor's Vouchers – R&B Contract payments and Tax Courts: General Fund \$13.57, Road & Bridge \$195,798.73, Taxes & Penalties \$3,538.00, for a total of \$199,350.30; H) Approve Auditor's Vouchers – Hwy Dept Contract Payments: Road & Bridge \$179,814.63; I) Approve Manual Warrants/Voids/Corrections – State General Tax and FSA Claims 2021: General Fund \$1,316.86, State \$71,038.08 for a total of \$72,354.94; J) Approve Manual Warrants/Voids/Corrections – ELAN Pd 6/10/21 Allocated: General Fund \$-3687.78, Road & Bridge \$487.05, Health & Human Services \$1,147.9, Trust \$389.96, Long Lake Conservation Center \$1,550.41, Parks \$112.45, for a total of \$0.00; K) Approve Manual Warrants/Voids/Corrections – Camping Refund 6/16/21: Parks \$180.00; L) Approve Manual Warrants/Voids/Corrections – Camping Refund 6/17/21: Parks \$30.00; M) Approve Manual Warrants/Voids/Corrections – Manual payments for FSA claims and fees: General Fund \$1,147.79; N) Approve Manual Warrants/Voids/Corrections – Electronic chargebacks: Taxes & Penalties \$1,146.68; O) Approve Manual Warrants/Voids/Corrections – Mtg Reg and State Deed Tax, June Accelerated Pmt: State \$84,126.30; P) Approve Manual Warrants/Voids/Corrections – Account Closed, NSF Checks: General Fund \$110.27, State \$357.00, Trust \$11,900.00, Taxes & Penalties \$387.92, for a total of \$12,755.19; Q) Approve Manual Warrants/Voids/Corrections – Camping Refunds 6/24/21 and 6/28/21: Parks \$150.00; R) Approve Manual Warrants/Voids/Corrections – FSA Claims 2021 #39871004: General Fund \$598.66; S) Approve Manual Warrants/Voids/Corrections – ELAN Pd 6/24/21 Allocated: General Fund -\$3,871.71, Reserves Fund \$88.32, \$1,718.15, Health & Human Services \$1,276.49, Trust \$307.57, Long Lake Conservation Center \$481.18, for a total

Call to Order

Approved Agenda

Citizens' Public Comment

Consent Agenda

AITKIN COUNTY BOARD

July 13, 2021

of \$0.00; T) Approve Manual Warrants/Voids/Corrections – Credit Card Fees June 2021: Long Lake Conservation Center \$33.20; U) Approve Affidavit for Duplicate of Lost Warrant; V) Approve AutoCAD License renewal Surveying/GIS; W) Approve Aitkin County Search & Rescue Donation; X) Adopt Resolution: LG230 Off-Site Gambling – Isle Lions Club; Y) Adopt Resolution: Final Contract Payment – Contract No. 20201; Z) Sign County Board of Appeal Certification Form

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to approve – Affidavit for Duplicate of Lost Warrant.

Affidavit for Duplicate of Lost Warrant

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to approve – AutoCAD License Renewal Surveying/GIS.

AutoCAD License Renewal Surveying/GIS

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: Aitkin County Search & Rescue Donation.

Resolution #20210713-084 Aitkin County Search & Rescue Donation

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amount set forth below to the county:

Glen Township	\$500.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Glen Township	Aitkin County Search & Rescue
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WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donation offered.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: LG230 Off-Site Gambling – Lions Club.

Resolution #20210713-085 LG230 Off-Site Gambling – Lions Club

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application to Conduct Off-Site Gambling - Form LG230 - of the Isle Lions Club at the following location – The White Pine Logging & Threshing Show, 15489 180th Avenue, Finlayson, MN 55735 – Williams Township. (Note: Dates of activity for Pull-Tabs and Bingo – September 4, 2021 to September 6, 2021)

AITKIN COUNTY BOARD

July 13, 2021

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: Final Contract Payment – Contract No. 20201.

WHEREAS, Contract No. 20201 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to PCI Roads, LLC in the amount of \$3,607.48.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve Contract/Advertise for Bids.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve NTIA Broadband Grant Application.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members present voted to approve NTIA Broadband Grant Application – request for public hearing set for July 27, 2021 at 10:00 a.m.

Jennifer Corcoran – MN DNR (3DEP) presented LiDAR from 3DEP.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Bridge Priority Resolution;

WHEREAS, Aitkin County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, and

WHEREAS, Aitkin County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are high priority and Aitkin County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

**Resolution
#20210713-086
Final Contract
Payment –
Contract No.
20201**

**Approve
Contract/Advertis
e for Bids**

**NTIA Broadband
Grant Application**

**NTIA Broadband
Grant Application
– request for
public hearing**

**LiDAR
Presentation from
3DEP**

**Resolution
#20210713-087
Bridge Priority
Resolution**

AITKIN COUNTY BOARD

July 13, 2021

Existing Bridge Number	Road Number	Section/ Township/ Range	Project Cost	State-Aid Funds	Town Bridge Funds	Local Funds	Local Bridge Replacement Program Funds	Program Year
NA	420 th Avenue Farm Island Township	26-46N-27W	\$190,000		\$180,000	\$10,000		2022
88100	Aitkin CSAH 11	6-45N-27W	\$200,000	\$100,000			\$100,000	2023
01508	Aitkin CSAH 5	14-47N-25W	\$850,000	\$475,000			\$375,000	2023
7375	Aitkin CH 54	17-47N-26W	\$480,000			\$150,000	\$330,000	2023
L5965	210 th Lane Pliny Township	5-44N-23W	\$325,000		\$315,000	\$10,000		2023
01509	Aitkin CSAH 5	14-49N-25W	\$950,000	\$550,000			\$400,000	2025

FURTHERMORE, Aitkin County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Aitkin County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

Jessica Seibert, County Administrator updated the Board on the following:

- McGregor Township Meeting
- Virtual Retirement
- 1st monthly lunch with City Clerks
- Administrative Assistant Interviews
- Final Building Walk Thru

Administrator Updates

The Board discussed: NACO, 4th of July, NRAC, ECRL, Economic Development, McGregor Airport.

Board Discussion

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to close meeting at 10:50 a.m. for Closed Session Under MN Statute 13D.05 Subd. 3(b) – Attorney-Client Privilege

Closed Session Under MN Statute 13D.05 Subd. 3(b) – Attorney-Client Privilege

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to reopen Board Meeting at 11:36 a.m.

Reopen Board Meeting

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 11:37 a.m. until Tuesday, July 27, 2021 at the Aitkin County Government Center.

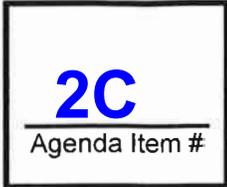
Adjourn

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request



Requested Meeting Date: 07/27/2021

Title of Item: Electronic Funds Transfer

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

Submitted by: Lori Grams	Department: County Treasurer
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Presenter (Name and Title): N/A	Estimated Time Needed:
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Summary of Issue:

Electronic Funds Transfer thru 7/19/2021

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 TRANSFER**Thru July 19, 2021 Board Meeting July 27, 2021**

Abstract Number	Date	Amount	Reason
21002	7/9/21	\$135,138.42	Commissioner Abstract
21003	7/6/21	\$33.20	Manual Abstract
21004	7/2/21	\$325.00	Manual Abstract
21005	7/6/21	\$180.00	Manual Abstract
21006	7/8/21	\$334.04	Manual Abstract
21007	7/8/21	\$7,469.41	Manual Abstract
21008	7/9/21	\$19,070.74	Commissioner Abstract
21009	7/9/21	\$17,348.57	Auditor Abstract
21010	7/13/21	\$320.00	Manual Abstract
21011	7/15/21	\$62,694.00	Auditor Abstract
21012	7/16/21	\$2,445.97	Auditor Abstract
21013	7/12/21	\$155.00	Manual Abstract
21014	7/14/21	\$6,366.81	Manual Abstract
21015	7/16/21	\$2,466.27	Auditor Abstract
21016	7/16/21	\$228,776.81	Auditor Abstract
21017	7/16/21	\$634,283.99	Payroll Abstract

\$0

\$1,117,408.23

WLC1
7/20/21

1:47PM

Aitkin County

2D



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

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

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 Description On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		587.48	5/11, 5/25, 6/19, 6/8, 6/15 06/01/2021 06/30/2021	482627	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		587.48	1 Transactions			
15240	AT&T Mobility 01-001-000-0000-6250		344.07	PRATT, NEIMI IPAD, CNTY COMM 02/26/2021 05/25/2021	287298817699X	Telephone	N
15240	AT&T Mobility		344.07	1 Transactions			
10930	Tidholm Productions 01-001-000-0000-6405		69.95	WEDEL BUSINESS CARDS 07/01/2021 07/31/2021	2062 9942	Office Supplies	Y
10930	Tidholm Productions		69.95	1 Transactions			
1	DEPT Total:		1,001.50	Commissioners	3 Vendors	3 Transactions	
12	DEPT			Court Administration			
9323	Avery/Jill 01-012-000-0000-6232		101.25	01-P4-99-194	June 2021	Attorney Services	Y
9323	Avery/Jill		101.25	1 Transactions			
11634	Gammello & Pearson PLLC						
	01-012-000-0000-6232		97.50	01-CR-20-664	80810	Attorney Services	Y
	01-012-000-0000-6232		15.00	01-PR-20-939	80811	Attorney Services	Y
	01-012-000-0000-6232		22.50	01-PR-21-261	80815	Attorney Services	Y
	01-012-000-0000-6232		345.00	01-JV-21-323	80818	Attorney Services	Y
	01-012-000-0000-6232		1,062.48	01-CR-19-898/01-CR-20-14	80819	Attorney Services	Y
	01-012-000-0000-6232		37.50	01-PR-21-391	80820	Attorney Services	Y
	01-012-000-0000-6232		180.00	01-JV-21-413	80821	Attorney Services	Y
	01-012-000-0000-6232		120.00	01-PR-21-485	80822	Attorney Services	Y
	01-012-000-0000-6232		150.00	01-PR-21-517	80950	Attorney Services	Y
11634	Gammello & Pearson PLLC		2,029.98	9 Transactions			
9046	Loffler Companies, Inc. 01-012-000-0000-6250		27.34	July Telephone 07/01/2021 07/31/2021	80010460315	Telephone	N

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
9046	Loffler Companies, Inc.			27.34							
								1 Transactions			
5176	Wetzel Law Firm										
	01-012-000-0000-6232			60.00	01-PX-99-99		15988		Attorney Services		Y
5176	Wetzel Law Firm			60.00				1 Transactions			
12	DEPT Total:			2,218.57	Court Administration			4 Vendors		12 Transactions	
40	DEPT				Auditor						
9046	Loffler Companies, Inc.										
	01-040-000-0000-6250			32.81	July Telephone	07/01/2021	80010460315		Telephone		N
	01-040-021-0000-6250			27.34	July Telephone	07/01/2021	80010460315		Telephone		N
9046	Loffler Companies, Inc.			60.15				2 Transactions			
3195	MCCC LOCKBOX										
	01-040-000-0000-6231			99.34	Adobe Acrobat Pro	02/01/2021	2102001		Services, Labor, Contracts		N
3195	MCCC LOCKBOX			99.34				1 Transactions			
86235	The Office Shop Inc										
	01-040-021-0000-6405			569.94	TONER CARTRIDGES (3)		1098393-0		Office Supplies		N
	01-040-021-0000-6405			58.16	SUPPLIES		317074-0		Office Supplies		N
86235	The Office Shop Inc			628.10				2 Transactions			
40	DEPT Total:			787.59	Auditor			3 Vendors		5 Transactions	
41	DEPT				Internal Audit						
12780	CliftonLarsonAllen LLP										
	01-041-000-0000-6231			42.50	PROGRESS BILLING #5-TECH FEE		2850813		Services, Labor, Contracts		Y
12780	CliftonLarsonAllen LLP			42.50				1 Transactions			
41	DEPT Total:			42.50	Internal Audit			1 Vendors		1 Transactions	
42	DEPT				Treasurer						
9152	ACI Payments Inc										
	01-042-000-0000-5524			10.00	Electronic Chargeback Fees		1000051084		Handling Fee (Nfs Check)		N

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9152	ACI Payments Inc		10.00	1 Transactions		
4173	Grams/Lori					
	01-042-000-0000-6330		35.84	Breezy Pt Conf		Transportation/Travel/Parking N
4173	Grams/Lori		35.84	1 Transactions		
9046	Loffler Companies, Inc.					
	01-042-000-0000-6250		16.41	July Telephone	80010460315	Telephone N
				07/01/2021	07/31/2021	
9046	Loffler Companies, Inc.		16.41	1 Transactions		
3195	MCCC LOCKBOX					
	01-042-000-0000-6405		149.01	Adobe Acrobat Pro	2102001	Office Supplies N
				02/01/2021	11/10/2021	
3195	MCCC LOCKBOX		149.01	1 Transactions		
86235	The Office Shop Inc					
	01-042-000-0000-6405		12.12	Blank Business Cards	1098409-0	Office Supplies N
	01-042-000-0000-6405		10.00	Drill holes in HAM paper	1098546-0	Office Supplies N
	01-042-000-0000-6405		22.01	HAM Paper-Marriage Apps	1098546-1	Office Supplies N
	01-042-000-0000-6405		44.97	Calc ribbon/ink cart	317090-0	Office Supplies N
86235	The Office Shop Inc		89.10	4 Transactions		
14330	US Bank					
	01-042-000-0000-6231		117.53	Copier Contract	447595133	Services, Labor, Contracts N
14330	US Bank		117.53	1 Transactions		
42	DEPT Total:		417.89	Treasurer	6 Vendors	9 Transactions
43	DEPT			Assessor		
10452	AT&T Mobility					
	01-043-000-0000-6250		317.56	FIRSTNET WIRELESS	287298660812	Telephone N
				05/26/2021	06/25/2021	
10452	AT&T Mobility		317.56	1 Transactions		
4641	Holiday Credit Office					
	01-043-000-0000-6511		620.43	JUNE FUEL BILL	1400000147443	Gas And Oil N
				06/01/2021	06/30/2021	

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
4641	Holiday Credit Office			620.43				
					1 Transactions			
9046	Loffler Companies, Inc.							
	01-043-000-0000-6250			65.62	July Telephone	80010460315	Telephone	N
					07/01/2021	07/31/2021		
9046	Loffler Companies, Inc.			65.62				
					1 Transactions			
86235	The Office Shop Inc							
	01-043-000-0000-6405			18.21	POST-IT NOTES	1098597-0	Office Supplies	N
	01-043-000-0000-6405			3.29	SCISSORS	1098597-1	Office Supplies	N
	01-043-000-0000-6405			11.90	RECEIPT BOOK	1098597-2	Office Supplies	N
	01-043-000-0000-6405			7.84	BADGE HOLDERS	1098597-3	Office Supplies	N
	01-043-000-0000-6405			15.44	MECHANICAL PENCILS	1098597-4	Office Supplies	N
86235	The Office Shop Inc			56.68				
					5 Transactions			
10930	Tidholm Productions							
	01-043-000-0000-6230			79.95	BUSINESS CARDS - SHANNON	2066 9953	Printing, Publishing & Adv	Y
10930	Tidholm Productions			79.95				
					1 Transactions			
6097	Verizon Wireless							
	01-043-000-0000-6250			35.01	MIFI CARD	9883136870	Telephone	N
					06/02/2021	07/01/2021		
6097	Verizon Wireless			35.01				
					1 Transactions			
43	DEPT Total:			1,175.25	Assessor	6 Vendors	10 Transactions	
44	DEPT				Central Services			
9046	Loffler Companies, Inc.							
	01-044-000-0000-6250			27.34	July Telephone	80010460315	Telephone	N
					07/01/2021	07/31/2021		
9046	Loffler Companies, Inc.			27.34				
					1 Transactions			
14071	Marco Technologies LLC							
	01-044-000-0000-6231			130.00	WORK ORDER CW11771587	INV8872258	Services, Labor, Contracts	N
					06/24/2021	06/24/2021		
14071	Marco Technologies LLC			130.00				
					1 Transactions			
3334	MCIT							
	01-044-000-0000-6231			2,500.00	ATTORNEY CLAIM #20PC1445	D15433646	Services, Labor, Contracts	N

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3334	MCIT			2,500.00		1 Transactions		
3724	Performance Office Papers 01-044-000-0000-6405			3,060.00	Q3 PAPER 07/01/2021 09/30/2021	418898-00	Office Supplies	N
3724	Performance Office Papers			3,060.00		1 Transactions		
44	DEPT Total:			5,717.34	Central Services	4 Vendors	4 Transactions	
49	DEPT				Information Technologies			
9046	Loffler Companies, Inc. 01-049-000-0000-6250			32.81	July Telephone 07/01/2021 07/31/2021	80010460315	Telephone	N
9046	Loffler Companies, Inc.			32.81		1 Transactions		
14071	Marco Technologies LLC 01-049-000-0000-6231			2,160.00	NETWORK CONFIG CHANGES	INV8881626	Programming, Services, Contracts	N
	01-049-000-0000-6231			180.00	T&M LICENSING	INV8881628	Programming, Services, Contracts	N
14071	Marco Technologies LLC			2,340.00		2 Transactions		
3195	MCCC LOCKBOX 01-049-000-0000-6231			54.65	Adobe Acrobat Pro 12/01/2020 11/10/2021	2012008	Programming, Services, Contracts	N
3195	MCCC LOCKBOX			54.65		1 Transactions		
49	DEPT Total:			2,427.46	Information Technologies	3 Vendors	4 Transactions	
52	DEPT				Administration			
15240	AT&T Mobility 01-052-000-0000-6250			149.83	SEIBERT 02/26/2021 05/25/2021	287298817699X	Telephone	N
15240	AT&T Mobility			149.83		1 Transactions		
9046	Loffler Companies, Inc. 01-052-000-0000-6250			38.28	July Telephone 07/01/2021 07/31/2021	80010460315	Telephone	N
9046	Loffler Companies, Inc.			38.28		1 Transactions		

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc 01-052-000-0000-6405		JESSICA'S LABELS, SHARPIE 06/14/2021 06/14/2021	316668-0	Office Supplies	N
86235	The Office Shop Inc		1 Transactions			
52	DEPT Total:		Administration	3 Vendors	3 Transactions	
53	DEPT		Human Resources			
86222	Aitkin Independent Age 01-053-000-0000-6230		PRINTING, PUBLISHING & ADV 06/01/2021 06/30/2021	ACCT #483648	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		1 Transactions			
9046	Loffler Companies, Inc. 01-053-000-0000-6250		July Telephone 07/01/2021 07/31/2021	80010460315	Telephone	N
9046	Loffler Companies, Inc.		1 Transactions			
12048	McDowell Agency, Inc./The 01-053-000-0000-6234		BACKGROUND CHECK FEES 06/01/2021 06/30/2021	131038	Background Check Fees	N
12048	McDowell Agency, Inc./The		1 Transactions			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP 01-053-000-0000-6231		PEMBERTON LAW 06/01/2021 06/30/2021	20146317-000M	Services, Labor, Contracts	Y
13412	Pemberton, Sorlie, Rufer & Kershner PLLP		1 Transactions			
15333	R & J BROADCASTING INC 01-053-000-0000-6230		RADIO HELP WANTED FOR ATTY 06/01/2021 06/30/2021	19655	Printing, Publishing & Adv	Y
15333	R & J BROADCASTING INC		1 Transactions			
86235	The Office Shop Inc 01-053-000-0000-6405		SUPPLIES 07/02/2021 07/02/2021	1098152-0	Office Supplies	N
86235	The Office Shop Inc		1 Transactions			

Aitkin County

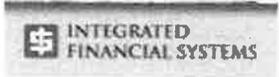


Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
53	DEPT Total:		Human Resources	6 Vendors	6 Transactions	
60	DEPT		Elections			
	11051 Department of Human Services					
	01-060-000-0000-6231		159.83	JUNE 2021 MAIL SERVICE	A300IC012211	Services, Labor, Contracts
	11051 Department of Human Services		159.83		1 Transactions	N
60	DEPT Total:		159.83	Elections	1 Vendors	1 Transactions
90	DEPT		Attorney			
	9046 Loffler Companies, Inc.					
	01-090-000-0000-6250		71.09	July Telephone	80010460315	Telephone
				07/01/2021	07/31/2021	
	9046 Loffler Companies, Inc.		71.09		1 Transactions	
	9489 Redwood Toxicology Laboratory, Inc					
	01-090-000-0000-6213		44.67	DRUG TESTS	12289120216	Drug & Forfeiture Ms387.213
	9489 Redwood Toxicology Laboratory, Inc		44.67		1 Transactions	6
	10879 Shred-It					
	01-090-000-0000-6231		177.09	ON-SITE REGULAR SERVICE	8182295389	Services, Labor, Contracts
	10879 Shred-It		177.09		1 Transactions	N
	11949 Swanson/Sondra					
	01-090-000-0000-6234		1.00	CERTIFIED COPY REIMBURSEMENT	NONE	Co Sheriff Services
	01-090-000-0000-6234		2.00	CERTIFIED COPY REIMBURSEMENT	NONE GIVEN	Co Sheriff Services
	11949 Swanson/Sondra		3.00		2 Transactions	
	5173 Thomson Reuters-West Publishing					
	01-090-000-0000-6406		1,507.15	JULY SUBSCRIPTION CHARGES	844604702	Law Publ. & Subscriptions
				06/01/2021	06/30/2021	
	01-090-000-0000-6406		333.26	LIBRARY PLAN CHARGES	844702725	Law Publ. & Subscriptions
				07/01/2021	07/01/2021	
	5173 Thomson Reuters-West Publishing		1,840.41		2 Transactions	
90	DEPT Total:		2,136.26	Attorney	5 Vendors	7 Transactions
100	DEPT			Recorder		

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1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9561	Amazon Business							
	01-100-196-0000-6625			89.94	USB C to Display Port Cables	16PF-VFXR-DJVR	Office & Other Equipment-Recorder's	N
	01-100-196-0000-6625			163.98	Microsoft Surface Dock 2	1FVX-PVCV-1963	Office & Other Equipment-Recorder's	N
9561	Amazon Business			253.92				
					2 Transactions			
9046	Loffler Companies, Inc.							
	01-100-000-0000-6250			16.41	July Telephone	80010460315	Telephone	N
					07/01/2021	07/31/2021		
9046	Loffler Companies, Inc.			16.41				
					1 Transactions			
86235	The Office Shop Inc							
	01-100-000-0000-6405			44.54	Office supplies	1097789	Office Supplies	N
86235	The Office Shop Inc			44.54				
					1 Transactions			
6101	West Central Indexing							
	01-100-195-0000-6231			195.36	ICRS June 2021	1668	Services, Labor, Contracts-Land Records	N
					06/01/2021	06/30/2021		
6101	West Central Indexing			195.36				
					1 Transactions			
100	DEPT Total:			510.23	Recorder	4 Vendors	5 Transactions	
110	DEPT				Courthouse Maintenance			
9561	Amazon Business							
	01-110-000-0000-6610			399.27	PUSH LAWN MOWER	1F94-QKVM-GKWW	Equipment	N
	01-110-000-0000-6610			296.28	STRING TRIMMER	1P7D-MYY1-L6JH	Equipment	N
9561	Amazon Business			695.55				
					2 Transactions			
15240	AT&T Mobility							
	01-110-000-0000-6250			149.83	J. BRIGHT	287298817699X	Telephone	N
					02/26/2021	05/25/2021		
15240	AT&T Mobility			149.83				
					1 Transactions			
13725	Beartooth True Value							
	01-110-000-0000-6422			15.53	MAINTENANCE SUPPLIES	1027	Janitorial Supplies	N
13725	Beartooth True Value			15.53				
					1 Transactions			
4641	Holiday Credit Office							
	01-110-000-0000-6511			54.62	FUEL FOR MOWERS	1400-X-135-208	Gas And Oil	N

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
4641	Holiday Credit Office					
			Amount			
			54.62	1 Transactions		
2340	Hyytinen Hardware Hank					
	01-110-000-0000-6422		27.49	MAINTENANCE ITEMS	1651338	Janitorial Supplies
2340	Hyytinen Hardware Hank		27.49	1 Transactions		N
9046	Loffler Companies, Inc.					
	01-110-000-0000-6250		10.94	July Telephone	80010460315	Telephone
				07/01/2021		
				07/31/2021		
9046	Loffler Companies, Inc.		10.94	1 Transactions		N
8287	Mn Dept Of Labor & Industry					
	01-110-000-0000-6271		30.00	BOILER PERMIT	ABR0259960X	Inspection Fees
8287	Mn Dept Of Labor & Industry		30.00	1 Transactions		N
110	DEPT Total:		983.96	Courthouse Maintenance	7 Vendors	8 Transactions
120	DEPT			Service Officer		
10452	AT&T Mobility					
	01-120-000-0000-6250		99.90	Wireless	2897298585696	Telephone
10452	AT&T Mobility		99.90	1 Transactions		N
4641	Holiday Credit Office					
	01-120-000-0000-6511		113.67	Fuel-Vet Van	1400X136034	Gas And Oil
4641	Holiday Credit Office		113.67	1 Transactions		N
3093	Jones/St Stanley Carter					
	01-120-000-0000-6350		50.00	SCVA 6/21		Per Diem
3093	Jones/St Stanley Carter		50.00	1 Transactions		Y
5767	Lamke/Dennis C.					
	01-120-000-0000-6350		50.00	Brd 6/11		Per Diem
5767	Lamke/Dennis C.		50.00	1 Transactions		Y
9046	Loffler Companies, Inc.					
	01-120-000-0000-6250		16.41	July Telephone	80010460315	Telephone
				07/01/2021		
				07/31/2021		
9046	Loffler Companies, Inc.		16.41	1 Transactions		N

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3195	MCCC LOCKBOX 01-120-000-0000-6231		Adobe Acrobat Pro 04/01/2021	2105025	Services, Labor, Contracts	N
3195	MCCC LOCKBOX		11/10/2021 1 Transactions			
15126	Timinski/Matt 01-120-000-0000-6511		Vet Van fuel		Gas And Oil	Y
15126	Timinski/Matt		1 Transactions			
6097	Verizon Wireless 01-120-000-0000-6250		Vet Van Cell 05/21/2021	9882389900	Telephone	N
6097	Verizon Wireless		06/20/2021 1 Transactions			
3518	Voyageur Press Of Mcgregor, Inc 01-120-000-0000-6230		Display Ad 1/4 pg	43504	Printing, Publishing & Adv	N
3518	Voyageur Press Of Mcgregor, Inc		1 Transactions			
11970	Wikelius/Charles 01-120-000-0000-6350		Mpls 6/10		Per Diem	Y
11970	Wikelius/Charles		1 Transactions			
9255	Witt/Warren 01-120-000-0000-6350		Mpls 6/9		Per Diem	Y
9255	Witt/Warren		1 Transactions			
120	DEPT Total:		595.39 Service Officer	11 Vendors	11 Transactions	
122	DEPT		Planning & Zoning			
86222	Aitkin Independent Age 01-122-000-0000-6230		JULY BOA MEETING	842529	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		1 Transactions			
10452	AT&T Mobility 01-122-000-0000-6250		MONTHLY CELLULAR CHARGES 05/26/2021	287301120814	Telephone	N
10452	AT&T Mobility		06/25/2021 1 Transactions			
14320	Benson/Lin					

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-122-000-0000-6350		60.00	BOA MEETING	070721	Per Diem	Y
	01-122-038-0000-6330		86.24	BOA MEETING	070721	BOA/PC Mileage	Y
14320	Benson/Lin		146.24				
				2 Transactions			
15142	Christensen/Charles						
	01-122-000-0000-6350		60.00	PC MEETING (SPECIAL)	063021	Per Diem	Y
	01-122-038-0000-6330		45.92	PC MEETING (SPECIAL)	063021	BOA/PC Mileage	Y
	01-122-000-0000-6350		70.00	BOA MEETING	070721	Per Diem	Y
	01-122-038-0000-6330		50.96	BOA MEETING	070721	BOA/PC Mileage	Y
15142	Christensen/Charles		226.88				
				4 Transactions			
13066	Hargrave/Bryan						
	01-122-000-0000-6231		3,750.00	PAYROLL 7/5 -7/16	071621	Services, Labor, Contracts, Programming	Y
				07/05/2021	07/16/2021		
13066	Hargrave/Bryan		3,750.00				
				1 Transactions			
4641	Holiday Credit Office						
	01-122-000-0000-6511		140.12	MONTHLY FUEL CHARGES	1400000135321	Gas And Oil	N
				06/01/2021	06/30/2021		
4641	Holiday Credit Office		140.12				
				1 Transactions			
11990	Lange/David						
	01-122-000-0000-6350		60.00	PC MEETING (SPECIAL)	063021	Per Diem	Y
	01-122-038-0000-6330		58.24	PC MEETING (SPECIAL)	063021	BOA/PC Mileage	Y
11990	Lange/David		118.24				
				2 Transactions			
9046	Loffler Companies, Inc.						
	01-122-000-0000-6250		27.34	July Telephone	80010460315	Telephone	N
				07/01/2021	07/31/2021		
9046	Loffler Companies, Inc.		27.34				
				1 Transactions			
13339	Marsh/Marcus M						
	01-122-000-0000-6350		70.00	BOA MEETING	070721	Per Diem	Y
	01-122-038-0000-6330		45.36	BOA MEETING	070721	BOA/PC Mileage	Y
13339	Marsh/Marcus M		115.36				
				2 Transactions			
3503	Neff/Terry B.						
	01-122-000-0000-6350		70.00	BOA MEETING	070721	Per Diem	N
	01-122-038-0000-6330		33.04	BOA MEETING	070721	BOA/PC Mileage	N

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3503	Neff/Terry B.					
		103.04		2 Transactions		
4010	Rasley Oil Company					
	01-122-000-0000-6511	58.54	MONTHLY FUEL CHARGES	AITCOZOS	Gas And Oil	N
			06/01/2021 06/30/2021			
4010	Rasley Oil Company	58.54		1 Transactions		
13424	Sonnee/Dennise J					
	01-122-000-0000-6350	60.00	PC MEETING (SPECIAL)	063021	Per Diem	Y
	01-122-038-0000-6330	29.12	PC MEETING (SPECIAL)	063021	BOA/PC Mileage	Y
13424	Sonnee/Dennise J	89.12		2 Transactions		
999999000	Spolarich/Josh					
	01-122-000-0000-6820	150.00	Refund	2021-007503	Refunds & Reimbursements	N
999999000	Spolarich/Josh	150.00		1 Transactions		
86235	The Office Shop Inc					
	01-122-000-0000-6405	69.03	OFFICE SUPPLIES	1098662	Office, Film, & Field Supplies	N
	01-122-000-0000-6405	19.10	SHARPIES	1098712	Office, Film, & Field Supplies	N
86235	The Office Shop Inc	88.13		2 Transactions		
122	DEPT Total:	5,167.14	Planning & Zoning	14 Vendors	23 Transactions	
123	DEPT		Coroner			
	9151 River Valley Forensic Services PA					
	01-123-000-0000-6231	250.00	May Contract Service	1508	Coroner Fees	6
	9151 River Valley Forensic Services PA	250.00		1 Transactions		
123	DEPT Total:	250.00	Coroner	1 Vendors	1 Transactions	
200	DEPT		Enforcement			
	50 Aitkin Body Shop, Inc					
	01-200-000-0000-6302	5,348.50	#211 squad vs. light pole	13177	Car Maintenance	N
	50 Aitkin Body Shop, Inc	5,348.50		1 Transactions		
86359	Aitkin Co Attorney					
	01-200-039-0000-6425	1,275.00	2nd Quarter Consultations	07/23/2021	Gun Permit Expenses	N

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86359	Aitkin Co Attorney		1,275.00		1 Transactions		
657	Aitkin Glass Service Inc. 01-200-000-0000-6302		888.16	#220 windshield	19589	Car Maintenance	N
657	Aitkin Glass Service Inc.		888.16		1 Transactions		
170	Aitkin Motor Company 01-200-000-0000-6409		57.90	8 keys cut	15933	Deputy Supplies	N
	01-200-000-0000-6302		728.09	oil change, wheel bearing #217	34122	Car Maintenance	N
170	Aitkin Motor Company		785.99		2 Transactions		
9138	ASAP Towing 01-200-000-0000-6359		161.25	21-1668 forfeiture	8841	Wrecker Service	Y
9138	ASAP Towing		161.25		1 Transactions		
9203	AT&T Mobility 01-200-000-0000-6250		1,509.31	deputy cell phone, squad pc	287297906116	Telephone	N
9203	AT&T Mobility		1,509.31		1 Transactions		
10442	Bureau Of Crim.Apprehension 01-200-039-0000-6425		1,610.00	new and renewals	01-000069	Gun Permit Expenses	N
10442	Bureau Of Crim.Apprehension		1,610.00		1 Transactions		
9262	CM Squared Embroidery 01-200-201-0000-6610		89.50	FFE shirts	221	Equipment	Y
9262	CM Squared Embroidery		89.50		1 Transactions		
1775	Galls LLC 01-200-000-0000-6410		87.71	#210 LS uniform shirt	018666918	Clothing Allowance	N
	01-200-000-0000-6410		87.73	#210 LS uniform shirt	018666921	Clothing Allowance	N
	01-200-000-0000-6410		111.52	#210 cargo pants	018676679	Clothing Allowance	N
1775	Galls LLC		286.96		3 Transactions		
9517	GFA 01-200-000-0000-6272		650.00	PRE-EMPLOYMENT EVAL 05/17/2021 05/17/2021	3565905	Physical Examinations	N
	01-200-000-0000-6272		650.00	PRE EMPLOYMENT EXAM 05/03/2021 05/03/2021	3584136	Physical Examinations	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9517	GFA					
			Amount			
			1,300.00	2 Transactions		
4641	Holiday Credit Office					
	01-200-000-0000-6511		246.96	#221 gas	1400000288942	Gas And Oil
4641	Holiday Credit Office		246.96	1 Transactions		N
2340	Hyytinen Hardware Hank					
	01-200-201-0000-6610		151.86	bug spray, sun screen	1645848	Equipment
	01-200-000-0000-6409		4.76	keys	1648968	Deputy Supplies
	01-200-000-0000-6409		1.99	keys	1650571	Deputy Supplies
2340	Hyytinen Hardware Hank		158.61	3 Transactions		N
3263	K&M Signs Inc.					
	01-200-000-0000-6302		760.00	new #202 lettering 12/11/2020	13555	Car Maintenance
	01-200-000-0000-6302		271.50	Decals (K-9 Squad)	13892	Car Maintenance
3263	K&M Signs Inc.		1,031.50	2 Transactions		N
2925	L & M Supply, Inc.					
	01-200-201-0000-6610		50.47	FFE tools	10353285	Equipment
	01-200-019-0000-6409		76.96	biscuits, food	10370868	Supplies
2925	L & M Supply, Inc.		127.43	2 Transactions		N
9046	Loffler Companies, Inc.					
	01-200-000-0000-6250		158.59	July Telephone	80010460315	Telephone
				07/01/2021		
				07/31/2021		
9046	Loffler Companies, Inc.		158.59	1 Transactions		N
12553	MEYER'S SERVICE CENTER					
	01-200-000-0000-6302		38.74	oil change #207	19673	Car Maintenance
12553	MEYER'S SERVICE CENTER		38.74	1 Transactions		N
4010	Rasley Oil Company					
	01-200-201-0000-6610		46.95	K. Oleson gas FFE	17656	Equipment
4010	Rasley Oil Company		46.95	1 Transactions		N
9661	Saxton/Ronald D.					
	01-200-201-0000-6610		18.10	FFE team call-out supplies	21-1694	Equipment
9661	Saxton/Ronald D.		18.10	1 Transactions		Y

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
4681	Streichers					
	01-200-000-0000-6410		50.97 ID patches	11512555	Clothing Allowance	N
4681	Streichers		50.97	1 Transactions		
86235	The Office Shop Inc					
	01-200-000-0000-6405		4.25 typewriter ribbon	317043-0	Office Supplies	N
86235	The Office Shop Inc		4.25	1 Transactions		
13934	The Tire Barn					
	01-200-000-0000-6302		48.68 oil change #211	58517	Car Maintenance	N
13934	The Tire Barn		48.68	1 Transactions		
13848	WYATT'S TOWING & Recovery 24-7					
	01-200-000-0000-6359		253.00 21-1702 forfeiture	06/06/2021	Wrecker Service	Y
13848	WYATT'S TOWING & Recovery 24-7		253.00	1 Transactions		
200	DEPT Total:		15,438.45	Enforcement	22 Vendors	30 Transactions
202	DEPT		Boat & Water			
9203	AT&T Mobility					
	01-202-000-0000-6250		49.95 #208 phone	287297906116	Telephone	N
	01-202-000-0000-6250		36.88 #208 squad PC	287297906116	Telephone	N
9203	AT&T Mobility		86.83	2 Transactions		
2340	Hyytinen Hardware Hank					
	01-202-000-0000-6405		11.90 cold shuts	1645850	Office Supplies	N
2340	Hyytinen Hardware Hank		11.90	1 Transactions		
13934	The Tire Barn					
	01-202-000-0000-6302		81.45 oil change, rotate tires F150	58446	B&W Maintenance	N
13934	The Tire Barn		81.45	1 Transactions		
202	DEPT Total:		180.18	Boat & Water	3 Vendors	4 Transactions
206	DEPT		Forfeitures			
117	Aitkin County Sheriff					
	01-206-000-0000-6409		150.00 title forfeited vehicles	07/01/2021	Forfeiture Supplies	N

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
117	Aitkin County Sheriff					
		150.00	1 Transactions			
206	DEPT Total:	150.00	Forfeitures	1 Vendors	1 Transactions	
252	DEPT		Corrections			
9561	Amazon Business					
	01-252-000-0000-6405	20.98	network card Patrice	1XNL-D6QF-16NF	Office Supplies	N
9561	Amazon Business	20.98	1 Transactions			
5658	Amerigas					
	01-252-000-0000-6254	55.00	water tower gen tank rental	805089754	Utilities-Gas and Electric	N
	01-252-000-0000-6254	96.00	Hwy 169 tower tank rental	805089754	Utilities-Gas and Electric	N
5658	Amerigas	151.00	2 Transactions			
9203	AT&T Mobility					
	01-252-000-0000-6250	49.95	transport cell phone	287297906116	Telephone	N
	01-252-000-0000-6250	49.95	dispatch cell phone	287297906116	Telephone	N
9203	AT&T Mobility	99.90	2 Transactions			
788	Bureau of Crim. Apprehension					
	01-252-000-0000-6231	390.00	Quarterly CJDN fee	661173	Services, Labor, Contracts	N
788	Bureau of Crim. Apprehension	390.00	1 Transactions			
163	Charter Communications Holdings LLC					
	01-252-252-0000-6405	196.87	inmate cable t.v.	6081062821	Prisoner Welfare	N
163	Charter Communications Holdings LLC	196.87	1 Transactions			
5583	Crawford Supply Company					
	01-252-252-0000-6405	14.60	bowls w lid commissary	1464181	Prisoner Welfare	N
5583	Crawford Supply Company	14.60	1 Transactions			
10855	Culligan Water					
	01-252-000-0000-6231	55.00	July rental service	150X01237007	Services, Labor, Contracts	N
10855	Culligan Water	55.00	1 Transactions			
14106	Cyntox LLC					
	01-252-000-0000-6231	392.00	2nd half 2021 waste disposal	77469	Services, Labor, Contracts	Y
14106	Cyntox LLC	392.00	1 Transactions			

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
88628	Dalco Enterprises, Inc.		janitorial supplies	3803740	Janitorial Supplies	N
	01-252-000-0000-6422					
	1,709.93					
88628	Dalco Enterprises, Inc.			1 Transactions		
	1,709.93					
1775	Galls LLC		handcuff keys	018711876	Jail Supplies	N
	01-252-000-0000-6409					
	19.90					
1775	Galls LLC			1 Transactions		
	19.90					
15362	GuidePoint Pharmacy #114 Aitkin		inmate medications	Acct #167	Medical Expenses & Supplies - Inmates	N
	01-252-000-0000-6262					
	291.37					
	01-252-000-0000-6262		inmate prescriptions	Acct #30	Medical Expenses & Supplies - Inmates	N
	2,062.49					
15362	GuidePoint Pharmacy #114 Aitkin			2 Transactions		
	2,353.86					
2340	Hyytinen Hardware Hank		am/fm radio	1645602	Prisoner Welfare	N
	01-252-252-0000-6405					
	32.99					
	01-252-000-0000-6590		P trap	1646241	Repair & Maintenance Supplies	N
	29.99					
	01-252-252-0000-6405		tower fan, box fan	1647067	Prisoner Welfare	N
	119.96					
2340	Hyytinen Hardware Hank			3 Transactions		
	182.94					
5503	Keefe Supply Company		commissary supplies	1459825	Prisoner Welfare	N
	01-252-252-0000-6405					
	184.64					
	01-252-252-0000-6405		commissary supplies	1464124	Prisoner Welfare	N
	680.04					
5503	Keefe Supply Company			2 Transactions		
	864.68					
9046	Loffler Companies, Inc.		July Telephone	80010460315	Telephone	N
	01-252-000-0000-6250					
	76.56					
			07/01/2021	07/31/2021		
9046	Loffler Companies, Inc.			1 Transactions		
	76.56					
13691	MEnD Correctional Care, PLLC		July Healthcare Services	5828	Medical Expenses & Supplies - Inmates	6
	01-252-000-0000-6262					
	7,668.85					
	01-252-000-0000-6262		July add'l nursing services	5828	Medical Expenses & Supplies - Inmates	6
	2,250.00					
13691	MEnD Correctional Care, PLLC			2 Transactions		
	9,918.85					
89765	Minnesota Elevator, Inc		July Monthly Service	915744	Services, Labor, Contracts	N
	01-252-000-0000-6231					
	191.91					
89765	Minnesota Elevator, Inc			1 Transactions		
	191.91					
3789	Pan-O-Gold Baking Company					

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	01-252-000-0000-6418		78.78	groceries	10002421182005	Groceries N
	01-252-000-0000-6418		56.54	groceries	10002421189011	Groceries N
3789	Pan-O-Gold Baking Company		135.32			2 Transactions
4010	Rasley Oil Company					
	01-252-000-0000-6330		83.50	transport gas	June	Prisoner Transportation & Travel N
4010	Rasley Oil Company		83.50			1 Transactions
11538	RCB Collections Range Credit Bureau Inc					
	01-252-000-0000-6231		30.00	background credit checks	24031	Services, Labor, Contracts N
11538	RCB Collections Range Credit Bureau Inc		30.00			1 Transactions
9295	Reinhart Foodservice					
	01-252-000-0000-6418		1,533.44	groceries	660075	Groceries N
	01-252-000-0000-6418		82.75	food show credit	663275	Groceries N
	01-252-000-0000-6418		1,981.15	groceries	667975	Groceries N
9295	Reinhart Foodservice		3,431.84			3 Transactions
9499	Reliance Telephone Systems, Inc					
	01-252-252-0000-6406		600.00	phone cards	D-25394	Phone Card Prisoner Welfare N
9499	Reliance Telephone Systems, Inc		600.00			1 Transactions
4070	Riley Auto Supply					
	01-252-000-0000-6590		296.90	air handler belts	626096	Repair & Maintenance Supplies N
	01-252-000-0000-6590		36.98	air handler belts	626199	Repair & Maintenance Supplies N
4070	Riley Auto Supply		333.88			2 Transactions
86235	The Office Shop Inc					
	01-252-000-0000-6405		86.52	Post 2 toner, office supplies	1098611-0	Office Supplies N
86235	The Office Shop Inc		86.52			1 Transactions
252	DEPT Total:		21,340.04	Corrections	23 Vendors	34 Transactions
253	DEPT			Sentence to Serve		
	170 Aitkin Motor Company					
	01-253-000-0000-6302		45.81	oil change '09 Econoline	34147	Car Maintenance N
170	Aitkin Motor Company		45.81			1 Transactions
9203	AT&T Mobility					

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name		
	01-253-000-0000-6250		38.23	STS air card	287297906116	Telephone	N
9203	AT&T Mobility		38.23				
				1 Transactions			
7525	Hometown Bldg Supply						
	01-253-000-0000-6405		12.29	variety bit pack	2106-038876	Operating Supplies	N
7525	Hometown Bldg Supply		12.29				
				1 Transactions			
2340	Hyytinen Hardware Hank						
	01-253-000-0000-6405		49.48	water cooler, ziplock	1645426	Operating Supplies	N
2340	Hyytinen Hardware Hank		49.48				
				1 Transactions			
9046	Loffler Companies, Inc.						
	01-253-000-0000-6250		5.47	July Telephone	80010460315	Telephone	N
				07/01/2021			
				07/31/2021			
9046	Loffler Companies, Inc.		5.47				
				1 Transactions			
3810	Paulbeck's County Market						
	01-253-000-0000-6405		31.46	crew coffee	07/09/21	Operating Supplies	N
3810	Paulbeck's County Market		31.46				
				1 Transactions			
4010	Rasley Oil Company						
	01-253-000-0000-6405		17.99	propane	17686	Operating Supplies	N
	01-253-000-0000-6511		177.16	STS gas	June	Gas And Oil	N
4010	Rasley Oil Company		195.15				
				2 Transactions			
253	DEPT Total:		377.89	Sentence to Serve	7 Vendors	8 Transactions	
255	DEPT			General Crime Victim Grant			
	9046 Loffler Companies, Inc.						
	01-255-000-0000-6250		5.47	July Telephone	80010460315	Telephone	N
				07/01/2021			
				07/31/2021			
9046	Loffler Companies, Inc.		5.47				
				1 Transactions			
255	DEPT Total:		5.47	General Crime Victim Grant	1 Vendors	1 Transactions	
257	DEPT			Community Corrections			
	783 Canon Financial Services, Inc						
	01-257-000-0000-6342		129.86	CANON COPIER CONTRACT	26985101	Office Equipment Rental/Contracts	N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
			Amount			
783	Canon Financial Services, Inc		129.86	06/20/2021 07/19/2021 1 Transactions		
9046	Loffler Companies, Inc. 01-257-000-0000-6220		54.69	July Telephone 07/01/2021 07/31/2021 1 Transactions	80010460315 Telephone	N
9046	Loffler Companies, Inc.		54.69			
86235	The Office Shop Inc 01-257-000-0000-6342		114.30	CONTRACT COPIER LABOR/PARTS 03/16/2021 06/11/2021 1 Transactions	316943-0 Office Equipment Rental/Contracts	N
86235	The Office Shop Inc		114.30			
6097	Verizon Wireless 01-257-257-0000-6215		164.74	AGENT CELL PHONES 06/24/2021 07/23/2021 1 Transactions	9882653489 Wireless Telephone Services	N
6097	Verizon Wireless		164.74			
9615	WEX BANK 01-257-257-0000-6335		42.37	ADULT GASOLINE 06/07/2021 07/06/2021	72740204 Gas/Vehicle Fuel Charges	Y
	01-257-258-0000-6335		68.58	SOBRIETY COURT GASOLINE 06/07/2021 07/06/2021	72740204 Gas/Vehicle Fuel Charges	Y
9615	WEX BANK		110.95	2 Transactions		
257	DEPT Total:		574.54	Community Corrections	5 Vendors	6 Transactions
390	DEPT			Environmental Health (FBL)		
9046	Loffler Companies, Inc. 01-390-000-0000-6250		27.34	July Telephone 07/01/2021 07/31/2021 1 Transactions	80010460315 Telephone	N
9046	Loffler Companies, Inc.		27.34			
390	DEPT Total:		27.34	Environmental Health (FBL)	1 Vendors	1 Transactions
391	DEPT			Solid Waste		
10452	AT&T Mobility 01-391-000-0000-6250		44.92	MONTHLY CELLULAR CHARGES	287301120814 Telephone	N

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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 Description On Behalf of Name	1099
10452	AT&T Mobility		44.92	05/26/2021 06/25/2021 1 Transactions			
9046	Loffler Companies, Inc. 01-391-000-0000-6250		10.94	July Telephone 07/01/2021 07/31/2021 1 Transactions	80010460315	Telephone	N
9046	Loffler Companies, Inc.		10.94				
4010	Rasley Oil Company 01-391-000-0000-6511		44.29	MONTHLY FUEL CHARGES 06/01/2021 06/30/2021 1 Transactions	AITCOZOS	Gas And Oil	N
4010	Rasley Oil Company		44.29				
11507	Waste Management of Minnesota, Inc 01-391-060-0000-6360		7,846.87	MONTHLY RECYCLING CHARGES 06/01/2021 06/30/2021 1 Transactions	008337528080	Recycling Contract	N
11507	Waste Management of Minnesota, Inc		7,846.87				
391	DEPT Total:		7,947.02	Solid Waste	4 Vendors	4 Transactions	
601	DEPT			Extension			
9440	Dotzler/Sharon A 01-601-000-0000-6350		35.00	Ext mtg 6/7/21		Per Diem	Y
9440	Dotzler/Sharon A		35.00	1 Transactions			
9046	Loffler Companies, Inc. 01-601-000-0000-6250		5.47	July Telephone 07/01/2021 07/31/2021 1 Transactions	80010460315	Telephone	N
9046	Loffler Companies, Inc.		5.47				
86235	The Office Shop Inc 01-601-000-0000-6405		79.11	OFFICE SUPPLIES-COUNTY FAIR 1 Transactions	1097975-0	Office Supplies	N
86235	The Office Shop Inc		79.11				
601	DEPT Total:		119.58	Extension	3 Vendors	3 Transactions	
700	DEPT			Promotion,AEOA Tran,Airport,RC&D,Touris			
9612	Discovery Publishing, Inc.						

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-700-909-0000-6801		MN OFF-ROADS AD	2503	Appropriations-Grant	Y
9612	Discovery Publishing, Inc.			1 Transactions		
700	DEPT Total:		769.50	Promotion,AEOA Tran,Airport,RC&D,Tou	1 Vendors	1 Transactions
711	DEPT		Economic Development			
15240	AT&T Mobility		M. JEFFERS	287298817699X	Telephone	N
	01-711-000-0000-6250		04/26/2021	05/25/2021		
15240	AT&T Mobility		23.22	1 Transactions		
9046	Loffler Companies, Inc.		July Telephone	80010460315	Telephone	N
	01-711-000-0000-6250		07/01/2021	07/31/2021		
9046	Loffler Companies, Inc.		5.47	1 Transactions		
711	DEPT Total:		28.69	Economic Development	2 Vendors	2 Transactions
1	Fund Total:		72,284.69	General Fund		208 Transactions

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2 Reserves Fund

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>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>
44	DEPT		Central Services			
	9032 Henricksen PSG					
	02-044-000-0000-6231		8,912.11	OFFICE FURNITURE	711972	Contracts,Scanning,IFS - Central Service N
	02-044-000-0000-6231		1,104.00	KEY BOARD TRAYS-ATTORNEYS	712324	Contracts,Scanning,IFS - Central Service N
	9032 Henricksen PSG		10,016.11	2 Transactions		
44	DEPT Total:		10,016.11	Central Services	1 Vendors	2 Transactions
2	Fund Total:		10,016.11	Reserves Fund		2 Transactions

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
9662	MCCORKLE/JONATHAN 03-000-000-0000-5855		30.00	E-911 SIGN REFUND		Charges-Individuals	N
9662	MCCORKLE/JONATHAN		30.00		1 Transactions		
0	DEPT Total:		30.00	Undesignated	1 Vendors	1 Transactions	
301	DEPT			R&B Administration			
86222	Aitkin Independent Age 03-301-000-0000-6241		100.75	VEHICLE ORDINANCE PUBLIC HEARI	1137378	Meeting/Conference Registration Fee	N
86222	Aitkin Independent Age		100.75		1 Transactions		
8491	Avenu Holdings LLC 03-301-000-0000-6300 03-301-000-0000-6300		276.85 6,224.20	ETIME NEW ROADS	INVB-026734 INVB-026734	Maintenance/Service Contracts Maintenance/Service Contracts	N N
8491	Avenu Holdings LLC		6,501.05		2 Transactions		
11605	Shred Right 03-301-000-0000-6400		40.00	DOCUMENT DESTRUCTION	555303	Supplies And Materials	N
11605	Shred Right		40.00		1 Transactions		
301	DEPT Total:		6,641.80	R&B Administration	3 Vendors	4 Transactions	
302	DEPT			R&B Engineering/Construction			
13725	Beartooth True Value 03-302-000-0000-6449		13.64	ENG TECH ROD STAND	B160280	R & B Engineer Supplies	N
13725	Beartooth True Value		13.64		1 Transactions		
8497	Northern Lath Company 03-302-000-0000-6449		1,795.00	LATH	0-006855	R & B Engineer Supplies	N
8497	Northern Lath Company		1,795.00		1 Transactions		
302	DEPT Total:		1,808.64	R&B Engineering/Construction	2 Vendors	2 Transactions	
303	DEPT			R&B Highway Maintenance			
50	Aitkin Body Shop, Inc 03-303-000-0000-6590		93.00	REPAIR LABOR	2116	Repair & Maintenance Supplies	Y

Aitkin County

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
50	Aitkin Body Shop, Inc					
		93.00				
			1 Transactions			
170	Aitkin Motor Company					
	03-303-000-0000-6590		REPAIR PARTS	34186	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590	670.65				
		1,417.50	REPAIR LABOR	34186	Repair & Maintenance Supplies	Y
		2,088.15				
			2 Transactions			
195	Aitkin Tire Shop					
	03-303-000-0000-6590		REPAIR LABOR	0-060747	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590	50.00				
		82.00	REPAIR LABOR	0-060780	Repair & Maintenance Supplies	Y
		132.00				
			2 Transactions			
10452	AT&T Mobility					
	03-303-000-0000-6254		CAROL LAPTOP SERVICE	287303768387X0	Utilities-Gas and Electric	N
	03-303-000-0000-6254	38.23				
		38.23	MIKE LAPTOP SERVICE	287303768387X0	Utilities-Gas and Electric	N
		76.46				
			2 Transactions			
14887	Cintas Corporation					
	03-303-000-0000-6298		SHOP LAUNDRY	4088977249	Shop Maintenance	N
	03-303-000-0000-6298	55.95				
		16.06	SHOP LAUNDRY	4089678777	Shop Maintenance	N
		72.01				
			2 Transactions			
5893	Consolidated Telecommunications Co.					
	03-303-000-0000-6254		HIGH SPEED INTERNET	20925098	Utilities-Gas and Electric	N
		150.00				
		150.00				
			1 Transactions			
1115	Contech Engineered Solutions					
	03-303-000-0000-6515		2021 CULVERT ORDER	23155426	Culverts	N
		24,441.72				
		24,441.72				
			1 Transactions			
2763	Countryside Sanitation					
	03-303-000-0000-6254		JUN MCGREGOR	555	Utilities-Gas and Electric	Y
	03-303-000-0000-6254	111.15				
		111.15	JUL MCGREGOR	555	Utilities-Gas and Electric	Y
		76.05	JUL PALISADE	556	Utilities-Gas and Electric	Y
	03-303-000-0000-6254	76.05	JUN PALISADE	556	Utilities-Gas and Electric	Y
		374.40				
			4 Transactions			
13144	D & D Beverage LLC					
	03-303-000-0000-6298		AITKIN SHOP SUPPLIES	1425515	Shop Maintenance	N
		125.55				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
13144	D & D Beverage LLC		125.55	1 Transactions		
7935	East Central Energy					
	03-303-000-0000-6254		77.36	MAY/JUN POWER-MCGRATH	35018290	Utilities-Gas and Electric N
	03-303-000-0000-6254		41.92	MAY/JUN POWER-STREET LIGHT	35018408	Utilities-Gas and Electric N
7935	East Central Energy		119.28	2 Transactions		
13127	ENVIROTECH SERVICES					
	03-303-000-0000-6520		252,588.00	APPLY CALCIUM CHLORIDE		Calcium Chloride Dust Control N
13127	ENVIROTECH SERVICES		252,588.00	1 Transactions		
9335	Flier/Randy					
	03-303-000-0000-6411		145.00	WORK BOOTS REIMBURSEMENT	BERMEL'S	Safety Footwear N
9335	Flier/Randy		145.00	1 Transactions		
1754	Garrison Disposal Company, Inc					
	03-303-000-0000-6254		140.28	AITKIN SHOP	172969	Utilities-Gas and Electric N
	03-303-000-0000-6521		52.65	GARBAGE	835800	Maintenance Supplies N
1754	Garrison Disposal Company, Inc		192.93	2 Transactions		
91187	Lake Country Power					
	03-303-000-0000-6254		74.06	JUN JACOBSON	1400073000	Utilities-Gas and Electric N
	03-303-000-0000-6254		79.14	JUN SWATARA	140946401	Utilities-Gas and Electric N
	03-303-000-0000-6254		50.00	JUNE CSAH 6	143093502	Utilities-Gas and Electric N
91187	Lake Country Power		203.20	3 Transactions		
9046	Loffler Companies, Inc.					
	03-303-000-0000-6254		98.43	July Telephone	80010460315	Utilities-Gas and Electric N
				07/01/2021		07/31/2021
9046	Loffler Companies, Inc.		98.43	1 Transactions		
12927	Midwest Machinery Co.					
	03-303-000-0000-6590		134.75	REPAIR PARTS	2426706	Repair & Maintenance Supplies N
	03-303-000-0000-6590		60.80	REPAIR PARTS-FILTER	2426706	Repair & Maintenance Supplies N
12927	Midwest Machinery Co.		195.55	2 Transactions		
9692	Minnesota Energy Resources Corporation					
	03-303-000-0000-6297		65.48	NAT GAS: AITKIN SHOP	JUN	Shop Fuel N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**



Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9692	Minnesota Energy Resources Corporation		65.48		1 Transactions		
3555	Newman Signs						
	03-303-000-0000-6516		736.52	RESIDENTIAL E-911 SIGN	TRFINV032070	Signs & Posts	N
3555	Newman Signs		736.52		1 Transactions		
9179	NORTH CENTRAL INTERNATIONAL, LLC						
	03-303-000-0000-6590		49.25	REPAIR PARTS	X220012982:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		240.38	REPAIR PARTS	X220013360:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		721.14	REPAIR PARTS	X220013930:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		267.86	REPAIR PARTS	X220014411:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC		1,278.63		4 Transactions		
8446	Northern Star Coop Service						
	03-303-000-0000-6297		386.19	LP: SWATARA	16705	Shop Fuel	N
8446	Northern Star Coop Service		386.19		1 Transactions		
8436	Northland Parts						
	03-303-000-0000-6298		7.99	MCGREGOR SHOP SUPPLIES	427196	Shop Maintenance	N
8436	Northland Parts		7.99		1 Transactions		
4010	Rasley Oil Company						
	03-303-000-0000-6513		155.00	DIESEL	17600	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		247.92	DIESEL	17627	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		123.00	DIESEL	17629	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		48.59	GASOLINE	17909	Motor Fuel & Lubricants	N
4010	Rasley Oil Company		574.51		4 Transactions		
4070	Riley Auto Supply						
	03-303-000-0000-6590		112.05	REPAIR PARTS	625274	Repair & Maintenance Supplies	N
	03-303-000-0000-6298		390.99	AITKIN SHOP SUPPLIES	625356	Shop Maintenance	N
	03-303-000-0000-6590		153.81	REPAIR PARTS	625383	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		112.07	REPAIR PARTS	625430	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		160.79	REPAIR PARTS	625562	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		46.36	REPAIR PARTS	625713	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		148.89	REPAIR PARTS	625742	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		87.99	REPAIR PARTS	625791	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		91.48	REPAIR PARTS	625894	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		93.98	REPAIR PARTS	625920	Repair & Maintenance Supplies	N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
			Amount			
	03-303-000-0000-6590		58.52	REPAIR PARTS	652292	Repair & Maintenance Supplies N
4070	Riley Auto Supply		1,456.93			
				11 Transactions		
90805	Temco					
	03-303-000-0000-6590		1,050.00	REPAIR LABOR	26084	Repair & Maintenance Supplies Y
	03-303-000-0000-6590		85.00	REPAIR PARTS	26084	Repair & Maintenance Supplies Y
90805	Temco		1,135.00			
				2 Transactions		
8505	Texas Refinery Corp					
	03-303-000-0000-6298		3,421.00	COLD WEATHER ADDITIVE	103933	Shop Maintenance N
8505	Texas Refinery Corp		3,421.00			
				1 Transactions		
13934	The Tire Barn					
	03-303-000-0000-6590		520.95	REPAIR LABOR	58453	Repair & Maintenance Supplies Y
	03-303-000-0000-6590		460.53	REPAIR PARTS	58453	Repair & Maintenance Supplies Y
13934	The Tire Barn		981.48			
				2 Transactions		
6097	Verizon Wireless					
	03-303-000-0000-6254		427.06	DEPT CELL PHONES	9883175583	Utilities-Gas and Electric N
6097	Verizon Wireless		427.06			
				1 Transactions		
8605	Wayne's Sanitation LLC					
	03-303-000-0000-6254		52.73	GARBAGE: MCGRATH	320262	Utilities-Gas and Electric N
8605	Wayne's Sanitation LLC		52.73			
				1 Transactions		
303	DEPT Total:		291,619.20	R&B Highway Maintenance	28 Vendors	58 Transactions
308	DEPT			R&B Equipment & Facilities		
	5398 CDW Government, Inc					
	03-308-000-0000-6600		613.77	MONITORS- DAVE BANTA/MAINTENAN	F926466	Capital Outlay-Facilities N
5398	CDW Government, Inc		613.77			
				1 Transactions		
308	DEPT Total:		613.77	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		300,713.41	Road & Bridge		66 Transactions

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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 Description On Behalf of Name	1099
400	DEPT			Public Health Department			
88023	American Payment Centers, LLC 05-400-440-0410-6301		11.96	Box Service 07/01/2021 09/30/2021	49813	Equipment Lease/Space Rental	N
88023	American Payment Centers, LLC		11.96	1 Transactions			
9553	Aramark Uniform & Career Apparel Group 05-400-440-0410-6422		5.44	Cleaning Supplies 07/13/2021	253000021806	Janitorial Supplies	N
9553	Aramark Uniform & Career Apparel Group		5.44	1 Transactions			
783	Canon Financial Services, Inc 05-400-440-0410-6301		23.74	OSS Contract Charge - July '21 07/01/2021 07/31/2021	27021989	Equipment Lease/Space Rental	N
	05-400-440-0410-6301		265.77	PH Contract Charge - July '21 07/01/2021 07/31/2021	27021991	Equipment Lease/Space Rental	N
	05-400-440-0410-6301		38.75	Mailroom Contract Charge - Jul 07/01/2021 07/31/2021	27021997	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc		328.26	3 Transactions			
10855	Culligan Water 05-400-440-0410-6301		26.84	Cooler Rental Service 07/01/2021 07/31/2021	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan Water		26.84	1 Transactions			
9046	Loffler Companies, Inc. 05-400-440-0410-6250		9.19	July Telephone 07/01/2021 07/31/2021	80010460315	Telephone	N
	05-400-440-0410-6250		2.29	July Telephone 07/01/2021 07/31/2021	80010460315	Telephone	N
	05-400-440-0410-6250		65.62	July Telephone 07/01/2021 07/31/2021	80010460315	Telephone	N
9046	Loffler Companies, Inc.		77.10	3 Transactions			
3195	MCCC LOCKBOX 05-400-430-0403-6406		29.80	Adobe Acrobat Pro 04/01/2021 11/10/2021	2105025	PH Program Related Supplies	N
3195	MCCC LOCKBOX		29.80	1 Transactions			

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
89765	Minnesota Elevator, Inc 05-400-440-0410-6300			27.13	Elevator Service - July '21 07/01/2021 07/31/2021	915600	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc			27.13	1 Transactions			
88859	Spee*Dee-St Cloud 05-400-430-0408-6231			122.04	FAP Service - 111 06/02/2021 07/03/2021	4268778	Services, Labor, Contracts	N
88859	Spee*Dee-St Cloud			122.04	1 Transactions			
86235	The Office Shop Inc 05-400-440-0410-6405			0.83	Agency - Binder Clips 06/03/2021	1096998-0	Office Supplies	N
	05-400-440-0410-6405			30.84	PH - Laser paper 06/18/2021	1097693-0	Office Supplies	N
	05-400-440-0410-6405			44.52	PH - 6x9 Envelopes 06/29/2021	1098027-0	Office Supplies	N
	05-400-440-0410-6300			1,503.72	PH-Copier Contract IRC5550III 06/23/2021	316885-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc			1,579.91	4 Transactions			
400	DEPT Total:			2,208.48	Public Health Department	9 Vendors	16 Transactions	
420	DEPT				Income Maintenance			
88023	American Payment Centers, LLC 05-420-600-4800-6301			28.22	Box Service 07/01/2021 09/30/2021	49813	Equipment Lease/Space Rental	N
88023	American Payment Centers, LLC			28.22	1 Transactions			
9553	Aramark Uniform & Career Apparel Group 05-420-600-4800-6422			12.83	Cleaning Supplies 07/13/2021	253000021806	Janitorial Supplies	N
9553	Aramark Uniform & Career Apparel Group			12.83	1 Transactions			
783	Canon Financial Services, Inc 05-420-600-4800-6301			55.97	OSS Contract Charge - July '21 07/01/2021 07/31/2021	27021989	Equipment Lease/Space Rental	N
	05-420-640-4800-6301			120.14	CS Contract Charge - July '21 07/01/2021 07/31/2021	27021995	Equipment Lease/Space Rental	N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
<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>
	05-420-600-4800-6301		91.34	Mailroom Contract Charge - Jul 07/01/2021 07/31/2021	27021997	Equipment Lease/Space Rental N
783	Canon Financial Services, Inc		267.45	3 Transactions		
10855	Culligan Water					
	05-420-600-4800-6301		63.28	Cooler Rental Service 07/01/2021 07/31/2021	150-10016285-1	Equipment Lease/Space Rental N
10855	Culligan Water		63.28	1 Transactions		
9046	Loffler Companies, Inc.					
	05-420-600-4800-6250		21.65	July Telephone 07/01/2021 07/31/2021	80010460315	Telephone N
	05-420-600-4800-6250		5.42	July Telephone 07/01/2021 07/31/2021	80010460315	Telephone N
	05-420-600-4800-6250		60.15	July Telephone 07/01/2021 07/31/2021	80010460315	Telephone N
	05-420-640-4800-6250		32.81	July Telephone 07/01/2021 07/31/2021	80010460315	Telephone N
9046	Loffler Companies, Inc.		120.03	4 Transactions		
3195	MCCC LOCKBOX					
	05-420-640-4800-6239		198.68	Adobe Acrobat Pro 02/01/2021 11/10/2021	2102001	Software Fees/License Fees N
3195	MCCC LOCKBOX		198.68	1 Transactions		
89765	Minnesota Elevator, Inc					
	05-420-600-4800-6300		63.95	Elevator Service - July '21 07/01/2021 07/31/2021	915600	Maintenance/Service Contracts N
89765	Minnesota Elevator, Inc		63.95	1 Transactions		
88859	Spee*Dee-St Cloud					
	05-420-600-4800-6205		37.70	IM Service - 101 06/02/2021 07/03/2021	4268778	Postage N
88859	Spee*Dee-St Cloud		37.70	1 Transactions		
86235	The Office Shop Inc					
	05-420-600-4800-6405		1.96	Agency - Binder Clips 06/03/2021	1096998-0	Office Supplies N
	05-420-640-4800-6405		44.52	CS - 6x9 Envelopes	1096998-1	Office Supplies N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc		06/04/2021			
		46.48		2 Transactions		
420	DEPT Total:	838.62	Income Maintenance	9 Vendors	15 Transactions	
430	DEPT		Social Services			
88023	American Payment Centers, LLC					
	05-430-700-4800-6301	45.32	Box Service	49813	Equipment Lease/Space Rental	N
			07/01/2021	09/30/2021		
88023	American Payment Centers, LLC	45.32		1 Transactions		
9553	Aramark Uniform & Career Apparel Group					
	05-430-700-4800-6422	20.61	Cleaning Supplies	253000021806	Janitorial Supplies	N
			07/13/2021			
9553	Aramark Uniform & Career Apparel Group	20.61		1 Transactions		
783	Canon Financial Services, Inc					
	05-430-700-4800-6301	89.89	OSS Contract Charge - July '21	27021989	Equipment Lease/Space Rental	N
			07/01/2021	07/31/2021		
	05-430-700-4800-6301	146.70	Mailroom Contract Charge - Jul	27021997	Equipment Lease/Space Rental	N
			07/01/2021	07/31/2021		
783	Canon Financial Services, Inc	236.59		2 Transactions		
10855	Culligan Water					
	05-430-700-4800-6301	101.63	Cooler Rental Service	150-10016285-1	Equipment Lease/Space Rental	N
			07/01/2021	07/31/2021		
10855	Culligan Water	101.63		1 Transactions		
9046	Loffler Companies, Inc.					
	05-430-700-4800-6250	34.78	July Telephone	80010460315	Telephone	N
			07/01/2021	07/31/2021		
	05-430-700-4800-6250	8.70	July Telephone	80010460315	Telephone	N
			07/01/2021	07/31/2021		
	05-430-700-4800-6250	136.71	July Telephone	80010460315	Telephone	N
			07/01/2021	07/31/2021		
9046	Loffler Companies, Inc.	180.19		3 Transactions		
89765	Minnesota Elevator, Inc					
	05-430-700-4800-6300	102.70	Elevator Service - July '21	915600	Maintenance/Service Contracts	N

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5 Health & Human Services

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
89765	Minnesota Elevator, Inc			102.70	07/01/2021 07/31/2021 1 Transactions			
88859	Spee*Dee-St Cloud 05-430-700-4800-6205			91.52	SS Service - 102 06/02/2021 07/03/2021 1 Transactions	4268778	Postage	N
88859	Spee*Dee-St Cloud			91.52				
86235	The Office Shop Inc 05-430-700-4800-6405			3.15	Agency - Binder Clips 06/03/2021	1096998-0	Office Supplies	N
86235	The Office Shop Inc			3.15	1 Transactions			
430	DEPT Total:			781.71	Social Services	8 Vendors	11 Transactions	
5	Fund Total:			3,828.81	Health & Human Services		42 Transactions	

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

6 Debt Service

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT		Undesignated			
	5777 U.S. Bank N.A.					
	06-000-000-0000-6796		INTEREST - #0058739NS	1770657	Interest	N
	5777 U.S. Bank N.A.		1 Transactions			
0	DEPT Total:		Undesignated	1 Vendors	1 Transactions	
6	Fund Total:		Debt Service		1 Transactions	

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

9	State						
	Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT			Undesignated			
	4580	Mn Dept Of Finance					
		09-000-000-0000-2030				State Fees, Assessments & Surcharges	N
	4580	Mn Dept Of Finance			1 Transactions		
0	DEPT Total:			Undesignated	1 Vendors	1 Transactions	
9	Fund Total:			State		1 Transactions	

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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 Description On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
14141	Wayrynen/Matt 10-900-000-0000-2300		455.28	BOND REFUND	14142	Timber Permit Bonds	N
14141	Wayrynen/Matt		455.28		1 Transactions		
900	DEPT Total:		455.28	Timber Permit Bonds	1 Vendors	1 Transactions	
921	DEPT			Co. Development			
9046	Loffler Companies, Inc. 10-921-000-0000-6250		5.47	July Telephone 07/01/2021	80010460315 07/31/2021	Telephone	N
	10-921-000-0000-6250		5.47	July Telephone 07/01/2021	80010460315 07/31/2021	Telephone	N
9046	Loffler Companies, Inc.		10.94		2 Transactions		
5889	USDA, APHIS, General 10-921-000-0000-6231	Q	6,006.19	PERSONNEL COMP	3003858588	Services, Labor, Contracts	N
5889	USDA, APHIS, General		6,006.19		1 Transactions		
921	DEPT Total:		6,017.13	Co. Development	2 Vendors	3 Transactions	
923	DEPT			Forfeited Tax Sales			
170	Aitkin Motor Company 10-923-000-0000-6590		848.78	REPAIR ON 054	1012	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		45.81	OIL CHANGE 303	1012	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		52.13	OIL CHANGE 2019 F150 SUPER	1012	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		45.81	OIL CHANGE 046	1012	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		992.53		4 Transactions		
10452	AT&T Mobility 10-923-000-0000-6250		702.02	PHONES & MEDIA	287302631438	Telephone	N
10452	AT&T Mobility		702.02		1 Transactions		
86467	Auto Value Aitkin 10-923-000-0000-6590		78.97	AUTO-RANGING; BOOSTER CABLE;	40181879	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		78.97		1 Transactions		
10855	Culligan Water						

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor	Name	Rpt	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.						Service Dates	Paid On Bhf #	On Behalf of Name	
10855	Culligan Water		10-923-000-0000-6231		37.20	DRINKING WATER	150-10046456-2	Services, Labor, Contracts	N
					37.20	1 Transactions			
1754	Garrison Disposal Company, Inc		10-923-000-0000-6231		110.30	GARBAGE FOR LAND DEPT.	172925	Services, Labor, Contracts	N
						06/03/2021 06/24/2021			
1754	Garrison Disposal Company, Inc				110.30	1 Transactions			
14119	John's Repair		10-923-000-0000-6590		240.00	GRADER REPAIR	050121	Repair & Maintenance Supplies	Y
14119	John's Repair				240.00	1 Transactions			
9046	Loffler Companies, Inc.		10-923-000-0000-6250		76.56	July Telephone	80010460315	Telephone	N
						07/01/2021 07/31/2021			
9046	Loffler Companies, Inc.				76.56	1 Transactions			
3195	MCCC LOCKBOX		10-923-000-0000-6208		180.00	LEGAL DESC. TRAINING	2101333	Training/Education	N
						01/07/2021 01/08/2021			
3195	MCCC LOCKBOX				180.00	1 Transactions			
12927	Midwest Machinery Co.		10-923-000-0000-6590		16.78	OIL & FILTER FOR MOWER	2438181	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.				16.78	1 Transactions			
8436	Northland Parts		10-923-000-0000-6590		85.42	BOOSTER CABLE & SUPPLIES	426987	Repair & Maintenance Supplies	N
8436	Northland Parts				85.42	1 Transactions			
4010	Rasley Oil Company		10-923-000-0000-6511		1,097.45	GAS	AITCOL&PS	Gas And Oil	N
						06/03/2021 06/30/2021			
4010	Rasley Oil Company				1,097.45	1 Transactions			
9642	WEX BANK		10-923-000-0000-6511		2,760.24	FUEL	72811954	Gas And Oil	N
						06/08/2021 07/06/2021			

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9642	WEX BANK		2,760.24		1 Transactions		
923	DEPT Total:		6,377.47	Forfeited Tax Sales	12 Vendors	15 Transactions	
926	DEPT			Law Library			
5173	Thomson Reuters-West Publishing						
	10-926-000-0000-6408		1,432.95	West Info Charges	844604708	Law Books	N
				06/01/2021 06/30/2021			
	10-926-000-0000-6408		917.44	West Complete Lib Subs	844688210	Law Books	N
				06/01/2021 06/30/2021			
5173	Thomson Reuters-West Publishing		2,350.39		2 Transactions		
926	DEPT Total:		2,350.39	Law Library	1 Vendors	2 Transactions	
10	Fund Total:		15,200.27	Trust		21 Transactions	

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT				Resource Management			
170	Aitkin Motor Company 11-925-000-0000-6620			28,801.79	21 FORD F150 SUPER CAB	1012	Auto, Trailers, Snowmobiles, ATV	N
170	Aitkin Motor Company			28,801.79	1 Transactions			
9657	Applied Insights North 11-925-000-0000-6273			1,190.00	STRATEGIC MGMT PLAN 01/28/2021 06/28/2021	21-12	Timber Improvement	Y
9657	Applied Insights North			1,190.00	1 Transactions			
10412	O'Reilly Auto Parts 11-925-000-0000-6590			121.46	2 WIX FILTERS	1878491093	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts			121.46	1 Transactions			
4070	Riley Auto Supply 11-925-000-0000-6590			94.28	GRADER - FILTER & SILICONE	625610 625735	Repair & Maintenance Supplies	N
4070	Riley Auto Supply			94.28	1 Transactions			
4425	Shirts Plus of Aitkin 11-925-000-0000-6406			211.80	SAFETY WORKSHIRTS	3887	Field Supplies	G
4425	Shirts Plus of Aitkin			211.80	1 Transactions			
925	DEPT Total:			30,419.33	Resource Management	5 Vendors	5 Transactions	
939	DEPT				County Surveyor			
10452	AT&T Mobility 11-939-000-0000-6250			44.92	TRACY - PHONE	287302631438	Telephone	N
10452	AT&T Mobility			44.92	1 Transactions			
8434	DLT Solutions, Inc 11-939-000-0000-6405			17,444.25	CIVIL 3D 3YR SUBSCRIPTION	1609667	Office Supplies	N
8434	DLT Solutions, Inc			17,444.25	1 Transactions			
939	DEPT Total:			17,489.17	County Surveyor	2 Vendors	2 Transactions	
11	Fund Total:			47,908.50	Forest Development		7 Transactions	

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13 Taxes & Penalties

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
943	DEPT		Taxes And Penalties			
999999000	McCann/Aaron		Dupl Check #77109	56-1-024400	Cur - Property Taxes	N
	13-943-000-0000-2001					
999999000	McCann/Aaron			1 Transactions		
943	DEPT Total:		Taxes And Penalties	1 Vendors	1 Transactions	
13	Fund Total:		Taxes & Penalties		1 Transactions	

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>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>
450	DEPT					
	86308 Aitkin Public Schools					
	15-450-000-0000-6231		29,250.00	21-22 LCTS Allocation	4619	Aitkin School Services N
				07/02/2021		
	86308 Aitkin Public Schools		29,250.00	1 Transactions		
450	DEPT Total:		29,250.00	Collaborative-Aitkin School	1 Vendors	1 Transactions
15	Fund Total:		29,250.00	Aitkin County Collaborative		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
2763	Countryside Sanitation		GARBAGE SERVICE	ACCT 472	Garbage	Y
	19-521-000-0000-6255		07/01/2021			
		105.30	07/31/2021			
			1 Transactions			
2763	Countryside Sanitation					
		105.30				
3160	Mille Lacs Energy Coop-Albert Lea					
	19-521-000-0000-6254		ELEC-ENERGY CTR	27-13-005-02	Utilities-Gas and Electric	N
		288.76	06/01/2021			
			07/01/2021			
	19-521-000-0000-6254		ELEC-DINING HALL	27-13-006-01	Utilities-Gas and Electric	N
		178.53	06/01/2021			
			07/01/2021			
	19-521-000-0000-6254		ELEC-DORM	27-13-007-03	Utilities-Gas and Electric	N
		644.95	06/01/2021			
			07/01/2021			
	19-521-000-0000-6254		ELEC-PARKING LOT	27-13-008-01	Utilities-Gas and Electric	N
		41.05	06/01/2021			
			07/01/2021			
	19-521-000-0000-6254		ELEC-STAFF RESIDENCE	27-13-009-01	Utilities-Gas and Electric	N
		157.44	06/01/2021			
			07/01/2021			
			5 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea					
		1,310.73				
521	DEPT Total:	1,416.03	LLCC Administration	2 Vendors	6 Transactions	
523	DEPT		LLCC Food			
9658	McMillan/Dave		FORKHORN LUNCHES		Groceries-Students	N
	19-523-000-0000-6418		07/02/2021			
		241.53	07/02/2021			
			1 Transactions			
9658	McMillan/Dave					
		241.53				
523	DEPT Total:	241.53	LLCC Food	1 Vendors	1 Transactions	
524	DEPT		LLCC Maintenance			
13725	Beartooth True Value		MAINT. SUPPLIES	ACCT 1075	Repair & Maintenance Supplies	N
	19-524-000-0000-6590		07/28/2021			
		114.02	07/28/2021			
			1 Transactions			
13725	Beartooth True Value					
		114.02				
2340	Hyytinen Hardware Hank		MAINT. SUPPLIES	ACCT 7684653	Repair & Maintenance Supplies	N
	19-524-000-0000-6590		06/24/2021			
		23.42	06/24/2021			

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 19 Long Lake Conservation Cer

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
2340	Hyytinen Hardware Hank		23.42		1 Transactions		
524	DEPT Total:		137.44	LLCC Maintenance	2 Vendors	2 Transactions	
19	Fund Total:		1,795.00	Long Lake Conservation Center		9 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT				Parks			
9075	Aardvark by On Site Companies							
	21-520-000-0000-6231			174.00	SATELLITE - ROUND LAKE 06/01/2021 06/30/2021	1155806	Services, Labor, Contracts	N
	21-520-000-0000-6231			112.00	SATELLITE - BLIND LAKE 06/01/2021 06/30/2021	1155807	Services, Labor, Contracts	N
	21-520-000-0000-6231			112.00	SATELLITE - SOO LINE N ATV TRL 06/01/2021 06/30/2021	1155808	Services, Labor, Contracts	N
	21-520-000-0000-6231			174.00	SATELLITE - LONE LAKE BEACH 06/01/2021 06/30/2021	1155809	Services, Labor, Contracts	N
	21-520-000-0000-6231			112.00	SATELLITE - LAWLER 06/01/2021 06/30/2021	1155810	Services, Labor, Contracts	N
	21-520-000-0000-6231			112.00	SATELLITE - MCGREGOR 06/01/2021 06/30/2021	1155811	Services, Labor, Contracts	N
	21-520-000-0000-6231			112.00	SATELLITE - MCGRATH 06/01/2021 06/30/2021	1155812	Services, Labor, Contracts	N
	21-520-000-0000-6231			112.00	SATELLITE - AXTELL 06/01/2021 06/30/2021	1155813	Services, Labor, Contracts	N
9075	Aardvark by On Site Companies			1,020.00	8 Transactions			
13725	Beartooth True Value							
	21-520-000-0000-6406			7.58	WINDOW BOLT	1009	Field Supplies	N
	21-520-000-0000-6406			112.33	PAINT & SUPPLIES	1009	Field Supplies	N
	21-520-000-0000-6406			46.47	HARDWARE	1009	Field Supplies	N
	21-520-000-0000-6406			148.54	PAINTS & TRAY	1009	Field Supplies	N
	21-520-000-0000-6406			145.90	PADLOCKS & BATTERIES	1009	Field Supplies	N
	21-520-000-0000-6406			17.89	17: BLACK 175LB 50 CT	1009	Field Supplies	N
	21-520-000-0000-6406			15.15	PAINT ROLLERS & LINERS	1009	Field Supplies	N
	21-520-000-0000-6406			15.98	PAINT ROLLERS & SHIELD	1009	Field Supplies	N
	21-520-000-0000-6406			43.99	32" BYPASS LOOPER	1009	Field Supplies	N
	21-520-000-0000-6406			41.47	HARDWARE	1009	Field Supplies	N
	21-520-000-0000-6406			51.99	PWR CONVERTER	1009	Field Supplies	N
	21-520-000-0000-6406			10.99	STORAGE REEL/STAND	1009	Field Supplies	N
13725	Beartooth True Value			658.28	12 Transactions			
10083	Cedarbrook Lumber Comp							
	21-520-000-0000-6802	B		161.96	MHB PARKS	115136	Trail Grants-State	N
10083	Cedarbrook Lumber Comp			161.96	1 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
2763	Countryside Sanitation 21-520-000-0000-6231		292.50	GARBAGE - BERGLUND 07/01/2021 07/31/2021	565	Services, Labor, Contracts	Y
2763	Countryside Sanitation		292.50	1 Transactions			
10618	Erik's Lawn Service 21-520-000-0000-6231		2,650.00	MOWING 06/01/2021 07/02/2021	7536	Services, Labor, Contracts	Y
10618	Erik's Lawn Service		2,650.00	1 Transactions			
2340	Hyytinen Hardware Hank 21-520-000-0000-6523		26.27	CABIN KEY	1645252 165180	Misc Bldg & Shop Supplies	N
2340	Hyytinen Hardware Hank		26.27	1 Transactions			
3024	Kingsley/Russell Lee 21-520-000-0000-6802		7,420.00	RABEY LINE ATV TRAIL REPAIR 06/30/2021 07/09/2021	071321	Trail Grants-State	Y
3024	Kingsley/Russell Lee		7,420.00	1 Transactions			
12927	Midwest Machinery Co. 21-520-000-0000-6590		142.65	REPAIR SUPPLIES	CUST #150255	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.		142.65	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254		289.44	BERGLUND ELECTRIC 06/01/2021 06/30/2021	18-51-106-02	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		289.44	1 Transactions			
15211	Quality Disposal Systems Inc 21-520-000-0000-6231		187.20	GARBAGE - SNAKE RIVER 06/03/2021 06/30/2021	1187622	Services, Labor, Contracts	N
15211	Quality Disposal Systems Inc		187.20	1 Transactions			
9617	Timber Lakes Septic Service, Inc. 21-520-000-0000-6231	Q	120.00	AITKIN RV DUMPSTATION	24079	Services, Labor, Contracts	N
	21-520-000-0000-6231		120.00	BERGLUND DUMP STATION	24080	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		240.00	2 Transactions			
12718	Up North Riders						

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21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	21-520-000-0000-6802	Q	1,709.64	LAWLER RFR 3-19 TO 06-31-21	063121	Trail Grants-State	N
12718	Up North Riders		1,709.64		1 Transactions		
11507	Waste Management of Minnesota, Inc						
	21-520-000-0000-6231		91.26	GARBAGE - AITKIN CAMPGROUND	6703335-1767	Services, Labor, Contracts	N
				06/01/2021 06/30/2021			
	21-520-000-0000-6231		91.26	GARBAGE - JACOBSON	6842309-0412	Services, Labor, Contracts	N
				06/01/2021 06/30/2021			
11507	Waste Management of Minnesota, Inc		182.52		2 Transactions		
520	DEPT Total:		14,980.46	Parks	13 Vendors	33 Transactions	
21	Fund Total:		14,980.46	Parks		33 Transactions	
	Final Total:		654,449.76	262 Vendors	392 Transactions		

Aitkin County

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	72,284.69	General Fund
2	10,016.11	Reserves Fund
3	300,713.41	Road & Bridge
5	3,828.81	Health & Human Services
6	157,507.51	Debt Service
9	645.00	State
10	15,200.27	Trust
11	47,908.50	Forest Development
13	320.00	Taxes & Penalties
15	29,250.00	Aitkin County Collaborative
19	1,795.00	Long Lake Conservation Center
21	14,980.46	Parks
All Funds	654,449.76	Total

Approved by,

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Taconite Production Tax & Property Tax Overpayments

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 12 Agency

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
932	DEPT		Schools			
393	ISD 1 Aitkin-Treasurer					
	12-932-000-0000-2047					
	393 ISD 1 Aitkin-Treasurer					
		62,694.00	2ND 1/2 2020 TACONITE PRODUCT	7/15/2021	Taconite Production Tax	N
		62,694.00	1 Transactions			
932	DEPT Total:	62,694.00	Schools	1 Vendors	1 Transactions	
12	Fund Total:	62,694.00	Agency		1 Transactions	

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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 Description On Behalf of Name	1099
943	DEPT			Taxes And Penalties			
999999000	All American Title Co Inc 13-943-000-0000-2001		20.98	Property tax overpayment	27-0-042903	Cur - Property Taxes	N
999999000	All American Title Co Inc		20.98	1 Transactions			
999999000	Ammala/Sandra 13-943-000-0000-2001		20.00	Property tax overpayment	26-0-011900	Cur - Property Taxes	N
999999000	Ammala/Sandra		20.00	1 Transactions			
999999000	Anderson/Leonard 13-943-000-0000-2001		398.00	Property tax overpayment	09-0-012300	Cur - Property Taxes	N
999999000	Anderson/Leonard		398.00	1 Transactions			
999999000	Ashton/Nannette 13-943-000-0000-2001		65.00	Property tax overpayment	29-1-532000	Cur - Property Taxes	N
999999000	Ashton/Nannette		65.00	1 Transactions			
999999000	Becker/John 13-943-000-0000-2001		63.00	Property tax overpayment	11-1-170600	Cur - Property Taxes	N
999999000	Becker/John		63.00	1 Transactions			
999999000	Bisek/Douglas 13-943-000-0000-2001		88.00	Property tax overpayment	05-0-009800	Cur - Property Taxes	N
999999000	Bisek/Douglas		88.00	1 Transactions			
999999000	Bothof/Thomas 13-943-000-0000-2001		8.00	Property tax overpayment	11-0-005304	Cur - Property Taxes	N
999999000	Bothof/Thomas		8.00	1 Transactions			
999999000	Brown, Barbara 13-943-000-0000-2001		14.00	Property tax overpayment	25-0-053200	Cur - Property Taxes	N
999999000	Brown, Barbara		14.00	1 Transactions			
999999000	Christensen/Mary 13-943-000-0000-2001		12.00	Property tax overpayment	08-0-052101	Cur - Property Taxes	N
999999000	Christensen/Mary		12.00	1 Transactions			
999999000	Christian/Wayne 13-943-000-0000-2001		34.00	Property tax overpayment	60-1-005300	Cur - Property Taxes	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
999999000	Christian/Wayne					
		34.00	1 Transactions			
999999000	Coffin/Breanne					
	13-943-000-0000-2001	54.00	Property tax overpayment	21-0-044304	Cur - Property Taxes	N
999999000	Coffin/Breanne		1 Transactions			
11472	Corelogic Centralized Refunds					
	13-943-000-0000-2001	766.00	Property tax overpayment	01-1-173600	Cur - Property Taxes	N
	13-943-000-0000-2001	124.00	Property tax overpayment	11-0-021101	Cur - Property Taxes	N
	13-943-000-0000-2001	779.00	Property tax overpayment	11-0-050700	Cur - Property Taxes	N
	13-943-000-0000-2001	519.00	Property tax overpayment	11-1-243800	Cur - Property Taxes	N
	13-943-000-0000-2001	381.00	Property tax overpayment	19-0-040802	Cur - Property Taxes	N
	13-943-000-0000-2001	98.00	Property tax overpayment	29-1-153500	Cur - Property Taxes	N
	13-943-000-0000-2001	467.00	Property tax overpayment	56-0-169603	Cur - Property Taxes	N
	13-943-000-0000-2001	173.00	Property tax overpayment	56-1-033000	Cur - Property Taxes	N
	13-943-000-0000-2001	1,424.00	Property tax overpayment	56-1-171100	Cur - Property Taxes	N
11472	Corelogic Centralized Refunds	4,731.00	9 Transactions			
999999000	Curtiss/Gloria					
	13-943-000-0000-2001	58.49	Property tax overpayment	35-0-029100	Cur - Property Taxes	N
999999000	Curtiss/Gloria		1 Transactions			
999999000	Deerwood Bank					
	13-943-000-0000-2001	193.00	Property tax overpayment	24-0-021410	Cur - Property Taxes	N
	13-943-000-0000-2001	62.00	Property tax overpayment	24-0-021412	Cur - Property Taxes	N
999999000	Deerwood Bank		2 Transactions			
999999000	Dotzler Power Equipment					
	13-943-000-0000-2001	66.00	Property tax overpayment	07-0-019503	Cur - Property Taxes	N
999999000	Dotzler Power Equipment		1 Transactions			
999999000	Dotzler, Patrick					
	13-943-000-0000-2001	54.00	Property tax overpayment	07-0-044400	Cur - Property Taxes	N
999999000	Dotzler, Patrick		1 Transactions			
999999000	Dusbabek/David					
	13-943-000-0000-2001	64.55	Property tax overpayment	24-1-123600	Cur - Property Taxes	N
999999000	Dusbabek/David		1 Transactions			

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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 Description On Behalf of Name	1099
999999000	Earlywine/Amy 13-943-000-0000-2001		16.00	Property tax overpayment	24-1-119500	Cur - Property Taxes	N
999999000	Earlywine/Amy		16.00	1 Transactions			
999999000	Fischer/Edward 13-943-000-0000-2001		38.00	Property tax overpayment	14-0-034600	Cur - Property Taxes	N
999999000	Fischer/Edward		38.00	1 Transactions			
999999000	Garvey/Robert 13-943-000-0000-2001		158.00	Property tax overpayment	39-0-034900	Cur - Property Taxes	N
	13-943-000-0000-2001		106.00	Property tax overpayment	39-0-035900	Cur - Property Taxes	N
	13-943-000-0000-2001		92.00	Property tax overpayment	39-0-036001	Cur - Property Taxes	N
999999000	Garvey/Robert		356.00	3 Transactions			
999999000	George/Alec 13-943-000-0000-2001		36.00	Property tax overpayment	16-1-092528	Cur - Property Taxes	N
999999000	George/Alec		36.00	1 Transactions			
999999000	Grand Timber Bank 13-943-000-0000-2001		99.00	Property tax overpayment	60-1-018300	Cur - Property Taxes	N
999999000	Grand Timber Bank		99.00	1 Transactions			
999999000	Gunter/Karen 13-943-000-0000-2001		12.00	Property tax overpayment	29-1-511700	Cur - Property Taxes	N
999999000	Gunter/Karen		12.00	1 Transactions			
999999000	Hardin/Michele 13-943-000-0000-2001		15.60	Property tax overpayment	01-1-126900	Cur - Property Taxes	N
999999000	Hardin/Michele		15.60	1 Transactions			
999999000	Kallevig/Douglas 13-943-000-0000-2001		84.00	Property tax overpayment	11-0-064712	Cur - Property Taxes	N
999999000	Kallevig/Douglas		84.00	1 Transactions			
999999000	Kosbau/Greg 13-943-000-0000-2001		60.00	Property tax overpayment	08-0-021212	Cur - Property Taxes	N
999999000	Kosbau/Greg		60.00	1 Transactions			
999999000	Krantz/Deborah						

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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 Description On Behalf of Name	1099
999999000	Krantz/Deborah 13-943-000-0000-2001		50.00 50.00	Property tax overpayment 1 Transactions	16-1-073800	Cur - Property Taxes	N
999999000	Landmeyer/John 13-943-000-0000-2001		74.00 74.00	Property tax overpayment 1 Transactions	16-1-072600	Cur - Property Taxes	N
999999000	Lawson/Cynthia 13-943-000-0000-2001		14.00 14.00	Property tax overpayment 1 Transactions	24-1-123400	Cur - Property Taxes	N
999999000	Lindgren/Alane 13-943-000-0000-2001		26.00 26.00	Property tax overpayment 1 Transactions	45-1-054200	Cur - Property Taxes	N
999999000	Lundberg/Robin 13-943-000-0000-2001		54.00 54.00	Property tax overpayment 1 Transactions	16-1-109500	Cur - Property Taxes	N
999999000	Lyon/Mary 13-943-000-0000-2001		22.00 22.00	Property tax overpayment 1 Transactions	03-0-028600	Cur - Property Taxes	N
999999000	Malmberg/Janet 13-943-000-0000-2001		20.00 20.00	Property tax overpayment 1 Transactions	06-0-050700	Cur - Property Taxes	N
999999000	Math/Sandra 13-943-000-0000-2001		20.00 20.00	Property tax overpayment 1 Transactions	11-0-037702	Cur - Property Taxes	N
999999000	McNeely/Patrick 13-943-000-0000-2001		18.00 18.00	Property tax overpayment 1 Transactions	09-1-071700	Cur - Property Taxes	N
999999000	McNeff/Larry 13-943-000-0000-2001		74.00 74.00	Property tax overpayment 1 Transactions	24-0-007801	Cur - Property Taxes	N

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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 Description On Behalf of Name	1099
999999000	Mendez/Sergio 13-943-000-0000-2001			30.00	Property tax overpayment	21-0-051302	Cur - Property Taxes	N
999999000	Mendez/Sergio			30.00	1 Transactions			
999999000	Meyer/Stephen 13-943-000-0000-2001			16.00	Property tax overpayment	29-0-012600	Cur - Property Taxes	N
999999000	Meyer/Stephen			16.00	1 Transactions			
999999000	Mock/Diane 13-943-000-0000-2001			34.00	Property tax overpayment	29-1-436600	Cur - Property Taxes	N
999999000	Mock/Diane			34.00	1 Transactions			
999999000	Moenkhaus/Sharon 13-943-000-0000-2001			44.00	Property tax overpayment	16-0-046100	Cur - Property Taxes	N
999999000	Moenkhaus/Sharon			44.00	1 Transactions			
999999000	Nash/Becky 13-943-000-0000-2001			12.00	Property tax overpayment	07-0-003000	Cur - Property Taxes	N
999999000	Nash/Becky			12.00	1 Transactions			
999999000	Nash/Karen 13-943-000-0000-2001			29.00	Property tax overpayment	57-1-081202	Cur - Property Taxes	N
999999000	Nash/Karen			29.00	1 Transactions			
999999000	Nelson/Kelly 13-943-000-0000-2001			97.00	Property tax overpayment	10-1-062000	Cur - Property Taxes	N
999999000	Nelson/Kelly			97.00	1 Transactions			
999999000	Nicholson/Jeffery 13-943-000-0000-2001			88.00	Property tax overpayment	16-1-104600	Cur - Property Taxes	N
999999000	Nicholson/Jeffery			88.00	1 Transactions			
999999000	Nicholson/Roger 13-943-000-0000-2001			13.84	Property tax overpayment	29-1-381700	Cur - Property Taxes	N
999999000	Nicholson/Roger			13.84	1 Transactions			
999999000	Niemann/Rachel 13-943-000-0000-2001			300.00	Property tax overpayment	02-0-041500	Cur - Property Taxes	N
	13-943-000-0000-2001			1,294.00	Property tax overpayment	02-0-042500	Cur - Property Taxes	N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
999999000	Niemann/Rachel					
			Amount	2 Transactions		
999999000	Northview Bank					
	13-943-000-0000-2001		329.00	Property tax overpayment	07-1-134900	Cur - Property Taxes
999999000	Northview Bank		329.00	1 Transactions		N
999999000	Pavelka/Heidi					
	13-943-000-0000-2001		86.15	Property tax overpayment	09-1-088801	Cur - Property Taxes
999999000	Pavelka/Heidi		86.15	1 Transactions		N
999999000	Peterson/Ed					
	13-943-000-0000-2001		14.00	Property tax overpayment	17-0-015200	Cur - Property Taxes
999999000	Peterson/Ed		14.00	1 Transactions		N
999999000	Peterson/James					
	13-943-000-0000-2001		40.00	Property tax overpayment	24-1-115000	Cur - Property Taxes
999999000	Peterson/James		40.00	1 Transactions		N
999999000	Putnam/Robert					
	13-943-000-0000-2001		42.00	Property tax overpayment	29-0-013302	Cur - Property Taxes
999999000	Putnam/Robert		42.00	1 Transactions		N
999999000	Rahn/Cindy					
	13-943-000-0000-2001		60.00	Property tax overpayment	57-1-023903	Cur - Property Taxes
999999000	Rahn/Cindy		60.00	1 Transactions		N
999999000	Schloemer/Stephen					
	13-943-000-0000-2001		14.00	Property tax overpayment	20-0-025800	Cur - Property Taxes
999999000	Schloemer/Stephen		14.00	1 Transactions		N
999999000	Schulze/Marcella					
	13-943-000-0000-2001		30.00	Property tax overpayment	11-1-103500	Cur - Property Taxes
999999000	Schulze/Marcella		30.00	1 Transactions		N
999999000	Scott/Steven J					
	13-943-000-0000-2001		76.00	Property tax overpayment	07-0-007206	Cur - Property Taxes
999999000	Scott/Steven J		76.00	1 Transactions		N
999999000	Security State Bank					

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
999999000	Security State Bank		Property tax overpayment	29-1-217700	Cur - Property Taxes	N
		20.00				
		20.00	1 Transactions			
999999000	Smith/Valerie		Property tax overpayment	16-1-103100	Cur - Property Taxes	N
		128.00				
		128.00	1 Transactions			
999999000	Sonsteby/Steven		Property tax overpayment	25-0-007100	Cur - Property Taxes	N
		24.00				
		24.00	1 Transactions			
999999000	Stofferahn/Anthony		Property tax overpayment	29-1-102200	Cur - Property Taxes	N
		18.51				
		18.51	1 Transactions			
999999000	Syring/Tyler		Property tax overpayment	13-1-081500	Cur - Property Taxes	N
		495.00				
		495.00	1 Transactions			
999999000	Weimer/Arnold		Property tax overpayment	56-1-170701	Cur - Property Taxes	N
		93.00				
		93.00	1 Transactions			
999999000	Westerlund/Gaylard		Property tax overpayment	21-1-080200	Cur - Property Taxes	N
		38.00				
		38.00	1 Transactions			
999999000	Wilkerson-Conroy/Terese		Property tax overpayment	11-1-126500	Cur - Property Taxes	N
		6.00				
		6.85				
		12.85	2 Transactions			
999999000	Wolff/Rosalie		Property tax overpayment	24-0-036400	Cur - Property Taxes	N
		20.00				
		20.00	1 Transactions			
999999000	Yotter/Deborah		Property tax overpayment	30-0-044200	Cur - Property Taxes	N
		88.00				

WLC1
 7/13/21 10:28AM
 13 Taxes & Penalties

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
999999000	Yotter/Deborah					
		88.00		1 Transactions		
999999000	Zelenak/Brian					
	13-943-000-0000-2001	58.00	Property tax overpayment	11-0-019103	Cur - Property Taxes	N
999999000	Zelenak/Brian	58.00		1 Transactions		
943	DEPT Total:	10,738.97	Taxes And Penalties	66 Vendors	79 Transactions	
13	Fund Total:	10,738.97	Taxes & Penalties		79 Transactions	
	Final Total:	73,432.97	67 Vendors	80 Transactions		

Aitkin County

Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
12	62,694.00	Agency
13	10,738.97	Taxes & Penalties
All Funds	73,432.97	Total

Approved by:

.....
.....
.....

Sales/Use and Diesel Tax for June 2021

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
89991	Bremer Bank					
1	01-040-021-0000-5840		Receipt Nbr 16222 06/09/2021		Misc Receipts	N
2	01-040-021-0000-5840		Receipt Nbr 16296 06/23/2021		Misc Receipts	N
3	01-042-000-0000-5840		Receipt Nbr 16172 06/03/2021		Misc Receipts	N
4	01-042-000-0000-5840		Receipt Nbr 16253 06/16/2021		Misc Receipts	N
5	01-042-000-0000-5840		Receipt Nbr 16271 06/17/2021		Misc Receipts	N
6	01-042-000-0000-5840		Receipt Nbr 16310 06/25/2021		Misc Receipts	N
7	01-042-000-0000-5840		Receipt Nbr 16332 06/29/2021		Misc Receipts	N
8	01-043-000-0000-5840		Receipt Nbr 16180 06/03/2021		Misc Receipts	N
9	01-043-000-0000-5840		Receipt Nbr 16186 06/04/2021		Misc Receipts	N
10	01-043-000-0000-5840		Receipt Nbr 16203 06/07/2021		Misc Receipts	N
11	01-043-000-0000-5840		Receipt Nbr 16245 06/15/2021		Misc Receipts	N
12	01-043-000-0000-5840		Receipt Nbr 16317 06/28/2021		Misc Receipts	N
13	01-043-000-0000-5840		Receipt Nbr 16333 06/29/2021		Misc Receipts	N
14	01-090-000-0000-5840		Receipt Nbr 16189 06/04/2021		Misc Receipts	N
15	01-090-000-0000-5840		Receipt Nbr 16260 06/17/2021		Misc Receipts	N
16	01-090-000-0000-5840		Receipt Nbr 16308 06/25/2021		Misc Receipts	N
17	01-100-000-0000-5840		Receipt Nbr 1958 06/01/2021		Misc Receipts	N
18	01-100-000-0000-5840		Receipt Nbr 2013 06/10/2021		Misc Receipts	N
19	01-100-000-0000-5840		Receipt Nbr 2058 06/17/2021		Misc Receipts	N
20	01-100-000-0000-5840		Receipt Nbr 2102 06/24/2021		Misc Receipts	N
21	01-252-252-0000-5872		Receipt Nbr 16232 06/11/2021		Phone Card Prisoner Welfare(Taxable)	N
22	01-252-252-0000-5872		Receipt Nbr 16312 06/25/2021		Phone Card Prisoner Welfare(Taxable)	N
23	01-252-252-0000-5885		Receipt Nbr 16232 06/11/2021		Commissary Sales Taxable	N
24	01-252-252-0000-5885		Receipt Nbr 16277 06/21/2021		Commissary Sales Taxable	N
25	01-252-252-0000-5885		Receipt Nbr 16312 06/25/2021		Commissary Sales Taxable	N
26	01-252-252-0000-5885		Receipt Nbr 16330 06/29/2021		Commissary Sales Taxable	N
89991	Bremer Bank		709.23	26	Transactions	
1 Fund Total:			709.23	General Fund	1 Vendors	26 Transactions

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank					
27	03-000-000-0000-5855		3.86	Receipt Nbr 16157 06/01/2021	Charges-Individuals	N
28	03-000-000-0000-5855		1.93	Receipt Nbr 16177 06/03/2021	Charges-Individuals	N
29	03-000-000-0000-5855		1.93	Receipt Nbr 16182 06/04/2021	Charges-Individuals	N
30	03-000-000-0000-5855		10.31	Receipt Nbr 16188 06/04/2021	Charges-Individuals	N
31	03-000-000-0000-5855		5.79	Receipt Nbr 16188 06/04/2021	Charges-Individuals	N
32	03-000-000-0000-5855		3.86	Receipt Nbr 16217 06/09/2021	Charges-Individuals	N
33	03-000-000-0000-5855		7.72	Receipt Nbr 16229 06/11/2021	Charges-Individuals	N
34	03-000-000-0000-5855		3.44	Receipt Nbr 16229 06/11/2021	Charges-Individuals	N
35	03-000-000-0000-5855		1.93	Receipt Nbr 16238 06/14/2021	Charges-Individuals	N
36	03-000-000-0000-5855		5.79	Receipt Nbr 16266 06/17/2021	Charges-Individuals	N
37	03-000-000-0000-5855		5.79	Receipt Nbr 16299 06/23/2021	Charges-Individuals	N
38	03-000-000-0000-5855		13.75	Receipt Nbr 16299 06/23/2021	Charges-Individuals	N
39	03-000-000-0000-5855		0.64	Receipt Nbr 16299 06/23/2021	Charges-Individuals	N
40	03-000-000-0000-5855		1.93	Receipt Nbr 16303 06/24/2021	Charges-Individuals	N
41	03-000-000-0000-5855		3.86	Receipt Nbr 16319 06/28/2021	Charges-Individuals	N
42	03-000-000-0000-5855		5.79	Receipt Nbr 16340 06/30/2021	Charges-Individuals	N
43	03-000-000-0000-5855		3.44	Receipt Nbr 16340 06/30/2021	Charges-Individuals	N
44	03-000-000-0000-5857		44.60	Receipt Nbr 16229 06/11/2021	Culverts	N
126	03-303-000-0000-6513		982.97	Diesel Tax: June 2021	Motor Fuel & Lubricants	N
89991	Bremer Bank		1,109.33	19 Transactions		
3 Fund Total:			1,109.33	Road & Bridge	1 Vendors	19 Transactions

KMR1
 7/13/21 1:41PM
 10 Trust

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>	
45	89991 Bremer Bank 10-923-000-0000-5260		14.80	Receipt Nbr 2209 06/04/2021		FTS-Leases/Easements	N
	89991 Bremer Bank		14.80	1 Transactions			
10 Fund Total:			14.80	Trust	1 Vendors	1 Transactions	

KMR1
 7/13/21 1:41PM
 11 Forest Development

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
89991	Bremer Bank					
46	11-939-000-0000-5840		0.19	Receipt Nbr 2249 06/16/2021	Misc Receipts	N
89991	Bremer Bank		0.19	1 Transactions		
11 Fund Total:			0.19	Forest Development	1 Vendors	1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
89991	Bremer Bank					
47	21-520-000-0000-5510		3.86 Receipt Nbr 2199 06/01/2021		Co. Parks Campground Fees	N
48	21-520-000-0000-5510		25.09 Receipt Nbr 2199 06/01/2021		Co. Parks Campground Fees	N
49	21-520-000-0000-5510		7.72 Receipt Nbr 2200 06/01/2021		Co. Parks Campground Fees	N
50	21-520-000-0000-5510		14.15 Receipt Nbr 2200 06/01/2021		Co. Parks Campground Fees	N
51	21-520-000-0000-5510		31.84 Receipt Nbr 2200 06/01/2021		Co. Parks Campground Fees	N
52	21-520-000-0000-5510		34.74 Receipt Nbr 2202 06/02/2021		Co. Parks Campground Fees	N
53	21-520-000-0000-5510		3.86 Receipt Nbr 2203 06/03/2021		Co. Parks Campground Fees	N
54	21-520-000-0000-5510		11.58 Receipt Nbr 2203 06/03/2021		Co. Parks Campground Fees	N
55	21-520-000-0000-5510		1.93 Receipt Nbr 2203 06/03/2021		Co. Parks Campground Fees	N
56	21-520-000-0000-5510		3.86 Receipt Nbr 2203 06/03/2021		Co. Parks Campground Fees	N
57	21-520-000-0000-5510		9.01 Receipt Nbr 2204 06/03/2021		Co. Parks Campground Fees	N
58	21-520-000-0000-5510		3.86 Receipt Nbr 2204 06/03/2021		Co. Parks Campground Fees	N
59	21-520-000-0000-5510		6.11 Receipt Nbr 2204 06/03/2021		Co. Parks Campground Fees	N
60	21-520-000-0000-5510		3.86 Receipt Nbr 2205 06/03/2021		Co. Parks Campground Fees	N
61	21-520-000-0000-5510		7.46 Receipt Nbr 2205 06/03/2021		Co. Parks Campground Fees	N
62	21-520-000-0000-5510		2.57 Receipt Nbr 2210 06/04/2021		Co. Parks Campground Fees	N
63	21-520-000-0000-5510		6.75 Receipt Nbr 2210 06/04/2021		Co. Parks Campground Fees	N
64	21-520-000-0000-5510		8.04 Receipt Nbr 2211 06/07/2021		Co. Parks Campground Fees	N
65	21-520-000-0000-5510		5.34 Receipt Nbr 2211 06/07/2021		Co. Parks Campground Fees	N
66	21-520-000-0000-5510		0.96 Receipt Nbr 2211 06/07/2021		Co. Parks Campground Fees	N
67	21-520-000-0000-5510		1.93 Receipt Nbr 2222 06/08/2021		Co. Parks Campground Fees	N
68	21-520-000-0000-5510		15.44 Receipt Nbr 2222 06/08/2021		Co. Parks Campground Fees	N
69	21-520-000-0000-5510		5.15 Receipt Nbr 2224 06/09/2021		Co. Parks Campground Fees	N
70	21-520-000-0000-5510		3.86 Receipt Nbr 2224 06/09/2021		Co. Parks Campground Fees	N
71	21-520-000-0000-5510		1.29 Receipt Nbr 2238 06/09/2021		Co. Parks Campground Fees	N
72	21-520-000-0000-5510		3.86 Receipt Nbr 2238 06/09/2021		Co. Parks Campground Fees	N
73	21-520-000-0000-5510		10.61 Receipt Nbr 2238 06/09/2021		Co. Parks Campground Fees	N
74	21-520-000-0000-5510		18.01 Receipt Nbr 2239 06/09/2021		Co. Parks Campground Fees	N
75	21-520-000-0000-5510		2.89 Receipt Nbr 2239 06/09/2021		Co. Parks Campground Fees	N
76	21-520-000-0000-5510		11.58 Receipt Nbr 2241 06/11/2021		Co. Parks Campground Fees	N
77	21-520-000-0000-5510		7.72 Receipt Nbr 2241 06/11/2021		Co. Parks Campground Fees	N
78	21-520-000-0000-5510		3.86 Receipt Nbr 2241 06/11/2021		Co. Parks Campground Fees	N
79	21-520-000-0000-5510		5.15 Receipt Nbr 2243 06/14/2021		Co. Parks Campground Fees	N
80	21-520-000-0000-5510		3.86 Receipt Nbr 2243 06/14/2021		Co. Parks Campground Fees	N
81	21-520-000-0000-5510		3.86 Receipt Nbr 2244 06/14/2021		Co. Parks Campground Fees	N
82	21-520-000-0000-5510		5.15 Receipt Nbr 2253 06/16/2021		Co. Parks Campground Fees	N
83	21-520-000-0000-5510		8.68 Receipt Nbr 2253 06/16/2021		Co. Parks Campground Fees	N
84	21-520-000-0000-5510		7.72 Receipt Nbr 2254 06/16/2021		Co. Parks Campground Fees	N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
85	21-520-000-0000-5510		9.01	Receipt Nbr 2254 06/16/2021	Co. Parks Campground Fees	N
86	21-520-000-0000-5510		2.57	Receipt Nbr 2255 06/17/2021	Co. Parks Campground Fees	N
87	21-520-000-0000-5510		1.29	Receipt Nbr 2255 06/17/2021	Co. Parks Campground Fees	N
88	21-520-000-0000-5510		1.93	Receipt Nbr 2255 06/17/2021	Co. Parks Campground Fees	N
89	21-520-000-0000-5510		11.58	Receipt Nbr 2256 06/17/2021	Co. Parks Campground Fees	N
90	21-520-000-0000-5510		5.79	Receipt Nbr 2256 06/17/2021	Co. Parks Campground Fees	N
91	21-520-000-0000-5510		2.57	Receipt Nbr 2257 06/18/2021	Co. Parks Campground Fees	N
92	21-520-000-0000-5510		0.96	Receipt Nbr 2257 06/18/2021	Co. Parks Campground Fees	N
93	21-520-000-0000-5510		10.29	Receipt Nbr 2259 06/21/2021	Co. Parks Campground Fees	N
94	21-520-000-0000-5510		1.29	Receipt Nbr 2259 06/21/2021	Co. Parks Campground Fees	N
95	21-520-000-0000-5510		25.73	Receipt Nbr 2260 06/21/2021	Co. Parks Campground Fees	N
96	21-520-000-0000-5510		7.72	Receipt Nbr 2261 06/21/2021	Co. Parks Campground Fees	N
97	21-520-000-0000-5510		1.93	Receipt Nbr 2261 06/21/2021	Co. Parks Campground Fees	N
98	21-520-000-0000-5510		2.57	Receipt Nbr 2264 06/21/2021	Co. Parks Campground Fees	N
99	21-520-000-0000-5510		10.29	Receipt Nbr 2264 06/21/2021	Co. Parks Campground Fees	N
100	21-520-000-0000-5510		15.12	Receipt Nbr 2264 06/21/2021	Co. Parks Campground Fees	N
101	21-520-000-0000-5510		4.82	Receipt Nbr 2265 06/21/2021	Co. Parks Campground Fees	N
102	21-520-000-0000-5510		3.86	Receipt Nbr 2266 06/23/2021	Co. Parks Campground Fees	N
103	21-520-000-0000-5510		3.86	Receipt Nbr 2266 06/23/2021	Co. Parks Campground Fees	N
104	21-520-000-0000-5510		9.01	Receipt Nbr 2267 06/23/2021	Co. Parks Campground Fees	N
105	21-520-000-0000-5510		7.72	Receipt Nbr 2268 06/24/2021	Co. Parks Campground Fees	N
106	21-520-000-0000-5510		3.86	Receipt Nbr 2268 06/24/2021	Co. Parks Campground Fees	N
107	21-520-000-0000-5510		9.65	Receipt Nbr 2268 06/24/2021	Co. Parks Campground Fees	N
108	21-520-000-0000-5510		5.79	Receipt Nbr 2268 06/24/2021	Co. Parks Campground Fees	N
109	21-520-000-0000-5510		2.57	Receipt Nbr 2272 06/25/2021	Co. Parks Campground Fees	N
110	21-520-000-0000-5510		3.86	Receipt Nbr 2272 06/25/2021	Co. Parks Campground Fees	N
111	21-520-000-0000-5510		12.87	Receipt Nbr 2274 06/28/2021	Co. Parks Campground Fees	N
112	21-520-000-0000-5510		2.57	Receipt Nbr 2274 06/28/2021	Co. Parks Campground Fees	N
113	21-520-000-0000-5510		2.89	Receipt Nbr 2275 06/28/2021	Co. Parks Campground Fees	N
114	21-520-000-0000-5510		3.86	Receipt Nbr 2277 06/28/2021	Co. Parks Campground Fees	N
115	21-520-000-0000-5510		5.15	Receipt Nbr 2279 06/29/2021	Co. Parks Campground Fees	N
116	21-520-000-0000-5510		7.72	Receipt Nbr 2279 06/29/2021	Co. Parks Campground Fees	N
117	21-520-000-0000-5510		0.64	Receipt Nbr 2281 06/29/2021	Co. Parks Campground Fees	N
118	21-520-000-0000-5510		35.80	Receipt Nbr 2281 06/29/2021	Co. Parks Campground Fees	N
119	21-520-000-0000-5510		2.89	Receipt Nbr 2281 06/29/2021	Co. Parks Campground Fees	N
120	21-520-000-0000-5510		26.70	Receipt Nbr 2281 06/29/2021	Co. Parks Campground Fees	N
121	21-520-000-0000-5510		7.72	Receipt Nbr 2281 06/29/2021	Co. Parks Campground Fees	N
122	21-520-000-0000-5510		8.68	Receipt Nbr 2281 06/29/2021	Co. Parks Campground Fees	N
123	21-520-000-0000-5510		4.50	Receipt Nbr 2281 06/29/2021	Co. Parks Campground Fees	N

KMR1
7/13/21 1:41PM
21 Parks

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
124	21-520-000-0000-5510		Receipt Nbr 2282 06/30/2021		Co. Parks Campground Fees	N
125	21-520-000-0000-5510		Receipt Nbr 2282 06/30/2021		Co. Parks Campground Fees	N
89991	Bremer Bank			79	Transactions	
21 Fund Total:			612.42	Parks	1 Vendors	79 Transactions
Final Total:			2,445.97	5 Vendors	126 Transactions	

Aitkin County

Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	709.23	General Fund
3	1,109.33	Road & Bridge
10	14.80	Trust
11	0.19	Forest Development
21	612.42	Parks
All Funds	2,445.97	Total

Approved by,

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WLC1
7/15/21

9:39AM

Aitkin County

2G



Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

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

R&B Contract Payments

WLC1
7/15/21 9:39AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
307	DEPT				R&B Capital Infrastructure			
	7814 Kern & Tabery Inc.			12,478.52	Partial Payment #12	20198	Contract Payments	N
	03-307-000-0000-6262				12/09/2020 07/14/2021			
	7814 Kern & Tabery Inc.			12,478.52	1 Transactions			
	9350 PCiRoads, LLC			3,607.48	Final Contract Payment #4	20201	Contract Payments	N
	03-307-000-0000-6262				11/05/2020 06/15/2021			
	9350 PCiRoads, LLC			3,607.48	1 Transactions			
	8499 R.C. Habeck Excavating, LLC			228,776.81	Partial Payment #1	20219	Contract Payments	N
	03-307-000-0000-6262				06/21/2021 07/12/2021			
	8499 R.C. Habeck Excavating, LLC			228,776.81	1 Transactions			
307	DEPT Total:			244,862.81	R&B Capital Infrastructure	3 Vendors	3 Transactions	
3	Fund Total:			244,862.81	Road & Bridge		3 Transactions	
	Final Total:			244,862.81	3 Vendors	3 Transactions		

Aitkin County

Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	244,862.81	Road & Bridge
All Funds	244,862.81	Total

Approved by,

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

Camping Refunds 7/2/21, Multiple

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
7/8/21 9:36AM
21 Parks

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	8410 Bremer Bank 21-520-000-0000-5510		Camping Refunds-Multiple		Co. Parks Campground Fees	N
	8410 Bremer Bank		1 Transactions			
21 Fund Total:			325.00	Parks	1 Vendors	1 Transactions
Final Total:			325.00	1 Vendors	1 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	325.00	Parks
	All Funds	325.00	Total

Approved by,

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KMR1
7/8/21

9:40AM

Aitkin County

21



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 1

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

Camping Refund 7/6/21

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
7/8/21 9:40AM

21 Parks

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Page 2

Vendor	Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	8410 Bremer Bank		180.00	Camping Refund	#4473, #4461	Co. Parks Campground Fees	N
	21-520-000-0000-5510						
	8410 Bremer Bank		180.00		1 Transactions		
21 Fund Total:			180.00	Parks	1 Vendors	1 Transactions	
Final Total:			180.00	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	180.00	Parks
	All Funds	180.00	Total

Approved by,

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KMR1
7/8/21

9:42AM

Aitkin County

2J



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

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

FSA Claims 2021 #39879151

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
7/8/21 9:42AM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
8410	Bremer Bank					
1	01-044-904-0000-6360		Med FSA Claims 2021	39879151	Flex Plan Withdrawals	N
8410	Bremer Bank					
				1 Transactions		
1 Fund Total:			334.04	General Fund	1 Vendors	1 Transactions
Final Total:			334.04	1 Vendors	1 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	334.04	General Fund
All Funds	334.04	Total

Approved by,

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

Camping Refunds 7/12/21

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 7/14/21 10:30AM
 21 Parks

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
	8410 Bremer Bank					
1	21-520-000-0000-5510		35.00	Camping Refund	3618, 4357	Co. Parks Campground Fees N
2	21-520-000-0000-5510		120.00	Camping Refund	4489,4342,4343	Co. Parks Campground Fees N
	8410 Bremer Bank		155.00			
				2 Transactions		
21 Fund Total:			155.00	Parks	1 Vendors	2 Transactions
Final Total:			155.00	1 Vendors	2 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	155.00	Parks
	All Funds	155.00	Total

Approved by,

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

FSA Claims 2021 & Mtg Reg/ Deed Tax Amended June Pmt

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
7/14/21 10:37AM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
4	780 Bremer Bank 01-042-000-0000-5079		Deed Tax June Amended Pmt		3% State Deed Tax	N
	780 Bremer Bank		1 Transactions			
1	8410 Bremer Bank 01-044-904-0000-6360		Med FSA Claims 2021	#39887280	Flex Plan Withdrawals	N
	8410 Bremer Bank		1 Transactions			
1 Fund Total:			117.49	General Fund	2 Vendors	2 Transactions

KMR1
7/14/21 10:37AM
9 State

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3	780 Bremer Bank 09-000-000-0000-2025		4,008.57	Deed Tax June Amended Pmt		State's Share Of Deed Tax (97%)	N
2	780 Bremer Bank 09-000-000-0000-2026		2,240.75	Mtg Reg June Amended Pmt		State Share Of Mortgage Registry (97%)	N
			6,249.32		2 Transactions		
9 Fund Total:			6,249.32	State	1 Vendors	2 Transactions	
Final Total:			6,366.81	3 Vendors	4 Transactions		

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	117.49	General Fund
9	6,249.32	State
All Funds	6,366.81	Total

Approved by,

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KMR1
7/15/21

4:22PM

Aitkin County

2M



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Page 1

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

ELAN Pd 7/8/21 Allocated

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
37	5462 Bremer Bank (Elan ACH) 01-043-000-0000-6332		216.24	Hotel - Training 06/27/2021 06/29/2021		Hotel / Motel Lodging	N
45	01-043-000-0000-6332		216.24	Hotel - Training 06/27/2021 06/29/2021		Hotel / Motel Lodging	N
38	01-043-000-0000-6340		30.97	Meals - Training 06/27/2021 06/29/2021		Meals (Overnight)	N
39	01-043-000-0000-6340		27.48	Meals - Training 06/27/2021 06/29/2021		Meals (Overnight)	N
46	01-043-000-0000-6340		23.84	Meals - Training 06/27/2021 06/29/2021		Meals (Overnight)	N
47	01-044-000-0000-6800		7,469.41-	ELAN - Paid 07/08/21 Allocated		ELAN - Statement Payment	N
40	01-049-000-0000-6405		33.10	Scissor/Tape 06/30/2021 06/30/2021		Office Supplies (Non Computer)	N
21	01-052-000-0000-6405		65.70	Hot Cups and Pocket File Expre		Office Supplies	N
20	01-053-000-0000-6405		31.93	Insulated Ripple Hot Cup		Office Supplies	N
43	01-122-000-0000-6208		1,880.00	UofM Continuing Ed-Soils/STS		Training/Education	N
29	01-200-000-0000-6205		34.05	USPS - Overnight 21-1452		Postage	N
25	01-200-000-0000-6405		19.65	Deposit Slips		Office Supplies	N
30	01-200-000-0000-6409		59.88	Cell Chargers, Cases		Deputy Supplies	N
31	01-200-019-0000-6231		68.49	Nationwide K9 Ins Loki		Services, Labor, Contracts	N
34	01-200-019-0000-6332		921.78	Hotel - Training 06/14/2021 06/25/2021		Hotel / Motel Lodging	N
33	01-200-019-0000-6340		23.00	Meals - Training 06/14/2021 06/21/2021		Meals (Overnight)	N
32	01-200-019-0000-6409		47.33	Dog Food		Supplies	N
27	01-252-003-0000-6511		34.01	Gas - Melissa Training		Gas And Oil	N
26	01-280-201-0000-6511		20.00	Gas - L3 Incident Command		Gas And Oil	N
41	01-390-000-0000-6332		175.69	FBL Inspector/Hotel Stay		Hotel / Motel Lodging	N
44	01-391-000-0000-6208		685.00	UofM Continuing Ed-STS		Training/Education	N
42	01-122-000-0000-6231		14.99	Zoom Monthly Subscription 06/22/2021 07/21/2021	92919591	Services, Labor, Contracts, Programmi	N
19	01-120-000-0000-6231		79.25	Pathology Services	Donations	Services, Labor, Contracts	N
	5462 Bremer Bank (Elan ACH)		2,760.79-	23 Transactions			
1 Fund Total:			2,760.79-	General Fund	1 Vendors	23 Transactions	

KMR1
7/15/21 4:22PM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

2 Reserves Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	5462 Bremer Bank (Elan ACH)					
24	02-200-020-0000-6231		S & R Supplies		Sheriff Search & Rescue Reserve Expe	N
28	02-200-020-0000-6231		S & R Supplies		Sheriff Search & Rescue Reserve Expe	N
	5462 Bremer Bank (Elan ACH)			2 Transactions		
2 Fund Total:			1,317.33	Reserves Fund	1 Vendors	2 Transactions

KMR1
7/15/21 4:22PM

Aitkin County



3 Road & Bridge

Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
22	5462 Bremer Bank (Elan ACH)		865.52-	REFUND	CM290081	Repair & Maintenance Supplies	N
23	03-303-000-0000-6590		18.56-	Sales Tax Refund	SO822133119	Repair & Maintenance Supplies	N
	5462 Bremer Bank (Elan ACH)		884.08-	2 Transactions			
3 Fund Total:			884.08-	Road & Bridge	1 Vendors	2 Transactions	

KMR1
7/15/21 4:22PM
5 Health & Human Services

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	5462 Bremer Bank (Elan ACH) 05-400-420-4800-6406			224.00	SAMHSA - Nourishing Families B 06/21/2021		Program Supplies	N
17	05-400-420-4800-6406			104.00	SAMHSA - Kitchen Tool Set 06/30/2021		Program Supplies	N
18	05-400-420-4800-6406			714.56	SAMHSA - Bag, Knives, Pans 06/29/2021		Program Supplies	N
4	05-400-440-0410-6405			1.88	Admin -Asst Color Gel Pens (CB) 06/20/2021		Office Supplies	N
6	05-400-440-0410-6405			1.40	Agency - Surge Protector 06/21/2021		Office Supplies	N
7	05-400-440-0410-6405			8.33	Agency - Batteries 06/21/2021		Office Supplies	N
8	05-400-440-0410-6406			79.88	Fair Booth - Pop Up Tent 06/22/2021		PH Program Related Supplies	N
10	05-400-440-0410-6406			54.99	Fair Booth - Camping Chair 06/22/2021		PH Program Related Supplies	N
13	05-400-440-0410-6406			49.95	Fair Booth - Sleeping Bag 06/22/2021		PH Program Related Supplies	N
14	05-400-440-0410-6406			17.36	Fair Booth - 101 Skills 06/22/2021		PH Program Related Supplies	N
9	05-400-440-0410-6450			2.52	Acct - Desktop Speakers 06/23/2021		Small Equipment: Phones,Chairs,Tools	N
11	05-400-440-0410-6450			42.00	Agency - 50" TV 06/22/2021		Small Equipment: Phones,Chairs,Tools	N
12	05-400-440-0410-6450			2.32	Agency - TV Mount 06/22/2021		Small Equipment: Phones,Chairs,Tools	N
4	05-420-600-4800-6405			4.44	Admin -Asst Color Gel Pens (CB) 06/20/2021		Office Supplies	N
6	05-420-600-4800-6405			3.30	Agency - Surge Protector 06/21/2021		Office Supplies	N
7	05-420-600-4800-6405			19.63	Agency - Batteries 06/21/2021		Office Supplies	N
9	05-420-600-4800-6450			5.94	Acct - Desktop Speakers 06/23/2021		Small Equipment: Phones,Chairs,Tools	N
11	05-420-600-4800-6450			99.00	Agency - 50" TV 06/22/2021		Small Equipment: Phones,Chairs,Tools	N
12	05-420-600-4800-6450			5.48	Agency - TV Mount 06/22/2021		Small Equipment: Phones,Chairs,Tools	N

KMR1
7/15/21 4:22PM
5 Health & Human Services

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
4	05-430-700-4800-6405			7.12	Admin -Asst Color Gel Pens (CB 06/20/2021		Office Supplies	N
6	05-430-700-4800-6405			5.29	Agency - Surge Protector 06/21/2021		Office Supplies	N
7	05-430-700-4800-6405			31.52	Agency - Batteries 06/21/2021		Office Supplies	N
16	05-430-700-4800-6405			19.82	SS - Wall Planner (JH) 06/28/2021		Office Supplies	N
9	05-430-700-4800-6450			9.53	Acct - Desktop Speakers 06/23/2021		Small Equipment: Phones,Chairs,Tools	N
11	05-430-700-4800-6450			158.99	Agency - 50" TV 06/22/2021		Small Equipment: Phones,Chairs,Tools	N
12	05-430-700-4800-6450			8.80	Agency - TV Mount 06/22/2021		Small Equipment: Phones,Chairs,Tools	N
15	05-430-700-4800-6450			213.80	SS - Electronic Signature Pad 06/24/2021		Small Equipment: Phones,Chairs,Tools	N
5	05-430-700-4800-6804			158.22	MH-INIT Motel Stay 06/22/2021		Mh Init - Housing Expense	N
3	05-430-710-3190-6020			18.50	Court Related Serv-Phone Minut 06/25/2021	63793738	Court Related Services & Activities	N
1	05-430-720-3980-6020			20.00	Bckgrd Ck - Daycare 06/24/2021	64256561	License And Resource Development	N
5462	Bremer Bank (Elan ACH)			2,092.57		30	Transactions	
5 Fund Total:				2,092.57	Health & Human Services		1 Vendors	30 Transactions

KMR1
7/15/21 4:22PM
10 Trust

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	5462 Bremer Bank (Elan ACH)							
35	10-923-000-0000-6405			39.99	Scanner Pick Up Roller Parts		Office Supplies	N
36	10-923-000-0000-6254			194.98	Spectrum Internet	0045857062021	Utilities-Gas and Electric	N
					06/20/2021 07/19/2021			
	5462 Bremer Bank (Elan ACH)			234.97	2 Transactions			
10 Fund Total:				234.97	Trust		1 Vendors	2 Transactions
Final Total:				0.00	5 Vendors		59 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	-2,760.79	General Fund
2	1,317.33	Reserves Fund
3	-884.08	Road & Bridge
5	2,092.57	Health & Human Services
10	234.97	Trust
All Funds	0.00	Total

Approved by,

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KMR1
7/21/21

8:37AM

Aitkin County

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Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Page 1

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

Camping Refund 7/16/21

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 7/21/21 8:37AM
 21 Parks

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
1	8410 Bremer Bank 21-520-000-0000-5510		Camping Refund	3802-3805 Lyon	Co. Parks Campground Fees	N
	8410 Bremer Bank			1 Transactions		
21 Fund Total:			90.00	Parks	1 Vendors	1 Transactions
Final Total:			90.00	1 Vendors	1 Transactions	

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
21	90.00	Parks
All Funds	90.00	Total

Approved by,

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.....
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KMR1
7/21/21

8:38AM

Aitkin County

20



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Page 1

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

Camping Refund 7/19/21

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 7/21/21 8:38AM
 21 Parks

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>	
1	8410 Bremer Bank 21-520-000-0000-5510		50.00	Camping Refund	4372-Kellen	Co. Parks Campground Fees	N
	8410 Bremer Bank		50.00	1 Transactions			
21 Fund Total:			50.00	Parks	1 Vendors	1 Transactions	
Final Total:			50.00	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
21	50.00	Parks
All Funds	50.00	Total

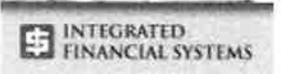
Approved by,

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KMR1
7/21/21 8:42AM

Aitkin County

2P



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Returned Account Closed Check

KMR1
7/21/21 8:42AM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8410 Bremer Bank						
1	01-042-000-0000-5079		Returned-Account Closed Check		3% State Deed Tax	N
3	01-100-000-0000-5529		Returned-Account Closed Check		County Recorder Fees	N
5	01-100-195-0000-5529		Returned-Account Closed Check		Recorder Fees-Land Records Complia	N
6	01-100-196-0000-5529		Returned-Account Closed Check		Recorder Fees-Recorder's Tech Fund	N
8410 Bremer Bank			35.55	4 Transactions		
1 Fund Total:			35.55	General Fund	1 Vendors	4 Transactions

KMR1
7/21/21 8:42AM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

9	State								
Vendor	Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	1099		
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name			
	8410 Bremer Bank								
2	09-000-000-0000-2025		1.60	Returned-Account Closed Check		State's Share Of Deed Tax (97%)	N		
4	09-000-000-0000-2036		10.50	Returned-Account Closed Check		Recording Surcharges (Was 5871 & 62	N		
	8410 Bremer Bank		12.10						
				2 Transactions					
9 Fund Total:			12.10	State		1 Vendors		2 Transactions	
Final Total:			47.65	2 Vendors		6 Transactions			

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	35.55	General Fund
	9	12.10	State
All Funds		47.65	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2Q
Agenda Item #

Requested Meeting Date: July 27 2021

Title of Item: Approve Affidavit for Duplicate of Lost Warrant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Julie Hughes		Department: Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Charlotte Hanson, Commissioner Warrant number 80920, dated December 31 2019 in the amount of \$58.00		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Charlotte Hanson, Commissioner Warrant number 80920, dated December 31 2019 in the amount of \$58.00		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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. Charlotte Hanson
)

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

dated the 31st day of December, 2019, numbered 80920,

issued by Aitkin County to Charlotte Hanson in the sum of \$ 58.00

has been lost in the manner
("Lost" or "Destroyed")

following, to wit:

Misplaced by accident and probably thrown out as a result,

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to ~~him~~ (her)

according to law; and to that end herewith files ~~his~~ (her) indemnifying bond, with sureties to be

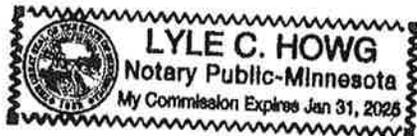
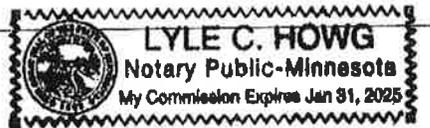
approved, in the sum equal to double the amount of said commissioner warrant

X Charlotte L. Hanson

Subscribed and sworn to before me this 16th day of October, 2020

Lyle C. Howg
Notary Public Hennepin County, Minnesota

My Commission Expires





Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: 7-27-21

Title of Item: Equipment Purchase - Equipment Trailer

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

Submitted by: John Welle	Department: Highway Department
------------------------------------	--

Presenter (Name and Title): NA	Estimated Time Needed: NA
--	-------------------------------------

Summary of Issue:
Unit 032, a 2001 Felling equipment trailer, is programmed for replacement in the 2021 Capital Equipment Budget with a replacement cost of \$30,000. This trailer has extensive deterioration of the steel structural members, has already been repaired several times and needs to be replaced based on it's deteriorated condition.

Quotes for a replacement vehicle were obtained as follows:

- 1) Towmaster Trailers - Litchfield, MN: 2021 Towmaster T-50 - \$28,041
- 2) Felling Trailers Inc. - Sauk Centre, MN: Felling FT 50-3 LP - \$31,892.59

All quoted costs include tax and freight.

Recommended purchase based on cost is the 2021 Towmaster T-50 from Towmaster Trailers for \$28,041.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to approve purchase

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 28,041
Is this budgeted? Yes No *Please Explain:*
\$30,000 was budgeted in 2021 for this purchase.



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: July 27, 2021

Title of Item: Appoint Dan Leonard for District 1 Board of Adjustment

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Andrew Carlstrom		Department: Planning & Zoning
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 2 minutes
Summary of Issue: Requesting the Appointment of Mr. Dan Leonard to the Board of Adjustment for District 1 in Aitkin County. Dan will replace Mr. Marcus Marsh who resigned due to family commitments.		
Alternatives, Options, Effects on Others/Comments: N/A		
Recommended Action/Motion: Motion to Approve Appointment		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 500.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Mileage stipend to inspect properties, as well as meeting costs.		

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

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Board of Adjustment

AITKIN COUNTY COMMISSIONER DISTRICT 1

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

40+ years employed in the banking industry. This includes commercial, real estate, and consumer lending.

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

Daniel R Leonard
Signature of Applicant

7/13/21
Date

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

Is this application submitted by appointing authority? Yes _____ No

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

**Please return application to the Aitkin County Administrator's office, located at
307 2nd Street NW - Room 310, Aitkin, MN 56431**

NAME OF APPLICANT: Daniel R Leonard

STREET ADDRESS OF APPLICANT:

122 3rd Ave SE

Aitkin, MN 56431

PHONE NUMBERS:

DAYS 218-820-1514

EVENINGS Same

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: July 27, 2021

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sally M. Huhta		Department: Auditor's
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Temporary 3.2% Malt Liquor License for August 28, 2021 and November 12, 2021		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Attached proposed Motion		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

For: County Board of July 27, 2021

Motion by Commissioner X, seconded by Commissioner X and carried, all members voting yes to approve the following Temporary On Sale **3.2 Malt Liquor License** for August 28, 2021, and November 12, 2021.

ON Sale:

Jacobson Community Volunteer Fire Dept, d/b/a **Jacobson Volunteer Fire Dept** – Ball Bluff Township



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: July 27, 2021

Title of Item: Approve Data Practices Policy Revisions

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Changes to the Data Practices Policy must be made by August 1st of each year. Attached is an updated Aitkin County Guidelines and Procedures for MN Government Data Practices Act for Board Approval. Changes are indicated in red.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Data Practices Policy revisions.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**AITKIN COUNTY
GUIDELINES AND PROCEDURES
FOR
MINNESOTA
GOVERNMENT DATA PRACTICES ACT**



Adopted by the Aitkin County Board of Commissioners
July 27, 2021

To the extent that the Minnesota Government Data Practices Act changes, these guidelines and procedures shall be construed as consistent with those changes.

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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Appendix C Fee Schedule *supplemental attachment*

MINNESOTA GOVERNMENT DATA PRACTICES ACT

Introduction

These guidelines and procedures provide direction in complying with those portions of the MGDPA that relate to *public access to government data* and to the *rights of subjects of data*.

The public access requirements are:

- The presumption that all government data are public unless classified as not public by state or federal statute;
- The right of any person to know what kinds of data are collected by the government entity and how that data is classified;
- The right of any person to inspect, at no charge, all public government data at reasonable times and places;
- The right of any person to have public data explained in an understandable way;
- The right of any person to get copies of public government data at a reasonable cost;
- The right of any person to an appropriate and prompt response from the government entity when exercising these rights; and
- The right of any person to be informed of the authority by which an entity can deny access to government data.

A BRIEF OVERVIEW OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

The Minnesota Government Data Practices Act regulates the management of all government data that are created, collected, received, or released by a government entity, no matter what form the data are in, or how they are stored or used.

Briefly, the Act regulates:

- what data can be collected;
- who may see or get copies of the data;
- the classification of specific types of government data;
- the duties of government personnel in administering the Act;
- procedures for access to the data;
- procedures for classifying data as not public;
- civil penalties for violation of the Act; and
- the charging of fees for copies of government data.

Government data is either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart below).

Data on Individuals	Meaning of Classification	Data Not on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized by the data subject or by law to see it	Nonpublic
Confidential	Not available to the public or the data subject	Protected Nonpublic

I. COLLECTION OF GOVERNMENT DATA

What is the Minnesota Government Data Practices Act?

The Minnesota Government Data Practices Act (MGDPA), which is Chapter 13 of Minnesota Statutes, is a state law that controls how government data are collected, created, stored, maintained, used, and disseminated.

What are government data?

Government data are all data maintained in any recorded form by government entities, including counties. As long as data are recorded in some way by a government entity, they are government data, no matter what physical form they are in, or how they are stored or used. Government data may be stored on paper forms/records/files, in electronic form, on audio or video tape, on charts, maps, etc. Government data normally do not include mental impressions.

Persons or entities licensed or funded by, or under contract to, a government entity are subject to the MGDPA to the extent specified in the licensing, contract, or funding agreement.

Official records must be kept. MINN. STAT. § 15.17, subd. 1 requires all officers and agencies of the state, and all officers and agencies of the counties, cities, and towns to make and keep all records necessary for a full and accurate knowledge of their official activities. Requirements for collecting, creating, maintaining, storing, and disseminating data are found in MINN. STAT. CH. 13 AND MINN. R. 1205, the Minnesota Government Data Practices Act and Rules. Links for locating the governing statute and rules are shown below.

Minnesota Statutes

Chapter 13. Government Data Practices

<https://www.revisor.mn.gov/statutes/?id=13>

Minnesota Administrative Rules, Chapter 1205, Data Practices

<https://www.revisor.mn.gov/rules/?id=1205>

- A. The collection and storage of public, private, and confidential data on individuals are limited to that necessary for the administration and management of programs specifically authorized or mandated by the state, local governing body, or the federal government.

B. DEFINITIONS

1. **Data Inventory** - The public document required by MINN. STAT. § 13.025, subd. 1, containing the name of the responsible authority and the individual designee, title and address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the government entity. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory.

2. **Authorized Representative** - The individual, entity, or person authorized to act on behalf of another individual, entity or person. For the purposes of the Act, the authorized representative may include, but is not limited to: (a) in the case of a minor, a parent, or guardian, (see Section IX.B, Notification to Minors); (b) an attorney acting on behalf of an individual when the individual has given written informed consent (see page 30-31); (c) any other individual entity, or person given written authorization by the data subject; or (d) an insurer or its representative, provided that the data subject has given informed consent (see page 30-31) for the release of the information, (e) court appointed guardian/conservator.
3. **Court Order** - The direction of a judge, or other appropriate presiding judicial officer made or entered in writing, or on the record in a legal proceeding.
4. **Data** - All data collected, created, received, maintained, or disseminated by a government entity regardless of its physical form, storage media, or conditions of use, including, but not limited to, paper records and files, microfilm, computer media, or other processes.
5. **Data Subject** - The individual or person about whom the data is created or collected.
6. **Designee** - Any person designated by a responsible authority (a) to be in charge of individual files or systems containing government data and (b) to receive and comply with requests for government data.
7. **Government Entity** – A state agency, statewide system, or political subdivision.
8. **Individual** - A natural person. In the case of a minor or an individual adjudged mentally incompetent, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.
9. **Informed Consent** (see page 30-31) - The written consent that must be given by a data subject to allow disclosure of private data about the individual.
10. **Person** - Any individual, partnership, corporation, association, business trust, or legal representative of an organization.
11. **Political Subdivision** - Any county, statutory or home rule charter city, school district, special district, any town exercising powers under Minn. Stat. 368 and located in a metropolitan area, and any board, commission, district or authority created pursuant to law, local ordinance, or charter provision. It includes any nonprofit corporation which is a community action agency organized to qualify for public funds, or any nonprofit social service agency which performs services under contract to a government entity to the extent that the nonprofit social service

agency or nonprofit corporation collects, stores, disseminates, and uses data on individuals because of a contractual relationship with a government entity.

12. **Representative of the Decedent** - The personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed, or after discharge, the surviving spouse, any child of the decedent, or, if there are no surviving spouse or children, the parents of the decedent.
13. **Requestor** - The individual, entity, or person requesting access and/or copies of the government data.
14. **Responsible Authority - Counties** - Each elected official of the county shall be the responsible authority of the respective office. An individual who is an employee of the county shall be appointed by the County Board to be the responsible authority for any data administered outside the departments of elected officials. For a statewide system, the responsible authority is the commissioner of any state department, or any executive officer designated by statute or executive order as responsible for such system.
15. **Rules** - "The Rules Governing the Enforcement of the Minnesota Government Data Practices Act." Minn. R., Chap. 1205. .
16. **State Agency** - The state, the University of Minnesota, and any office, officer, department, division, bureau, board, commission, authority, district, or agency of the state.
17. **Statewide System** - Any recordkeeping system in which government data is collected, stored, disseminated, and used by means of a system common to one or more state agencies or more than one of its political subdivisions or any combination of state agencies and political subdivisions.
18. **Temporary Classification** - An application by a state agency, statewide system, or political subdivision, pursuant to MINN. STAT. § 13.06 which has been approved by the Commissioner of Administration to classify government data not classified by state statute or federal law as either private or confidential for data on individuals, or nonpublic or protected nonpublic for data not on individuals.
19. **Tennessee Warning (see page 28-29)** - Those rights, as contained in Section IX.A, communicated to an individual asked to supply private or confidential data concerning himself or herself.

II. CLASSIFICATION OF GOVERNMENT DATA

For the purposes of these guidelines, government data is divided into four types; (a) data on individuals, which is classified as either public, private, or confidential; (b) data not on individuals, which is classified as either public, nonpublic, or protected nonpublic; (c) statistical or summary data derived from data on individuals in which individuals are not identified; and (d) data on decedents. These classifications, the criteria for classification, and the description of who has access are as follows:

A. DATA ON INDIVIDUALS

1. Public Data on Individuals

- a. **Definition:** All data on individuals is public, unless classified as private or confidential.
- b. **Data on Individuals is Public if:**
 - 1) A statute or federal law requires or allows the collection of the data and does not classify the data as private or confidential.
 - 2) An application for Temporary Classification for private or confidential data on individuals is disapproved by the Commissioner of Administration.
 - 3) The data is summary or statistical data derived from data on individuals.
 - 4) Private or confidential data becomes public in order to comply with either judicial or administrative rules pertaining to the conduct of legal action. (For example: Private or confidential data which is presented in court and made public by the court.)
- c. **Access:** All public data on individuals is accessible by any person regardless of their interest in that data.

2. Private Data on Individuals

- a. **Definition:** Private data on individuals is data which is not accessible to the public, but is accessible to the individual subject of the data.
- b. **Tennessee Warning (see page 28-29):** Except for law enforcement investigations, a Tennessee Warning must be given when private data is collected from the subject of the data (Section IX.A describes the Tennessee Warning.)

A Tennessee Warning need not be given when private data is collected from someone other than the subject of the data.

c. Data on Individuals is Private if:

- 1) A state statute or federal law expressly classifies the data as not accessible to the public, but accessible to the subject of the data.
- 2) A Temporary Classification of private has been approved by the Commissioner of Administration and has not expired.
- 3) If data is classified as both private and confidential by state or federal law, the data is private.

d. Access: Private data on individuals is accessible to:

- 1) The individual subject of the data or the representative as authorized in writing (if the subject is a minor, usually by the subject's parent or guardian).
- 2) Individuals, entities, or persons who have been given express written permission by the data subject. (Section IX.C describes Informed Consent.)
- 3) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 4) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that use, storage, and dissemination was not accessible to the public, but accessible to the data subject. Use, storage, and dissemination of this data is limited to the purposes for which it was originally collected.
- 5) Individuals, entities, or persons for which a state, local, or federal law authorizes new use or new dissemination of the data.
- 6) Individuals, entities, or persons subsequent to the collection of the data and subsequent to the communication of the Tennessean Warning, when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 7) Pursuant to a court order.
- 8) Individuals, entities, or persons as otherwise provided by law.

3. Confidential Data on Individuals

- a. **Definition:** Data on individuals is confidential if it is made by statute or federal law not accessible by the public and not accessible to the individual subject of the data.
- b. **Tennessean Warning (see page 28-29):** Except for law enforcement

investigations, a Tennessee Warning must be given when confidential data is collected from the subject of the data.

A Tennessee Warning is not given when confidential data is collected from someone other than the subject of the data.

c. Data on Individuals is Confidential if:

- 1) A state or federal statute expressly provides that: (a) the data shall not be available to either the public or to the data subject, or (b) the data shall not be available to anyone except those agencies which need the data for agency purposes.
- 2) A Temporary Classification of confidential has been approved by the Commissioner of Administration and has not expired.

d. Access: Confidential data on individuals is accessible to:

- 1) Individuals, entities, or persons who are authorized by state, local, or federal law to gain access.
- 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority, or the designee.
- 3) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that the data was not accessible to the individual subject of the data.
- 4) Individuals, entities, or persons for which a state or federal law authorizes a new use or new dissemination of the data.
- 5) Individuals, entities, or persons subsequent to the collection of the data and communication of the Tennessee Warning when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 6) Pursuant to a court order.
- 7) Individuals, entities, or persons as otherwise provided for by law.

B. PUBLIC, NONPUBLIC, OR PROTECTED NONPUBLIC DATA NOT ON INDIVIDUALS

1. Public Data Not on Individuals

- a. **Definition:** Public data not on individuals means data not on individuals which is accessible to the public.

b. Data Not on Individuals is Public if:

- 1) A statute or federal law does not expressly classify the data as not public.
 - 2) An application for Temporary Classification for data as nonpublic or protected nonpublic is not approved by the Commissioner of Administration.
 - 3) A statute requires the data to be made available to the public.
- c. **Access:** Public data not on individuals is accessible to any person regardless of their interest in the data.

2. Nonpublic Data Not on Individuals

a. **Definition:** Nonpublic data not on individuals means data which is not public, but is accessible to the subject of the data, if any. As used here, the subject of the data means a person as defined in Section I.C., paragraph 10.

b. Data Not on Individuals is Nonpublic if:

- 1) A state statute or federal law classifies the data as not public, but accessible to the subject of the data, if any.
 - 2) A Temporary Classification of data as nonpublic has been approved by the Commissioner of Administration.
- c. **Access:** Nonpublic data not on individuals is accessible to:

- 1) The subject of the data, if any.
- 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 3) Individuals, entities, or persons authorized by statute or federal statute to gain access.
- 4) It is reasonable to conclude that access to the data should be limited to entities or persons who have the legal authority to do so, and to entity staff on a need-to-know basis, that a representative of the organization which is the subject of the data may access the nonpublic data and may consent to its release.
- 5) Pursuant to court order.
- 6) Individuals, entities, or persons as otherwise provided by law.

3. Protected Nonpublic Data Not on Individuals

a. **Definition:** Protected nonpublic data not on individuals means data which is

not public and not accessible to the subject of the data, if any. As used here, the subject data means a person as defined in Section I.C., paragraph 10.

b. Data Not on Individuals is Protected Nonpublic if:

- 1) A state statute or federal law classifies the data as not accessible to the public and not accessible to the data subject.
- 2) A Temporary Classification of government data as protected nonpublic has been approved by the Commissioner of Administration.

c. Access: Protected nonpublic data not on individuals is accessible to:

- 1) Personnel within the entity whose work assignment requires access as determined by the responsible authority or the designee.
- 2) Individuals, entities, or persons authorized by statute or federal law to gain access.
- 3) Pursuant to a court order.
- 4) Individuals, entities, or persons as otherwise provided by law.

C. SUMMARY DATA

1. **Definition:** Summary data means statistical records and reports derived from data on individuals, but in which the individuals are not identified and neither their identities nor other characteristics that could uniquely identify the individual is ascertainable.
2. **Data is Summary Data if:**
 - a. All data elements that could link the data to a specific individual have been removed; AND,
 - b. Any list of numbers or other data which could uniquely identify an individual is separated from the summary data and is not available to persons who gain access to or possess summary data.
3. **Access:** Unless classified by a Temporary Classification, summary data is public and may be requested by and made available to any individual or person, including a governmental entity.

D. DATA ON DECEDENTS

1. Private Data on Decedents

a. Definition. Upon death, private and confidential data on an individual shall become, respectively, private data on decedents and confidential data on decedents.

b. Access:

1) Access is available to the personal representative of the estate during the administration or if no personal representative, the surviving spouse, any child of the decedent, or if no spouse or children, to the parent of the decedent.

2) A trustee appointed in a wrongful death action also has access to appropriate private data on decedents concerning the data subject.

2. Confidential Data on Decedents.

a. Definition. Confidential data on decedents means data which, prior to the death of the data subject, was classified by statute, federal law, or temporary classification as confidential data.

b. Access. Access to the data is the same as access to confidential data on individuals.

c. The representative of the decedent may exercise all rights which are conferred by the Act on individuals who are the subjects of confidential data, in the case of confidential data on decedents.

3. Release of private data on a decedent or confidential data on a decedent may also be obtained from a court following the procedure outlined in the statute. Any person may bring an action in the district court located in the county where the data is being maintained or, in the case of data maintained by state agency, in any county, to authorize release of private data on decedents or confidential data on decedents. The court must examine the data and consider whether the harm to the surviving spouse, children, or next-of-kin of the decedent, the harm to any other individual identified in the data, or the harm to the public outweighs the benefit to the person bringing the action or the benefit of the public.

4. Private data on decedents and confidential data on decedents shall become public when ten years have elapsed from the actual or presumed death of the individual and 30 years have elapsed from the creation of the data. For purposes of this determination, an individual is presumed to be dead if either 90 years elapsed since the creation of the data, or 90 years have elapsed since the individual's birth,

whichever is earlier, except that an individual is not presumed to be dead if readily available data indicates that the individual is still living.

III. REQUEST FOR GOVERNMENT DATA

Refer to Section V, the Public Data Request form (see page 33-37), and/or Data Request by Subject of Data form (see page 38-43) when copies are requested. No fee shall be charged for the actual costs of retrieving data or for viewing data.

A. REQUEST FOR DATA - GENERAL - Upon request to the responsible authority or designee, an authorized person shall be permitted to inspect government data at reasonable times and places, and if the party requests, they shall be informed of the meaning of the data. If the data requested is public data, no form is necessary. Upon request, public data may be disclosed over the telephone.

Regardless of where the data originates, if it is in your possession, it is government data and subject to the access provisions of the law.

The Public Data Request form (see page 33-37) or Request by Subject of Data form (see page 38-43) shall be completed for all requests by the public for government data which is classified as other than public.

B. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT

1. Upon request and when access or copies are authorized, the designee shall provide copies of the private or public data on an individual to the subject of the data or authorized representative. See [Minn. R. 1205.0500](#) if data subject is a minor.
2. The designee shall comply immediately, if reasonably possible, or within ten (10) working days of the date of request, if immediate compliance is not reasonably possible.
3. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months, unless a dispute or action is pending (concerning accuracy of data), or additional information has been obtained on that individual.

C. REQUESTS FOR SUMMARY DATA

1. Unless classified by a Temporary Classification, summary data derived from private or confidential data on individuals is public and the responsible authority or designee shall provide the summary data upon the written request of any individual or person.
2. Within ten (10) days of receipt of such request, the responsible authority or designee shall inform the requestor of the costs of preparing the summary data, if any.

3. The responsible authority or the designee shall:
 - a. Provide the summary data requested **OR**
 - b. Provide a written statement to the requestor describing a time schedule for preparing the requested data, including reasons for any delays; **OR**
 - c. Provide access to the requestor to the private or confidential data so that the requestor can compile the summary data. Such access will be provided only when the requestor signs a non-disclosure agreement (see page 27); **OR**
 - d. Provide a written statement to the requestor stating reasons why the requestor's access would compromise the private or confidential data.
4. A non-disclosure agreement (see page 27) is used to protect the confidentiality of government data when the requestor of the summary data prepares the summary by accessing private or confidential data on individuals. A non-disclosure agreement shall contain at least the following:
 - a. A general description of the private or confidential data which is being used to prepare summary data.
 - b. The purpose for which the summary data is being prepared.
 - c. A statement that the requestor understands that the requestor may be subject to the civil or criminal penalty provisions of the Act.
 - d. The signature of the requestor and the responsible authority, designee, or representative.

D. REQUESTS FOR GOVERNMENT DATA BY OTHER GOVERNMENT AGENCIES.

1. A responsible authority shall allow another responsible authority access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state or federal statute.
2. An agency that supplies government data under this section may require the requesting agency to pay the actual cost of supplying the data when the requested data is not provided in the normal course of business and not required by state or federal statute.
3. In most cases, data shall have the same classification in the hands of the agency receiving it as it had in the agency providing it, unless the classification is required to change to meet judicial or administrative requirements. When practical and necessary, the agency providing the requested information shall indicate the classification of the information.

4. When practical and necessary, the requesting agency not listed on the Tennessee Warning (see page 28-29) shall obtain the informed consent (see page 30-31) from the data subject(s) for information classified as private or confidential.

E. HOW DATA PRACTICES APPLIES TO CONTRACTUAL LICENSING AND FUNDING RELATIONSHIP WITH GOVERNMENT ENTITIES.

1. Pursuant to MINN. STAT. § 13.05, subd. 6, if a person **receives not public data on individuals from a government entity because that person has a contract with that entity**, the person must administer the data in a manner that is consistent with the MGDPA.
2. Pursuant to MINN. STAT. § 13.05, subd. 11, if a private person **collects, receives, stores, uses, maintains or disseminates data because the person has a contract with a government entity to perform any of the entity's functions**, all of the data are subject to the requirements of the MGDPA and the contractor must comply with the MGDPA requirements. The contractor may be sued under Sec. 13.08, civil remedies. The contract must clearly inform the contractor of these responsibilities.
3. Pursuant to Minn. Stat. § 13.02, subd. 11, if the data is **collected by a nonprofit social services entity which performs services under contract to a government entity**, and the data is collected and used because of that contract, access to the data is regulated by the MGDPA.
4. If a third party is **licensed by a government entity and the licensure is conditioned upon compliance with the MGDPA, or if the party has another type of contract with a government entity**, the party is subject to the MGDPA to the extent specified in the contract or the licensing agreement.

IV. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43)

A. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43). These forms provide a record of the requestor identification information and the government data requested, as well as the action taken by the responsible authority, or the designee, and any financial transaction which occurs.

B. WHEN COMPLETED. The Data Request form or Data Request form for Subject of Data should be completed for all requests by the public for government data classified as private, confidential, nonpublic, and protected nonpublic and for all requests by other government agencies for which the not public data is not routinely shared or provided in the normal course of business.

V. FEES FOR COPIES OF GOVERNMENT DATA.

Pursuant to the Minnesota Government Data Practices Act and Aitkin County Board

resolution and unless otherwise provided for by federal law, state statute or rule, fees for copies of government data shall be determined by departments based on the costs of providing such service as set forth in Section V.E. Fees shall be reasonable and consistent. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

NOTE: FEES SHALL NOT BE CHARGED TO THOSE INDIVIDUALS WHO ONLY WISH TO VIEW DATA.

NOTE: FEES MAY NOT BE CHARGED FOR SEPARATING PUBLIC FROM NONPUBLIC DATA.

A. COPIES PROVIDED AT NO CHARGE. When access is authorized, copies may be provided at no charge:

1. When another government agency or responsible authority requires or requests the record/document copies as part of the administration and management of an authorized program and the copies are usually provided as part of the normal course of business.
2. When records, documents, brochures, pamphlets, books, reports, or other similar publications are produced for free distribution to the public. A charge may be assessed if an individual request exceeds normal distribution.
3. When the court orders the requesting party to proceed in forma pauperis.

B. COPIES PROVIDED WITH CHARGE. When access is authorized, copies shall be provided at the applicable rate in the following circumstances:

1. Other government agencies or responsible authorities who require or request record documents or publication copies which are not usually provided or reproduced as part of the normal course of business.
2. Records, documents, brochures, pamphlets, books, reports, or other similar publications that are not normally provided or reproduced for distribution to the public.
3. Public data on individuals and public data not on individuals, particularly when the requestor is not the subject of the data.

C. COPYING FEES. Copying fees shall be charged in accordance with the Fee Schedule for those records, documents, and publications covered in Section B above.

1. When copies are mailed, postage costs shall be added to the rates listed in Appendix C, unless alternative arrangements have been made.

D. COLLECTION OF COPYING FEES. Fees shall be collected before releasing copies unless prior arrangements have been made.

E. FEE SCHEDULE.

See Appendix C

F. DISPOSITION OF FEES. Copying fees collected shall be deposited in the appropriate account with the county treasurer.

VI. ASSIGNMENT OF DESIGNEE.

The responsible authority may assign, in writing, one or more designees. The designee is the person in charge of individual files or systems containing government data and who receives and complies with the requests for government data. Additionally, the designee shall implement the provisions of the Act, the rules, and these guidelines and procedures as directed by the responsible authority. All duties outlined as duties of the responsible authority may be delegated to the designee.

VII. DUTIES OF THE RESPONSIBLE AUTHORITY OR DESIGNEE.

A. DATA INVENTORY

1. The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory.
2. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory..
3. The responsible authority shall supply the document to the Commissioner of Administration, State of Minnesota, if requested by the Commissioner.

B. PROCEDURES FOR DISSEMINATION OF DATA.

1. The responsible authority shall ensure that each department establishes procedures to manage the dissemination of data. Collection, storage, use, and dissemination of private and confidential data shall be limited to what is necessary for the administration and management of programs authorized or mandated by the state, local governmental body, or the federal government.
2. Data cannot be collected, stored, used, or disseminated for any purpose other than the purpose stated to the individual when the data was originally collected unless:
 - a. The data was collected prior to 1975, in which case the data can be used for the original purpose for which it was collected or for an additional purpose approved by the Commissioner of Administration.

- b. There is specific authorization for the use in state, local, or federal law.
- c. The additional use has been approved by the Commissioner of Administration, as necessary, to carry out a function designated by law.
- d. The individual data subject has given an informed consent for the additional use of the data (see Informed Consent, Section IX., subd. C).

C. DATA PROTECTION.

The responsible authority shall establish procedures to assure that all data on individuals is accurate, complete, and current for the purpose for which it was collected, and establish appropriate security safeguards for all records containing data on individuals.

VIII. ACCESS TO GOVERNMENT DATA

A. WHO CAN MAKE A DATA REQUEST?

Anyone may exercise the right to access public government data by making a data request.

B. TO WHOM MUST A DATA REQUEST BE MADE?

1. A data request must be made to the responsible authority or to the appropriate designee(s).
2. The responsible authority for an entity must prepare summary data upon the request of any person if the request is in writing and the requestor pays for the cost to prepare the data.
3. The responsible authority may delegate the preparation of summary data to anyone outside of the entity, including the requestor, if
 - a. That person's purpose is set forth in writing and the person agrees not to release any of the private or confidential data used to prepare the summary data; and
 - b. If the entity reasonably determines that the access will not compromise private or confidential data on individuals.
4. The entity may require the requestor to prepay the cost of preparing summary data.

IX. RIGHTS OF DATA SUBJECT

A. TENNESSEN WARNING - Rights of Subjects of Data (see page 28-29)

1. Except for law enforcement investigations, every department that collects private and confidential data from an individual concerning that individual shall, prior to collecting the data, inform the individual of their rights as a subject of data. The notice must be given whenever:
 - a. A government *entity requests* data;
 - b. The data is requested from an *individual*;
 - c. The data requested are *private or confidential*; **and**,
 - d. The data is *about the individual* from whom it is requested.

All four of these conditions must be present before a Tennessean warning notice (see page 28-29) must be given. These rights are referred to as the Tennessean Warning.

A Tennessean Warning is not required when private and confidential data is collected from an individual who is not the subject of the data.

2. The Tennessean Warning consists of the following information that must be communicated to the individual from whom private or confidential data concerning the individual is collected.
 - a. The purpose and intended use of the data. This is why the data are requested and how they will be used within the collecting entity.
 - b. Whether the individual may refuse, or is legally required to supply the data. The subject has the right to know whether or not she/he is required by law to provide the data requested.
 - c. Any consequences to the individual of either supplying or refusing to supply the data. The entity is required to state the consequences known to the entity at the time when the notice is given; **and**
 - d. The identity of other persons or entities that are authorized by law to receive the data. The notice must specifically identify recipients that are known to the entity at the time the notice is given.

NOTE: In accordance with the Federal Privacy Act of 1974, any federal, state, or local agency which requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is

solicited, and what uses will be made of it.

3. Tennessean Warnings may be either oral or written.
 - a. An oral communication. This is not the preferred method of communicating the Tennessean Warning. However, it may be necessary under some circumstances. If an oral communication is necessary, the specific language communicated must be in written form and contained in the departmental data practices procedures and the situation documented.
 - b. A written communication requiring the signature of the data subject (i.e., a signature attesting that the individual from whom private or confidential data is collected has read and understands their rights pertaining to the requested data). The Tennessean Warning may be included on the form that collects the private or confidential data.
4. A sample format for a Notice of Rights Tennessean Warning is on page 29.

B. NOTIFICATION TO MINORS

A minor has the right to request that the entity withhold private data about her/him from the parent or guardian. The entity may require that the request be in writing. A written request must include the reasons for withholding the data from the parents and must be signed by the minor.

Upon receipt of the request, the responsible authority must determine whether honoring the request is in the best interests of the minor. The responsible authority must consider, at a minimum:

1. Whether the minor is old and mature enough to explain the reasons for the request and to understand the consequences of making the request;
2. Whether denying access to the data may protect the minor from physical or emotional harm;
3. Whether there is a reason to believe that the minor's reasons for denying access to the parent(s) are reasonably accurate; and
4. Whether the nature of the data is such that disclosing the data to the parents could lead to physical or emotional harm to the minor. Minn. Rule 1205.0500 contains the procedures for the release of data about minors.

C. INFORMED CONSENT (see page 30-31)

1. Private data on individuals may be used by and disseminated to any individual or person by the responsible authority, or the designee, if the individual subject or subjects of the data have given their informed consent.

NOTE: Informed consent cannot authorize a new purpose or a new use of confidential data on individuals.

2. Private data may be used by and disseminated to any entity (e.g., political subdivision, government agency, etc.) if the individual subject or subjects have given their informed consent.
3. All informed consents shall be in writing. (See page 30-31)
4. Informed consent shall not be deemed to have been given by an individual subject of the data by the signing of any statement authorizing any person or agency to disclose information about the individual to an insurer or its authorized representative, unless the statement is:
 - a. In plain language;
 - b. Dated;
 - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. Specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. Specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. Specific as to the purpose or purposes for which the information may be used by any of the parties named in clause (e), both at the time of the disclosure and at any time in the future; and
 - g. Specific as to its expiration date which should be within a reasonable period of time, not to exceed one year, except in the case of authorizations given in connection with applications for life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.
5. The informed consent for the disclosure of alcohol and drug abuse patient records may be made only if the consent is in writing and expressly states the fact that the request is for alcohol or drug abuse patient records. It should contain the following:
 - a. The name of the program which is to make the disclosure;
 - b. The name or title of the person or organization to which disclosure is to be made;
 - c. The name of the patient;

- d. The purpose or nature of information to be disclosed;
- e. The extent or nature of information to be disclosed;
- f. A statement that the consent is subject to revocation at any time, except to the extent that action has been taken in reliance thereon, and a specification of the data, event, or condition upon which it will expire without express revocation;
- g. The date on which the consent is signed; and
- h. The signature of the patient and, when required, of a person authorized to give consent.

6. A sample format is on page 31.

D. PROCEDURES FOR COMPLYING WITH DATA REQUESTS FROM AN INDIVIDUAL

The responsible authority shall ensure that each department establishes procedures to comply with requests for government data in an appropriate and prompt manner.

1. Upon request to the responsible authority, an individual shall be informed whether they are the subject of stored data on individuals, and whether it is classified as public, private, or confidential.
 - a. The responsible authority shall provide access to the private or public data upon request by the individual subject of the data.
 - b. An individual may contest the accuracy, current status, or completeness of public or private data. If the individual notifies the responsible authority in writing as to the nature of the disagreement with the data, the responsible authority shall, within 30 days, either correct the data and attempt to notify past recipients of inaccurate, incomplete, or out of date data, including recipients named by the individual, or notify the individual that the responsible authority believes the data to be correct. Subsequently, data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
2. The responsible authority shall prepare a public document, setting forth in writing the rights of the data subject and specific procedures in effect in the county for access by the data subject to public or private data on individuals.
 - a. When a request is denied, the responsible authority must inform the requestor orally at the time of the request, and in writing, as soon thereafter as possible, and shall cite the statute, temporary classification, or federal law on which the determination is based.

- b. The responsible authority shall require the requestor to pay the actual costs of making and certifying copies of the data requested, except those exempted in Section V., subd. A. The requestor may not be charged for separating private or confidential data from public data.
- c. The responsible authority shall inform the requestor of the data's meaning, if asked to do so.

E. IF AN ENTITY DETERMINES THAT CHALLENGED DATA ARE ACCURATE AND/OR COMPLETE, AND THE DATA SUBJECT DISAGREES WITH THAT DETERMINATION, THE SUBJECT HAS THE RIGHT TO APPEAL THE ENTITY'S DETERMINATION TO THE COMMISSIONER OF ADMINISTRATION.

1. The subject has the right to take this step *only* after both the subject and the entity have properly completed all the steps in the data challenge process. The subject may appeal only the entity's determination about the accuracy and/or completeness of data.
2. The requirements for filing an appeal are set out at Minnesota Rules Section 1205.1600.
3. Procedure when data is not accurate or complete.
 - a. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify, in writing, the responsible authority describing the nature of the disagreement. The responsible authority shall, within 30 days, either:
 - 1) Correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or
 - 2) Notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
4. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act, MINN. STAT. § 14.57 to 14.62 and Minn. R. 1205.1600, relating to contested cases. Upon receipt of an appeal by an individual, the commissioner of administration shall, before issuing the order and notice of a contested case hearing required by Chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

- a. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a state government entity without regard to the requirements of Section 138.17.
- b. After completing, correcting, or destroying successfully challenged data, a state agency, political subdivision, or statewide system may retain a copy of the Commissioner of Administration's order issued under Chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

X. ROLE OF THE COMMISSIONER OF ADMINISTRATION.

- A. Pursuant to Section 13.06, subdivision 6a, the Commissioner of the Minnesota Department of Administration is given the authority to approve new uses and disseminations of private and confidential data on individuals.
- B. Section 13.06 of the Minnesota Government Data Practices Act (MGDPA) gives to the Commissioner certain powers with regard to approving temporary classifications of data.
- C. Section 13.072 of the MGDPA gives the Commissioner authority to issue advisory opinions concerning the rights-of-data-subjects and the classification of government data. Commissioner's opinions may be found on the World Wide Web at www.ipad.state.mn.us

XI. CONSEQUENCES FOR NOT COMPLYING WITH THE MGDPA.

- A. Pursuant to Section 13.08 of the MGDPA, a government entity may be sued for violating any of the Act's provisions.
- B. Section 13.09 provides criminal penalties and disciplinary action as extreme as dismissal from public employment, for anyone who willfully (knowingly) violates a provision of the MGDPA.

XII. WHERE MORE INFORMATION CAN BE FOUND.

- A. *Government entities always must look to their legal advisor(s) for guidance and legal advice on data practices issues.* Only the legal advisor for an entity has the authority and responsibility to provide specific legal advice about the provisions of the MGDPA, and other laws, as they relate to that entity.
 - 1. Minnesota Statutes Chapter 13 (the MGDPA) may be found on the website of the Revisor of Statutes at: www.leg.state.mn.us/leg/statutes.asp.
 - 2. Minnesota Rules, Chapter 1205, The Rules Governing Data Practices, promulgated by the Minnesota Department of Administration, also may be found at the website of the Revisor of Statutes at: www.revisor.leg.state.mn.us/arule/1205.

AITKIN COUNTY

Non-Disclosure Agreement

1. General description of the private or confidential data which is being used to prepare summary data:

2. Purpose for which summary data is being prepared:

3. I, _____, representing _____
have requested the data described above and for the purposes stated and fully understand that I may be subject to the civil or criminal penalty provision of the Minnesota Data Practices Act in the event that the private or confidential data is disclosed.

Minn. Stat. § 13.09. Any person who willfully violates the provisions of Minnesota Statutes Chapter 13, or any rules adopted or regulation promulgated there under is guilty of a misdemeanor. Any willful violation of Minnesota Statutes Chapter 13 by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.

Requestor of Data

Date

Responsible Authority/Designee

Date

**THE NOTICE OF RIGHTS TENNESSEN WARNING
INSTRUCTION GUIDE**

Minnesota Statutes Section 13.04, subdivision 2

<p>The notice must be given when:</p>	<ol style="list-style-type: none"> 1. An individual 2. Is asked to supply 3. Private or confidential data 4. Concerning self <p>All four conditions must be present to trigger the notice requirement.</p>
<p>Statements must be included from the individual that inform the individual:</p>	<ul style="list-style-type: none"> • Why the data is being collected and how the entity intends to use the data; • Whether the individual may refuse or is legally required to supply the data; • Any consequences to the individual of either supplying or refusing to supply the data; and • The identity of other persons or entities authorized by law to receive the data.
<p>Consequences of giving the notice are:</p>	<p>Private or confidential data on individuals may be collected, stored, used, and released as described in the notice without liability to the entity.</p>
<p>Consequences on <i>not</i> giving the notice are:</p>	<p>Private or confidential data on individuals cannot be collected, stored, used, or released for any purposes other than those stated in the notice unless:</p> <ul style="list-style-type: none"> • The individual subject of the data gives informed consent; • The Commissioner of Administration gives approval; or • A state or federal law subsequently authorizes or requires the new use or release.

**“NOTICE OF RIGHTS”
SAMPLE FORMAT FOR TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Aitkin County is required to inform you of your rights as they pertain to the private information collected from you. Your personal information we collect from you is private. Access to this information is available only to you and the agency collecting the information and other statutorily authorized agencies, unless you or a court authorize its release.

The Minnesota Government Data Practices Act requires that you be informed that the following information, which you are asked to provide, is considered private.

The purpose and intended use of the requested information is:

Authorized persons or agencies with whom this information may be shared include:

Furnishing the above information is voluntary, but refusal to supply the requested information will mean:

Name

Date

MINN. STAT. § 13.04(2)

INFORMED CONSENT INSTRUCTION GUIDE

- A. Enter the complete name and address of the entity that maintains the information. Include any relevant program names, staff names, titles and telephone numbers.
- B. Identify, as specifically as possible, the reports, record names, or types of information or records that will be released.
- C. Identify the entity or agencies to which the information will be released. Include the name and address of the entity. Include relevant staff names and titles. Be specific.
- D. Describe specifically and completely the purpose(s) for seeking the client's informed consent and the new use(s) to which the information will be put.
- E. Describe specifically and completely the known consequences of releasing the information.

Describe specifically and completely the known consequences of *not* releasing the information.

- G. Instruct the person to sign the consent and enter the date on which the consent is signed.
- H. As a general rule, a parent or guardian's signature should be obtained when the subject is under the age of 18 or has a legally appointed guardian; however, specific requirements for obtaining consent to release data in these circumstances vary. **Instructions for completing this portion of the form within your particular entity should be developed in consultation with the County Attorney's office.**

INFORMED CONSENT FOR THE RELEASE OF INFORMATION

I, _____
(Name of individual authorizing release)

authorize _____
(Name of individual, entity, or person holding record)

to disclose
to _____
(Name of individual, entity, or person to receive the information)

the following information:

_____ for the purpose of:

I understand that my records are protected under state and/or federal privacy laws and cannot be disclosed without my written consent unless otherwise provided for by state or federal law. I understand that once this data is released that it may be subject to further disclosure without my written consent. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event, this consent expires automatically in one year or as described below, whichever is earlier.

Specification of the date or condition upon which this consent expires:

Executed
this _____ day of _____, 20 _____.

(Signature of individual authorizing release)

(Signature of witness)

(Signature of parent, guardian, or authorized representative, when required)

DATA PRACTICES NOTICE

I have been subpoenaed to testify before this court. I have been advised by the Office of the Aitkin County Attorney to provide the following information to the Court.

“The data I have been requested to provide includes data which is classified as private data as defined by Minn. Statute Chapter 13, the Minnesota Government Data Practices Act. Pursuant to Minnesota Statute 13.03 and Minnesota Rule 1205.0100, Subp. 5, the Court’s attention is called to this classification. The Data Practices Act requires that I may disclose this data only if the data subject has given written consent, a statute allows disclosure, or a court orders disclosure. If this court orders me to provide this private data, I will do so.”

AITKIN COUNTY

PUBLIC DATA REQUEST FORM (APPENDIX A)

Right to Access Public Data

According to the Data Practices Act (Minnesota Statutes, Chapter 13), all government data are presumed to be public unless a state or federal law says otherwise. Government data is a term that means all the recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

The Data Practices Act also provides that Aitkin County must keep all government data in a way that makes it easy for you, as a member of the public, to access. You have the right to look at all public data that we keep, free of charge; to get copies of public data, for which the Data Practices Act allows us to charge; and to look at the data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Aitkin County keeps, you must make a request directly to the department that maintains the data you are requesting. You may make your request by phone; or by mail, fax, or email using the Data Request Form (attached).

If you choose not to use the data request form, your request should include the following:

- State that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- Indicate whether you would like to look at the data, get copies of the data, or both; and
- Provide a clear description of the data you would like to inspect or have copied.

Aitkin County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you, such as your name and address. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. However, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will begin to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible, and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and within a reasonable amount of time, by doing one of the following:
 - arrange a date, time, and place for you to inspect data, at no charge, if your request is to look at the data, or
 - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM), upon request, if we keep the data in electronic format. Information about copy charges can be found in the County's current fee schedule, located on the County website. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifying information from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Aitkin County will prepare summary data if you make your request in writing – you may use the Data Request Form attached – and pay for the cost of creating the data. We will respond within ten business days of receiving your written request with details of when the data will be ready, and how much we will charge for the data.

Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 209 2 nd Street NW, Room 268, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 jratz@co.aitkin.mn.us
County Auditor	Kirk Peysar, County Auditor <i>Designee: Kathleen Ryan, CFO</i> 307 2 nd Street NW, Room 121, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kpeysar@co.aitkin.mn.us
County Recorder	Michael Moriarty, County Recorder <i>Designee: Tara Snyder, Chief Deputy Recorder</i> 307 2 nd Street NW, Room 122, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 mick.moriarty@co.aitkin.mn.us
County Treasurer	Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 307 2 nd Street NW, Room 119, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 lgrams@co.aitkin.mn.us
Sheriff	Dan Guida, County Sheriff <i>Designee: Heidi Lenk, Undersheriff</i> 218 1 st Street NW, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 dguida@co.aitkin.mn.us
All other County offices	<i>Responsible Authority and Data Practices Compliance Official:</i> Jessica Seibert, County Administrator 307 2 nd Street NW, Room 310, Aitkin, MN 56431 218-927-3093; Fax 218-927-7374 jessica.seibert@co.aitkin.mn.us

<p>All other County offices, cont.</p>	<p><i>Designees:</i></p> <p><u>Assessor's Office</u> Mike Dangers, County Assessor 307 2nd Street NW, Room 120, Aitkin, MN 56431 218-927-7327, Fax 218-927-7379 mike.dangers@co.aitkin.mn.us</p> <p><u>Community Corrections</u> Kami Genz, Director 209 2nd Street NW, Room 178, Aitkin, MN 56431 218-927-7281, Fax 218-927-2142 kami.genz@co.aitkin.mn.us</p> <p><u>Environmental Services / Planning & Zoning Department</u> Andrew Carlstrom, Environmental Services Director 307 2nd Street NW, Room 219, Aitkin, MN 56431 218-927-7342; Fax 218-927-4372 andrew.carlstrom@co.aitkin.mn.us</p> <p><u>Economic Development</u> Mark Jeffers, Economic Development Coordinator 307 2nd Street NW, Room 316, Aitkin, MN 56431 218-927-7305; Fax 218-927-7374 Mark.Jeffers@co.aitkin.mn.us</p> <p><u>Health and Human Services Department</u> Cynthia Bennett, HHS Director 204 1st Street NW, Aitkin, MN 56431 218-927-7200; Fax 218-927-7461 cynthia.bennett@co.aitkin.mn.us</p> <p><u>Highway Department</u> John Welle, County Engineer 1211 Air Park Drive, Aitkin, MN 56431 218-927-3741; Fax 218-927-2356 jwelle@co.aitkin.mn.us</p> <p><u>Human Resources Department</u> Bobbie Danielson, HR Director 307 2nd Street NW, Room 312, Aitkin, MN 56431 218-927-7306; Fax 218-927-7374 bobbie.danielson@co.aitkin.mn.us</p> <p><u>Information Technology</u> Chris Sutch, IT Manager 209 2nd Street NW, Room 162, Aitkin, MN 56431 218-927-7318; Fax 218-927-7369 chris.sutch@co.aitkin.mn.us</p>
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All other County offices, cont.	<p><u>Land & Parks Department and Long Lake Conservation Center</u> Rich Courtemanche, Land Commissioner 502 Minnesota Avenue North, Aitkin, MN 56431 218-927-7364; Fax 218-927-7249 rich.courtemanche@co.aitkin.mn.us</p> <p><u>Veterans Services Office</u> Penny Harms, Veterans Services Officer 307 2nd Street NW, Room 114, Aitkin, MN 56431 218-927-7320; Fax 218-927-7309 penny.harms@co.aitkin.mn.us</p>
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AITKIN COUNTY

DATA REQUEST FORM
Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Note: You do not have to provide any of the above contact information. However, if you want us to mail your requested data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, we will be unable to begin processing your request.

Aitkin County will respond to your request as soon as reasonably possible.

<i>(For office use)</i>	
Department /Division:	Request handled by / Ext.:
Method of response:	
Charges:	
Amt Due:	Received by / Ext.:

Additional Information:

AITKIN COUNTY

DATA REQUEST BY SUBJECT OF DATA (APPENDIX B)

Data about You

According to the Data Practices Act (Minnesota Statutes, Chapter 13), data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

Classifications of Data about You

The Data Practices Act presumes that all government data are public, unless a state or federal law says otherwise. Data that is about you may be classified by state law as public, private, or confidential.

Public data: We must give public data to anyone who asks for it (e.g., the assessed value of your home is public data).

Private data: We cannot give private data to the general public, but you may have access when the data is about you (e.g., your Social Security number is private data). We may share your private data with you, with someone who has your written permission, with Aitkin County staff who need the data to perform an official function or duties, and as otherwise permitted by law or required by court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you (e.g., if you register a complaint with a government entity concerning violations of state laws or local ordinances concerning the use of real property, your identity is confidential). We may share confidential data about you with Aitkin County staff who need the data to perform an official function or duty, and with others as permitted by law or court order. We cannot give you access to confidential data about you.

Your Rights under the Data Practices Act

Aitkin County must keep all government data about you in a way that makes it easy for you to access. We can collect and keep only that data about you that we need for administering and managing programs that are permitted by law.

As a data subject, you have the right to look at the public and private data that we keep about you, free of charge; the right to get copies of public and private data about you, for which the Data Practices Act allows us to charge an appropriate fee; and the right to look at data, free of charge, before deciding to request copies. If you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask Aitkin County not to give data about them to their parent(s) or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons why we should deny your parents/guardian access to the data. Aitkin County will make the final decision about your request based on your best interests.

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When we ask you to provide data about yourself that are not public, we must give you a data privacy notice (sometimes referred to as a Tennessean warning). This notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. If you want us to release data to another person, written authorization to do so must be provided to us.

When your data are inaccurate and/or incomplete, you have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge the accuracy or completeness of data about you.

How to Make a Data Request

To look at data or request copies of data that Aitkin County keeps, you must make a written request directly to the department who maintains the data you are requesting. You may make your written request for data by mail, fax, or email, using the Data Request Form (copy attached).

If you choose not to use the Data Request Form, your written request must include:

- A statement that you are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13, as a data subject, or as the parent/guardian of the data subject;
- Whether you would like to look at the data, get copies of the data, or both;
- A clear description of the data you would like to inspect or have copied; and
- Identifying information that proves you are the data subject, or the data subject's parent/guardian, as listed below.

Standards for Verifying Identity

- An **adult individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, or a state tribal ID
- A **minor individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, a state tribal ID, or a state school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either* a certified copy of the minor's birth certificate *or* a certified copy of documents that establish the parent or guardian's relationship to the child, such as: a court order relating to divorce, separation, custody, or foster care; a foster care contract; or an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as court order(s) or valid power of attorney
- An **attorney** requesting information on your behalf must send a request on his/her letterhead along with your express written consent; the request should be signed by both you and the attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID. (*This requirement does not apply to attorneys requesting data on your behalf.*)

How We Respond to a Data Request

Upon receiving your written request, we will begin to process it. If it is not clear what data you are requesting, we will ask you for clarification. If we do not have the data, we will notify you within 10 business days. If we have the data but the data are confidential, we will notify you within 10

business days, and state which specific law says you cannot access the data. If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days. If your request is to look at the data, we will arrange a date, time, and place to inspect data.

After we have provided you with access to data about you, we do not have to show you the same data again for 6 months, unless there is a dispute or we collect or create new data about you. If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

Charges for Copies of Data

We may only charge you the actual cost of making copies of data about you. This charge may include the following: employee time* to prepare and make copies (i.e. removing staples and paper clips, sorting data, labeling data, taking data to a copier and actually producing copies); actual cost of media used (e.g., paper, CD ROMs, DVDs, etc.); and mailing costs if you request the copies be mailed to you. We *may not* charge you the cost of searching for and retrieving the data, redacting confidential data or private data about others from your data, or sorting of data that is not necessary for copying of your data. The amount that is charged will be the same regardless of whether the request is made by you as the data subject, your parent/guardian, or by a representative to whom you have granted authorization to access your data.

* Employee time is calculated based upon the average wage of the lowest-paid Aitkin County employee who could complete the tasks necessary, plus the base cost of insurance benefits for that employee.

Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 209 2 nd Street NW, Room 268, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 jratz@co.aitkin.mn.us
County Auditor	Kirk Peysar, County Auditor <i>Designee: Kathleen Ryan, CFO</i> 307 2 nd Street NW, Room 121, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kpeysar@co.aitkin.mn.us
County Recorder	Michael Moriarty, County Recorder <i>Designee: Tara Snyder, Chief Deputy Recorder</i> 307 2 nd Street NW, Room 122, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 mick.moriarty@co.aitkin.mn.us
County Treasurer	Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 307 2 nd Street NW, Room 119, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 lgrams@co.aitkin.mn.us
Sheriff	Dan Guida, County Sheriff <i>Designee: Heidi Lenk, Undersheriff</i> 218 1 st Street NW, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 dguida@co.aitkin.mn.us
All other County offices	<p><i>Responsible Authority and Data Practices Compliance Official:</i> Jessica Seibert, County Administrator 307 2nd Street NW, Room 310, Aitkin, MN 56431 218-927-3093; Fax 218-927-7374 jessica.seibert@co.aitkin.mn.us</p> <p><i>Designees:</i></p> <p><u>Assessor's Office</u> Mike Dangers, County Assessor 307 2nd Street NW, Room 120, Aitkin, MN 56431 218-927-7327, Fax 218-927-7379 mike.dangers@co.aitkin.mn.us</p> <p><u>Community Corrections</u> Kami Genz, Director 209 2nd Street NW, Room 178, Aitkin, MN 56431 218-927-7281, Fax 218-927-2142 kami.genz@co.aitkin.mn.us</p>

All other County offices, cont.

Environmental Services / Planning & Zoning Department

Andrew Carlstrom, Environmental Services Director
307 2nd Street NW, Room 219, Aitkin, MN 56431
218-927-7342; Fax 218-927-4372
Andrew.carlstrom@co.aitkin.mn.us

Economic Development

Mark Jeffers, Economic Development Coordinator
307 2nd Street NW, Room 316, Aitkin, MN 56431
218-927-7305; Fax 218-927-7374
Mark.Jeffers@co.aitkin.mn.us

Health and Human Services Department

Cynthia Bennett, HHS Director
204 1st Street NW, Aitkin, MN 56431
218-927-7200; Fax 218-927-7461
cynthia.bennett@co.aitkin.mn.us

Highway Department

John Welle, County Engineer
1211 Air Park Drive, Aitkin, MN 56431
218-927-3741; Fax 218-927-2356
jwelle@co.aitkin.mn.us

Human Resources Department

Bobbie Danielson, HR Director
307 2nd Street NW, Room 312, Aitkin, MN 56431
218-927-7306; Fax 218-927-7374
bobbie.danielson@co.aitkin.mn.us

Information Technology

Chris Sutch, IT Manager
209 2nd Street NW, Room 162, Aitkin, MN 56431
218-927-7318; Fax 218-927-7369
chris.sutch@co.aitkin.mn.us

Land & Parks Department and Long Lake Conservation Center

Rich Courtemanche, Land Commissioner
502 Minnesota Avenue North, Aitkin, MN 56431
218-927-7364; Fax 218-927-7249
rich.courtemanche@co.aitkin.mn.us

Veterans Services Office

Penny Harms, Veterans Services Officer
307 2nd Street NW, Room 114, Aitkin, MN 56431
218-927-7320; Fax 218-927-7309
penny.harms@co.aitkin.mn.us

AITKIN COUNTY

DATA REQUEST FORM
Subject of Data

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity. To request data on behalf of the data subject, you must present proper written permission granting you such access.

Data Subject Name: _____

Address: _____

Phone number: _____ Email: _____

Parent/Guardian Name (if applicable): _____

Signature of Data Subject or Parent/Guardian: _____

Aitkin County will respond to your request within 10 days.

<i>(For office use)</i>	
ID provided:	
Department name:	Request handled by:
Method of response:	
Charges:	
Amt Due:	Received by:
Notes	

**Aitkin County
Fee Schedule 2022
Approved by the Board on July xx, 2021
Effective January 1, 2022**

Postage expenses shall be borne by requestor.

COMMON FEES

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.25 per page (single or double sided) \$ 3.00 per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.50 per page (single or double sided) \$ 6.00 per page (single or double sided)
FAX, per page	\$ 1.00
International Fax Fee	\$ 7.00 first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 25.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 25.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each
DISHONORED CHECK/PAYMENT FEE	\$ 30.00

ADMINISTRATION

Copies of Meeting Recordings	\$ 25.00
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ASSESSOR'S OFFICE

FIELD CARDS	
Fax of Field Cards	\$ 4.00 per parcel
Email of Field Cards	\$ 4.00 per parcel
SIMPLE SALES QUERY	\$ 5.00 per query
PARCEL DATA REQUESTS (Large Quantity)	\$ 25.00 or \$0.04 per parcel, whichever is greater
LINK GIS Subscription	\$ 180.00 per year

ATTORNEY'S OFFICE

AUDIO/VIDEO	
Audio CD's	\$ 10.00
Video Recordings - DVD	\$ 10.00

AUDITOR'S OFFICE

ASSESSMENT (SPECIAL)	
Admin Set-up	\$7.00 per parcel
ASSEMBLY LICENSE	\$500.00 plus \$25,000 bond
AUCTIONEER	\$20.00
BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$250.00 each
COPIES See Common Fees Section	
Maps, Black and White, 8 1/2 " x 11"	\$2.00
Maps, Color, 8 1/2" x 11"	\$3.00
DANGEROUS DOGS	\$25.00
DITCH AND HWY LIEN RELEASES	\$15.00
FAXES See Common Fees Section	
FIREWORKS	\$10.00 Sheriff's fee
GAMBLING	Varies State
JUDGMENT - CONFESSION OF	
Initial Fee	\$25.00 per description
Payments on	\$2.00 per statement
JUDGMENT COST - Publication	\$20.00 per parcel
LIQUOR LICENSES:	
Consumption & Display/Set-Ups	\$250.00 each (paid to State)
Temporary Consumption & Display Permit	\$25.00 per each date
3.2% Beer License	\$10.00 off sale \$40.00 on sale \$50.00 on & off sale
Wine License	\$100.00 yearly

Temporary Wine License	\$50.00	per each date
Temporary On-Sale Liquor License	\$50.00	per each date
Combination Wine/Strong Beer License	\$500.00	
Liquor License	\$100.00	club
	\$1,500.00	on sale
	\$360.00	off sale
	\$120.00	Sunday
PLATS (NEW) - AUDITOR'S FEE	\$75.00	plus \$2.00 per lot
PRECIOUS METALS	\$25.00	
REPURCHASE - COST OF FORF. FEE	\$100.00	
REPURCHASE - SHERIFF'S COST	\$40.00	
TAX/ASSESSMENT SEARCH	\$5.00	per parcel
TRANSIENT MERCHANTS, PEDDLERS, HAWKERS	\$150.00	
TRUTH IN TAXATION 1/3 COST TO CITIES, TOWNS & SCHOOLS		
TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF	\$100.00	and \$16.00 per parcel for maint (splits, etc.)
TIF - CERTIFICATION OF ORIGINAL VALUE	\$150.00	
VOTER'S CERTIFICATION	\$	2.00

COMMUNITY CORRECTIONS

SUPERVISION FEES		
Felony and Supervised Release (with over one year supervision) Case Fee	\$	400.00
Supervised Release (under one year supervision) Case Fee	\$	200.00
Gross Misdemeanor Case Fee	\$	300.00
Misdemeanor Case Fee	\$	200.00
Short-Term Supervision Case Fee	\$	50.00
Non Resident Supervision Fee	\$	200.00
Juvenile Client Fee	\$	50.00
Juvenile Diversion Client Fee	\$	25.00
URINALYSIS FEES	\$	15.00 Per Drug Lab Screened (Non-Clients Only)
ELECTRONIC HOME MONITORING FEES	\$	22.00 Per Day
DVI ASSESSMENT	\$	50.00
DRIVING WITH CARE CLASS FEES		
Level I Class	\$	75.00
Level II Class	\$	150.00

ECONOMIC DEVELOPMENT

APPLICATION FEE		
Tax Abatement	\$	500.00
TIF	\$	500.00

ENVIRONMENTAL SERVICES

FOOD BEVERAGE LODGING (FBL)		
FOOD (if both food & alcoholic beverages are served then a separate fee is charged for each)		
Base Fee	\$	180.00
Plus:		
Limited	\$	28.50
Small Establishment	\$	171.50
Medium	\$	228.50
Large	\$	343.50
For each "Satellite"	\$	57.00
Schools - includes two annual inspections	\$	360.00
HACCP Annual Review	\$	100.00
Retail Food	\$	150.00
Retail Food pre-packaged non-perishable	\$	50.00
BEVERAGE		
Plus:		
Beer or wine served at the table	\$	58.00
Full bar service	\$	150.00
MOBILE FOOD UNIT, PUSH CARTS, SEASONAL AND PERMANENT FOOD STANDS, ETC.		
Base Fee	\$	180.00
Plus:	\$	10.00 Per unit
TEMPORARY FOOD SERVICE (MAXIMUM 3 TIMES PER YEAR AND 21 DAYS AT A SITE)		
Base Fee	\$	-
Plus:	\$	35.00 Per 3 events
<p style="text-align: right;">Note: all 3 events must be applied for at the same time to receive the \$35.00 per 3</p>		
LODGING AND RECREATION		
Base Fee	\$	180.00
Plus:		
Motel, Hotel or Lodge Room per unit (a room is a unit)	\$	11.50
Resort Cabin or Vacation Home Rental per unit (a cabin is a unit)	\$	11.50

Camper Cabin or Bunk House within Resort per unit	\$ 6.75
Mobile Home Park/Recreational Camping Area per site	\$ 6.75
Fish House campsite per site	\$ 3.50

YOUTH CAMP

Base Fee	\$ 180.00
Plus:	
	\$ 114.50 1 - 99 campers
	\$ 229.00 100 - 199 campers
	\$ 343.00 > 200 campers

POOLS AND SPAS

Base Fee	\$ 180.00
Plus:	
	\$ 130.00 Each pool
	\$ 130.00 Each spa

DRINKING WATER

Annual testing for those who are not a NCPW supply of > 25 people for 60 days or more	\$ 40.00	includes sampling, testing and reporting of results
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ADMINISTRATIVE FEES

1/2 the annual license fee		Re-inspection fee after the 2nd inspection
1/2 the annual license fee		Operating without a license for the first 30 days after license is due
Double the annual license fee		Operating without a license for day 30 - 60 after license is due
License Suspension		Operating without a license after day 60

Please make checks payable to: Aitkin County Environmental Services

FBL PLAN REVIEW FEES

New Construction/Conversion

Food Service	\$ 250.00
Lodging-Resort/Motel/Hotel	\$ 165.00
Bed and Breakfast	\$ 165.00
Mobile Food Unit	\$ 250.00
Youth Camp	\$ 165.00
Vacation Home Rental	\$ 165.00
Campground/Mobile Home Park	\$ 165.00

Remodel

Food Service	\$ 165.00
Lodging-Resort/Motel/Hotel	\$ 165.00
Bed and Breakfast	\$ 165.00
Mobile Food Unit	\$ 165.00
Youth Camp	\$ 165.00
Vacation Home Rental	\$ 165.00
Campground/Mobile Home Park	\$ 165.00

HACCP

HACCP Plan Review (Initial)	\$ 250.00
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WATER LAB TESTING FEES

Bacteria Water Analysis (Colliform and E. Coli)	\$ 25.00
Nitrate Water Analysis	\$ 25.00
Bacteria AND Nitrate Analysis	\$ 40.00
Fee if Aitkin County Collects the Sample for You	\$ 50.00
All water test fees must be paid in advance - no invoicing will be accepted	

ZONING

ACCESSORY BUILDINGS/SIGN

Accessory Buildings/Sign <239 sq.ft.(no pre-onsite)	\$ 50.00
Accessory Buildings 240 sq.ft. to 1000 sq.ft and/or Water-Oriented	\$ 200.00
Accessory Buildings 1001 sq.ft. and larger	\$ 300.00

FENCE (8 feet or greater in height)

\$ 50.00

COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)

<500sq.ft.	\$ 300.00
501 - 2500 sq.ft.	\$ 400.00
2501 sq. ft. and larger	\$ 600.00

RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH)

Additions (decks, porches and patios are separate permit fees)	
<500 SQ.FT.	\$ 300.00
501 - 2000 sq.ft.	\$ 400.00
2001 sq. ft. and larger sq.ft.	\$ 550.00

DECK/PATIO

<199 sq.ft	\$ 100.00
200 sq. ft. and larger	\$ 150.00
(Patios are those within the required building setback to the lake)	

LAND ALTERATIONS

\$ 200.00

VEGETATION ALTERATION

No fee

PLANNING CALL/SITE REVIEW

\$ 100.00

CONDITIONAL/INTERIM USE PERMIT

\$ 650.00

AMENDMENT TO EXISTING CUP

\$ 650.00

RENEWAL OF INTERIM USE PERMIT

\$ 650.00

VARIANCE (DOES NOT INCLUDE PERMIT FEE)

\$ 650.00

APPEAL TO BOA

\$ 650.00

REPUBLICATION OF VARIANCE OR CUP

\$ 50.00

REZONING

\$ 650.00

ORDINANCE AMENDMENT

\$ 500.00

TOWER / WECC APPLICATION

\$ 650.00

PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units)

\$ 650.00

(6 or more lots/units an additional \$50.00/lot/unit)

FINAL PLATS AND RESIDENTIAL PUD'S

\$ 650.00

(6 or more lots/units an additional \$50.00/lot/unit)	
NEW ROAD SIGN AND POST (each sign and post in new plat)	\$ 175.00
COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots --no CUP)	\$ 300.00
SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots)	\$ 150.00
(6 or more lots/units an additional \$20.00 per lot/unit)	
ENGINEERS REVIEW FEE	\$ 150.00
REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee)	\$ 200.00
ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval)	\$ 100.00 per lot
-if wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'n'l	\$ 100.00
COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee)	\$ 200.00
REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL	\$ 100.00
911 ADDRESSING (includes assignment of number, sign, and post)	\$ 55.00
AFTER THE FACT FEE'S - 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances, IUP's and CUP's)	
RESIDENTIAL SEWERS FEES	
Drainfield/Bed	\$ 300.00
Mound/At-Grade	\$ 350.00
Other//Performance Systems	\$ 400.00
Tank Replacement/Outhouse/Privy	\$ 150.00
Holding Tank (requires onsite)	\$ 200.00
Operating Permits	\$ 150.00
Late Operating Permit Renewal Fee	\$ 200.00
Indemnification Form (homeowner installed systems) in addition to permit fee	\$ 100.00
COMMERCIAL and CLUSTER SEWERS	
Gallons/Day	
1-500	\$ 500.00
501-1,000	\$ 600.00
1,001-2,500	\$ 1,000.00
2,501-10,000	\$ 1,200.00 plus any additional costs for design review and inspections (5)
SEWER PERMIT ONE-YEAR EXTENSION FEE	\$ 200.00
WETLAND CONSERVATION ACT FEES	
Wetland/Banking/Offsite-Mitigation Application	\$ 1,000.00
Wetland Replacement Plan	\$ 400.00
Wetland Site Review	\$ 100.00
Appeal of LGU Decision	\$ 50.00 per hour, + any additional costs to County
OTHER CHARGES	
Ordinances (excluding Shoreland and General Zoning)	\$ 10.00
Shoreland and General Zoning Ordinances	\$ 25.00
Comprehensive Land Use Plan	\$ 25.00
EAW Fees	\$ 50.00 per hour, + any additional costs to County
Administrative Fee	\$ 50.00 per hour, + mileage, min charge of 1/2 hr
Copies of Meeting Recordings	\$ 25.00

GIS and COUNTY SURVEYOR

MAP SETUP/DATA EXTRACTION/DATA CONVERSION	\$ 50.00 per hour
Plotting Existing Map or Graphic	
8.5" x 11" Black and White	\$ 2.00 per copy
8.5" x 11" Color	\$ 3.00 per copy
11" x 17"	\$ 5.00 per copy
18" x 24"	\$ 10.00 per copy
24" x 36"	\$ 15.00 per copy
36" x 48"	\$ 30.00 per copy
PROFESSIONAL SERVICES	\$ 50.00 per hour
PARCEL BOUNDARIES (~ 43,000 parcels) Shapefile	*\$0.10 per parcel (\$50 minimum), license required**
TAX ATTRIBUTES - AS400 dBase	*\$0.04 per parcel (\$50 minimum), license required**
ROAD CENTERLINES Shapefile	*\$0.25 per feature, license required**
ADDRESS POINTS Shapefile	*\$0.25 per feature, license required**
OTHER GEOSPATIAL DATA Shapefile	\$50 per dataset
GIS WEBSITE ACCESS, Standard Level	Free

**Geospatial data shall not be released until a proper license agreement is on file with this office.

*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour. Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.

HEALTH AND HUMAN SERVICES

SOCIAL SERVICE (STAFF HOURLY EXPENSE = \$80.00)

COPIES FOR RECORDS REQUESTS	
Data Subject	\$ 0.06 per copy, plus \$5.59 per 15 minutes of time to make copies
Member of the public	\$ 0.25 per copy
LICENSING	
Child Care Initial Licensing Fee	\$ 50.00
Child Care Renewal Licensing Fee	\$ 100.00

BACKGROUND CHECK	
Adult Foster Care	\$ 20.00
Family Child Care Providers (18 years of age and older)	\$ 40.00
Family Child Care Providers (under 18 years of age)	\$ 20.00
COMMUNITY RESIDENTIAL SETTING LICENSE FEE	\$ 250.00 per home, per licensing year
CD ASSESSMENTS	
Ordered by the Court (DUI or DWI)	\$ 200.00 May be subject to sliding fee scale.
All Other	\$ 200.00 May be subject to sliding fee scale.
PUBLIC HEALTH	
SAFETY SEATS	
Convertible	\$ 55.00
Combo	\$ 65.00
No Back Booster	\$ 25.00
NIPPLE SHIELDS	\$ 7.00
**for NON WIC or Home Visiting Clients	
HYDROGEL PADS	\$ 9.00
**for NON WIC or Home Visiting Clients	
THERASHELLS	\$ 13.00
**for NON WIC or Home Visiting Clients	
LEAD DRAW	\$ 19.00
IMMUNIZATIONS (prices subject to change based on price of serum)	
Hepatitis A (1st in Series)	\$ 61.00
Hepatitis A (2nd in Series)	\$ 61.00
Hepatitis B (1st in Series)	\$ 64.00
Hepatitis B (2nd in Series)	\$ 64.00
Hepatitis B (3rd in Series) ***15% discount for no outstanding balance, cash payment and complete series given by PH	\$ 64.00
Td	\$ 39.00
Tdap	\$ 54.00
Varicella	\$ 127.00
Pneumonia	\$ 66.00
FluLaval Influenza (90688)	\$ 34.00
FluMist Influenze (90672)	\$ 38.00
Fluzone High-dose (90662)	\$ 66.00
Fluzone Influenza-Quad 90688	\$ 34.00
MNVFC Immunizations (Child and Adult)	\$ 19.00
Mantoux (Serum, Admin, and Read)	\$ 31.00
Mantoux (Admin and Read Only)	\$ 19.00
Meningoccal	\$ 135.00
MMR-II	\$ 90.00
CHILD SUPPORT AND OTHER COLLECTIONS	
IV-E FOSTER CARE	Varies
ADMIN FOSTER CARE / NON SED	Varies
SED FOSTER CARE, PARENTAL FEE WORKSHEET	Varies
DETOX, use sliding fee scale when financial info is supplied	Varies
HIGHWAY DEPARTMENT	
EQUIPMENT (including Operator):	
Motor Grader	\$ 100.00 per hour
Tandem Truck	\$ 105.00 per hour
Single Axle Truck	\$ 100.00 per hour
3 Cubic Yard Articulating Loader	\$ 90.00 per hour
Dozer	\$ 95.00 per hour
Tractor	\$ 55.00 per hour
Tractor/Loader/Backhoe	\$ 80.00 per hour
Track Backhoe	\$ 95.00 per hour
ASV Posi Track with Brush Head	\$ 85.00 per hour
Tractor/Mower	\$ 80.00 per hour
Sioux Steamer w/Truck	\$ 50.00 per hour
Self Propelled Steel Drum Roller	\$ 60.00 per hour
MATERIALS (for Other Governmental Units Only):	
Deicing Salt/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring bid unit price
MATERIAL (for Private Sale):	
E-911 Address (includes sign and post)	\$ 30.00 each
Mailbox Supports	\$ 53.44 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	60% of Inventory Cost
MISCELLANEOUS:	
Driveway Approach Deposits	\$ 500.00 Refundable
Utility Permit	\$ 100.00 each up to 1 mile, additional \$50.00 per mile

HR DEPARTMENT

LIST OF EMPLOYEE REPORTS \$ 15.00

IT DEPARTMENT

REPORTS OR LABELS See Common Fees Section

CD OR EMAIL FILE \$ 50.00 minimum or \$0.04 per parcel, whichever is greater

LAND DEPARTMENT AND COUNTY SURVEYOR

PROFESSIONAL SERVICES \$ 50.00 per hour

RECORDER'S OFFICE

Rates established by the State are subject to change without notice.

RECORDING FEE \$ 46.00 per document

RECORDING WELL CERTIFICATE \$ 50.00

OVERSIZE COPIES (up to 36 inches) \$ 5.00

COPY OF OFFICIAL PLAT \$ 10.00
Certification on Official Plat \$ 5.00

CERTIFIED COPIES OF DOCUMENTS \$ 10.00

COPIES OF RECORDED DOCUMENTS \$ 1.00 per page

FAX FEE Refer to Common Fees Section

DOCUMENT RESEARCH AND DELIVERY FEE \$5.00 base fee, plus \$1.00 per page

FILING FEES

Credentials of Minister \$ 20.00
Notary Commission \$ 20.00

VITAL RECORDS

Birth Certificates \$ 26.00
Additional Birth Certificate at same time \$ 19.00
Death Certificates \$ 13.00
Additional Death Certificates at same time \$ 6.00

SHERIFF'S OFFICE

ALARM FEES

Initial \$ 20.00
Renewal \$ 5.00
Non-compliance Fee \$ 50.00
False Alarms - Per each after third \$ 50.00

GUN PERMIT TO CARRY

New \$ 100.00
Renewal \$ 75.00

BACKGROUND CHECKS

\$ 20.00

REPORTS AND ICR'S

Victim No charge
Walk-in \$ 0.25 per page (single or double sided)
By mail \$ 0.25 per page plus postage costs

AUDIO/VIDEO/PHOTOGRAPHY

Audio CD's \$ 10.00
Transcript of audio recordings \$ 4.00 per page
Photographs/Digital by disk \$ 10.00
Booking photos \$ 5.00
Video Recordings - VHS \$ 16.00
Video Recordings - DVD \$ 10.00
Video Recordings - Body Worn Camera - DVD \$ 10.00
Video Recordings - Squad Camera - DVD \$ 10.00

FINGERPRINTING

Aitkin County Resident No charge
Non-resident \$ 10.00

BOAT & WATER

Raft Permits \$ 4.00 per year (renewed in 5 year increments)

CIVIL PROCESS

¹ For Paper Service, \$100.00 Deposit is required.

Charge per person served/Not found \$ 30.00 plus mileage noted below
Mileage charge per attempt (round trip) \$ 0.60 per mile
Mileage charge for City of Aitkin \$ 1.00
Charge for Real Estate Sales \$ 50.00
Mechanics Lien Sale \$ 50.00 plus mileage
Cancelled real estate sale w/no notification \$ 50.00
Redemption fee on redeemed real estate \$ 250.00 plus \$30.00 for each rescheduling of redemption date plus mileage
Posting three notices of sale \$ 45.00 plus mileage

Charge for sending a fax
Levy fee on a Writ of Execution
Commission on Writ \$ Levied upon
Deputy Time

See Common Fees Section
\$ 20.00
5%
actual cost plus mileage

STORAGE FEES

Vehicle
Boat
Snowmobile
Forfeited Vehicles, payment in full of

\$ 5.00 per day
\$ 1.00 per foot, per day
\$ 5.00 per day
Tow Bill, plus \$5.00 per day storage

¹ If the actual fee exceeds the amount of deposit, you will be billed for the additional amount. When the actual amount of the fee is less than your deposit, you will receive a refund with your affidavit.

Securing and safety keeping property in replevin, attachment or an execution \$ based on time spent and hourly rate of pay for Deputy executing the process.

Contact the Sheriff's Office for Writ of Execution Instructions.

SHERIFF'S OFFICE (JAIL)

BOARDING OF PRISONERS

per Sheriff

BOOKING FEE

\$ 20.00

FINGERPRINTING

\$ 10.00 for out of county

HUBER FEES

\$ 20.00 per day

JAIL NURSE

Co-pay
Medication Co-Pay

\$ 5.00
\$ 5.00

PAY TO STAY

\$ 20.00 per day

URINALYSIS

STS
Huber

\$ 10.00
\$ 10.00

TREASURER'S OFFICE

MARRIAGE LICENSE

(with Premarital Education)
(without Premarital Education)

\$ 40.00
\$ 115.00

MARRIAGE CERTIFICATE

\$ 9.00

PASSPORT

Varies

RESEARCH FEE

\$ 25.00 per hour

TAX STATEMENTS - Duplicate

\$ 2.00



Board of County Commissioners Agenda Request

2V
Agenda Item #

Requested Meeting Date: July 27, 2021

Title of Item: ATV Trail repair agreement

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

Submitted by: Rich Courtemanche	Department: Land
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Presenter (Name and Title): Rich Courtemanche, Land Commissioner	Estimated Time Needed: n/a
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Summary of Issue:

Three segments totaling 200' of ATV trail puncheons were removed during pipeline construction. The Land Department would like to enter into agreement in order to replace the previously mitigated and constructed puncheons. The County Attorney has reviewed and approved the agreement with the condition that the County Board approve of the Land Commissioner's signature.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve and allow the Land Commissioner to sign the agreement.

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:*

Costs to be covered by Enbridge and their

CONTRACT AND LABOR AGREEMENT

Contract to supply puncheon sections for Blind Lake Connector Trail and to reimburse Aitkin County Land Department for installation expenses

THIS AGREEMENT is made and entered into by and between the County of Aitkin, State of Minnesota (County), through the Aitkin County Land Department, (Department), and Enbridge, (Independent Contractor).

RECITALS

WHEREAS, the County and the Independent Contractor mutually agree that services to be performed by the undersigned shall be performed as an Independent Contractor and not as an employee, officer, or agent of the County;

WHEREAS, the Independent Contractor is prepared to perform services for the County;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the County, through the Department, and the Independent Contractor agree as follows:

1. Independent Contractor will:

- a. Purchase all necessary lumber, supplies, and hardware to construct approximately 200 feet of puncheons and footings
 - i. Lumber must be pressure treated using Chromated Copper Arsenate (CCA). Substitutes must be approved by the Department and must be water-based copper treatment that meets or exceeds category UC4A.
 - ii. Use the general structural design (attached "Over the Hills Gang ATV Club) and must include the modification that each expanse is 12' instead of 10' to conform with pervious wetland mitigation of footings.
- b. Assemble puncheon panels and deliver appropriate quantities of puncheon panels and footings to each of the three (3) wetland crossing sites where the puncheons were removed.
- c. All assembled panels and footing material will be delivered before July 31, 2021.
- d. Compensate the Department at a rate of \$35.00 per hour for labor to set and place puncheon panels. Skid Steer work to place panels will be compensated at a rate of \$100.00 per hour.
- e. Prior to the effective date of this contract, and as a condition precedent to this Agreement, the Independent Contractor will furnish the County with Certificates of Insurance listing the County as a certificate holder. A Certificate of Insurance for each policy must be on file with the County Land Department within 10 days of execution of this Agreement and prior to commencement of any work under this Agreement. Each certificate must include a 10-day notice of cancellation, nonrenewal, or material change to all named and additional insureds. The County reserves the right to rescind any agreement not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Independent Contractor. All insurance policies shall be open to inspection by the

County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

2. Department will:

- a. Install and place all puncheon panels and footings onsite.
- b. Track and document all labor and equipment hours.

3. Independent Contractor Status:

- a. That at all times and for all purposes hereunder, Independent Contractor shall be an independent contractor and is not an employee, official, or agent of the County for any purpose. No statement contained in this Agreement shall be construed so as to find Independent Contractor to be an employee, official, or agent of the County, and Independent Contractor shall not be entitled to any of the rights, privileges, or benefits of employees of the County, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.
- b. Independent Contractor is responsible for hiring sufficient workers to perform the services/duties required by this contract, withholding their taxes, and paying all other employment tax obligations on their behalf.
- c. The Independent Contractor shall comply with all federal, state, county or other government regulations or laws, including, but not limited to, the Fair Labor Standards Act, the Wage and Hour Laws, the Occupational Safety and Health Act and the Equal Opportunity laws.

4. Indemnification and Insurance:

- a. The Independent Contractor agrees it will defend, indemnify and hold harmless the County, its officers, agents, and employees against any and all liability, loss, costs, damages and expenses which the County, its officers, agents, or employees may hereafter sustain, incur, or be required to pay arising out of the Independent Contractor's performance or failure to adequately perform its obligations pursuant to this Agreement.
- b. Independent Contractor further agrees that in order to protect itself as well as the County under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force the following:
 - i. Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days' prior notice thereof to the County.
 - ii. Workers' Compensation Insurance.

5. Insurance:

- a. The following insurance must be maintained for the duration of this Agreement.
 - 5.1. General Liability Insurance
 - 5.1.1 \$500,000 for claims for wrongful death and each person for other claims
 - \$1,500,000 each occurrence
 - No less than \$2,000,000 aggregate

5.2. Business Automobile Liability Insurance

5.2.1. \$500,000 each person
\$1,500,000 each occurrence
No less than \$2,000,000 aggregate

5.2.2. Must cover owned, non-owned, and hired vehicles.

5.3 Workers' Compensation Per Statutory Requirements

5.3.1. County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against bidder.

6. Merger and Modification:

- a. It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.
- b. Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

6. Subcontracting and Assignment:

- a. Independent Contractor shall not enter into any subcontract for performance of any services contemplated under this Agreement without the prior written approval of the County through its Land Commissioner and subject to such conditions and provisions as the County may deem necessary. The Independent Contractor shall be responsible for the performance of all subcontractors.

7. Nondiscrimination:

- a. Independent Contractor agrees no person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, sexual orientation or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

9. Execution:

IN WITNESS WHEREOF, the County has caused this Agreement to be signed by its duly authorized officers and the Independent Contractor has hereunto set its hand.

Dated this _____ day of _____, _____.

INDEPENDENT CONTRACTOR

COUNTY OF AITKIN, MINNESOTA

Contractor Name, Date

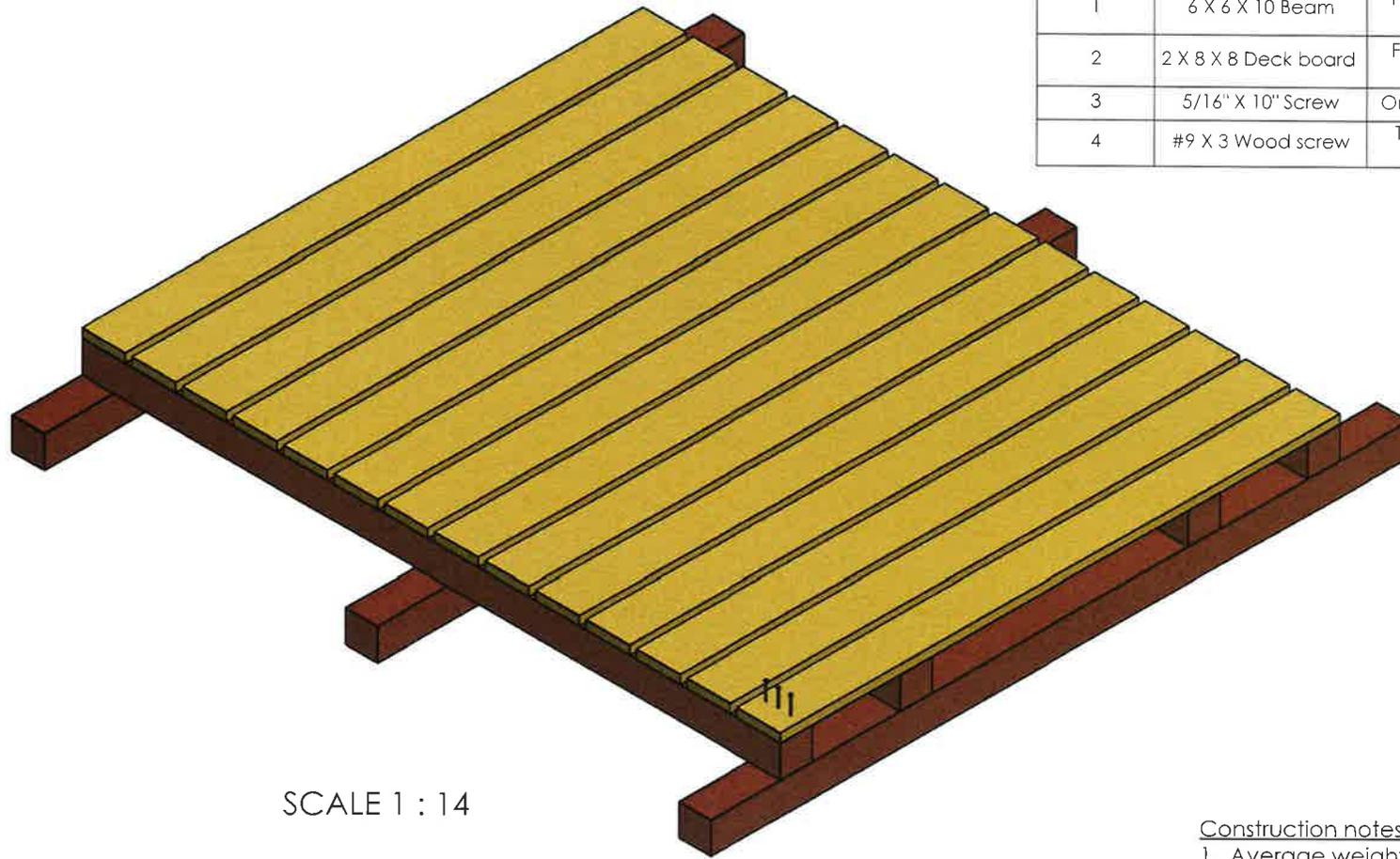
Rich Courtemanche,
Land Commissioner, Date

Print Contractor Name

Contracting Company Name

Address

Social Security or Taxpayer I.D.



SCALE 1 : 14

ITEM NO.	PART NUMBER	DESCRIPTION	QTY.
1	6 X 6 X 10 Beam	Foundation grade S4S Southern Yellow Pine	7
2	2 X 8 X 8 Deck board	Foundation grade S4S Southern Yellow Pine	14
3	5/16" X 10" Screw	One screw per beam intersection	12
4	#9 X 3 Wood screw	Three screws per board/beam intersection	168

Construction notes:

1. Average weight of constructed section= 1350 lbs.
2. Section load tested at 12,000 lbs.
3. Designed by: **Over the Hills Gang ATV Club**

	NAME	DATE
DRAWN	OTHG	12/15/20
CHKD		
APPVD		
MFG		
Q.A		

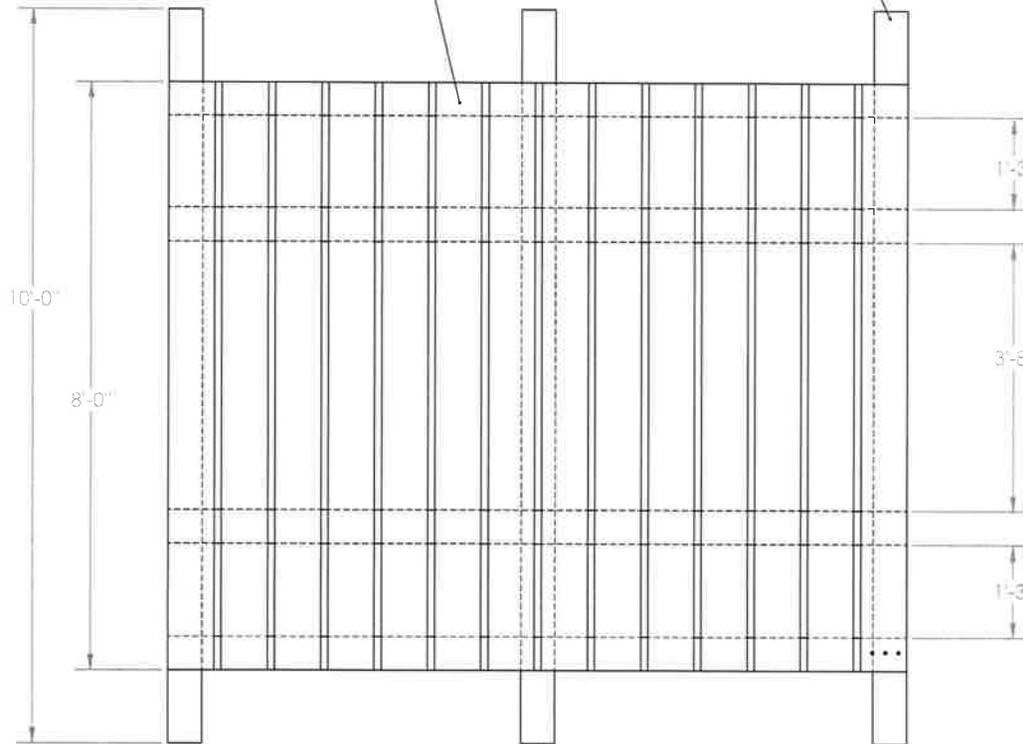
TOLERANCES:
 XX = 1"
 XXX = 1/2"
 LINEAR:
 ANGULAR: ±.5°
 MATERIAL: TYPE
 S4S Lumber
 WEIGHT:

TITLE:
 Puncheon Section
 Projected view

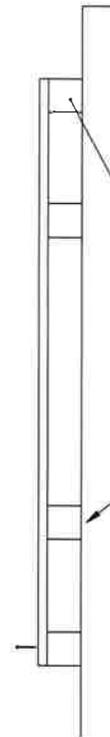
SCALE: NONE	SHEET 2 OF 2	REV A
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14 (2" X 8" X 8") Equally spaced
Actual 1 1/2" X 7 1/2" X 8"
End boards line up with ends of 6" X 6"

3 (6" X 6" X 10')
Actual 5 1/2" X 5 1/2" X 10'



ITEM NO.	PART NUMBER	DESCRIPTION	QTY.
1	6 X 6 X 10 Beam	Foundation grade S4S Southern Yellow Pine	7
2	2 X 8 X 8 Deck board	Foundation grade S4S Southern Yellow Pine	14
3	5/16" X 10" Screw	One screw per beam intersection	12
4	#9 X 3 Wood screw	Three screws per board/beam intersection	168

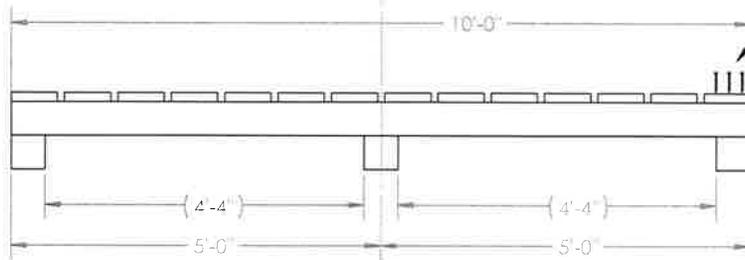


4 (6" X 6" x 10')
Actual 5 1/2" X 5 1/2" X 10'

Timbers attached by 5/16 X 10" screw
4 places = 12 total

3-#9 x3" Wood screw
12 per board

- Construction notes:
1. Average weight of constructed section= 1350 lbs.
 2. Section load tested at 12,000 lbs.
 3. Designed by: **Over the Hills Gang ATV Club**



TOLERANCES:
.XX = 1"
.XXX = 1/2"

TITLE:
Puncheon Section

	NAME	DATE
DRAWN	OTHG	12/15/20
CHKD		
APPV'D		
MFG		
QA		

LINEAR:
ANGULAR: ±.5°

MATERIAL: TYPE
S4S Lumber

WEIGHT:

SCALE: NONE

SHEET 1 OF 2

REV
A



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: 07/27/2021

Title of Item: Aitkin County Search & Rescue Donation

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA		<input type="checkbox"/> Discuss Item
<input type="checkbox"/> INFORMATION ONLY		<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
---	--

Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed: 10 minutes
---	---

Summary of Issue:

Firehouse Subs Public Safety Foundation has responded to a request by the Aitkin County Search and Rescue volunteers for financial support of their organization. Firehouse Subs Public Safety Foundation has granted to Aitkin County / Aitkin County Search and Rescue a Polaris Ranger SP 1000 Crew with Basic Rescue Package.

A Memorandum of Understanding-funding Agreement, Authorization Agreement, Polaris Quote, and Resolution are enclosed.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommend accepting the donation.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No Please Explain:



Firehouse Subs Public Safety Foundation, Inc.

12735 Gran Bay Pkwy., Suite 150, Jacksonville, Florida 32258

MEMO OF UNDERSTANDING- FUNDING AGREEMENT

July 15, 2021

Failure to adhere to the requirements of this Funding Agreement will jeopardize your grant award.
All purchases must match the quantities and equipment approved in the original grant request and approved quote.

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award funding to **County of Aitkin, on behalf of Aitkin County Search and Rescue Volunteers, Aitkin, MN** for **\$27,136.57** to be used toward the direct purchase of **Polaris Ranger XP 1000 Crew with Basic Rescue Package (Rescue Skid Unit, Roof, Windshield, Winch, Light Kits & Siren).**

County of Aitkin, on behalf of Aitkin County Search and Rescue Volunteers Responsibilities

1. An ACH transfer will be remitted to the organization name as stated in this memo of understanding and **must** match the EIN number submitted on the grant request and bank account information listed on the ACH Authorization. If there is a change in either information, you must submit a W-9.
2. **Confirm Receipt of ACH Transfer** by emailing procurementfoundation@firehousesubs.com
3. **Purchase** the equipment on Approved Quote #QUO-24353-T2B9Y5 from Polaris Sales, Inc.
4. **Verify Purchase** by providing Firehouse Subs Public Safety Foundation with one of the following:
 - Copies of paid invoices, verifying your organization’s name as the customer and matching the vendor quote(s)
 - OR**
 - A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
5. **Confirm Receipt of Equipment** by providing Firehouse Subs Public Safety Foundation with ALL SIGNED and DATED packing slips
6. In the event that the purchased equipment costs less than the dollar amount awarded, all excess funds must be returned to Firehouse Subs Public Safety Foundation
 - Email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - Return Excess Funds within 90 days of purchase to Firehouse Subs Public Safety Foundation, Attention: Gina Brown, 12735 Gran Bay Parkway, Suite 150, Jacksonville, FL 32258
7. If purchases exceed funding, **County of Aitkin, on behalf of Aitkin County Search and Rescue Volunteers** is responsible for the additional amount

VERY IMPORTANT: Deadline for submitted documentation is December 31, 2021.

Firehouse Subs Public Safety Foundation

Date

County of Aitkin, on behalf of Aitkin County Search and Rescue Volunteers Representative

Date

County of Aitkin, on behalf of Aitkin County Search and Rescue Volunteers Representative Name (Print)

Date



AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS (CREDITS)

I (WE) _____ of _____ HEREBY AUTHORIZE
the Firehouse Subs Public Safety Foundation, Inc. to initiate credits to my (our) account
indicated below, and the bank named below to credit the amount of such entries to said account.

Bank Name									
City, State									

Transit Routing									

Account Number									

Account Type
CHECKING SAVINGS

Tax ID Number									

This authority is to remain in full force and effect until the Firehouse Subs Public Safety Foundation, Inc. has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Foundation a reasonable time to act on it.

Date _____

Signature _____
(Must be a signer on the bank account)

Email address for ACH Remittance Advices: _____

****ATTACH A VOIDED CHECK AND W-9****



POLARIS®

Polaris Sales Inc **SALES INC.**
 2100 Hwy 55, Medina (Hamel), MN 55340
 Phone: 866-468-7783 Fax: 763-847-8288

gov.info@polaris.com
 www.polaris.com

Contact Information:

Name: Todd Brown
 Email: tmbrown9721@msn.com
 Phone:
 Fax:

Quote Number: QUO-24353-T2B9Y5
 Revision #: 3
 Date: 7/15/2021 4:34 PM
 Quote Expires: 7/31/2021

Bill To:
 Aitkin County Search and Rescue
 307 2nd St NW
 Aitkin, MN 56431

Ship To:
 Aitkin County Search and Rescue
 307 2nd St NW
 Aitkin, MN 56431

Contract Name: Polaris Direct
Contract #:
Expiration Date:

Cage: 3FP69
Duns#: 123399383
Tax ID#: 41-1921490
Customer#:

Freight

FOB Destination-CONUS
 US Continental (CONUS) Only

Delivery Terms

90 Days

Payment Terms

Net 30

Payment Methods

Visa
 Mastercard
 Wire Check

Item #	QTY	Description	MSRP	Discount Price	Extended
R21RRE99AC	1	RANGER XP 1000 - Ghost White - 49 State	\$17,399.00	\$15,150.94	\$15,150.94
2882911	1	1000 / Pro XD 2000 Poly Sport Roof	\$329.99	\$258.02	\$258.02
2883300	1	1000's / Pro XD Hardcoat Poly Windshield (will accept Wiper)	\$519.99	\$406.59	\$406.59
2879015	1	1000's / Pro XD Glass Sliding Open Rear Panel	\$729.99	\$570.79	\$570.79
2882711	1	1000's Polaris Dual Speed Pro HD 4500 LB Winch (synthetic rope)	\$849.99	\$664.62	\$664.62
2883978	1	Standard Emergency Light Kit	\$4,999.99	\$4,014.10	\$4,014.10
2883980	1	30W Siren & PA System (works with Standard or Deluxe Light Kit)	\$659.99	\$529.85	\$529.85
2883874	1	Compact Rescue Skid w/Attendant Seat	\$4,334.99	\$4,134.94	\$4,134.94
2882077	1	Pro Armor 33 in. Single Row Combo Bar (5350 lumens)	\$399.99	\$312.76	\$312.76
2883230	1	1000's / Pro XD Single Light Bar Wire Harness	\$84.99	\$66.45	\$66.45
5414966	1	Light Bar Wire Harness Roof Guide	\$35.19	\$27.52	\$27.52



POLARIS®

Polaris Sales Inc **SALES INC.**
2100 Hwy 55, Medina (Hamel), MN 55340
Phone: 866-468-7783 Fax: 763-847-8288

gov.info@polaris.com
www.polaris.com

Freight

FOB Destination-CONUS
US Continental (CONUS) Only

Delivery Terms

90 Days

Payment Terms

Net 30

Payment Methods

Visa
Mastercard
Wire Check

Item #	QTY	Description	MSRP	Discount Price	Extended
0000507 Red Body Panel Kit	1	Red Body Panel Kit		\$549.99	\$549.99
Comments: Ben Fearing Sr. Inside Sales Polaris Government & Defense 2100 Highway 55 Medina, MN 55340 866-468-7783 gov.info@polaris.com polaris.com 30" LED Light bar to be roof mounted facing forward Send door nets and hardware with unit				SUBTOTAL	\$26,686.57
				INSTALL*	\$450.00
				FREIGHT	\$0.00
				TAX	\$0.00
				TOTAL	\$27,136.57

*Installation Pricing is Open Market

Wire Payment:
US Bank
602 2nd Ave South
Minneapolis, MN 55402

Phone: 1-888-799-4737
ABA#: 091 000 022
Acct#: 1 702 2513 9170
Ref: Polaris Direct Ranger XP 1000 EPS Basic Rescue Package
PO#:

Ship To Address:

Name:
Address:
Address:
Address:
City, State & ZIP:
Contact Name:
Phone:
Alternate Contact Name:
Alternate Phone:
Email:

Billing Address:

Name:
Address:
Address:
Address:
City, State & ZIP:
Contact Name:
Phone:
Alternate Contact Name:
Alternate Phone:
Email:

Credit Card Holder:



POLARIS[®]

Polaris Sales Inc

SALES INC.

2100 Hwy 55, Medina (Hamel), MN 55340

Phone: 866-468-7783 Fax: 763-847-8288

Credit Card Type: VISA / Mastercard

Card Number:

Expiration Date:

To accept this quotation, sign here and return: _____

Printed name: _____

gov.info@polaris.com

www.polaris.com



Board of County Commissioners Agenda Request

4B
Agenda Item #

Requested Meeting Date: July 27, 2021

Title of Item: 2021 2nd Quarter Budget Review

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert		Estimated Time Needed: 5 min.
Summary of Issue: The 2021 2nd quarter budget review worksheet will be presented.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion only.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Fund Dept	2021 Budgeted		2021 Actual		2021 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
General Fund									
Administration/General Gov't Depts									
1 1 Commissioners	0	261,142	0	120,192	0	(140,950)		46%	
1 40 Auditor	(285,370)	754,248	(173,655)	340,381	111,715	(413,867)	61%	45%	
1 41 Internal Audit	0	56,000	0	21,430	0	(34,570)		38%	
1 42 Treasurer	(30,200)	306,942	(26,135)	135,914	4,065	(171,028)	87%	44%	Some misc revenues are only collected at the beginning of the year
1 43 Assessor	(164,606)	892,681	(160,963)	371,951	3,643	(520,730)	98%	42%	Assessment charges for whole year paid in 1st quarter; open
1 44 Central Services	(12,146,006)	237,381	(5,609,071)	143,922	6,536,935	(93,459)	46%	61%	appraiser position unfilled since January. Appropriations and insurance paid at beginning of year
1 45 Motor Pool	(65,500)	9,700	(867)	5,516	64,633	(4,184)	1%	57%	Insurance pd at beginning of fiscal year, revenues allocated at YE
1 49 Information Technologies	(56,550)	712,747	(1,477)	322,047	55,073	(390,700)	3%	45%	
1 52 Administration	0	201,081	0	107,175	0	(93,906)		53%	HSA prepaid per employee request
1 53 Human Resources	0	353,836	0	131,488	0	(222,348)		37%	Less than budgeted attorney services year to date
1 60 Elections	(700)	67,900	0	19,365	700	(48,535)	0%	29%	
1 100 Recorder	(210,500)	396,871	(137,636)	215,588	72,864	(181,283)	65%	54%	Higher revenues due to increased recording volume
1 110 Courthouse Maint	0	498,373	0	219,491	0	(278,882)		44%	
1 111 Buildings	0	60,000	0	0	0	(60,000)		0%	
1 120 VSO	(14,300)	160,334	(2,523)	78,651	11,777	(81,683)	18%	49%	
1 121 HRA	0	2,000	0	1,015	0	(985)		51%	
Administration/General Gov't Depts Subtotal	(12,973,732)	4,971,236	(6,112,327)	2,234,126	6,861,405	(2,737,110)	47%	45%	

Fund Dept	2021 Budgeted		2021 Actual		2021 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
Public Safety									
1 12 Court Administration	(5,100)	91,500	(3,665)	24,333	1,435	(67,167)	72%	27%	Higher than budgeted Misc. receipts
1 90 Attorney	(83,669)	1,157,037	(36,399)	493,112	47,270	(663,925)	44%	43%	
1 123 Coroner	0	81,500	0	26,678	0	(54,822)		33%	
1 200 Enforcement	(302,918)	2,704,395	(82,121)	1,155,079	220,797	(1,549,316)	27%	43%	
1 201 Sheriff Contingency	0	0	(1,658)	0	(1,658)	0			
1 202 Boat and Water	(28,475)	119,983	(24,055)	22,146	4,420	(97,837)	84%	18%	
1 203 Snowmobile	(5,976)	54,284	(20)	3,296	5,956	(50,988)	0%	6%	
1 204 ATV	(12,500)	31,868	0	30,079	12,500	(1,789)	0%	94%	
1 206 Forfeitures	0	0	(20,538)	1,420	(20,538)	1,420			
1 252 Corrections	(244,500)	3,086,365	(90,816)	1,290,122	153,684	(1,796,243)	37%	42%	
1 253 Sentence to Serve	(31,943)	155,671	(16,316)	59,758	15,627	(95,913)	51%	38%	
1 254 Enhanced 911	0	0	(44,595)	109,882	(44,595)	109,882	#DIV/0!	#DIV/0!	
1 255 Crime Victim	(71,729)	88,965	(17,911)	38,771	53,818	(50,194)	25%	44%	
1 257 Aitkin Co. Community Corrections	(463,122)	970,114	(211,222)	388,276	251,900	(581,838)	46%	40%	
1 280 Emergency Management	(19,194)	53,274	0	39,209	19,194	(14,065)	0%	74%	
Public Safety Subtotal	(1,269,126)	8,594,956	(549,316)	3,682,161	719,810	(4,912,795)	43%	43%	
Culture and Recreation									
1 500 Library & Historical Society	0	294,277	0	284,816	0	(9,461)		97%	
1 601 Extension	0	83,671	(360)	38,991	(360)	(44,680)		47%	
Culture and Recreation Subtotal	0	377,948	(360)	323,807	(360)	(54,141)		86%	

Fund Dept	2021 Budgeted		2021 Actual		2021 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
Conservation of Natural Resources									
1 122 Planning and Zoning	(339,316)	482,063	(2,273)	230,587	337,043	(251,476)	1%	48%	Revenues skewed due to Riparian Aid & AIS grants. YTD P&Z revenue = \$185,446 - 33% increase over last year Increase in FBL licenses Appropriations paid in 1st quarter
1 390 Environmental Health	(72,000)	83,396	(78,136)	41,300	(6,136)	(42,096)	109%	50%	
1 391 Solid Waste	(357,124)	357,124	(168,696)	170,307	188,428	(186,817)	47%	48%	
1 392 Water Wells	(11,000)	5,500	(5,055)	948	5,945	(4,552)	46%	17%	
1 600 Ag Soc, Soil & Water, Ag	0	113,318	0	98,961	0	(14,357)		87%	
1 603 Wetland Value Repl Fund	0	0	(3,475)	0	(3,475)	0			
<i>Conservation of Natural Resources Subtotal</i>	<i>(779,440)</i>	<i>1,041,401</i>	<i>(257,635)</i>	<i>542,103</i>	<i>521,805</i>	<i>(499,298)</i>	<i>33%</i>	<i>52%</i>	
Economic Development									
1 700 Promotion, Tran, Airport,	0	38,707	0	14,958	0	(23,749)		39%	Position was open
1 711 Economic Development	0	53,711	0	6,493	0	(47,218)		12%	
<i>Economic Development Subtotal</i>	<i>0</i>	<i>92,418</i>	<i>0</i>	<i>21,451</i>	<i>0</i>	<i>(70,967)</i>		<i>23%</i>	
General Fund	(15,022,298)	15,077,959	(6,919,638)	6,803,648	8,102,660	(8,274,311)	46%	45%	
Road and Bridge Fund									
3 0 Undesignated	(4,745,041)	0	(1,987,755)	0	2,757,286	0	42%		
3 301 Administration/HR	0	570,550	0	301,349	0	(269,201)		53%	
3 302 Engineering/Construction	0	569,342	0	213,409	0	(355,933)		37%	
3 303 Highway Maintenance	0	3,605,149	0	1,775,643	0	(1,829,506)		49%	
3 307 Capital Infrastructure	(5,542,450)	5,542,450	(1,702,278)	1,543,765	3,840,172	(3,998,685)	31%	28%	
3 308 Equipment and Facilities	(793,885)	793,885	(547,885)	811,441	246,000	17,556	69%	102%	
3 310 232 Turnback	0	0	0	0	0	0			
Road and Bridge Fund	(11,081,376)	11,081,376	(4,237,918)	4,645,607	6,843,458	(6,435,769)	38%	42%	

Fund Dept	2021 Budgeted		2021 Actual		2021 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
Health and Human Services Fund									
5 400 Public Health	(837,661)	898,827	(392,361)	404,840	445,300	(493,987)	47%	45%	Revenues post in 2nd and 4th quarters
5 420 Income Maintenance	(2,104,470)	1,937,374	(1,173,031)	937,013	931,439	(1,000,361)	56%	48%	
5 430 Social Services	(3,793,020)	4,448,950	(1,997,391)	1,834,094	1,795,629	(2,614,856)	53%	41%	
Health and Human Services Fund	(6,735,151)	7,285,151	(3,562,783)	3,175,947	3,172,368	(4,109,204)	53%	44%	
Trust									
10 921 County Development	(317,000)	501,937	0	47,594	317,000	(454,343)	0%	9%	Appointment/PILT posted in July - apportionment paid out as expense
10 923 Forfeited Tax Sales	(1,400,000)	864,335	(515,711)	1,217,744	884,289	353,409	37%	141%	
Trust Fund	(1,717,000)	1,366,272	(515,711)	1,265,338	1,201,289	(100,934)	30%	93%	
Forest Development									
11 924 Forest Resource	0	0	0	0	0	0			Summer work paid later in the year
11 925 Resource Management	(423,000)	561,495	(405,357)	164,215	17,643	(397,280)	96%	29%	
11 934 Memorial Forest	0	0	0	0	0	0			
11 935 Forest Road	0	0	0	0	0	0			
11 939 County Surveyor	(456,374)	463,516	(2,858)	200,550	453,516	(262,966)	1%	43%	
Forest Development	(423,000)	561,495	(405,357)	164,215	17,643	(397,280)	96%	29%	Revenue transfer occurs at year end.
Long Lake Conservation Center									
19 521 LLCC Administration	(80,576)	208,065	(24,650)	70,919	55,926	(137,146)	31%	34%	Burst pipe expenses - submitted to MCIT
19 522 LLCC Education	0	0	(7,292)	5,785	(7,292)	5,785	#DIV/0!	#DIV/0!	
19 523 LLCC Food	0	0	0	680	0	680	#DIV/0!	#DIV/0!	
19 524 LLCC Maintenance	0	23,505	(14,605)	44,340	(14,605)	20,835	#DIV/0!	189%	
19 525 LLCC Capital Improvement	(7,200)	5,000	(6,800)	0	400	(5,000)	94%		
LLCC Fund	(87,776)	236,570	(53,347)	121,724	34,429	(114,846)	61%	51%	
21 520 Parks	(641,160)	772,915	(429,374)	401,460	211,786	(371,455)	67%	52%	



Board of County Commissioners Agenda Request

4C
Agenda Item #

Requested Meeting Date: 7/27/2021

Title of Item: Minnesota County Staff Appreciation Day, Tuesday, July 27, 2021

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>Gov. Tim Walz has officially proclaimed July 27 as "County Staff Appreciation Day" in recognition of all of the hard work and dedication shown by Minnesota county employees during the pandemic.</p> <p>This well-deserved recognition is a testament to all that Minnesota county employees have done in order to continue serving citizens in the midst of a public health crisis.</p> <p>"Congratulations, Minnesota County Employees! Your flexibility, ingenuity and hard work have not gone unnoticed and deserve to be celebrated."</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Discussion. A copy of the proclamation is attached.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



STATE of MINNESOTA

Proclamation

- WHEREAS: County employees serve as the cornerstone of their communities, dedicating their time, skills, and expertise for the benefit of their neighbors; and
WHEREAS: The work of county employees is essential and often in person, whether that is performing newborn well-checks, renewing tabs at a license center, or processing voter registrations and ballots; and
WHEREAS: The COVID-19 pandemic disrupted county service delivery and program administration, creating uncertainty for employees and citizens on accessing essential services; and
WHEREAS: County employees continued providing vital community services in 2020, showing exemplar leadership by taking personal risks, assuming new duties and responsibilities, and innovating new modes of service delivery; and
WHEREAS: Through their dedication to county work and commitment to public service, county employees kept counties open and their communities safer, healthier, and productive.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim Tuesday, July 27, 2021, as:

COUNTY STAFF APPRECIATION DAY

in the State of Minnesota.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 16th day of June.

Handwritten signature of Tim Walz

GOVERNOR



Handwritten signature of Steve Simon

SECRETARY OF STATE



Aitkin County Board of Commissioners

Agenda Request Form

5

Agenda Item #

Requested Meeting Date: July 27, 2021
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 Brian Napstad
Aitkin Airport Commission	Monthly	1 st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Napstad
Aitkin County CARE Board	Monthly	3 rd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3 rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 rd Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	Monthly		Napstad and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Wednesday	Napstad, Alt. Marcotte
Budget Committee	Most months	1 st Tuesday	Marcotte and Napstad
Development Achievement Center	Monthly	3 rd or 4 th Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Napstad
Economic Development	Monthly	1 st Wednesday	Napstad and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Marcotte, Alt. Westerlund
Facilities/Technology	As needed		Wedel and Westerlund
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 th Monday	Napstad and Land Cmr Courtemanche
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Marcotte, Alt. Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Napstad
Mille Lacs Fisheries Input Group	8-10x year		Westerlund
Mille Lacs Watershed	10x year	3 rd Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Napstad
MN Rural Caucus	8x year	Varies	Niemi, Alt. Westerlund
Natural Resources Advisory Committee	8-10x year	2 nd Monday	Marcotte and Napstad
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Napstad and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 th Thursday	Napstad, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Napstad
Ordinance	As needed		Napstad and Marcotte
Personnel/Insurance	As needed	2 nd Tuesday	Westerlund and Wedel
Planning Commission	Monthly	3 rd Monday	Marcotte, Alt. Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4 th Monday	Napstad, Alt. Niemi
Snake River 1W1P Policy			Napstad, Alt. Niemi
Sobriety Court	Bi-Monthly	3 rd Thursday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: 7-27-21

Title of Item: All Terrain Vehicle Ordinance Revision

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<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 checked="" type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): Aitkin County All Terrain Vehicle Committee	Estimated Time Needed: 45 minutes (11:00)
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Summary of Issue:
A public hearing has been scheduled for 11:00 am to receive public input on the proposed revisions to the Aitkin County All Terrain Vehicle Ordinance. The primary revisions being proposed include the following:

1. Allow Class 1 all-terrain vehicle operation on the shoulder and inside slope of all paved county highways.
2. Allow Class 1 all-terrain vehicle operation on the extreme right-hand side of the traffic lane on paved county highways within municipal city limits and in other areas with inadequate shoulder width.
3. Eliminate reference to the Corridor Access Permit program.
4. Eliminate reference to statutory requirements for hours of operation on highway right of way and youth riding.

The full text of the proposed revised ordinance is attached.

The public hearing was advertised in the July 14, 2021 and July 21, 2021 issues of the Aitkin Age and on the Aitkin County website. The full text of the proposed revised ordinance was available at the Aitkin County Highway Department, the Aitkin County Auditor's Office, and on the Aitkin County website.

This public hearing is for public input and discussion only. Action on the proposed ordinance by the Aitkin County Board of Commissioners will be considered at a future Board of Commissioners meeting.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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

Notice of Public Hearing

The Aitkin County Board of Commissioners will hold a public hearing at 11:00 am on Tuesday, July 27, 2021 at the Board of Commissioners Meeting Room located in the Aitkin County Government Center at 307 Second Street Northwest, Aitkin, MN. The purpose of the hearing is to receive public input on proposed changes to the Aitkin County All-Terrain Vehicle Ordinance.

A summary of proposed changes to the Ordinance includes the following:

1. Allow Class 1 all-terrain vehicle operation on the shoulder and inside slope of all paved county highways.
2. Allow Class 1 all-terrain vehicle operation on the extreme right-hand side of the traffic lane on paved county highways within municipal city limits and in other areas with inadequate shoulder width.
3. Eliminate reference to the Corridor Access Permit program.
4. Eliminate reference to statutory requirements for hours of operation on highway right of way and youth riding.

The proposed Ordinance is available for viewing at the following locations:

1. Aitkin County Highway Department – 1211 Airpark Drive – Aitkin, MN 56431
2. Aitkin County Auditor's Office - 307 2nd Street Northwest – Aitkin, MN56431
3. Aitkin County website - www.co.aitkin.mn.us.

Comments can be submitted in writing to the Aitkin County Highway Department at the address above or by email to highway@co.aitkin.mn.us. Please include a full name and complete mailing address with all comments.

Aitkin County

All-Terrain Vehicle Ordinance

Regulating the use of Class 1 All-Terrain Vehicles within the Right of Way of Aitkin County Highways

Article 1 Statutory Authority

1. Minnesota Statutes 84.92 – 84.928 regulate the operation of all-terrain vehicles, including the operation of all-terrain vehicles within public road rights of way.
2. Minnesota Statute 84.928 Subdivision 1 generally restricts Class 1 all-terrain vehicles from using the roadway, shoulder, and inside bank or slope of a county state-aid or county highway.
3. Minnesota Statute 84.928 Subdivision 1(k) authorizes a County Board by ordinance to allow the operation of all-terrain vehicles on a public road or street to access businesses and residences and to make trail connections.
4. Minnesota Statute 84.928 Subdivision 6(c) authorizes a County Board by ordinance to allow the operation of all-terrain vehicles on the road shoulder and inside bank or slope of the county state-aid or county highway if safe operation in the ditch or outside slope is impossible.

Article 2 Purpose and Intent

The purpose and intent of this Ordinance is as follows:

1. Pursuant to Minnesota Statute 84.928 Subdivision 6(c), to allow the legal use of class 1 all-terrain vehicles on the extreme right hand side of all gravel-surfaced county highways for the purpose of enhanced all-terrain vehicle operator safety and to prevent damage to road ditches and slopes.
2. Pursuant to Minnesota Statute 84.928 Subdivision 6(c), to allow the legal use of class 1 all-terrain vehicles on the shoulder and inside slope of all paved county highways for the purpose of enhanced all-terrain vehicle operator safety and to prevent damage to road ditches and slopes, and
3. Pursuant to Minnesota Statute 84.928 Subdivision 1(k) and in compliance with Minnesota Statute 84.928 Subdivision 1a(b), to further allow legal use of class 1 all-terrain vehicles on the extreme right-hand side of the adjacent traffic lane within municipal city limits and in areas where obstructions or inadequate

shoulder width prohibits safe all-terrain vehicle use entirely on the shoulder and slope area.

Article 3 Definitions

The following definitions apply to this ordinance:

1. **All-Terrain Vehicle Committee** means the committee appointed by the Aitkin County Board of Commissioners.
2. **County** means the County of Aitkin, Minnesota.
3. **County Highway** means county state-aid highways and county roads under the jurisdiction of Aitkin County.
4. **Gravel-surfaced County Highway** means those county highways whose full-width driving surface consists only of loose aggregate material.
5. **Paved County Highway** means those county highways with a bituminous or concrete driving lane surface.
6. **Shoulder** means that portion of a paved highway outside of the white line used to delineate the edge of the traffic lane.

Article 4 Operation

1. Class 1 all-terrain vehicles may be operated on the extreme right-hand side of all gravel-surfaced county highways except for any segment of county highway closed to all-terrain vehicle use. Operation shall be in compliance with the regulations contained in Article 5 of this Ordinance.
2. Class 1 all-terrain vehicles may be operated on the shoulder and inside slope of all paved county highways except for any segment of county highway closed to all-terrain vehicle use. Within municipal city limits and in areas where obstructions or inadequate shoulder width prohibits safe all-terrain vehicle use entirely on the shoulder and slope area, class 1 all-terrain vehicles may be operated on the extreme right-hand side of the adjacent traffic lane. Operation shall be in compliance with the regulations contained in Article 5 of this Ordinance.
3. The Aitkin County All-Terrain Vehicle Committee may close any segment of county highway authorized for all-terrain vehicle use under this article for non-compliance of the regulations listed in Article 5 and/or safety concerns created by ATV use.

Article 5 General Provisions

For operation of Class 1 all-terrain vehicles under this Ordinance, the following regulations shall apply:

1. The maximum speed of operation shall be 30 miles per hour.
2. Direction of travel shall be in the same direction as vehicular traffic.
3. Left turns may be made from any part of the road if it is safe to do so under the prevailing conditions.
4. Operation shall not result in the spinning of tires or displacement of aggregate or soil material
5. Multiple riders shall be in single-file formation.

Article 6 Prohibitions and Enforcement

1. It shall be unlawful for any person to violate any of the provisions of this Ordinance, or to fail, resist, or refuse to comply with the provisions of this Ordinance.

2. It shall be unlawful for the owner of an all-terrain vehicle, or any person, to allow, permit, or require the operation of such vehicle by another in any manner that would be in violation of this Ordinance.

3. Penalty.

a. Any person found to have violated this Ordinance, is guilty of a misdemeanor, punishable by up to a \$1,000 fine and/or 90 days in jail.

b. Any person who refuses or fails to comply with the Order of the County Sheriff is guilty of a misdemeanor, punishable by up to a \$1,000 fine and/or 90 days in jail.

c. Any person who violates, disobeys, omits, neglects, or refuses to comply with, or resists the enforcement of any provisions of this Ordinance shall be guilty of a misdemeanor, punishable by up to a \$1000 fine and/or 90 days in jail.

4. The Aitkin County Attorney's Office shall have the authority to prosecute any and all violations of this Ordinance.

Article 7 Interpretation

In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by Minnesota Statutes.

Article 8 Incorporation

This Ordinance expressly adopts and incorporates the provisions of Minnesota Statutes sections 84.92 to 84.928. When the provisions of this Ordinance impose greater restrictions than those of any other statute, ordinance, rule, or regulation, the provisions of this Ordinance shall be controlling. Where the provisions of any other statute, ordinance, rule, or regulation impose greater restrictions than this Ordinance, the provision of such statute, ordinance, rule, or regulation shall be controlling.

Article 9 Severability

If any article, section, clause, provision, or portion of this Ordinance is adjudged unconstitutional, void, unenforceable, or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected hereby.

Article 10 Effective Date

This Ordinance shall be effective and enforceable on _____, 2021, and shall be published in the official newspaper(s) of Aitkin County as provided by Minnesota Statutes.

Adopted: _____, 2021

_____, Chairperson
Aitkin County Board of Commissioners

Attest: _____

Jessica Seibert
Aitkin County Administrator

Aitkin County

All-Terrain Vehicle Ordinance

Regulating the use of Class 1 All-Terrain Vehicles within the Right of Way of Aitkin County Highways

Article 1 Statutory Authority

1. Minnesota Statutes 84.92 – 84.928 regulate the operation of all-terrain vehicles, including the operation of all-terrain vehicles within public road rights of way.
2. Minnesota Statute 84.928 Subdivision 1 generally restricts Class 1 all-terrain vehicles from using the roadway, shoulder, and inside bank or slope of a county state-aid or county highway.
3. Minnesota Statute 84.928 Subdivision 1(k) authorizes a County Board by ordinance to allow the operation of all-terrain vehicles on a public road or street to access businesses and residences and to make trail connections.
4. ~~Minnesota Statute 84.928 Subdivision 1a(h) authorizes a road authority by permit to designate corridor access trails on public road right of way for purposes of accessing established all-terrain vehicle trails.~~
5. Minnesota Statute 84.928 Subdivision 6(c) authorizes a County Board by ordinance to allow the operation of all-terrain vehicles on the road shoulder and inside bank or slope of the county state-aid or county highway if safe operation in the ditch or outside slope is impossible.

Article 2 Purpose and Intent

The purpose and intent of this Ordinance is as follows:

1. ~~Pursuant to Minnesota Statute 84.928 Subdivision 1(k), to allow the legal use of class 1 all-terrain vehicles on the extreme right hand side of the traffic lanes of specific county highways for the purpose of accessing businesses that provide services such as food, fuel, and lodging.~~
21. Pursuant to Minnesota Statute 84.928 Subdivision 6(c), to allow the legal use of class 1 all-terrain vehicles on the extreme right hand side of all gravel-surfaced county highways for the purpose of enhanced all-terrain vehicle operator safety and to prevent damage to road ditches and slopes.

~~3. Pursuant to Minnesota Statute 84.928 Subdivision 1a(h), to allow for a corridor access permit process to allow the legal use of class 1 all-terrain vehicles on the traffic lanes/shoulders of specific county highways for the purpose of accessing established all-terrain vehicle trails.~~

2. Pursuant to Minnesota Statute 84.928 Subdivision 6(c), to allow the legal use of class 1 all-terrain vehicles on the shoulder and inside slope of all paved county highways for the purpose of enhanced all-terrain vehicle operator safety and to prevent damage to road ditches and slopes, and

3. Pursuant to Minnesota Statute 84.928 Subdivision 1(k) and in compliance with Minnesota Statute 84.928 Subdivision 1a(b), to further allow legal use of class 1 all-terrain vehicles on the extreme right-hand side of the adjacent traffic lane within municipal city limits and in areas where obstructions or inadequate shoulder width prohibits safe all-terrain vehicle use entirely on the shoulder and slope area.

Article 3 Definitions

The following definitions apply to this ordinance:

1. **All-Terrain Vehicle Committee** means the committee appointed by the Aitkin County Board of Commissioners.
2. **County** means the County of Aitkin, Minnesota.
3. **County Highway** means county state-aid highways and county roads under the jurisdiction of Aitkin County.
4. **Gravel-surfaced County Highway** means those county highways whose full-width driving surface consists only of loose aggregate material.
5. **Paved County Highway** means those county highways ~~that consist of paved traffic lanes and paved and/or gravel surfaced shoulders~~ with a bituminous or concrete driving lane surface.
6. **Shoulder** means that portion of a paved highway outside of the white line used to delineate the edge of the traffic lane.

Article 4 Operation

- ~~1. Class 1 all-terrain vehicles may be operated on the extreme right hand side of the traffic lane on the segments listed in Appendix A for the purpose of accessing businesses that provide services such as food, fuel, and lodging.~~

~~Operation shall be in compliance with the regulations contained in Article 6 of this Ordinance.~~

21. Class 1 all-terrain vehicles may be operated on the extreme right-hand side of all gravel-surfaced county highways except for any segment of county highway closed to all-terrain vehicle use. Operation shall be in compliance with the regulations contained in Article 65 of this Ordinance.

32. ~~Operation of class 1 all-terrain vehicles on paved county highways shall remain as restricted in Minnesota Statute 84.928 Subdivision 1. Class 1 all-terrain vehicles may be operated on the shoulder and inside slope of all paved county highways except for any segment of county highway closed to all-terrain vehicle use. Within municipal city limits and in areas where obstructions or inadequate shoulder width prohibits safe all-terrain vehicle use entirely on the shoulder and slope area, class 1 all-terrain vehicles may be operated on the extreme right-hand side of the adjacent traffic lane. Operation shall be in compliance with the regulations contained in Article 5 of this Ordinance.~~

43. The Aitkin County All-Terrain Vehicle Committee may close any segment of county highway authorized for all-terrain vehicle use under this article for non-compliance of the regulations listed in Article 65 and/or safety concerns created by ATV use.

Article 5 Corridor Access Permit

1. ~~A Corridor Access Permit is available under this Ordinance to allow legal all-terrain vehicle operation on the traffic lanes/shoulders of permitted paved county highways.~~

2. ~~The applicant for this permit must be the city council and/or township board(s) in which the corridor is located. The permit application form is shown in Appendix B of this Ordinance.~~

3. ~~Operation on approved corridor access routes shall be in compliance with the regulations contained in Article 6 of this Ordinance.~~

4. ~~The Aitkin County All-Terrain Vehicle Committee shall make a recommendation to the Aitkin County Board of Commissioners for approval or denial of a permit application request based on factors including, but not limited to, the following: corridor length, vehicle traffic count, shoulder width, road design speed, and trail connectivity.~~

~~5. — Signage shall be placed by the Aitkin County Highway Department to indicate the location of corridor access permit routes. All costs of signage are to be reimbursed to the Aitkin County Highway Department by the permit applicant.~~

~~6. — Permits may be revoked by the Aitkin County Board of Commissioners for non-compliance with permit regulations and/or safety concerns created by the all-terrain vehicle use.~~

Article 65 General Provisions

For operation of Class 1 all-terrain vehicles under this Ordinance, the following regulations shall apply:

1. The maximum speed of operation shall be 30 miles per hour.
2. Direction of travel shall be in the same direction as vehicular traffic.
3. Left turns may be made from any part of the road if it is safe to do so under the prevailing conditions.
4. Operation shall not result in the spinning of tires or displacement of aggregate or soil material
5. Multiple riders shall be in single-file formation.
- ~~6. — Hours of operation shall be limited to ½ hour before sunrise to ½ hour after sunset.~~
- ~~7. — A person 12 years of age but less than 16 years must possess a valid all-terrain safety certificate issued by the commissioner of natural resources and must be accompanied by a person 18 year of age or older who is in possession of a valid driver's license.~~

Article 76 Prohibitions and Enforcement

1. It shall be unlawful for any person to violate any of the provisions of this Ordinance, or to fail, resist, or refuse to comply with the provisions of this Ordinance.
2. It shall be unlawful for the owner of an all-terrain vehicle, or any person, to allow, permit, or require the operation of such vehicle by another in any manner that would be in violation of this Ordinance.

3. Penalty.
 - a. Any person found to have violated this Ordinance, is guilty of a misdemeanor, punishable by up to a \$1,000 fine and/or 90 days in jail.
 - b. Any person who refuses or fails to comply with the Order of the County Sheriff is guilty of a misdemeanor, punishable by up to a \$1,000 fine and/or 90 days in jail.
 - c. Any person who violates, disobeys, omits, neglects, or refuses to comply with, or resists the enforcement of any provisions of this Ordinance shall be guilty of a misdemeanor, punishable by up to a \$1000 fine and/or 90 days in jail.
4. The Aitkin County Attorney's Office shall have the authority to prosecute any and all violations of this Ordinance.

Article 87 Interpretation

In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by Minnesota Statutes.

Article 98 Incorporation

This Ordinance expressly adopts and incorporates the provisions of Minnesota Statutes sections 84.92 to 84.928. When the provisions of this Ordinance impose greater restrictions than those of any other statute, ordinance, rule, or regulation, the provisions of this Ordinance shall be controlling. Where the provisions of any other statute, ordinance, rule, or regulation impose greater restrictions than this Ordinance, the provision of such statute, ordinance, rule, or regulation shall be controlling.

Article 109 Severability

If any article, section, clause, provision, or portion of this Ordinance is adjudged unconstitutional, void, unenforceable, or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected hereby.

Article 110 Effective Date

This Ordinance shall be effective and enforceable on _____, 2021, and shall be published in the official newspaper(s) of Aitkin County as provided by Minnesota Statutes.

Adopted: _____, 2021

_____, Chairperson
Aitkin County Board of Commissioners

Attest: _____
Jessica Seibert
Aitkin County Administrator

Appendix A

1. ~~County Highway 3 from the Soo Line Recreation Trail to 5th Avenue in Palisade~~
2. ~~County Highway 7 from the Hill City Connector Trail to US Highway 169~~
3. ~~County Highway 8 from the Soo Line Recreation Trail to Trunk Highway 210 in McGregor~~
4. ~~County Highway 9 from County Highway 79 to south jet. Trunk Highway 65 in McGrath~~
5. ~~County Highway 10 from the Soo Line Recreation Trail to 5th Avenue in Palisade~~
6. ~~County Highway 16 from the Soo Line Recreation Trail to 363rd Street in Lawler~~

7. — ~~County Highway 33 from US Highway 169 to Park Avenue in Hill City~~
8. — ~~County Highway 66 from US Highway 169 to Water Street in Hill City~~
9. — ~~County Highway 70 from the north jet. Trunk Highway 65 to the south jet. Trunk Highway 65 in Jacobson~~
10. — ~~County Highway 79 from County Highway 9 to 4th Street in McGrath~~
11. — ~~County Highway 82 from Airport Road to east termini of County Highway 82~~

~~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.~~

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

County Highway No. _____

From: _____

To: _____

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: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Aitkin County All-Terrain Vehicle Committee Recommendation

Approve _____ Deny _____ Date: _____

Aitkin County Board of Commissioners Action

Approve _____ Deny _____ Date: _____

Additional Permit Provisions: _____

County Administrator Signature: _____ Date: _____



Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: July 27, 2021

Title of Item: Data Recovery Fee

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Rich Courtemanche	Department: Land
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Presenter (Name and Title): Rich Courtemanche - Land Commissioner	Estimated Time Needed: 10 min
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Summary of Issue:
 On August 25, 2020, the County Board reaffirmed the data recovery fee for its parcel datasets. There has been recent discussion regarding this data for economic development and broadband projects. Aitkin County Land Dept. seeks a resolution from the County Board to remove the data recovery fee and to provide this information on a public facing data storage such as MNGeo or other public data server. (See attached Metro GIS fact sheet). Carlton and Itasca Counties have adopted similar resolutions.

History: Aitkin County has invested \$76,455.60 in direct staff time in creating the county-wide parcel mapping (approx. \$1.91/parcel). Aitkin County has also spent an additional \$85,999 in creating its 911 system (approx. \$4.51/address). In order to recoup costs of creating this dataset, individuals requesting the data are able to obtain this information by paying a data recovery fee of \$0.10/parcel for the GIS shape file and \$0.04/parcel for the accompanying tables and data associated with the feature. Note: MN law states that data from requests from state, federal, and tribal agencies are to be free of charge.

Housing data on such servers provides some protection from liability (Chapter 466.03, Sud. 21), reduces staff time, increases entrepreneurship, and provides government transparency. There is support of the attached resolution to allow open and free access of GIS data from the Aitkin County GIS Coordinator, County Surveyor, County Attorney, Land Commissioner, Economic Development Coordinator, and the Economic Development Committee.

Alternatives, Options, Effects on Others/Comments:
 a) Continue with current practice of providing data with a data recovery fee, or
 b) Approve a resolution to support the open and free access of GIS data.

Recommended Action/Motion:
 Approve a resolution to support the open and free access of GIS data.

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:

Making Public Data Open and Freely Available

This fact sheet is provided by the **MetroGIS Data Producers Work Group** to assist policy makers and elected officials understand the benefits of making non-sensitive, publicly-produced data freely available to the public.

What are the benefits to a County Government in making its data open and freely available?

(1) Transparency of government and improved public service;

Making non-sensitive geospatial data publicly available helps demonstrate the transparency of government operations and a willingness to provide good public service; Geospatial data that is a byproduct of government business processes should be part of the public record;

(2) Better use of county staff time and resources;

Publishing digital geospatial data in standardized forms for Internet download reduces County staff time required to process and manage numerous individual requests for data;

(3) Fostering entrepreneurship and open development;

Private usage of public data is becoming integral to the development and advancement and growth of the of the 'digital economy'; better data availability enables businesses to make quicker decisions on investments and enhancements in the community;

(4) The authoritative data becomes the default 'norm';

Providing consistently available authoritative data ensures that all derivative products, maps, services, analyses and publications accurately reflect current conditions;

(5) Pro-actively meeting demand for data;

The demand from the general public, private sector and other sectors of society for accurate and readily consumable data continues to increase along with availability of GIS tools and other analytical tools;

(6) Indirect Benefits and "Thinking Beyond The Horizon"

Making public data easily available in readily consumable format to a wide variety of audiences enables them to query and utilize the data in ways not in common practice, yielding new tools, applications, analyses and understanding;

Q: Do county governments lose revenue?

Revenue from geospatial data is lower than might have been expected and continues to decrease. Costs incurred by business units to develop and maintain geospatial data to meet the needs of the larger organization and the public must be seen as strategic investments by the entire organization and treated as a long-term form of core infrastructure.

Organizations need to evaluate their associated costs from a broad perspective with the added understanding of the public benefits realized. Data fees limit the use of data to only those who can justify or afford the expense.

Q: Does making the data available open the county up to liability?

City and county governments in Minnesota are protected from liability for the geospatial data they produce under state statute (Chapter 466.03, Subd. 21) so long as they provide disclaimer language about what the data contains.

Q: Is this becoming a common practice in information technology?

Government agencies are increasingly freeing up their data for public use. Public data developed and funded to support internal business processes, subject to open public record laws, are increasingly forming the basis of core economic activities outside of government. Examples range from development of on-line map services, navigation systems, environmental work, planning and physical infrastructure management.

Key Themes

Transparency of Government Operations

Improved Public Service

Efficient Government

Ease of Data Access

Fostering Entrepreneurship

Staff Time Savings

The Authoritative Data Being Fully Available Becomes The 'Norm'

Pro-Actively Meeting Public Demand and Expectations for Data

Improved Inter-Agency Work Relationships

Data is Infrastructure; Created to Serve the Greater Public Good

Faster Decision Making

Maximizing Public Investment



Contact:

Randy Knippel, GIS Manager
Dakota County
14955 Galaxie Ave
Apple Valley, MN 55124
952.891.7080
randy.knippel@co.dakota.mn.us

Geoff Maas, MetroGIS Coordinator
Metropolitan Council
390 Robert Street
Saint Paul, MN 55101
651.602.1638
geoffrey.maas@metc.state.mn.us

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

ADOPTED July 27, 2021

By Commissioner: xxxx

20210727-xxx

Data Recovery Fee

WHEREAS, the County of Aitkin creates, maintains, and possesses valuable geographic information systems (GIS) data to support its various business purposes; and

WHEREAS, the County of Aitkin recognizes that this GIS data is also a public resource and there are significant benefits to making this data freely and openly available; and

WHEREAS, the emergence and continued refinement of new information technology has dramatically changed the way citizens search for and expect to find, consume and utilize information, and such technology can aggregate ever larger quantities of data and allow government to provide information to the public with increasing efficiency; and

WHEREAS, the County of Aitkin can leverage this technology to meet the public demand for information, enhance public access to government data and make government processes transparent in order to promote public trust; and

WHEREAS, ensuring the quality, consistency and availability of such data is a core function of government and is essential to maintaining the data's value and utility;

NOW, THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby authorizes the Aitkin County Land Department to publish its public geospatial data on a public available website in a commonly recognized and easily produced form, available for download by anyone at no cost, subject to accepting the terms of the data disclaimer GIS data usage agreement; and

BE IT FURTHER RESOLVED, that the Aitkin County Board of Commissioners hereby reserves the right for county/city business units to charge fees for GIS data provided in other forms and to accommodate special requests for maps, data, and analysis under the applicable rules and statutes that govern said requests; and

BE IT FURTHER RESOLVED, that the Aitkin County Board of Commissioners hereby authorizes qualified members of its staff to coordinate with other counties, cities, governments and agencies through the MetroGIS collaborative or through state agencies to share and publish its GIS data in common formats through common websites and public data portals to increase public awareness of its availability and promote its use.

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

FIVE MEMBERS PRESENT

All Members Voting

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 27th day of July, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of July, 2021

Jessica Seibert
County Administrator