

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS January 4, 2022 – BOARD AGENDA

## Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code):2551 161 3182; (meeting password): 7282

- 9:00 1) **J. Mark Wedel, County Board Chair**
- A) **Call to Order**
  - B) **Pledge of Allegiance**
  - C) **Approval of Agenda**
  - D) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.  
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 December 21, 2021 to January 3, 2022**
  - B) **Approve December 21, 2021 County Board Minutes**
- 9:05 **ADJOURN (2021 BOARD)**
- 9:10 3) **Jessica Seibert, County Administrator**
- A) **Call to order 2022 Board Meeting**
- 9:15 4) **2022 County Board Nominations**
- A) **Nominations for Board Chair & Vice Chair**
- 9:20 5) **Consent Agenda**
- A) **Approve Electronic Funds Transfers**
  - B) **Approve Commissioner Vouchers**
  - C) **Approve Auditor's Vouchers – R&B Contracts**
  - D) **Approve Auditor's Vouchers – Year-End Payments**
  - E) **Approve Manual Warrants/Voids/Corrections – ELAN Paid 12/09/21**
  - F) **Approve Manual Warrants/Voids/Corrections – FSA Claims and Participant Fees December**
  - G) **Approve Establish Absentee/UOCAVA Ballot Board**
  - H) **Approve Reaffirm Annual Code of Ethics**
  - I) **Approve Joint Powers Agreement-Drug Task Force**
  - J) **Approve Schedule County Board of Appeal and Equalization**
  - K) **Approve Reserve Request Correction**

- L) Adopt Resolution: K9 Loki to Remain with Handler**
- M) Adopt Resolution: OJP Grant**

- 9:25 6) Kathleen Ryan – CFO**
  - A) Electronic Poll Pad Purchase**
  
- 9:30 7) Andrew Carlstrom – Environmental Services Director**
  - A) Greater Minnesota Recycling and Composting Grant**
  - B) Discussion- Chronic Wasting Disease/Cervid Farms Public Hearing**
  
- 9:40 8) Jessica Seibert – County Administrator**
  - A) Adopt Resolution: 2022 Board of Commissioners Meeting Procedures**
  - B) Adopt Resolution: Designation of Official County Newspaper**
  - C) Adopt Resolution: 2022 Committee Appointments**
  - D) Adopt Resolution: 2022 Board Meeting Schedule**
  - E) Administrator Updates**
  
- 10:05 9) Committee Updates**
  
- 10:35 Adjourn**



Lakes & pines WRAP POS; F) Approve 2022 Letter of Agreement Dr. Donald Hughes; G) Approve 2022 LSS Guardianship POS; H) Approve 2022 McGregor Schools – WIC Agreement; I) Approve 2022 New Freedom Clinical Supervision POS; J) Approve 2022 Woodview-Oakridge POS; K) Approve 2022 Philip Tange POS; L) Approve 2022 Presbyterian Family Foundation POS; M) Approve 2022 Thomas Allen POS; N) Approve 2022 Nystrom POS; O) Approve 2022 Riverwood Healthcare Family Planning Contract

Cynthia Bennett informed the Board that insurance rates increased per MCIT but DHS rates stayed the same. All contracts on the consent agenda reflect the new insurance rates. Commissioner Napstad inquired whether there was an off ramp to guardianship programs if there was a change in the individual's situation. He doesn't want it to be a permanent situation if changes come about. Cynthia explained that there are certain safety nets in place and that family members are always looked for first. Cynthia will have Kim Larson come up with a list of what the stop gaps are and it can be emailed out to the Board or brought to the next Board meeting.

### **Contract**

2022-2023 Child Support Cooperative Agreement

Cynthia gave a brief explanation as to why this agreement was being brought to Board. Commissioner Napstad inquired why it was not included with the other contracts in the Consent Agenda. Jessica Seibert explained that it is a two-year contract and because of certain time limits, this contract would need to be brought to Board for approval each time.

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

### **Approval of Members to Aitkin County Health & Human Services Advisory Committee**

Commissioner Wedel first applauded all the members who are serving and those that want to serve. Cynthia also remarked how thankful she was of all the members for their service.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the re-appointment of the five current members: Dawn Houser, Luke Christensen, Michelle Broadhead, Lynne Jacobs & Steven Teff and the appointment of one new member: Rebecca Koch, to the Aitkin County Health & Human Services Advisory Committee.

### **Directors Update**

Cynthia attended the AMC conference last week and attended the HHS policy committee Meeting. The 2022 Legislature priorities remain the same.

Cynthia deferred from giving a full update on the METS system until Commissioner Marcotte was in attendance since she requested the update.

Cynthia did mention that in 2020 the state hired consultants from Gartner to conduct objective analysis of the state's modernization work including the METS system. Out of this analysis, there were several recommendations that DHS is currently implementing. We expect to see improvements at the county level with the system in the upcoming years. Commissioner Napstad expressed his concern that the new re-design does not go through the same issues as the DMV did during their re-design. He suggested asking them how they are going to avoid those same pitfalls. This led to further discussion on modernization of the systems. Cynthia acknowledged Commissioner Napstad's concerns and will take them under advisement.

Cynthia updated the Board on the progress of the re-design. We are still waiting on the design drafts from the architect. Cynthia reached out last week to see where things are at and is awaiting updates. Commissioner Westerlund inquired who the architect was and Cynthia responded ARI.

## **Child Support Update**

Julie Herbst, HHS Child Support Supervisor, presented the Child Support update to include the Minnesota Vision and Mission. She gave an overview of the Federal Performance Measures and the Aikin County results. Julie continued to brief on the MN County disbursements, total expenditures and incentives. She concluded relaying that the Child Support program collected \$34.9 billion federally and served 13.8 million children nationally in FY2020. It is one of the most cost-effective government programs.

Commissioner Westerlund questioned who pays for establishing paternity - Julie explained that county pays with a 66% reimbursement from the state and 20% discount from LabCorp.

Commissioner Napstad questioned how you ensure the benefits are going to the needs of the child. Julie explained that Child Support does not have any control of funds once distributed. If there is a question about the child's wellbeing, then a report should be filed with Child Protection and anyone can be a reporter.

Commissioner Niemi inquired how often Child Support goes to the homes to see if everything is going ok. Julie explained that Child Support does not go to the homes. Cynthia noted that this program is Child Support. The purpose is to have the parents financially pay for their children. Child Protection Services on the other hand is the service that responds to any reports of neglect or abuse.

## **Committee Updates**

Joel Hoppe updated the board on the December H&HS Advisory Committee meeting. Elections for Chair and Vice Chair will take place during the January 6<sup>th</sup> meeting. Commissioner Westerlund gave a brief update on the CHS Joint Powers Board meeting, talked about OPIOD and how everyone is burnt out due to COVID.

AEOA Committee Update – Commissioner Westerlund was unable to attend the last meeting

Commissioner Westerlund mentioned the CARE Board met earlier in the morning. She mentioned Lynne Jacobs is the best and is very busy with the BRICK grant. They did not receive the Live Well at Home Grant. We need to rejuvenate the TRIAD group. CJI,

# AITKIN COUNTY BOARD

December 21, 2021

<p>NEMOJT, and Lakes &amp; Pines Committees – Did not meet</p> <p>The meeting was adjourned at 10:00 a.m.</p> <p>There was no Citizens' Public Comment</p> <p>Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the Consent Agenda as follows.</p> <p>A) Correspondence File December 14, 2021 to December 20, 2021; B) Approve December 14, 2021 County Board Minutes; C) Approve December 14, 2021 Budget Hearing Minutes; D) Approve Electronic Funds Transfers \$295,076.97; E) Approve Manual Warrants/Voids/Corrections – FSA Claims 2021 #40052699: General Fund \$690.75, for a total of \$690.75; F) Approve Natural Resources Advisory Committee Appointments; G) Authorize County Administrator to Approve Year End Matters; H) Approve Updated Performance Evaluation Form and Process; I) Approve Personnel Policy Updates; J) Adopt Resolution: Designate Unorg Township Polling Place;</p> <p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve – Natural Resources Advisory Committee Appointments.</p> <p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve – Authorize County Administrator to Approve Year End Matters.</p> <p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve – Updated Performance Evaluation Form and Process.</p> <p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve – Personnel Policy Updates.</p> <p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: Designate Unorg Township Polling Place.</p> <p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – CPL Grant;</p>	<p><b>Citizens' Public Comment</b></p> <p><b>Consent Agenda</b></p> <p><b>NRAC Committee Appointments</b></p> <p><b>Authorize County Administrator to Approve Year End Matters</b></p> <p><b>Evaluation Form and Process</b></p> <p><b>Personnel Policy Updates</b></p> <p><b>Designate Unorg Township Polling Place</b></p> <p><b>Resolution #20211221-152 CPL Grant</b></p>
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**WHEREAS**, the Aitkin County Board of Commissioners supports the grant application made to the Minnesota Department of Natural Resources for the Conservation Partners Legacy Grant Program. The application is to acquire an important landlocked property, and

**WHEREAS**, the Aitkin County Board of Commissioners adopted Road Easement Policy (080106-112) where it states, "... there are instances involving property in remote areas adjacent to large blocks of Aitkin County tax forfeited lands, the County may consider purchase of a remote land locked property if an easement is not deemed advisable and an exchange is not desirable to the landowner," and

**WHEREAS**, Aitkin County has the financial capability to meet the 10% match of non-state funds or in-kind resources.

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

**BE IT FURTHER RESOLVED**, that the Aitkin County Interim Land Commissioner is hereby authorized to execute such agreements as are necessary to implement the project on behalf of Aitkin County.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Aitkin County Long Range Strategic Plan;

**Resolution  
#20211221-153  
Strategic Plan**

**WHEREAS**, the Long-Range Strategic Plan is a 100-year plan first adopted in 2001 and scheduled to be updated every ten years, and

**WHEREAS**, the management of tax-forfeited county land is guided by the Long-Range Strategic Plan, and

**WHEREAS**, public input and input from the Natural Resources Advisory Committee was sought and incorporated into the plan update,

**THEREFORE, BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopt the updated Long-Range Strategic Plan.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Aitkin County Long Range Strategic Plan;

**Resolution  
#20211221-154  
Tactical Plan**

**WHEREAS**, the first Tactical Plan was developed in 2012 and is scheduled to be updated every 5 years, and

**WHEREAS**, the Tactical Plan is a companion to the Strategic Plan, and

**WHEREAS**, the Tactical Plan provides the foresters with a list of forest stand to be examined for possible management during the next 5-year span, and

# AITKIN COUNTY BOARD

December 21, 2021

**WHEREAS**, public input and input from the Natural Resources Advisory Committee was sought and incorporated into the plan update,

**THEREFORE, BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopt the updated Tactical Plan.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members present voted to approve Property Tax Abatement Policy.

**Property Tax Abatement Policy**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Property Tax Abatement;

**Resolution #20211221-155 Property Tax Abatement**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members present voted to approve Release of Economic Development Communications RFP.

**Release of Economic Development RFP**

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – Award Internet Service Provider CARE-21-0011-0-FY21;

**Resolution #20211221-156 Award Internet Service Provider**

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – 2022 Commissioner Salaries;

**Resolution #20211221-157 2022 Commissioner Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2022 County Commissioner's salary at \$34,715.20. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – 2022 Elected Officials Salaries;

**Resolution #20211221-158 2022 Elected Officials Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2022 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar	\$103,630.53
County Treasurer, Lori Grams	\$ 89,016.97
County Recorder, Michael Moriarty	\$ 79,948.06
County Sheriff, Daniel Guida	\$110,761.56
County Attorney, Jim Ratz	\$139,781.60

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members present voted to approve 5-Year Capital Improvement Plan.

**5-Year Capital Improvement Plan**

# AITKIN COUNTY BOARD

December 21, 2021

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – 2022 Levy;

**Resolution  
#20211221-160  
2022 Levy**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2022 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$9,801,772
Road and Bridge Fund	\$2,536,691
Solid Waste	\$252,232
Health & Human Services Fund	\$2,684,304
County Parks	\$15,000
Debt Service	\$743,573
 Total:	 \$16,033,57

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – 2022 Budgets;

**Resolution  
#20211221-161  
2022 Budgets**

**BE IT RESOLVED**, that the following 2022 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$15,416,313	\$475,800	\$15,892,113
Road and Bridge	\$10,104,821	\$0	\$10,104,821
Health & Human Service	\$6,941,033	\$429,860	\$7,370,893
Parks	\$610,100	\$24,129	\$634,229
Debt Service	\$743,573	(\$39,483)	\$704,090
 Total:	 \$33,815,840	 \$890,306	 \$34,706,146

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – 2022 Non-Levy Budgets;

**Resolution  
#20211221-162  
2022 Non-Levy  
Budgets**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2022.

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
Law Library	\$30,000	\$0	\$30,000
TRUST (include FTS)	\$1,777,500	\$60,688	\$1,838,188
 Resource Management	 \$465,267	 \$144,108	 \$609,375
County Surveyor	\$494,894	\$8,911	\$503,805

# AITKIN COUNTY BOARD

December 21, 2021

Missing Heirs	\$0	\$0	\$0
MCIT	\$400	(\$400)	\$0
Collaborative Grant	\$70,500	\$0	\$70,500
Environmental Trust	\$13,600	\$0	\$13,600
LLCC	\$728,153	\$79,875	\$808,028

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – 2022 Boat and Water Safety Agreement Budget;

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approves the 2022 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$159,023 for a term January 1, 2022 to December 31, 2022.

	REVENUE	Co. SHARE	EXPENDITURES
<b>Misc. Revenue</b>	\$ 100		
<b>Boat &amp; Water Grant</b>	\$ 28,375		
<b>Co. Share</b>		\$ 130,548	
<b>Total</b>			\$ 159,023

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – Fund Transfer-2022 Budget;

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the ConCon Trust, Unorganized Townships and County Ditch accounts to the County Road and Bridge fund. Monies to be transferred from the funds as given below. Purpose of these claims are to cover the expense of maintenance within ConCon Trust areas and Unorganized Townships with county equipment.

- ConCon Trust-\$92,000 Aggregate Surfacing (exact amount based on R&B Claim)
- ConCon Trust-\$12,500 Beaver Control (exact amount based on R&B Claim)
- Unorg Townships- \$140,000 Maintenance of Roads (exact amount based on R&B Claim)
- ConCon Trust /County Ditches- \$15,000 Maintenance-County Ditches (exact amount based on R&B Claim)

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – Fund Transfers to Support Survey/GIS;

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following transfers of funds:

- \$244,947 from Fund 10 ConCon Trust to Fund 11 Surveyor/GIS (50% of yearly cost to zero out at year end)
- \$244,947 from Fund 11 Resource Development to Fund 11 Surveyor/GIS (50% of yearly cost to zero out at year end)

**Resolution  
#20211221-163  
2022 Boat &  
Water Safety  
Agreement  
Budget**

**Resolution  
#20211221-164  
Funds Transfer-  
2022 Budget**

**Resolution  
#20211221-165  
Funds Transfers  
to Support  
Survey/GIS**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Unorganized Road and Bridge Transfers;

**Resolution  
#20211221-166  
Unorganized R&B  
Transfers**

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

Unorg Township

52-22	\$7,806.20
45-24	\$9,683.05
47-24	\$23,746.34
52-24	\$6,529.50
50-25	\$9,527.04
52-25	\$42,256.50
50-26	\$876.25
48-27	\$75,679.94
49-27	\$34,650.36
50-27	\$575.00
51-27	\$1,387.50
52-27	\$7,319.80
51-25	\$4,752.85

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – 2022 Unorganized Townships;

**Resolution  
#20211221-167  
2022 Unorganized  
Townships**

**BE IT RESOLVED**, that the following 2022 budgets be set for Unorganized Townships:

	<b>Revenues</b>	<b>Reserve s</b>	<b>Expenditures</b>
Unorganized Road and Bridge	\$46,000		\$46,000
Unorganized Fire Fund	\$27,500		\$27,500
Unorganized Cemetery	\$2,700		\$2,700

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – 2021 Ditch Fund Budgets;

**Resolution  
#20211221-168  
2021 Ditch Fund  
Budgets**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2021.

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
Judicial Ditch 2	7-350	\$.60		\$1320.00
Co Ditch 5	7-353	\$0		\$440.00

# AITKIN COUNTY BOARD

December 21, 2021

Co Ditch 21		\$0	\$677.00
Co Ditch 24		\$0	\$440.00
Co Ditch 28		\$0	\$498.00
Co Ditch 30	7-352	\$7	\$1320.00
Co Ditch 34		\$0	\$800.00
Co Ditch 36	7-358	\$0	\$0
Co Ditch 37	7-359	\$0	\$2640.00
St Ditch 63	7-362	\$0	\$0
St Ditch 66	7-363	\$0	\$0
Co Ditch 2	7-367	\$0	\$0
Diversion Channel		\$0	\$0
Co Ditch 23		\$0	\$440.00
Co Ditch 25	7-355	\$0	\$0
Co Ditch 42		\$0	\$1100.00
Co Ditch 58	7-361	\$0	\$0
Co Ditch 20		\$0	\$1243.00
Co Ditch 43	7-366	\$0	\$0
Co Ditch 29		\$0	\$190.00
Co Ditch 38		\$0	\$920.00
Co Ditch 14	7-369	\$0	\$0.00
Co Ditch 63	7-362	\$0	\$1275.00
St Ditch 88		\$0	\$2760.00
Co Ditch 13		\$0	\$660.00

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – County Ditch and County Development Transfers;

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

Judicial Ditch 2	\$1320.00
County Ditch 5	\$77.50
County Ditch 20	\$143.00
County Ditch 30	\$1320.00
County Ditch 37	\$2640.00
County Ditch 63	\$20.78

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

County Ditch 5	\$362.50
County Ditch 13	\$660.00
County Ditch 20	\$1099.65
County Ditch 21	\$676.20
County Ditch 23	\$440.00

**Resolution  
#20211221-169  
County Ditch and  
County  
Development  
Transfers**

# AITKIN COUNTY BOARD

December 21, 2021

County Ditch 24	\$440.00
County Ditch 28	\$497.47
County Ditch 34	\$800.00
County Ditch 38	\$920.00
County Ditch 42	\$1100.00
County Ditch 63	\$1254.22
State Ditch 88	\$2760.00
County Ditch 29	\$190.00
Mississippi River Diversion Channel	\$44477.18

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – 2022 ECRL Levy;

**Resolution  
#20211221-170  
2022 ECRL Levy**

**BE IT RESOLVED**, that the amount of \$243,535 be budgeted and levied for the year 2022 for the East Central Regional Library.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – 2021 Reserve Funds;

**Resolution  
#20211221-171  
2021 Reserve  
Funds**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in reserve funds for fiscal year end 2021:

**2021 Reserve Funds**

Department	Reserve Balance as of 11/2021	2021 Funds to Reserve	Balance for 2022	Project
Court Administration	41,151.60	30,000.00	71,151.60	Court Appointed Atty Services
Court Administration	3,000.00	5,000.00	8,000.00	Office Equipment
Treasurer	5,773.82	0.00	5,773.82	Scanner/Teller Pedestals
Auditor	0.00	3,000.00	3,000.00	Computers/Office Equipment
Central Services	10,009.51	0.00	10,009.51	Dude Solutions Installation/Trai
Central Services	9,000.00	0.00	9,000.00	LEAN Trainer Training
Central Services	30,878.34	50,000.00	80,878.34	Scanning
IT	60,827.32	15,000.00	75,827.32	Network Equipment
IT	15,718.00	0.00	15,718.00	Staff Training
Administration	0.00	9,000.00	9,000.00	Attorney Services
HR	5,000.00	0.00	5,000.00	Staff Training
Election	150,000.00	50,000.00	200,000.00	Election Expenses
Attorney	10,000.00	0.00	10,000.00	Murder Trial Expenses
Maintenance	10,104.62	0.00	10,104.62	Facilities Planning

# AITKIN COUNTY BOARD

December 21, 2021

Maintenance	4,900.00	0.00	4,900.00	Cleaning Equip/Computer
Building	98,006.00	60,000.00	158,006.00	Courthouse Steps Repair
Veteran Service	1262.48	2427.98	3690.46	Donations for Vets
Sheriff	90,000.00	30,000.00	120,000.00	Buildings-Future Repairs
Sheriff	18,000.00	0.00	18,000.00	Portable Radios
Sheriff	71,200.00	120,000.00	191,200.00	Enforcement/Squad Cars
Sheriff	41,992.11	0.00	41,992.11	Aitkin Co. Search & Rescue
Sheriff	48,050.39	0.00	48,050.39	Technology Funds
Sheriff	10,000.00	0.00	10,000.00	Canine Replacement
Sheriff	4,000.00	4,000.00	8,000.00	Snowmobile Replacement
Sheriff	23,910.53	0.00	23,910.53	Forfeiture
STS	20,000.00	10,000.00	30,000.00	Van
Community Corrections	1,373.95	0.00	1,373.95	Baker Foundation Grant
Community Corrections	4,500.00	(4,500.00)	0.00	Computers
FPL/Environmental Services	17,500.00	0.00	17,500.00	Vehicle Replacement
<b>HHS - Tracked in HHS</b>	<b>160,000.00</b>	<b>0.00</b>	<b>160,000.00</b>	<b>Bldg Renovations</b>
Economic Development	2,000.00	1400.00	3,400.00	Walleye Tank Project
<b>TOTAL</b>	<b>808,158.67</b>	<b>385,327.98</b>	<b>1,193,486.65</b>	<b>TOTAL</b>
Econ Development from 16.952	263,492.61	0.00	263,492.61	

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – 2022 Appropriations;

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final appropriation and dues amounts payable in 2022.

**Resolution  
#20211221-172  
2022  
Appropriations**

<b>Dues</b>		
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	
MN Rural Counties Caucus (MRCC) (01-44.6844)	\$2,300	
Association of MN Counties (AMC) (01-44.6845)	\$11,042	
Arrowhead Counties (01-44.6846)	\$2,750	
Joint Counties Natural Resource Board (10-921.6240)	\$1,000	
<b>Joint Powers</b>		
East Central Regional Library (Dept 500-500.6801)	\$242,535	

# AITKIN COUNTY BOARD

December 21, 2021

Airport-McGregor (Dept 700-903.6801)	\$14,600	
Snake River Watershed (Dept 600-552.6836)	\$10,079	
Airport-Aitkin (Dept 700-903.6800)	\$20,000	
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	
<b>Appropriations</b>		
		\$68,849 County Allocation \$7,700 LCWP \$4,800 Ag Inspector
Soil and Water (Dept 600-552.6801)	\$81,349	
C.A.R.E. (Dept 500-502.6848)	\$37,900	
Historical Society (Dept 500-501.6801)	\$19,000	
Historical Society Insurance (Dept 500)	\$4,050	
Ag Society (Dept 600-550.6801)	\$12,000	
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	
Ag Society Insurance (Dept 600)	\$6,074	
ANGELS (01-044.6849)	\$3,631	
Support Within Reach (01-44.6847)	\$1,500	
	\$483,31	
Total Dues & Appropriations	0	

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – 2022 ACSW and Snake River Watershed Appropriations;

**BE IT RESOLVED**, that the budget and appropriation in the amount of \$131,349 be set for 2022 for the Aitkin County Soil and Water Conservation District (\$81,349 from the General Revenue Fund and \$50,000 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – Coronavirus Fiscal Recovery Fund Transfer;

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the Coronavirus Relief Fund account to the Health & Human Services fund. Monies to be transferred from the Coronavirus Relief Fund as given below. Purpose of this transfer is to cover the computer equipment expenses incurred for remote work as well as salary/benefits of staff responding to the COVID-19 pandemic.

Transfer from Coronavirus Relief Fund – Fund 22

Computer Equipment	\$25,000
Human Services Staffing	\$92,695

**Resolution  
#20211221-173  
2022 ACSW and  
Snake River  
Watershed  
Appropriations**

**Resolution  
#20211221-175  
Coronavirus  
Fiscal Recovery  
Fund Transfer**

Total to Health & Human Services – Fund 05                      \$117,695

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Opioid Settlement;

**Resolution  
#20211221-176  
Opioid Settlement**

**Authorizing county staff to execute all necessary documents to ensure County participation in the multistate settlements relating to opioid distributors and manufacturers, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement, and declaring support for an amendment to Minn. Stat. § 256.043, subd. 3(d).**

**WHEREAS**, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against manufacturers and distributors of prescription opioids related to the opioid crisis; and

**WHEREAS**, the Minnesota Attorney General has signed on to multistate settlement agreements with several pharmaceutical distributors, McKesson, Cardinal Health, and AmerisourceBergen, as well as opioid manufacturer Johnson & Johnson, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

**WHEREAS**, there is a deadline of January 2, 2022, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

**WHEREAS**, representatives of Minnesota’s local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement (the “State-Subdivision Agreement”); and

**WHEREAS**, during negotiations of the State-Subdivision Agreement, representatives of Minnesota’s counties prioritized flexibility in how local governments may use settlement funds for opioids abatement and remediation and advocated for counties to receive settlement allocations directly rather than using the distribution mechanism detailed in Minn. Stat. § 256.043, subd. 3(d); and

**WHEREAS**, in order to achieve the goals of flexibility and direct allocation, Minn. Stat. § 256.043, subd. 3(d), must be amended to remove a provision which would otherwise appropriate approximately 50 percent of the state’s settlement allocation to county social service agencies for statutorily-prescribed use(s); and

**WHEREAS**, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota; now, therefore,

**BE IT RESOLVED**, Aitkin County supports and agrees to the State-Subdivision

# AITKIN COUNTY BOARD

December 21, 2021

Agreement; and

**BE IT FURTHER RESOLVED**, Aitkin County supports and opts in to the multistate settlements with McKesson, Cardinal Health, and AmerisourceBergen, and with Johnson & Johnson; and

**BE IT FURTHER RESOLVED**, Aitkin County authorizes county staff to execute all necessary documents to ensure County participation in the multistate settlements, including the Participation Agreement and accompanying Release, and in the State-Subdivision Agreement; and

**BE IT FURTHER RESOLVED**, Aitkin County, supports the amending of Minn. Stat. § 256.043, subd. 3(d), to remove a provision which would appropriate approximately 50 percent of the state's settlement allocation to county social service agencies via the existing Opiate Epidemic Response Fund distribution mechanism for statutorily-prescribed use(s)

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

- Re-District Meeting
- Regional FRF Call
- Regular 1:1 Meetings
- OSHA-ETS Call

The Board discussed: CHS, HHS Advisory, CARE, Snake River and ACA.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 11:35 a.m. until Tuesday, January 4, 2022 at the Aitkin County Government Center.

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

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

**Administrator Updates**

**Board Discussion**

**Adjourn**



# Board of County Commissioners Agenda Request

## 4A

Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** Nomination for Board Chair and Vice Chair

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b>		<b>Department:</b>
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  375.13 CHAIR  The County Board, at it's first session in each year, shall elect from it's members a Chair and Vice Chair. The Chair shall preside at it's meetings and sign all documents requiring signature on it's behalf. The Chair's signature, attested by the clerk of the County Board, shall be binding as the signature of the Board. In case of the absence or incapacity of the Chair, the Vice-chair shall perform the Chair's duties. if the Chair or Vice-chair are absent from any meeting, all documents requiring the signature of the Board shall be signed by the majority of it and attested by the clerk.  History: (663) RL s 429; 1937 c 165 s 1; 1978 c 743 s 15; 1982 c 435 s 2; 1984 c 629 s 2; 1986 c 444		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Elect Board Chair and Vice-chair		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



# Board of County Commissioners Agenda Request

**5A**  
Agenda Item #

**Requested Meeting Date:** 1/04/2022

**Title of Item:** Electronic Funds Transfer

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Lori Grams		<b>Department:</b> County Treasurer
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Electronic Funds Transfer thru 12/27/2021		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <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>		

**ELECTRONIC FUNDS TRANSFER**

**Thru December 27, 2021 Board Meeting January 4, 2022**

<b>Abstract Number</b>	<b>Date</b>	<b>Amount</b>	<b>Reason</b>
21173	12/15/21	\$690.75	Manual Abstract
21174	12/17/21	\$2,409.45	Auditor Abstract
21175	12/17/21	\$621,937.78	Payroll Abstract
21176	12/21/21	\$9,892.03	Commissioner Abstract
21177	12/23/21	\$161,933.41	Commissioner Abstract
21178	12/22/21	\$1,109.20	Manual Abstract
21179	12/23/21	\$2,260.39	Auditor Abstract
21181	12/23/21	\$9,253.90	Auditor Abstract
21182	12/23/21	\$7,497.51	Manual Abstract

\$0  
Voids/No ACH  
21180

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\$816,984.42

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	<b>Aitkin Independent Age</b> 01-001-000-0000-6230		128.69	11/9 SYNOPSIS 12/01/2021 12/08/2021	866067	Printing, Publishing & Adv	Y
<b>86222</b>	<b>Aitkin Independent Age</b>		<b>128.69</b>	<b>1 Transactions</b>			
15240	<b>AT&amp;T Mobility</b> 01-001-000-0000-6250		114.69	PRATT, NIEMI, COMMISSIONER 11/01/2021 11/30/2021	287298817699	Telephone	N
<b>15240</b>	<b>AT&amp;T Mobility</b>		<b>114.69</b>	<b>1 Transactions</b>			
10200	<b>Marcotte/Anne Marie</b> 01-001-000-0000-6340		48.53	OVERNIGHT MEALS 12/06/2021 12/07/2021		Meals (Overnight)	N
<b>10200</b>	<b>Marcotte/Anne Marie</b>		<b>48.53</b>	<b>1 Transactions</b>			
9048	<b>Napstad/Brian</b> 01-001-000-0000-6330		1,195.54	MILEAGE 08/11/2021 12/13/2021		Transportation/Travel/Parking	N
	01-001-000-0000-6340		34.31	AMC DINNERS		Meals (Overnight)	N
<b>9048</b>	<b>Napstad/Brian</b>		<b>1,229.85</b>	<b>2 Transactions</b>			
6097	<b>Verizon Wireless</b> 01-001-000-0000-6250		34.94	MARCOTTE MIFI	9894026677	Telephone	N
<b>6097</b>	<b>Verizon Wireless</b>		<b>34.94</b>	<b>1 Transactions</b>			
10895	<b>Westerlund/Laurie Ann</b> 01-001-000-0000-6330		358.80	MILEAGE 06/03/2021 12/05/2021		Transportation/Travel/Parking	N
	01-001-000-0000-6340		14.26	AMC MEAL 12/06/2021 12/08/2021		Meals (Overnight)	N
<b>10895</b>	<b>Westerlund/Laurie Ann</b>		<b>373.06</b>	<b>2 Transactions</b>			
1	<b>DEPT Total:</b>		<b>1,929.76</b>	<b>Commissioners</b>	<b>6 Vendors</b>	<b>8 Transactions</b>	
12	DEPT			Court Administration			
9323	<b>Avery/Jill</b> 01-012-000-0000-6232		131.25	01-P4-99-194 10/17/2021 11/30/2021		Attorney Services	Y

# 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
9323	Avery/Jill		131.25		1 Transactions		
11634	<b>Gammello &amp; Pearson PLLC</b>						
	01-012-000-0000-6232		421.30	01-PR-17-186	83539	Attorney Services	Y
	01-012-000-0000-6232		105.00	01-JV-21-323	83540	Attorney Services	Y
	01-012-000-0000-6232		236.10	01-CR-19-898/01-CR-20-14	83541	Attorney Services	Y
	01-012-000-0000-6232		30.00	01-PR-21-766	83544	Attorney Services	Y
	01-012-000-0000-6232		75.00	01-JV-21-801	83545	Attorney Services	Y
	01-012-000-0000-6232		195.00	01-PR-21-900	83546	Attorney Services	Y
	01-012-000-0000-6232		292.50	01-PR-21-1065	83547	Attorney Services	Y
	01-012-000-0000-6232		105.00	01-PR-21-943	83660	Attorney Services	Y
11634	<b>Gammello &amp; Pearson PLLC</b>		<b>1,459.90</b>		<b>8 Transactions</b>		
9046	<b>Loffler Companies, Inc.</b>						
	01-012-000-0000-6250		26.78	DEC PHONE 12/01/2021	IN-80010460673	Telephone	N
				12/31/2021			
9046	<b>Loffler Companies, Inc.</b>		<b>26.78</b>		<b>1 Transactions</b>		
12	<b>DEPT Total:</b>		<b>1,617.93</b>	<b>Court Administration</b>	<b>3 Vendors</b>	<b>10 Transactions</b>	
40	DEPT			Auditor			
86222	<b>Aitkin Independent Age</b>						
	01-040-000-0000-6230		279.75	12/8 BUDGET, PROP TAXES	867151	Printing, Publishing & Adv	Y
86222	<b>Aitkin Independent Age</b>		<b>279.75</b>		<b>1 Transactions</b>		
5398	<b>CDW Government, Inc</b>						
	01-040-000-0000-6625		416.42	SURFACE DOCKS (2)	P304692	Capital - Office & Other Equipment	N
5398	<b>CDW Government, Inc</b>		<b>416.42</b>		<b>1 Transactions</b>		
15181	<b>LiftOff, LLC</b>						
	01-040-000-0000-6405		200.00	OFFICE 365 PLAN G3 (2)	6087ADD4	Office Supplies	N
15181	<b>LiftOff, LLC</b>		<b>200.00</b>		<b>1 Transactions</b>		
9046	<b>Loffler Companies, Inc.</b>						
	01-040-000-0000-6250		32.13	DEC PHONE 12/01/2021	IN-80010460673	Telephone	N
				12/31/2021			
	01-040-021-0000-6250		26.78	DEC PHONE 12/01/2021	IN-80010460673	Telephone	N
				12/31/2021			

# Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
No.	Account/Formula								On Behalf of Name	
9046	Loffler Companies, Inc.			58.91				2 Transactions		
3267	Peysar/Kirk									
	01-040-000-0000-6330			146.72	AMC MILEAGE				Transportation/Travel/Parking	N
	01-040-000-0000-6332			286.32	AMC LODGING				Hotel / Motel Lodging	N
3267	Peysar/Kirk			433.04				2 Transactions		
9691	The Master's Touch, LLC									
	01-040-000-0000-6205			486.17	TNT POSTAGE		76989		Postage	N
9691	The Master's Touch, LLC			486.17				1 Transactions		
86235	The Office Shop Inc									
	01-040-000-0000-6405			4.27	POST-IT ARROW FLAGS		1104726-0		Office Supplies	N
86235	The Office Shop Inc			4.27				1 Transactions		
40	<b>DEPT Total:</b>			<b>1,878.56</b>	<b>Auditor</b>			<b>7 Vendors</b>	<b>9 Transactions</b>	
42	DEPT				Treasurer					
11603	Girard's Business Solutions, Inc.									
	01-042-000-0000-6231			450.00	CANNON SCANNER CONTRACT	02/01/2022 01/31/2023	2201AITCOU		Services, Labor, Contracts	N
11603	Girard's Business Solutions, Inc.			450.00				1 Transactions		
9046	Loffler Companies, Inc.									
	01-042-000-0000-6250			16.07	DEC PHONE	12/01/2021 12/31/2021	IN-80010460673		Telephone	N
9046	Loffler Companies, Inc.			16.07				1 Transactions		
4689	Metro Sales Inc									
	01-042-000-0000-6231			148.00	CONTRACT BASE RATE	12/07/2021 03/06/2022	1945434		Services, Labor, Contracts	N
	01-042-000-0000-6231			2.72	CONTRACT USAGE	09/07/2021 12/06/2021	1945434		Services, Labor, Contracts	N
4689	Metro Sales Inc			150.72				2 Transactions		
9691	The Master's Touch, LLC									
	01-042-000-0000-6231			3,775.08	TNT MAILING		76989		Services, Labor, Contracts	N
9691	The Master's Touch, LLC			3,775.08				1 Transactions		

# 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
86235	The Office Shop Inc 01-042-000-0000-6405		5.81	NOTEBOOK/ELEC WIPES	319320-0	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>5.81</b>	<b>1 Transactions</b>			
<b>42</b>	<b>DEPT Total:</b>		<b>4,397.68</b>	<b>Treasurer</b>	<b>5 Vendors</b>	<b>6 Transactions</b>	
<b>43</b>	DEPT			Assessor			
10452	AT&T Mobility 01-043-000-0000-6250		317.31	WIRELESS 10/26/2021	287298660812 11/25/2021	Telephone	N
<b>10452</b>	<b>AT&amp;T Mobility</b>		<b>317.31</b>	<b>1 Transactions</b>			
9046	Loffler Companies, Inc. 01-043-000-0000-6250		64.27	DEC PHONE 12/01/2021	IN-80010460673 12/31/2021	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>64.27</b>	<b>1 Transactions</b>			
14975	PARENTEAU/SHANNON 01-043-000-0000-6405		145.00	BOOT REIMBURSEMENT	398383	Office Supplies	N
<b>14975</b>	<b>PARENTEAU/SHANNON</b>		<b>145.00</b>	<b>1 Transactions</b>			
86235	The Office Shop Inc 01-043-000-0000-6405		15.34	#10 ENVELOPES	1104852-0	Office Supplies	N
	01-043-000-0000-6405		16.14	GEL PENS	1104852-1	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>31.48</b>	<b>2 Transactions</b>			
<b>43</b>	<b>DEPT Total:</b>		<b>558.06</b>	<b>Assessor</b>	<b>4 Vendors</b>	<b>5 Transactions</b>	
<b>44</b>	DEPT			Central Services			
9297	CPR Savers & First Aid Supply 01-044-000-0000-5840		1,173.00	AED-JUDICIAL CENTER 12/06/2021	1127154 12/06/2021	Misc Receipts	Y
<b>9297</b>	<b>CPR Savers &amp; First Aid Supply</b>		<b>1,173.00</b>	<b>1 Transactions</b>			
9046	Loffler Companies, Inc. 01-044-000-0000-6250		26.78	DEC PHONE 12/01/2021	IN-80010460673 12/31/2021	Telephone	N

# Aitkin County



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
9046	Loffler Companies, Inc.		26.78		1 Transactions		
3334	MCIT 01-044-000-0000-6353		3,032.00	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
3334	MCIT		3,032.00	1 Transactions			
3336	Office Of MN. IT Services 01-044-000-0000-6231		1,338.65	WAN MONTHLY INVOICE 11/01/2021 11/30/2021	DV21110316	Services, Labor, Contracts	N
3336	Office Of MN. IT Services		1,338.65	1 Transactions			
13722	Quadient Finance USA, Inc. 01-044-048-0000-6205		3,500.00	POSTAGE 12/14/21	7900X6665	Postage	N
13722	Quadient Finance USA, Inc.		3,500.00	1 Transactions			
86235	The Office Shop Inc 01-044-000-0000-6231		396.93	QUARTERLY COPIER EXPENSES 08/12/2021 11/03/2021	319055-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		396.93	1 Transactions			
44	<b>DEPT Total:</b>		<b>9,467.36</b>	<b>Central Services</b>	<b>6 Vendors</b>	<b>6 Transactions</b>	
49	DEPT			Information Technologies			
9046	Loffler Companies, Inc. 01-049-000-0000-6250		32.13	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
9046	Loffler Companies, Inc.		32.13	1 Transactions			
49	<b>DEPT Total:</b>		<b>32.13</b>	<b>Information Technologies</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
52	DEPT			Administration			
15240	AT&T Mobility 01-052-000-0000-6250		49.70	JESSICA CELLPHONE 11/01/2021 11/30/2021	287298817699	Telephone	N
15240	AT&T Mobility		49.70	1 Transactions			
9046	Loffler Companies, Inc.						

# 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
		01-052-000-0000-6250			37.49	DEC PHONE	12/01/2021 12/31/2021	IN-80010460673		Telephone		N
<b>9046</b>	<b>Loffler Companies, Inc.</b>				<b>37.49</b>		1 Transactions					
<b>52</b>	<b>DEPT Total:</b>				<b>87.19</b>	<b>Administration</b>		<b>2 Vendors</b>		<b>2 Transactions</b>		
<b>53</b>	DEPT					Human Resources						
86222	<b>Aitkin Independent Age</b>	01-053-000-0000-6230			294.67	PRINTING, PUBLISHING & ADV	11/01/2021 11/30/2021	483648		Printing, Publishing & Adv		Y
<b>86222</b>	<b>Aitkin Independent Age</b>				<b>294.67</b>		1 Transactions					
15240	<b>AT&amp;T Mobility</b>	01-053-000-0000-6250			99.40	BOBBIE/NIKKI CELLPHONE	11/01/2021 11/30/2021	287299383308		Telephone		N
<b>15240</b>	<b>AT&amp;T Mobility</b>				<b>99.40</b>		1 Transactions					
9676	<b>FSSolutions</b>	01-053-000-0000-6234			56.38	PRE-EMPLOYMENT SCREENING	12/02/2021 12/02/2021	FL00485772		Background Check Fees		6
<b>9676</b>	<b>FSSolutions</b>				<b>56.38</b>		1 Transactions					
9046	<b>Loffler Companies, Inc.</b>	01-053-000-0000-6250			16.07	DEC PHONE	12/01/2021 12/31/2021	IN-80010460673		Telephone		N
<b>9046</b>	<b>Loffler Companies, Inc.</b>				<b>16.07</b>		1 Transactions					
12048	<b>McDowell Agency, Inc./The</b>	01-053-000-0000-6234			49.00	BACKGROUND CHECK FEES	11/18/2021 11/18/2021	134528		Background Check Fees		N
<b>12048</b>	<b>McDowell Agency, Inc./The</b>				<b>49.00</b>		1 Transactions					
13412	<b>Pemberton, Sorlie, Rufer &amp; Kershner PLLP</b>	01-053-000-0000-6232			392.00	NOVEMBER CHARGES	11/01/2021 11/30/2021	20146317-000M		Attorney Services		Y
<b>13412</b>	<b>Pemberton, Sorlie, Rufer &amp; Kershner PLLP</b>				<b>392.00</b>		1 Transactions					
11590	<b>Safetycare Inc.</b>	01-053-000-0000-6208			950.00	SAFETYHUB RENEWAL		70279		Training/Education		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
<b>11590</b>	<b>Safetycare Inc.</b>		<b>950.00</b>	12/01/2021 12/01/2022 1 Transactions			
86235	<b>The Office Shop Inc</b> 01-053-000-0000-6405		20.33	DESK SUPPLIES-BOBBIE/BRITT 10/04/2021 10/05/2021	1102413/2437	Office Supplies	N
	01-053-000-0000-6405		10.83	NICOLE-CALCULATOR 11/24/2021 11/24/2021	1104485-0	Office Supplies	N
	01-053-000-0000-6405		32.04	MISC. SUPPLIES: NOTEPADS, PENS 12/09/2021 12/09/2021	1105079-0	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>63.20</b>	<b>3 Transactions</b>			
<b>53</b>	<b>DEPT Total:</b>		<b>1,920.72</b>	<b>Human Resources</b>	<b>8 Vendors</b>	<b>10 Transactions</b>	
<b>90</b>	DEPT			Attorney			
9561	<b>Amazon Business</b> 01-090-000-0000-6405		26.20	WORK PHONE CASE	16XG-HLNN-9HWQ	Office Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>26.20</b>	<b>1 Transactions</b>			
10452	<b>AT&amp;T Mobility</b> 01-090-000-0000-6250		198.80	ATTORNEY'S PHONES 10/26/2021 11/25/2021	287301408597	Telephone	N
<b>10452</b>	<b>AT&amp;T Mobility</b>		<b>198.80</b>	<b>1 Transactions</b>			
10855	<b>Culligan Water</b> 01-090-000-0000-6625		45.00	WATER	150X01275304	Capital - Office & Other Equipment	N
<b>10855</b>	<b>Culligan Water</b>		<b>45.00</b>	<b>1 Transactions</b>			
9046	<b>Loffler Companies, Inc.</b> 01-090-000-0000-6250		69.61	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>69.61</b>	<b>1 Transactions</b>			
3337	<b>Minnesota County Attorneys Association</b> 01-090-000-0000-6208		245.00	2021 ANNUAL MEETING	200008503	Training/Education	N
	01-090-000-0000-6208		1,250.00	WEBINAR TRAINING FEE	22033	Training/Education	N
	01-090-000-0000-6240		2,049.00	DUES	22033	Membership/Dues/Association Fees	N
<b>3337</b>	<b>Minnesota County Attorneys Association</b>		<b>3,544.00</b>	<b>3 Transactions</b>			

# 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
9489	Redwood Toxicology Laboratory, Inc	01-090-000-0000-6213			30.53	DEF'S PRE-TRIAL TESTING		122891202111		Drug & Forfeiture Ms387.213		6
<b>9489</b>	<b>Redwood Toxicology Laboratory, Inc</b>				<b>30.53</b>		<b>1 Transactions</b>					
86944	Sheriff Crow Wing County	01-090-000-0000-6234			75.00	SUBPOENA SERVICE 01CR20748		9606		Co Sheriff Services		N
<b>86944</b>	<b>Sheriff Crow Wing County</b>				<b>75.00</b>		<b>1 Transactions</b>					
10879	Shred-It	01-090-000-0000-6231			172.26	ON SITE REGULAR SRVC		8000476895		Services, Labor, Contracts		N
<b>10879</b>	<b>Shred-It</b>				<b>172.26</b>		<b>1 Transactions</b>					
86235	The Office Shop Inc	01-090-000-0000-6405			49.08	OFFICE SUPPLIES		1104775-0		Office Supplies		N
		01-090-000-0000-6405			11.76	OFFICE SUPPLIES		1104775-1		Office Supplies		N
<b>86235</b>	<b>The Office Shop Inc</b>				<b>60.84</b>		<b>2 Transactions</b>					
5173	Thomson Reuters-West Publishing	01-090-000-0000-6406			1,522.22	MONTHLY SOFTWARE SUBSCRIPTION	12/01/2021 12/31/2021	845429145		Law Publ. & Subscriptions		N
		01-090-000-0000-6406			339.93	MONTHLY LIBRARY CHARGE	12/01/2021 12/31/2021	845527939		Law Publ. & Subscriptions		N
<b>5173</b>	<b>Thomson Reuters-West Publishing</b>				<b>1,862.15</b>		<b>2 Transactions</b>					
<b>90</b>	<b>DEPT Total:</b>				<b>6,084.39</b>	<b>Attorney</b>			<b>10 Vendors</b>		<b>14 Transactions</b>	
<b>100</b>	<b>DEPT</b>					<b>Recorder</b>						
9897	Grand Timber Bank	01-100-000-0000-6301			95.00	SAFE DEPOSIT BOX #3775	01/15/2022 01/15/2023	#3775		Rentals		N
		01-100-000-0000-6301			140.00	SAFE DEPOSIT BOX #4889	01/15/2022 01/15/2023	#4889		Rentals		N
<b>9897</b>	<b>Grand Timber Bank</b>				<b>235.00</b>		<b>2 Transactions</b>					
9046	Loffler Companies, Inc.	01-100-000-0000-6250			16.07	DEC PHONE	12/01/2021 12/31/2021	IN-80010460673		Telephone		N
<b>9046</b>	<b>Loffler Companies, Inc.</b>				<b>16.07</b>		<b>1 Transactions</b>					

# Aitkin County



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
10795	<b>Moriarty/Michael</b>						
	01-100-000-0000-6208		525.00	2021 REAL ESTATE INSTITUTE		Training/Education	N
	01-100-000-0000-6208		65.00	ON DEMAND SEMINAR		Training/Education	N
	01-100-000-0000-6208		275.00	2022 MACO	200002308	Training/Education	N
	01-100-000-0000-6240		60.00	PRIA RENEWAL	30484	Membership/Dues/Association Fees	N
<b>10795</b>	<b>Moriarty/Michael</b>		<b>925.00</b>	<b>4 Transactions</b>			
86235	<b>The Office Shop Inc</b>						
	01-100-000-0000-6231		582.53	COPIER CONTRACT	318943-0	Services, Labor, Contracts	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>582.53</b>	<b>1 Transactions</b>			
<b>100</b>	<b>DEPT Total:</b>		<b>1,758.60</b>	<b>Recorder</b>	<b>4 Vendors</b>	<b>8 Transactions</b>	
<b>110</b>	<b>DEPT</b>			<b>Courthouse Maintenance</b>			
9561	<b>Amazon Business</b>						
	01-110-000-0000-6422		47.96	PUMP BOTTLES FOR HAND SANITIZE	11GQ-7Y1C-99WM	Janitorial Supplies	N
	01-110-000-0000-6422		157.03	STORAGE BINS	19FC-H9Q1-FJCR	Janitorial Supplies	N
	01-110-000-0000-6422		385.99	VINYL SIGN MACHINE	1YCK-V91D-HHVW	Janitorial Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>590.98</b>	<b>3 Transactions</b>			
15240	<b>AT&amp;T Mobility</b>						
	01-110-000-0000-6250		49.70	JIM CELLPHONE	287298817699	Telephone	N
				11/01/2021	11/30/2021		
<b>15240</b>	<b>AT&amp;T Mobility</b>		<b>49.70</b>	<b>1 Transactions</b>			
88628	<b>Dalco Enterprises, Inc.</b>						
	01-110-000-0000-6422		33.12	ANGLE BROOMS	3858333	Janitorial Supplies	N
	01-110-000-0000-6422		200.00	VACUUM BATTERIES	3860591	Janitorial Supplies	N
	01-110-000-0000-6422		737.75	CAN LINERS & PAPER TOWELS	3869868	Janitorial Supplies	N
<b>88628</b>	<b>Dalco Enterprises, Inc.</b>		<b>970.87</b>	<b>3 Transactions</b>			
9757	<b>Dude Solutions, Inc.</b>						
	01-110-000-0000-6231		8,009.81	ASSET ESSENTIALS PRO PLUS	INV-101201	Services, Labor, Contracts	N
				12/01/2021	12/31/2022		
<b>9757</b>	<b>Dude Solutions, Inc.</b>		<b>8,009.81</b>	<b>1 Transactions</b>			
1491	<b>Dutch's Electric, Inc</b>						
	01-110-000-0000-6231		951.76	PARKING LOT LIGHT REPAIR	29680	Services, Labor, Contracts	N

# Aitkin County



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
1491	Dutch's Electric, Inc		951.76		1 Transactions		
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		522.85	MONTHLY SERVICE 12/01/2021 12/31/2021	288288	Garbage	N
1754	Garrison Disposal Company, Inc		522.85		1 Transactions		
4641	Holiday Credit Office 01-110-000-0000-6511		161.05	FUEL FOR SNOW REMOVAL	1400000135208	Gas And Oil	N
4641	Holiday Credit Office		161.05		1 Transactions		
11889	Honeywell International Inc. 01-110-000-0000-6231		3,890.77	BUILDING SOFTWARE- YEARLY 09/01/2021 08/31/2022	5257006082	Services, Labor, Contracts	N
11889	Honeywell International Inc.		3,890.77		1 Transactions		
2340	Hyytinen Hardware Hank 01-110-000-0000-6422		11.96	COMMAND STRIPS	1677884	Janitorial Supplies	N
2340	Hyytinen Hardware Hank		11.96		1 Transactions		
9046	Loffler Companies, Inc. 01-110-000-0000-6250		10.71	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
9046	Loffler Companies, Inc.		10.71		1 Transactions		
9694	Midwest Lock & Door, Inc. 01-110-000-0000-6231		3,081.95	REKEYING JUDICIAL CENTER DOORS	6696	Services, Labor, Contracts	Y
9694	Midwest Lock & Door, Inc.		3,081.95		1 Transactions		
89765	Minnesota Elevator, Inc 01-110-000-0000-6231		126.33	BATTERY- GOV. CENTER ELEVATOR	941017	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		126.33		1 Transactions		
8287	Mn Dept Of Labor & Industry 01-110-000-0000-6271		30.00	C/H BOILER INSPECTION FEE	ABR0273594X	Inspection Fees	N
8287	Mn Dept Of Labor & Industry		30.00		1 Transactions		
3950	Public Utilities 01-110-000-0000-6254		109.55	UTILITIES-GLARCO	50186-00	Utilities-Gas and Electric	N

# Aitkin County



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
3950	Public Utilities		109.55		1 Transactions		
<b>110</b>	<b>DEPT Total:</b>		<b>18,518.29</b>	<b>Courthouse Maintenance</b>	<b>14 Vendors</b>	<b>18 Transactions</b>	
<b>120</b>	DEPT			Service Officer			
86222	Aitkin Independent Age 01-120-000-0000-6230		450.00	AGE VETERANS DAY 11/10/2021	1181027 11/10/2021	Printing, Publishing & Adv	N
<b>86222</b>	<b>Aitkin Independent Age</b>		<b>450.00</b>		<b>1 Transactions</b>		
10452	AT&T Mobility 01-120-000-0000-6250		99.40	FIRSTNET NOV 10/26/2021	287298585696 11/25/2021	Telephone	N
<b>10452</b>	<b>AT&amp;T Mobility</b>		<b>99.40</b>		<b>1 Transactions</b>		
3093	Jones/St Stanley Carter 01-120-000-0000-6350		50.00	STAN NOV 11/01/2021	110121 11/01/2021	Per Diem	Y
<b>3093</b>	<b>Jones/St Stanley Carter</b>		<b>50.00</b>		<b>1 Transactions</b>		
9046	Loffler Companies, Inc. 01-120-000-0000-6250		16.07	DEC PHONE 12/01/2021	IN-80010460673 12/31/2021	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>16.07</b>		<b>1 Transactions</b>		
11362	Roscoe/Bernie 01-120-000-0000-6350		50.00	BERNIE NOV 11/17/2021	111721 11/17/2021	Per Diem	Y
<b>11362</b>	<b>Roscoe/Bernie</b>		<b>50.00</b>		<b>1 Transactions</b>		
3518	Voyageur Press Of Mcgregor, Inc 01-120-000-0000-6230		100.00	VOYAGEUR PRESS DEC 12/07/2021	44313 12/07/2021	Printing, Publishing & Adv	N
<b>3518</b>	<b>Voyageur Press Of Mcgregor, Inc</b>		<b>100.00</b>		<b>1 Transactions</b>		
9255	Witt/Warren 01-120-000-0000-6350		50.00	WARREN NOV 11/04/2021	110421 11/04/2021	Per Diem	Y

# 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
9255	Witt/Warren		50.00		1 Transactions		
<b>120</b>	<b>DEPT Total:</b>		<b>815.47</b>	<b>Service Officer</b>	<b>7 Vendors</b>	<b>7 Transactions</b>	
<b>122</b>	DEPT			Planning & Zoning			
86222	Aitkin Independent Age 01-122-000-0000-6230		58.13	DEC PC MEETING	866070	Printing, Publishing & Adv	Y
<b>86222</b>	<b>Aitkin Independent Age</b>		<b>58.13</b>		1 Transactions		
10452	AT&T Mobility 01-122-000-0000-6250		91.02	MONTHLY CELLULAR CHARGES 10/26/2021 11/25/2021	287301120814	Telephone	N
<b>10452</b>	<b>AT&amp;T Mobility</b>		<b>91.02</b>		1 Transactions		
15142	Christensen/Charles 01-122-000-0000-6350		50.00	APRIL BOA MEETING CORRECTION	121421	Per Diem	Y
<b>15142</b>	<b>Christensen/Charles</b>		<b>50.00</b>		1 Transactions		
11002	Ecm Publishers, Inc. 01-122-000-0000-6230		93.50	DEC PC MTG	866174	Printing, Publishing & Adv	N
<b>11002</b>	<b>Ecm Publishers, Inc.</b>		<b>93.50</b>		1 Transactions		
4641	Holiday Credit Office 01-122-000-0000-6511		31.06	MONTHLY FUEL CHARGES 11/01/2021 11/30/2021	121021	Gas And Oil	N
<b>4641</b>	<b>Holiday Credit Office</b>		<b>31.06</b>		1 Transactions		
9046	Loffler Companies, Inc. 01-122-000-0000-6250		26.78	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>26.78</b>		1 Transactions		
3334	MCIT 01-122-000-0000-6231		2,500.00	DEDUCTIBLE FOR INSURANCE CLAIM	D31967983	Services, Labor, Contracts, Programming	N
<b>3334</b>	<b>MCIT</b>		<b>2,500.00</b>		1 Transactions		
9763	Northstar Media, Inc. 01-122-000-0000-6230		45.63	NOTICE OF HRG 12/2	839699	Printing, Publishing & Adv	Y

# Aitkin County



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
9763	Northstar Media, Inc.				45.63				1 Transactions			
9706	Oestrich/Molly	01-122-000-0000-6405			15.99	AMAZON - CASE FOR WORK PHONE		121021		Office, Film, & Field Supplies		N
9706	Oestrich/Molly				15.99				1 Transactions			
4010	Rasley Oil Company	01-122-000-0000-6511			111.91	MONTHLY FUEL CHARGES		121021		Gas And Oil		N
4010	Rasley Oil Company				111.91		11/01/2021 11/30/2021		1 Transactions			
86235	The Office Shop Inc	01-122-000-0000-6405			82.96	LABEL TAPE,SHARPIES,CAT ENV		11051600		Office, Film, & Field Supplies		N
86235	The Office Shop Inc				82.96				1 Transactions			
122	<b>DEPT Total:</b>				<b>3,106.98</b>	<b>Planning &amp; Zoning</b>			<b>11 Vendors</b>		<b>11 Transactions</b>	
123	DEPT					Coroner						
3987	Ramsey County Medical Examiner	01-123-000-0000-6260			1,542.00	ME 21-2691, Medex 030770		09-20-21		Autopsies--Pathologist, Xrays, Etc		N
		01-123-000-0000-6260			1,445.00	ME 21-3178, Medex 030771		11-03-21		Autopsies--Pathologist, Xrays, Etc		N
		01-123-000-0000-6260			500.00	ME 21-3340, Medex 030772		11-17-21		Autopsies--Pathologist, Xrays, Etc		N
3987	Ramsey County Medical Examiner				3,487.00				3 Transactions			
4507	Sorensen-Root Thompson Funeral Home	01-123-000-0000-6330			12,400.00	medical examiner transports		07/01-12/02/21		Transportation For Autoposy		N
4507	Sorensen-Root Thompson Funeral Home				12,400.00				1 Transactions			
123	<b>DEPT Total:</b>				<b>15,887.00</b>	<b>Coroner</b>			<b>2 Vendors</b>		<b>4 Transactions</b>	
200	DEPT					Enforcement						
170	Aitkin Motor Company	01-200-000-0000-6302			459.42	oil change, wheel bearing #217		36375		Vehicle Maintenance		N
170	Aitkin Motor Company				459.42				1 Transactions			
9203	AT&T Mobility	01-200-000-0000-6250			1,604.47	deputy cell phones		287297906116		Telephone		N

# Aitkin County



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
<b>9203</b>	<b>AT&amp;T Mobility</b>		<b>1,604.47</b>		1 Transactions		
86467	<b>Auto Value Aitkin</b>						
	01-200-000-0000-6405		24.99	STS - adhesive remover	40191303	Office Supplies	N
	01-200-000-0000-6405		46.99	STS - stripe off wheel squad	40191375	Office Supplies	N
<b>86467</b>	<b>Auto Value Aitkin</b>		<b>71.98</b>		2 Transactions		
1333	<b>Dell Marketing L.P.</b>						
	01-200-000-0000-6610		9,460.64	4 laptop computers	10539157566	Equipment & Radios	N
<b>1333</b>	<b>Dell Marketing L.P.</b>		<b>9,460.64</b>		1 Transactions		
1777	<b>Grand Rapids Veterinary Clinic</b>						
	01-200-019-0000-6231		576.25	Loki exam, xrays	338459	Services, Labor, Contracts	6
<b>1777</b>	<b>Grand Rapids Veterinary Clinic</b>		<b>576.25</b>		1 Transactions		
2340	<b>Hyytinen Hardware Hank</b>						
	01-200-000-0000-6405		4.76	keys	1674343	Office Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>4.76</b>		1 Transactions		
9046	<b>Loffler Companies, Inc.</b>						
	01-200-000-0000-6250		155.30	DEC PHONE 12/01/2021	IN-80010460673 12/31/2021	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>155.30</b>		1 Transactions		
3334	<b>MCIT</b>						
	01-200-000-0000-6353		1.00	2020 WORK COMP AUDIT 01/01/2021	WC108020-1 12/31/2021	Workers Compensation Insurance	N
<b>3334</b>	<b>MCIT</b>		<b>1.00</b>		1 Transactions		
13006	<b>Ray Allen Manufacturing, LLC</b>						
	01-200-019-0000-6409		214.99	real sleeve rubber arm trainer	RINV221614	Supplies	N
<b>13006</b>	<b>Ray Allen Manufacturing, LLC</b>		<b>214.99</b>		1 Transactions		
13934	<b>The Tire Barn</b>						
	01-200-000-0000-6302		274.42	coolant tank, oil change #225	60570	Vehicle Maintenance	N
	01-200-000-0000-6302		146.94	cabin air filter #219	60659	Vehicle Maintenance	N
	01-200-000-0000-6302		25.00	repair tire #225	60661	Vehicle Maintenance	N
	01-200-000-0000-6302		782.68	4 tires, oil change #222	60700	Vehicle Maintenance	N
	01-200-000-0000-6302		734.00	4 tires, install, balance #220	60727	Vehicle Maintenance	N

# Aitkin County



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
<b>13934</b>	<b>The Tire Barn</b>		<b>1,963.04</b>		<b>5 Transactions</b>		
9615	<b>WEX BANK</b>						
	01-200-000-0000-6231		10.00	delivery fee	76538991	Services, Labor, Contracts	N
	01-200-000-0000-6511		69.27	#221 gas	76538991	Gas And Oil	N
<b>9615</b>	<b>WEX BANK</b>		<b>79.27</b>	<b>2 Transactions</b>			
<b>200</b>	<b>DEPT Total:</b>		<b>14,591.12</b>	<b>Enforcement</b>	<b>11 Vendors</b>	<b>17 Transactions</b>	
<b>202</b>	DEPT			Boat & Water			
13934	<b>The Tire Barn</b>						
	01-202-000-0000-6302		358.85	4 tires, install balance #208	60668	B&W Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>358.85</b>	<b>1 Transactions</b>			
<b>202</b>	<b>DEPT Total:</b>		<b>358.85</b>	<b>Boat &amp; Water</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>203</b>	DEPT			Snowmobile			
13934	<b>The Tire Barn</b>						
	01-203-000-0000-6302		246.71	4 tires, install balance #208	60668	Vehicle Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>246.71</b>	<b>1 Transactions</b>			
<b>203</b>	<b>DEPT Total:</b>		<b>246.71</b>	<b>Snowmobile</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>204</b>	DEPT			ATV			
9203	<b>AT&amp;T Mobility</b>						
	01-204-000-0000-6250		49.70	#208 cell phone	287297906116	Telephone	N
<b>9203</b>	<b>AT&amp;T Mobility</b>		<b>49.70</b>	<b>1 Transactions</b>			
13934	<b>The Tire Barn</b>						
	01-204-000-0000-6302		142.04	4 tires, install balance #208	60668	Vehicle Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>142.04</b>	<b>1 Transactions</b>			
<b>204</b>	<b>DEPT Total:</b>		<b>191.74</b>	<b>ATV</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>206</b>	DEPT			Forfeitures			
393	<b>ISD 1 Aitkin-Treasurer</b>						
	01-206-000-0000-6409		416.48	D.A.R.E. grad shirts 2020	4714	Forfeiture Supplies	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
393	ISD 1 Aitkin-Treasurer		416.48		1 Transactions		
<b>206</b>	<b>DEPT Total:</b>		<b>416.48</b>	<b>Forfeitures</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>252</b>	DEPT			Corrections			
87615	Aitkin Medical Supply 01-252-000-0000-6262		34.75	stockinette	3277890	Medical Expenses & Supplies - Inmates	N
<b>87615</b>	<b>Aitkin Medical Supply</b>		<b>34.75</b>		1 Transactions		
13620	American Door Works 01-252-000-0000-6590		150.55	repair sallyport hinge, roller	0248791-IN	Repair & Maintenance Supplies	N
<b>13620</b>	<b>American Door Works</b>		<b>150.55</b>		1 Transactions		
5658	Amerigas 01-252-000-0000-6254		475.06	propane water tower generator	805225236	Utilities-Gas and Electric	N
<b>5658</b>	<b>Amerigas</b>		<b>475.06</b>		1 Transactions		
9203	AT&T Mobility 01-252-000-0000-6250		99.40	xport, dispatch cell phones	287297906116	Telephone	N
<b>9203</b>	<b>AT&amp;T Mobility</b>		<b>99.40</b>		1 Transactions		
163	Charter Communications Holdings LLC 01-252-252-0000-6405		196.87	inmate cable t.v.	6081112821	Prisoner Welfare	N
<b>163</b>	<b>Charter Communications Holdings LLC</b>		<b>196.87</b>		1 Transactions		
88628	Dalco Enterprises, Inc. 01-252-000-0000-6422		502.46	T.P., detergent	3869870	Janitorial Supplies	N
<b>88628</b>	<b>Dalco Enterprises, Inc.</b>		<b>502.46</b>		1 Transactions		
88880	Datacomm Computers & Networks Inc 01-252-000-0000-6405		65.00	dispatch replacement battery	14413	Office Supplies	N
<b>88880</b>	<b>Datacomm Computers &amp; Networks Inc</b>		<b>65.00</b>		1 Transactions		
1598	Ferrara's Htg Air Cond & Refrig Inc 01-252-000-0000-6590		6,130.00	Shelter Tower a/c	11545	Repair & Maintenance Supplies	N
<b>1598</b>	<b>Ferrara's Htg Air Cond &amp; Refrig Inc</b>		<b>6,130.00</b>		1 Transactions		
15362	GuidePoint Pharmacy #114 Aitkin 01-252-000-0000-6262		2,422.90	inmate meds	Acct #30	Medical Expenses & Supplies - Inmates	N

# Aitkin County



1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
<b>15362</b>	<b>GuidePoint Pharmacy #114 Aitkin</b>				<b>2,422.90</b>						
								1 Transactions			
2340	<b>Hyytinen Hardware Hank</b>										
	01-252-000-0000-6590				30.62	pvc pipe, cap		1677667		Repair & Maintenance Supplies	N
	01-252-000-0000-6590				5.99	pvc cement		1677691		Repair & Maintenance Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>				<b>36.61</b>						
								2 Transactions			
9046	<b>Loffler Companies, Inc.</b>										
	01-252-000-0000-6250				74.97	DEC PHONE					
						12/01/2021	12/31/2021	IN-80010460673		Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>				<b>74.97</b>						
								1 Transactions			
11946	<b>McGuire Mechanical</b>										
	01-252-000-0000-6590				129.75	diagnose bad compressor		31586		Repair & Maintenance Supplies	N
	01-252-000-0000-6590				2,376.43	compressor walkin freezer		31589		Repair & Maintenance Supplies	N
<b>11946</b>	<b>McGuire Mechanical</b>				<b>2,506.18</b>						
								2 Transactions			
13844	<b>McKesson Medical Surgical</b>										
	01-252-000-0000-6262				398.59	test strips, aplisol, bandages		18819865		Medical Expenses & Supplies - Inmates	N
	01-252-000-0000-6262				5.76	epsom salt		18820098		Medical Expenses & Supplies - Inmates	N
	01-252-000-0000-6262				8.44	calcium antacid		18828184		Medical Expenses & Supplies - Inmates	N
<b>13844</b>	<b>McKesson Medical Surgical</b>				<b>412.79</b>						
								3 Transactions			
9694	<b>Midwest Lock &amp; Door, Inc.</b>										
	01-252-000-0000-6590				285.00	repair locks		6544		Repair & Maintenance Supplies	Y
	01-252-000-0000-6590				455.95	repair Push to Exit button		6697		Repair & Maintenance Supplies	Y
<b>9694</b>	<b>Midwest Lock &amp; Door, Inc.</b>				<b>740.95</b>						
								2 Transactions			
89765	<b>Minnesota Elevator, Inc</b>										
	01-252-000-0000-6231				75.25	service worn relays		940999		Services, Labor, Contracts	N
<b>89765</b>	<b>Minnesota Elevator, Inc</b>				<b>75.25</b>						
								1 Transactions			
10948	<b>MN Dept of Labor &amp; Industry</b>										
	01-252-000-0000-6231				20.00	pressure vessel, boiler licens		ABR0272772X		Services, Labor, Contracts	N
<b>10948</b>	<b>MN Dept of Labor &amp; Industry</b>				<b>20.00</b>						
								1 Transactions			
3789	<b>Pan-O-Gold Baking Company</b>										
	01-252-000-0000-6418				58.86	groceries		10002421336006		Groceries	N
	01-252-000-0000-6418				65.06	groceries		10002421343002		Groceries	N

# Aitkin County



1 General Fund

Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name	
<b>3789</b>	<b>Pan-O-Gold Baking Company</b>		<b>123.92</b>		<b>2</b>		
				Transactions			
11947	<b>Phoenix Supply</b>						
	01-252-000-0000-6424		83.90	razors	23802	Inmate Supplies	N
	01-252-000-0000-6424		40.95	orange T-shirts	23809	Inmate Supplies	N
	01-252-000-0000-6424		22.95	mens boxer shorts	23825	Inmate Supplies	N
	01-252-000-0000-6424		41.85	6XL orange sweatshirts	23950	Inmate Supplies	N
	01-252-000-0000-6424		450.00	inmate supplies	24223	Inmate Supplies	N
<b>11947</b>	<b>Phoenix Supply</b>		<b>639.65</b>		<b>5</b>		
				Transactions			
4010	<b>Rasley Oil Company</b>						
	01-252-000-0000-6330		60.05	transport gas	November	Prisoner Transportation & Travel	N
<b>4010</b>	<b>Rasley Oil Company</b>		<b>60.05</b>		<b>1</b>		
				Transactions			
9295	<b>Reinhart Foodservice</b>						
	01-252-000-0000-6418		1,352.82	groceries	848692	Groceries	N
	01-252-000-0000-6418		56.96	return Cheerios	856486	Groceries	N
	01-252-000-0000-6418		2,510.35	groceries	857598	Groceries	N
<b>9295</b>	<b>Reinhart Foodservice</b>		<b>3,806.21</b>		<b>3</b>		
				Transactions			
13934	<b>The Tire Barn</b>						
	01-252-000-0000-6302		461.00	fr hub asbly, oil change xport	60739	Vehicle Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>461.00</b>		<b>1</b>		
				Transactions			
5072	<b>Ukuras Big Dollar</b>						
	01-252-000-0000-6418		135.00	cake mix	184717-1	Groceries	N
<b>5072</b>	<b>Ukuras Big Dollar</b>		<b>135.00</b>		<b>1</b>		
				Transactions			
<b>252</b>	<b>DEPT Total:</b>		<b>19,169.57</b>	<b>Corrections</b>	<b>22 Vendors</b>	<b>34 Transactions</b>	
<b>253</b>	<b>DEPT</b>			<b>Sentence to Serve</b>			
2340	<b>Hyytinen Hardware Hank</b>						
	01-253-000-0000-6405		65.75	cable ties, polywire combo	1674536	Operating Supplies	N
	01-253-000-0000-6405		46.99	orbital sander	1674932	Operating Supplies	N
	01-253-000-0000-6405		53.45	white paint, adhesive spray	1675992	Operating Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>166.19</b>		<b>3</b>		
				Transactions			
9046	<b>Loffler Companies, Inc.</b>						
	01-253-000-0000-6250		5.36	DEC PHONE	IN-80010460673	Telephone	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
9046	Loffler Companies, Inc.		5.36	12/01/2021 12/31/2021	1 Transactions		
4010	Rasley Oil Company 01-253-000-0000-6511		197.84	STS gas	November	Gas And Oil	N
4010	Rasley Oil Company		197.84		1 Transactions		
253	<b>DEPT Total:</b>		<b>369.39</b>	<b>Sentence to Serve</b>	<b>3 Vendors</b>	<b>5 Transactions</b>	
254	DEPT 14797 Everbridge, Inc 01-254-000-0000-6231		6,695.00	Enhanced 911 System Mass Notification Base 2022	M67141	Services, Labor, Contracts	N
14797	Everbridge, Inc		6,695.00		1 Transactions		
254	<b>DEPT Total:</b>		<b>6,695.00</b>	<b>Enhanced 911 System</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
255	DEPT 9046 Loffler Companies, Inc. 01-255-000-0000-6250		5.36	General Crime Victim Grant DEC PHONE	IN-80010460673	Telephone	N
9046	Loffler Companies, Inc.		5.36	12/01/2021 12/31/2021	1 Transactions		
255	<b>DEPT Total:</b>		<b>5.36</b>	<b>General Crime Victim Grant</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
257	DEPT 14563 Anoka County Corrections 01-257-255-0000-6204		1,031.24	Community Corrections JUV DETENTION AND MEDS DSB	851110000021	Juvenile Detention	N
14563	Anoka County Corrections		1,031.24	11/01/2021 11/03/2021	1 Transactions		
248	Association of Mn Counties 01-257-251-0000-6241		750.00	MACCAC AGENT CONF	R67216-R67220	Registration Fee	N
248	Association of Mn Counties		750.00	12/03/2021 12/03/2021	1 Transactions		
783	Canon Financial Services, Inc 01-257-000-0000-6342		104.86	CANON COPIER CONTRACT	27746322	Office Equipment Rental/Contracts	N
				11/20/2021 12/19/2021			

# Aitkin County



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
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>104.86</b>		<b>1 Transactions</b>		
9046	<b>Loffler Companies, Inc.</b> 01-257-000-0000-6220		53.55	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>53.55</b>		<b>1 Transactions</b>		
11997	<b>Minnesota Monitoring, Inc</b> 01-257-258-0000-6342		360.00	EHM COSTS SOBRIETY COURT 11/01/2021 11/30/2021	13407; 13517	Equipment Rental/Contracts-Home Moni	N
	01-257-267-0000-6341		2,715.25	EHM COSTS PROBATION 11/01/2021 11/30/2021	13407; 13517	Equipment Rental	N
<b>11997</b>	<b>Minnesota Monitoring, Inc</b>		<b>3,075.25</b>		<b>2 Transactions</b>		
87101	<b>North Homes-Standard</b> 01-257-255-0000-6204		773.62	JUV DETENTION LAW ENF HOLD;ADB 09/28/2021 09/30/2021	65709	Juvenile Detention	N
<b>87101</b>	<b>North Homes-Standard</b>		<b>773.62</b>		<b>1 Transactions</b>		
10373	<b>Northwestern MN Juvenile Ctr-Consequenc</b> 01-257-255-0000-6204		1,843.00	JUVENILE LE HOLDS: JJB; JKT 11/01/2021 11/30/2021	250-179-1	Juvenile Detention	N
<b>10373</b>	<b>Northwestern MN Juvenile Ctr-Consequenc</b>		<b>1,843.00</b>		<b>1 Transactions</b>		
9489	<b>Redwood Toxicology Laboratory, Inc</b> 01-257-267-0000-6274		343.60	DRUG TESTING LAB 11/01/2021 11/30/2021	022399202111	Drug Testing Fee	6
<b>9489</b>	<b>Redwood Toxicology Laboratory, Inc</b>		<b>343.60</b>		<b>1 Transactions</b>		
<b>257</b>	<b>DEPT Total:</b>		<b>7,975.12</b>	<b>Community Corrections</b>	<b>8 Vendors</b>	<b>9 Transactions</b>	
<b>390</b>	DEPT			Environmental Health (FBL)			
9046	<b>Loffler Companies, Inc.</b> 01-390-000-0000-6250		26.78	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>26.78</b>		<b>1 Transactions</b>		
9763	<b>Northstar Media, Inc.</b> 01-390-000-0000-6231		560.00	FBL LABOR	120121	Services, Labor, Contracts	Y

# Aitkin County



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
9763	Northstar Media, Inc.		560.00	07/09/2021 10/01/2021 1 Transactions			
4010	Rasley Oil Company 01-390-000-0000-6511		63.96	MONTHLY FUEL CHARGES 11/01/2021 11/30/2021 1 Transactions	121021	Gas And Oil	N
4010	Rasley Oil Company		63.96				
390	<b>DEPT Total:</b>		<b>650.74</b>	<b>Environmental Health (FBL)</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
391	DEPT			Solid Waste			
10452	AT&T Mobility 01-391-000-0000-6250		44.67	MONTHLY CELLULAR CHARGES 10/26/2021 11/25/2021 1 Transactions	287301120814	Telephone	N
10452	AT&T Mobility		44.67				
9046	Loffler Companies, Inc. 01-391-000-0000-6250		10.71	DEC PHONE 12/01/2021 12/31/2021 1 Transactions	IN-80010460673	Telephone	N
9046	Loffler Companies, Inc.		10.71				
11507	Waste Management of Minnesota, Inc 01-391-060-0000-6360		12,680.00	MONTHLY RECYCLING CONTRACT 11/01/2021 11/30/2021 1 Transactions	008819628085	Recycling Contract	N
11507	Waste Management of Minnesota, Inc		12,680.00				
391	<b>DEPT Total:</b>		<b>12,735.38</b>	<b>Solid Waste</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
500	DEPT			Library And Historical Society			
9764	Gerber/Marcia 01-500-500-0000-6350		385.00	ECRL MTGS (11@\$35) 02/08/2021 12/15/2021 1 Transactions		Library Per Diem	Y
9764	Gerber/Marcia		385.00				
500	<b>DEPT Total:</b>		<b>385.00</b>	<b>Library And Historical Society</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
601	DEPT			Extension			
9046	Loffler Companies, Inc.						

# Aitkin County



1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
		01-601-000-0000-6250			5.36	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>				<b>5.36</b>	<b>1 Transactions</b>			
11187	<b>Regents Of The University of Minnesota</b>	01-601-000-0000-6262			18,814.00	OCT-DEC 2021 MOA (CLAYPOOL) 10/01/2021 12/31/2021	0300028543	Univ Of Minn Contracts	N
<b>11187</b>	<b>Regents Of The University of Minnesota</b>				<b>18,814.00</b>	<b>1 Transactions</b>			
<b>601</b>	<b>DEPT Total:</b>				<b>18,819.36</b>	<b>Extension</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>711</b>	<b>DEPT</b>					<b>Economic Development</b>			
15240	<b>AT&amp;T Mobility</b>	01-711-000-0000-6250			44.67	MARK JEFFERS CELLPHONE 11/01/2021 11/30/2021	287298817699	Telephone	N
<b>15240</b>	<b>AT&amp;T Mobility</b>				<b>44.67</b>	<b>1 Transactions</b>			
9046	<b>Loffler Companies, Inc.</b>	01-711-000-0000-6250			5.36	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>				<b>5.36</b>	<b>1 Transactions</b>			
<b>711</b>	<b>DEPT Total:</b>				<b>50.03</b>	<b>Economic Development</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>1</b>	<b>Fund Total:</b>				<b>150,719.97</b>	<b>General Fund</b>		<b>202 Transactions</b>	

# Aitkin County



2 Reserves 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
53	DEPT 9751 <b>Right Side Up Speaking</b> 02-053-251-0000-6208		419.58	Human Resources CLIFTON STRENGTHS 12/02/2021 12/02/2021	215451572239	Staff Development/Training - HR	N
	<b>9751 Right Side Up Speaking</b>		<b>419.58</b>	<b>1 Transactions</b>			
53	<b>DEPT Total:</b>		<b>419.58</b>	<b>Human Resources</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
110	DEPT 1333 <b>Dell Marketing L.P.</b> 02-110-028-0000-6405		1,544.18	Courthouse Maintenance MAINTENANCE LAP TOP 12/07/2021 12/07/2021	10517770607	Cleaning Equip & Laptop	N
	<b>1333 Dell Marketing L.P.</b>		<b>1,544.18</b>	<b>1 Transactions</b>			
110	<b>DEPT Total:</b>		<b>1,544.18</b>	<b>Courthouse Maintenance</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
952	DEPT 14812 <b>SCI Broadband/Savage Communications</b> 02-952-000-0000-6800		75,000.00	Economic Development Rev Loan Fund 2000 HAZELTON TOWNSHIP-BROADBAND 12/07/2021 12/07/2021	12072021	Economic Development Reserve Expense	N
	<b>14812 SCI Broadband/Savage Communications</b>		<b>75,000.00</b>	<b>1 Transactions</b>			
952	<b>DEPT Total:</b>		<b>75,000.00</b>	<b>Economic Development Rev Loan Fund 2</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
2	<b>Fund Total:</b>		<b>76,963.76</b>	<b>Reserves Fund</b>		<b>3 Transactions</b>	

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
301	DEPT			R&B Administration			
2340	<b>Hyytinen Hardware Hank</b> 03-301-000-0000-6400		58.95	OFFICE SUPPLIES	1677195	Supplies And Materials	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>58.95</b>	1 Transactions			
3247	<b>MCEA</b> 03-301-000-0000-6296		210.00	2022 MCEA ANNUAL CONFERENCE	QUALE	Meeting Expense/Physicals	N
<b>3247</b>	<b>MCEA</b>		<b>210.00</b>	1 Transactions			
3334	<b>MCIT</b> 03-301-000-0000-6353		19.00	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
	03-301-000-0000-6353		4,616.00	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
<b>3334</b>	<b>MCIT</b>		<b>4,635.00</b>	2 Transactions			
9671	<b>Pitney Bowes</b> 03-301-000-0000-6400		81.30	LEASE	3105136940	Supplies And Materials	N
<b>9671</b>	<b>Pitney Bowes</b>		<b>81.30</b>	1 Transactions			
3963	<b>Quale/Michael J</b> 03-301-000-0000-6296		53.08	MILEAGE-D3 CO ENG MTG-RED ROOS		Meeting Expense/Physicals	N
<b>3963</b>	<b>Quale/Michael J</b>		<b>53.08</b>	1 Transactions			
9261	<b>RTVision, Inc.</b> 03-301-000-0000-6300		600.00	ADDITIONAL ONEOFFICE LICENSE	2021-101628	Maintenance/Service Contracts	N
<b>9261</b>	<b>RTVision, Inc.</b>		<b>600.00</b>	1 Transactions			
86235	<b>The Office Shop Inc</b> 03-301-000-0000-6400		189.00	PALISADE FAX	1105115-0	Supplies And Materials	N
	03-301-000-0000-6400		189.00	MCGREGOR FAX	1105115-0	Supplies And Materials	N
	03-301-000-0000-6400		44.99	OFFICE SUPPLIES	319253-0	Supplies And Materials	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>422.99</b>	3 Transactions			
5097	<b>Welle/John Thomas</b> 03-301-000-0000-6296		143.16	TPIC MEETING	97374922	Meeting Expense/Physicals	N
<b>5097</b>	<b>Welle/John Thomas</b>		<b>143.16</b>	1 Transactions			

# Aitkin County



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
<b>301</b>	<b>DEPT Total:</b>		<b>6,204.48</b>	<b>R&amp;B Administration</b>	<b>8 Vendors</b>	<b>11 Transactions</b>	
<b>302</b>	DEPT			R&B Engineering/Construction			
8434	<b>DLT Solutions, Inc</b> 03-302-000-0000-6300		6,618.28	ANNUAL SUBSCRIPTIONS 2022-2023	5020144A	Maintenance/Service Contracts	N
<b>8434</b>	<b>DLT Solutions, Inc</b>		<b>6,618.28</b>	<b>1 Transactions</b>			
3334	<b>MCIT</b> 03-302-000-0000-6353		609.00-	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
	03-302-000-0000-6353		1,345.00	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
<b>3334</b>	<b>MCIT</b>		<b>736.00</b>	<b>2 Transactions</b>			
14830	<b>Thompson/Bryce</b> 03-302-000-0000-6411		129.99	BOOT REIMBURSEMENT	L&M FLEET	Safety Footwear	N
<b>14830</b>	<b>Thompson/Bryce</b>		<b>129.99</b>	<b>1 Transactions</b>			
<b>302</b>	<b>DEPT Total:</b>		<b>7,484.27</b>	<b>R&amp;B Engineering/Construction</b>	<b>3 Vendors</b>	<b>4 Transactions</b>	
<b>303</b>	DEPT			R&B Highway Maintenance			
170	<b>Aitkin Motor Company</b> 03-303-000-0000-6590		26.20	REPAIR PARTS	16321	Repair & Maintenance Supplies	N
<b>170</b>	<b>Aitkin Motor Company</b>		<b>26.20</b>	<b>1 Transactions</b>			
195	<b>Aitkin Tire Shop</b> 03-303-000-0000-6590		25.00	REPAIR LABOR	0-061266	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		20.00	REPAIR LABOR	0-061271	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		30.00	REPAIR PARTS	0-061271	Repair & Maintenance Supplies	Y
<b>195</b>	<b>Aitkin Tire Shop</b>		<b>75.00</b>	<b>3 Transactions</b>			
10452	<b>AT&amp;T Mobility</b> 03-303-000-0000-6254		38.23	CAROL LAPTOP SVC	287303768387X1	Utilities-Gas and Electric	N
	03-303-000-0000-6254		38.23	MIKE LAPTOP SVC	287303768387X1	Utilities-Gas and Electric	N
<b>10452</b>	<b>AT&amp;T Mobility</b>		<b>76.46</b>	<b>2 Transactions</b>			
13911	<b>BERT'S TRUCK EQUIP. OF MOORHEAD</b> 03-303-000-0000-6590		78.64	REPAIR PARTS	S 91720	Repair & Maintenance Supplies	N

# Aitkin County



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
13911	<b>BERT'S TRUCK EQUIP. OF MOORHEAD</b>				<b>78.64</b>							
								1 Transactions				
14887	<b>Cintas Corporation</b>											
	03-303-000-0000-6298				13.07	SHOP LAUNDRY		4103773412		Shop Maintenance		N
	03-303-000-0000-6298				13.07	SHOP LAUNDRY		4104415285		Shop Maintenance		N
14887	<b>Cintas Corporation</b>				<b>26.14</b>							
								2 Transactions				
5893	<b>Consolidated Telecommunications Co.</b>											
	03-303-000-0000-6254				150.00	HIGH SPEED INTERNET		20985830		Utilities-Gas and Electric		N
5893	<b>Consolidated Telecommunications Co.</b>				<b>150.00</b>							
								1 Transactions				
2763	<b>Countryside Sanitation</b>											
	03-303-000-0000-6254				111.15	DEC MCGREGOR		1365		Utilities-Gas and Electric		Y
	03-303-000-0000-6254				76.05	DEC PALISADE		1366		Utilities-Gas and Electric		Y
2763	<b>Countryside Sanitation</b>				<b>187.20</b>							
								2 Transactions				
14592	<b>Dale Petroleum Company</b>											
	03-303-000-0000-6513				6,618.76	MCGRATH DIESEL		IN-513538		Motor Fuel & Lubricants		N
	03-303-000-0000-6513				10,874.53	MCGREGOR DIESEL		IN-513539		Motor Fuel & Lubricants		N
14592	<b>Dale Petroleum Company</b>				<b>17,493.29</b>							
								2 Transactions				
8500	<b>Diamond Mowers, Inc</b>											
	03-303-000-0000-6590				469.06	REPAIR PARTS		0208442-IN		Repair & Maintenance Supplies		N
8500	<b>Diamond Mowers, Inc</b>				<b>469.06</b>							
								1 Transactions				
1430	<b>Dotzler Power Equipment</b>											
	03-303-000-0000-6298				49.80	AITKIN SHOP SUPPLIES		24077		Shop Maintenance		N
1430	<b>Dotzler Power Equipment</b>				<b>49.80</b>							
								1 Transactions				
1754	<b>Garrison Disposal Company, Inc</b>											
	03-303-000-0000-6254				140.28	AITKIN SHOP		288351		Utilities-Gas and Electric		N
	03-303-000-0000-6521				46.80	ROAD GARBAGE		689247		Maintenance Supplies		N
1754	<b>Garrison Disposal Company, Inc</b>				<b>187.08</b>							
								2 Transactions				
2340	<b>Hyytinen Hardware Hank</b>											
	03-303-000-0000-6298				30.98	AITKIN SHOP SUPPLIES		1676877		Shop Maintenance		N
	03-303-000-0000-6298				35.96	AITKIN SHOP SUPPLIES		1677742		Shop Maintenance		N
2340	<b>Hyytinen Hardware Hank</b>				<b>66.94</b>							
								2 Transactions				

# Aitkin County



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
7705	Isle Automotive Corp 03-303-000-0000-6590		29.58	REPAIR PARTS	119193552	Repair & Maintenance Supplies	N
<b>7705</b>	<b>Isle Automotive Corp</b>		<b>29.58</b>	<b>1 Transactions</b>			
12002	Johnson/Carter 03-303-000-0000-6590		78.00	REPAIR LABOR	0109S117479	Repair & Maintenance Supplies	Y
<b>12002</b>	<b>Johnson/Carter</b>		<b>78.00</b>	<b>1 Transactions</b>			
8101	Kris Engineering Inc 03-303-000-0000-6590		2,483.60	REPAIR PARTS	35797	Repair & Maintenance Supplies	N
<b>8101</b>	<b>Kris Engineering Inc</b>		<b>2,483.60</b>	<b>1 Transactions</b>			
91187	Lake Country Power 03-303-000-0000-6254		89.03	NOV SWATARA	140946401	Utilities-Gas and Electric	N
	03-303-000-0000-6254		55.00	NOV CSAH 6	143093502	Utilities-Gas and Electric	N
<b>91187</b>	<b>Lake Country Power</b>		<b>144.03</b>	<b>2 Transactions</b>			
9046	Loffler Companies, Inc. 03-303-000-0000-6254		96.39	DEC PHONE 12/01/2021	IN-80010460673	Utilities-Gas and Electric	N
				12/31/2021			
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>96.39</b>	<b>1 Transactions</b>			
3100	McGregor Oil 03-303-000-0000-6513		2,288.72	SWATARA DIESEL	3944	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		2,225.46	PALISADE DIESEL	8669	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		1,033.66	JACOBSON DIESEL	8672	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		2,359.20	PALISADE DIESEL	8700	Motor Fuel & Lubricants	N
<b>3100</b>	<b>McGregor Oil</b>		<b>7,907.04</b>	<b>4 Transactions</b>			
3334	MCIT 03-303-000-0000-6353		6,476.00	2020 WORK COMP AUDIT 01/01/2021	WC108020-1	Workers Compensation Insurance	N
				12/31/2021			
	03-303-000-0000-6353		668.00	2020 WORK COMP AUDIT 01/01/2021	WC108020-1	Workers Compensation Insurance	N
				12/31/2021			
<b>3334</b>	<b>MCIT</b>		<b>7,144.00</b>	<b>2 Transactions</b>			
12927	Midwest Machinery Co. 03-303-000-0000-6590		44.01	REPAIR PARTS	2520760	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		37.96	REPAIR PARTS	2532912	Repair & Maintenance Supplies	N

3 Road & Bridge

Vendor No.	Name	Rpt	Account/Formula	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
12927	Midwest Machinery Co.		03-303-000-0000-6590		30.31	REPAIR PARTS		2533988		Repair & Maintenance Supplies	N
					<b>112.28</b>		3 Transactions				
10948	MN Dept of Labor & Industry		03-303-000-0000-6298		20.00	PRESSURE VESSEL		ABR0272767X		Shop Maintenance	N
10948	MN Dept of Labor & Industry				<b>20.00</b>		1 Transactions				
9239	Mn Dept Of Natural Resources-OMB		03-303-000-0000-6519		3,750.30	LEAR010050 - ADV RENT		1116113		Gravel & Royalties	N
9239	Mn Dept Of Natural Resources-OMB				<b>3,750.30</b>		1 Transactions				
9179	NORTH CENTRAL INTERNATIONAL, LLC		03-303-000-0000-6590		588.20	REPAIR PARTS		X220026468:01		Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC				<b>588.20</b>		1 Transactions				
8436	Northland Parts		03-303-000-0000-6590		7.99	REPAIR PARTS		434920		Repair & Maintenance Supplies	N
			03-303-000-0000-6590		28.49	REPAIR PARTS		435514		Repair & Maintenance Supplies	N
			03-303-000-0000-6590		14.34	REPAIR PARTS		435543		Repair & Maintenance Supplies	N
8436	Northland Parts				<b>50.82</b>		3 Transactions				
9273	Reichert Enterprises, Inc		03-303-000-0000-6590		264.00	REPAIR LABOR		112267		Repair & Maintenance Supplies	Y
			03-303-000-0000-6590		798.66	REPAIR PARTS		112267		Repair & Maintenance Supplies	Y
			03-303-000-0000-6590		831.00	REPAIR LABOR		112544		Repair & Maintenance Supplies	Y
			03-303-000-0000-6590		2,098.09	REPAIR PARTS		112544		Repair & Maintenance Supplies	Y
9273	Reichert Enterprises, Inc				<b>3,991.75</b>		4 Transactions				
4070	Riley Auto Supply		03-303-000-0000-6590		98.00	REPAIR PARTS		628617		Repair & Maintenance Supplies	N
			03-303-000-0000-6298		349.00	AITKIN SHOP SUPPLIES		628657		Shop Maintenance	N
			03-303-000-0000-6590		40.94	REPAIR PARTS		628687		Repair & Maintenance Supplies	N
			03-303-000-0000-6298		167.16	AITKIN SHOP SUPPLIES		628724		Shop Maintenance	N
			03-303-000-0000-6298		89.90	AITKIN SHOP SUPPLIES		628732		Shop Maintenance	N
			03-303-000-0000-6298		89.90	MCGREGOR SHOP SUPPLIES		628732		Shop Maintenance	N
			03-303-000-0000-6298		62.93	AITKIN SHOP SUPPLIES		628738		Shop Maintenance	N
			03-303-000-0000-6298		74.95	AITKIN SHOP SUPPLIES		628878		Shop Maintenance	N
			03-303-000-0000-6590		273.29	REPAIR PARTS		628891		Repair & Maintenance Supplies	N
			03-303-000-0000-6590		16.28	REPAIR PARTS		628899		Repair & Maintenance Supplies	N

# Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6298		32.47	AITKIN SHOP SUPPLIES	628976	Shop Maintenance	N
<b>4070</b>	<b>Riley Auto Supply</b>		<b>1,294.82</b>				
				11 Transactions			
8230	<b>State Of Minnesota</b>						
	03-303-000-0000-6590		30.00	2022	C JOHNSON	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		30.00	2022	J BOBENMOYER	Repair & Maintenance Supplies	N
<b>8230</b>	<b>State Of Minnesota</b>		<b>60.00</b>				
				2 Transactions			
90805	<b>Temco</b>						
	03-303-000-0000-6590		26.00	REPAIR PARTS	26484	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		800.00	REPAIR LABOR	26492	Repair & Maintenance Supplies	Y
<b>90805</b>	<b>Temco</b>		<b>826.00</b>				
				2 Transactions			
9617	<b>Timber Lakes Septic Service, Inc.</b>						
	03-303-000-0000-6298		205.00	SWATARA SHOP	26614	Shop Maintenance	N
	03-303-000-0000-6298		180.00	PALISADE SHOP	26615	Shop Maintenance	N
<b>9617</b>	<b>Timber Lakes Septic Service, Inc.</b>		<b>385.00</b>				
				2 Transactions			
12125	<b>Titan Machinery</b>						
	03-303-000-0000-6590		2,011.15	REPAIR PARTS	16418743 GP	Repair & Maintenance Supplies	N
<b>12125</b>	<b>Titan Machinery</b>		<b>2,011.15</b>				
				1 Transactions			
6097	<b>Verizon Wireless</b>						
	03-303-000-0000-6254		425.06	DEPT CELL PHONES	9894119667	Utilities-Gas and Electric	N
<b>6097</b>	<b>Verizon Wireless</b>		<b>425.06</b>				
				1 Transactions			
4988	<b>Viking Industrial Center</b>						
	03-303-000-0000-6298		502.21	AITKIN SHOP SUPPLIES	3230827	Shop Maintenance	N
<b>4988</b>	<b>Viking Industrial Center</b>		<b>502.21</b>				
				1 Transactions			
8279	<b>Winzer Franchise Company</b>						
	03-303-000-0000-6298		150.27	AITKIN SHOP SUPPLIES	7035264	Shop Maintenance	N
	03-303-000-0000-6298		55.09	AITKIN SHOP SUPPLIES	7039436	Shop Maintenance	N
<b>8279</b>	<b>Winzer Franchise Company</b>		<b>205.36</b>				
				2 Transactions			
5295	<b>Ziegler Inc</b>						
	03-303-000-0000-6521		3,260.00	CR 3 ATV TRAIL	IN000319551	Maintenance Supplies	N
	03-303-000-0000-6590		874.32	REPAIR PARTS	IN000333033	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		84.64	REPAIR PARTS-FILTER	IN000353938	Repair & Maintenance Supplies	N

# Aitkin County



**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
5295	Ziegler Inc		4,218.96		3 Transactions		
<b>303</b>	<b>DEPT Total:</b>		<b>55,210.36</b>	<b>R&amp;B Highway Maintenance</b>	<b>34 Vendors</b>	<b>70 Transactions</b>	
<b>307</b>	DEPT			R&B Capital Infrastructure			
9755	<b>BANTA/DAVE</b> 03-307-000-0000-6362		134.38	PAID DEED TAX ON PROP ACQ		Right Of Way	N
<b>9755</b>	<b>BANTA/DAVE</b>		<b>134.38</b>	<b>1 Transactions</b>			
11185	<b>Department Of Natural Resources</b> 03-307-000-0000-6362		2,000.00	APPLICATION FOR EASEMENT	ECOU101228	Right Of Way	N
<b>11185</b>	<b>Department Of Natural Resources</b>		<b>2,000.00</b>	<b>1 Transactions</b>			
8694	<b>Department of Transportation</b> 03-307-000-0000-6260		873.94	JOB COST TRANSFERS	P00014979	Professional Services	N
<b>8694</b>	<b>Department of Transportation</b>		<b>873.94</b>	<b>1 Transactions</b>			
8716	<b>SEH</b> 03-307-000-0000-6260		3,120.00	WETLAND SVCS	414252	Professional Services	Y
<b>8716</b>	<b>SEH</b>		<b>3,120.00</b>	<b>1 Transactions</b>			
<b>307</b>	<b>DEPT Total:</b>		<b>6,128.32</b>	<b>R&amp;B Capital Infrastructure</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	
<b>308</b>	DEPT			R&B Equipment & Facilities			
11692	<b>Oberg Fence</b> 03-308-000-0000-6600		7,806.12	FENCING AND GATES-AITKIN SHOP	4492	Capital Outlay-Facilities	Y
	03-308-000-0000-6600		1,867.45	FENCING AND GATES	4517	Capital Outlay-Facilities	Y
<b>11692</b>	<b>Oberg Fence</b>		<b>9,673.57</b>	<b>2 Transactions</b>			
<b>308</b>	<b>DEPT Total:</b>		<b>9,673.57</b>	<b>R&amp;B Equipment &amp; Facilities</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>3</b>	<b>Fund Total:</b>		<b>84,701.00</b>	<b>Road &amp; Bridge</b>		<b>91 Transactions</b>	

# Aitkin County



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			
9561	<b>Amazon Business</b> 05-400-440-0410-6450		19.98	PH-Savi Replacement Battery	1YD7-TX1P-XGCF	Small Equipment: Phones,Chairs,Tools,ε	N
<b>9561</b>	<b>Amazon Business</b>		<b>19.98</b>	<b>1 Transactions</b>			
783	<b>Canon Financial Services, Inc</b> 05-400-440-0410-6301		23.74	OSS CONTRACT CHARGE - DEC '21 12/01/2021 12/31/2021	27783167	Equipment Lease/Space Rental	N
	05-400-440-0410-6301		265.77	PH CONTRACT CHARGE - DEC '21 12/01/2021 12/31/2021	27783169	Equipment Lease/Space Rental	N
	05-400-440-0410-6301		38.75	MAILROOM CONTRACT CHARGE - DEC 12/01/2021 12/31/2021	27783174	Equipment Lease/Space Rental	N
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>328.26</b>	<b>3 Transactions</b>			
88628	<b>Dalco Enterprises, Inc.</b> 05-400-440-0410-6422		330.19	25" SWEEPER	3863527	Janitorial Supplies	N
<b>88628</b>	<b>Dalco Enterprises, Inc.</b>		<b>330.19</b>	<b>1 Transactions</b>			
9046	<b>Loffler Companies, Inc.</b> 05-400-440-0410-6250		8.99	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
	05-400-440-0410-6250		2.25	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
	05-400-440-0410-6250		64.27	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>75.51</b>	<b>3 Transactions</b>			
3334	<b>MCIT</b> 05-400-440-0410-6353		632.00	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
<b>3334</b>	<b>MCIT</b>		<b>632.00</b>	<b>1 Transactions</b>			
8287	<b>Mn Dept Of Labor &amp; Industry</b> 05-400-440-0410-6231		1.40	BOILER INSP - 2022	ABR0273596X	Services, Labor, Contracts	N
<b>8287</b>	<b>Mn Dept Of Labor &amp; Industry</b>		<b>1.40</b>	<b>1 Transactions</b>			
400	<b>DEPT Total:</b>		<b>1,387.34</b>	<b>Public Health Department</b>	<b>6 Vendors</b>	<b>10 Transactions</b>	

420 DEPT Income Maintenance

# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
783	<b>Canon Financial Services, Inc</b> 05-420-600-4800-6301		55.97	OSS CONTRACT CHARGE - DEC '21 12/01/2021 12/31/2021	27783167	Equipment Lease/Space Rental	N
	05-420-640-4800-6301		120.14	CS CONTRACT CHARGE - DEC '21 12/01/2021 12/31/2021	27783173	Equipment Lease/Space Rental	N
	05-420-600-4800-6301		91.34	MAILROOM CONTRACT CHARGE - DEC 12/01/2021 12/31/2021	27783174	Equipment Lease/Space Rental	N
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>267.45</b>	<b>3 Transactions</b>			
88628	<b>Dalco Enterprises, Inc.</b> 05-420-600-4800-6422		778.29	25" SWEEPER	3863527	Janitorial Supplies	N
<b>88628</b>	<b>Dalco Enterprises, Inc.</b>		<b>778.29</b>	<b>1 Transactions</b>			
9046	<b>Loffler Companies, Inc.</b> 05-420-600-4800-6250		21.21	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
	05-420-600-4800-6250		5.30	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
	05-420-600-4800-6250		58.91	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
	05-420-640-4800-6250		32.13	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>117.55</b>	<b>4 Transactions</b>			
3334	<b>MCIT</b> 05-420-600-4800-6353		56.00	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
<b>3334</b>	<b>MCIT</b>		<b>56.00</b>	<b>1 Transactions</b>			
8287	<b>Mn Dept Of Labor &amp; Industry</b> 05-420-600-4800-6231		3.30	BOILER INSP - 2022	ABR0273596X	Services, Labor, Contracts	N
<b>8287</b>	<b>Mn Dept Of Labor &amp; Industry</b>		<b>3.30</b>	<b>1 Transactions</b>			
<b>420</b>	<b>DEPT Total:</b>		<b>1,222.59</b>	<b>Income Maintenance</b>	<b>5 Vendors</b>	<b>10 Transactions</b>	
<b>430</b>	<b>DEPT</b>			<b>Social Services</b>			
783	<b>Canon Financial Services, Inc</b> 05-430-700-4800-6301		89.89	OSS CONTRACT CHARGE - DEC '21 12/01/2021 12/31/2021	27783167	Equipment Lease/Space Rental	N

# Aitkin County



Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		05-430-700-4800-6301			146.70	MAILROOM CONTRACT CHARGE - DEC	12/01/2021 12/31/2021	27783174		Equipment Lease/Space Rental		N
<b>783</b>	<b>Canon Financial Services, Inc</b>				<b>236.59</b>		<b>2</b> Transactions					
88628	<b>Dalco Enterprises, Inc.</b>	05-430-700-4800-6422			1,249.98	25" SWEEPER		3863527		Janitorial Supplies		N
<b>88628</b>	<b>Dalco Enterprises, Inc.</b>				<b>1,249.98</b>		<b>1</b> Transactions					
9046	<b>Loffler Companies, Inc.</b>	05-430-700-4800-6250			34.06	DEC PHONE	12/01/2021 12/31/2021	IN-80010460673		Telephone		N
		05-430-700-4800-6250			8.52	DEC PHONE	12/01/2021 12/31/2021	IN-80010460673		Telephone		N
		05-430-700-4800-6250			133.88	DEC PHONE	12/01/2021 12/31/2021	IN-80010460673		Telephone		N
<b>9046</b>	<b>Loffler Companies, Inc.</b>				<b>176.46</b>		<b>3</b> Transactions					
3334	<b>MCIT</b>	05-430-700-4800-6353			256.00	2020 WORK COMP AUDIT	01/01/2021 12/31/2021	WC108020-1		Workers Compensation Insurance		N
<b>3334</b>	<b>MCIT</b>				<b>256.00</b>		<b>1</b> Transactions					
8287	<b>Mn Dept Of Labor &amp; Industry</b>	05-430-700-4800-6231			5.30	BOILER INSP - 2022		ABR0273596X		Services, Labor, Contracts		N
<b>8287</b>	<b>Mn Dept Of Labor &amp; Industry</b>				<b>5.30</b>		<b>1</b> Transactions					
<b>430</b>	<b>DEPT Total:</b>				<b>1,924.33</b>	<b>Social Services</b>		<b>5 Vendors</b>		<b>8 Transactions</b>		
<b>5</b>	<b>Fund Total:</b>				<b>4,534.26</b>	<b>Health &amp; Human Services</b>				<b>28 Transactions</b>		

# Aitkin County



9 State

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			
4580	<b>Mn Dept Of Finance</b>						
	09-000-000-0000-2022		128.00	BIRTH / NOV 21		Birth/Death Surcharges	N
	09-000-000-0000-2022		824.00	DEATH / NOV 21		Birth/Death Surcharges	N
	09-000-000-0000-2024		96.00	CHILDREN / NOV 21		St Share Of Birth Cert.-Children	N
	09-000-000-0000-2030		90.00	MARRIAGE LIC / NOV 21		State Fees, Assessments & Surcharges	N
	09-000-000-0000-2031		21.00	TORRENS ASSURANCE / NOV 21		Real Estate Assurance (Was 5874 And 6	N
	09-000-000-0000-2036		6,688.50	STATE GEN FUND / NOV 21		Recording Surcharges (Was 5871 & 6281)	N
	09-000-000-0000-2036		320.00	STATE 2010 LEG / NOV 21		Recording Surcharges (Was 5871 & 6281)	N
<b>4580</b>	<b>Mn Dept Of Finance</b>		<b>8,167.50</b>	<b>7 Transactions</b>			
3375	<b>Mn Dept Of Health</b>						
	09-000-000-0000-2027		1,275.00	STATE WELL CERT / NOV 21		State Well Cert Fees (Was 5097 & 6203)	N
<b>3375</b>	<b>Mn Dept Of Health</b>		<b>1,275.00</b>	<b>1 Transactions</b>			
0	<b>DEPT Total:</b>		<b>9,442.50</b>	<b>Undesignated</b>	<b>2 Vendors</b>	<b>8 Transactions</b>	
9	<b>Fund Total:</b>		<b>9,442.50</b>	<b>State</b>		<b>8 Transactions</b>	

# Aitkin County



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			
9758	Precision Pipeline 10-900-000-0000-2300		1,000.00	DEPOSIT REFUND	16393	Timber Permit Bonds	Y
9758	Precision Pipeline		1,000.00	1 Transactions			
14341	Timberline Trucking 10-900-000-0000-2300		972.24	BOND REFUND	14048	Timber Permit Bonds	N
14341	Timberline Trucking		972.24	1 Transactions			
900	<b>DEPT Total:</b>		<b>1,972.24</b>	<b>Timber Permit Bonds</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
921	DEPT			Co. Development			
9046	Loffler Companies, Inc. 10-921-000-0000-6250		5.36	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
	10-921-000-0000-6250		5.36	DEC PHONE 12/01/2021 12/31/2021	IN-80010460673	Telephone	N
9046	Loffler Companies, Inc.		10.72	2 Transactions			
3334	MCIT 10-921-000-0000-6353		341.00-	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
3334	MCIT		341.00-	1 Transactions			
921	<b>DEPT Total:</b>		<b>330.28-</b>	<b>Co. Development</b>	<b>2 Vendors</b>	<b>3 Transactions</b>	
923	DEPT			Forfeited Tax Sales			
86222	Aitkin Independent Age 10-923-000-0000-6230		67.14-	CREDIT FOR DUPLICATE PAYMENT	844631-CR	Printing, Publishing & Adv	Y
	10-923-000-0000-6230		100.71	PH STRATEGIC PLAN 11/17/2021 12/01/2021	866068	Printing, Publishing & Adv	Y
	10-923-000-0000-6230		100.71	TACTICAL PLAN AD 11/17/2021 12/01/2021	866069	Printing, Publishing & Adv	Y
	10-923-000-0000-6230		83.93	TIMBER AUCTION 11/24/2021 12/08/2021	867152	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		218.21	4 Transactions			
170	Aitkin Motor Company						

# Aitkin County



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

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		10-923-000-0000-6590			2,415.00	#303 - WIRE & POWER STEERING	11/11/2021 11/24/2021	36209		Repair & Maintenance Supplies		N
<b>170</b>	<b>Aitkin Motor Company</b>				<b>2,415.00</b>		1 Transactions					
10452	<b>AT&amp;T Mobility</b>	10-923-000-0000-6250			699.02	CELL PHONE		287302631438		Telephone		N
<b>10452</b>	<b>AT&amp;T Mobility</b>				<b>699.02</b>		1 Transactions					
13725	<b>Beartooth True Value</b>	10-923-000-0000-6406			6.48	ADAPTER & INSERT	11/18/2021 11/18/2021	B177226/B17747		Field Supplies		N
		10-923-000-0000-6406			9.99	COBDRILBIT	11/15/2021 11/15/2021	B177226/B17747		Field Supplies		N
<b>13725</b>	<b>Beartooth True Value</b>				<b>16.47</b>		2 Transactions					
9749	<b>Christie/Jason</b>	10-923-000-0000-6820			922.00	OVERAPPRAISAL		14242		Refunds & Reimbursements		Y
<b>9749</b>	<b>Christie/Jason</b>				<b>922.00</b>		1 Transactions					
10855	<b>Culligan Water</b>	10-923-000-0000-6254			34.70	DRINKING WATER	12/01/2021 12/31/2021	150-100046456		Utilities-Gas and Electric		N
<b>10855</b>	<b>Culligan Water</b>				<b>34.70</b>		1 Transactions					
1754	<b>Garrison Disposal Company, Inc</b>	10-923-000-0000-6231			110.30	LAND DEPT BLDG	11/04/2021 12/01/2021	288307		Services, Labor, Contracts		N
<b>1754</b>	<b>Garrison Disposal Company, Inc</b>				<b>110.30</b>		1 Transactions					
2340	<b>Hyytinen Hardware Hank</b>	10-923-000-0000-6406			33.98	1674880 SHOP SUPPLIES	11/04/2021 11/04/2021	9277364		Field Supplies		N
		10-923-000-0000-6406			22.80	1677184 SHOP SUPPLIES	11/18/2021 11/18/2021	9277364		Field Supplies		N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>				<b>56.78</b>		2 Transactions					
9046	<b>Loffler Companies, Inc.</b>	10-923-000-0000-6250			74.97	DEC PHONE	12/01/2021 12/31/2021	IN-80010460673		Telephone		N

# Aitkin County



Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>74.97</b>		1 Transactions		
3334	MCIT						
	10-923-000-0000-6353		227.00	2020 WORK COMP AUDIT	WC108020-1	Workers Compensation Insurance	N
				01/01/2021	12/31/2021		
<b>3334</b>	<b>MCIT</b>		<b>227.00</b>		1 Transactions		
9692	Minnesota Energy Resources Corporation						
	10-923-000-0000-6254		381.45	GAS SERVICE	0502544561	Utilities-Gas and Electric	N
				10/26/2021	11/28/2021		
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>381.45</b>		1 Transactions		
1044	Minnesota Forest Resources Partnership						
	10-923-000-0000-6240		916.80	MFRP SUPPORT COSTS	12152021	Membership/Dues/Association Fees	N
				01/01/2022	12/31/2022		
<b>1044</b>	<b>Minnesota Forest Resources Partnership</b>		<b>916.80</b>		1 Transactions		
4010	Rasley Oil Company						
	10-923-000-0000-6511		344.71	GAS	AITCOL&PS	Gas And Oil	N
				11/01/2021	11/30/2021		
<b>4010</b>	<b>Rasley Oil Company</b>		<b>344.71</b>		1 Transactions		
86235	The Office Shop Inc						
	10-923-000-0000-6405		19.81	ENVELOPES	1103667/318746	Office Supplies	N
				11/01/2021	11/01/2021		
	10-923-000-0000-6405		189.48	LAMINATE	1103667/318746	Office Supplies	N
				11/04/2021	11/04/2021		
<b>86235</b>	<b>The Office Shop Inc</b>		<b>209.29</b>		2 Transactions		
10930	Tidholm Productions						
	10-923-000-0000-6230		133.76	PREHARVEST FORM	23211263	Printing, Publishing & Adv	Y
<b>10930</b>	<b>Tidholm Productions</b>		<b>133.76</b>		1 Transactions		
14341	Timberline Trucking						
	10-923-000-0000-6820		1,138.89	OVERAPPRAISAL	14048	Refunds & Reimbursements	N
<b>14341</b>	<b>Timberline Trucking</b>		<b>1,138.89</b>		1 Transactions		
9642	WEX BANK						
	10-923-000-0000-6511		2,143.47	FUEL	76615344	Gas And Oil	N

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 12/21/21 1:31PM  
 10 Trust

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9642	WEX BANK		2,143.47	11/24/2021 12/07/2021	1 Transactions		
923	<b>DEPT Total:</b>		<b>10,042.82</b>	<b>Forfeited Tax Sales</b>	<b>17 Vendors</b>	<b>23 Transactions</b>	
926	DEPT			Law Library			
5173	Thomson Reuters-West Publishing 10-926-000-0000-6408		1,472.99	WEST INFO CHARGES 11/01/2001 11/30/2021	845429151	Law Books	N
	10-926-000-0000-6408		981.66	WEST LIBRARY SUBSC 12/01/2021 12/31/2021	845516670	Law Books	N
5173	Thomson Reuters-West Publishing		2,454.65	2 Transactions			
926	<b>DEPT Total:</b>		<b>2,454.65</b>	<b>Law Library</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
10	<b>Fund Total:</b>		<b>14,139.43</b>	<b>Trust</b>		<b>30 Transactions</b>	

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT			Resource Management			
14742	<b>Berg/James M</b> 11-925-000-0000-6330		22.96	MILEAGE 12/13/2021 12/13/2021	121521	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		35.00	NRAC PER DIEM 12/13/2021 12/13/2021	121521	Per Diem	Y
<b>14742</b>	<b>Berg/James M</b>		<b>57.96</b>	<b>2 Transactions</b>			
12526	<b>Bixby/James</b> 11-925-000-0000-6330		35.84	MILEAGE	12152021	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		35.00	NRAC PERDIEM	12152021	Per Diem	Y
<b>12526</b>	<b>Bixby/James</b>		<b>70.84</b>	<b>2 Transactions</b>			
589	<b>Blomberg/Judith</b> 11-925-000-0000-6350		35.00	NRAC PER DIEM 12/13/2021 12/13/2021	121521	Per Diem	Y
<b>589</b>	<b>Blomberg/Judith</b>		<b>35.00</b>	<b>1 Transactions</b>			
9747	<b>Haugly/Bryan</b> 11-925-000-0000-6406		145.00	BOOT ALLOWANCE	1282021	Field Supplies	Y
<b>9747</b>	<b>Haugly/Bryan</b>		<b>145.00</b>	<b>1 Transactions</b>			
2270	<b>Hoppe/Russell Peter</b> 11-925-000-0000-6330		33.60	MILEAGE 12/13/2021 12/13/2021	121521	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		35.00	NRAC - PER DIEM 12/13/2021 12/13/2021	121521	Per Diem	Y
<b>2270</b>	<b>Hoppe/Russell Peter</b>		<b>68.60</b>	<b>2 Transactions</b>			
10890	<b>Insley/Kevin</b> 11-925-000-0000-6330		22.40	MILEAGE 12/13/2021 12/13/2021	121521	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		35.00	NRAC PER DIEM 12/13/2021 12/13/2021	121521	Per Diem	Y
<b>10890</b>	<b>Insley/Kevin</b>		<b>57.40</b>	<b>2 Transactions</b>			
2448	<b>Janzen/Carroll Mark</b> 11-925-000-0000-6330		31.36	MILEAGE 12/13/2021 12/13/2021	121521	Transportation/Travel/Parking	Y

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	11-925-000-0000-6350		35.00	NRAC PER DIEM 12/13/2021 12/13/2021	121521	Per Diem	Y
<b>2448</b>	<b>Janzen/Carroll Mark</b>		<b>66.36</b>	<b>2</b> Transactions			
11990	<b>Lange/David</b>						
	11-925-000-0000-6330		38.08	MILEAGE 12/13/2021 12/13/2021	121521	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		35.00	NRAC PER DIEM 12/13/2021 12/13/2021	121521	Per Diem	Y
<b>11990</b>	<b>Lange/David</b>		<b>73.08</b>	<b>2</b> Transactions			
12512	<b>MARCUM/ROBERT</b>						
	11-925-000-0000-6330		26.88	MILEAGE 12/13/2021 12/13/2021	121521	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		35.00	NRAC PER DIEM 12/13/2021 12/13/2021	121521	Per Diem	Y
<b>12512</b>	<b>MARCUM/ROBERT</b>		<b>61.88</b>	<b>2</b> Transactions			
3334	<b>MCIT</b>						
	11-925-000-0000-6353		308.00	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
	11-925-000-0000-6353		75.00-	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
	11-925-000-0000-6353		778.00-	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
<b>3334</b>	<b>MCIT</b>		<b>545.00-</b>	<b>3</b> Transactions			
10948	<b>MN Dept of Labor &amp; Industry</b>						
	11-925-000-0000-6590		10.00	PRESSURE VESSEL - SHOP	ABR0272667X	Repair & Maintenance Supplies	N
<b>10948</b>	<b>MN Dept of Labor &amp; Industry</b>		<b>10.00</b>	<b>1</b> Transactions			
10906	<b>Shipp/Dale</b>						
	11-925-000-0000-6330		17.92	MILEAGE 12/13/2021 12/13/2021	121521	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		35.00	NRAC - PER DIEM 12/13/2021 12/13/2021	121521	Per Diem	Y
<b>10906</b>	<b>Shipp/Dale</b>		<b>52.92</b>	<b>2</b> Transactions			
10017	<b>Tveit/Galen</b>						

# Aitkin County



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

11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	11-925-000-0000-6330		20.16	MILEAGE 12/13/2021 12/13/2021	121521	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		35.00	NRAC - PER DIEM 12/13/2021 12/13/2021	121521	Per Diem	Y
<b>10017</b>	<b>Tveit/Galen</b>		<b>55.16</b>	<b>2 Transactions</b>			
<b>925</b>	<b>DEPT Total:</b>		<b>209.20</b>	<b>Resource Management</b>	<b>13 Vendors</b>	<b>24 Transactions</b>	
<b>939</b>	<b>DEPT</b>			<b>County Surveyor</b>			
10452	<b>AT&amp;T Mobility</b> 11-939-000-0000-6250		134.01	CELL PHONE 12/13/2021 12/13/2021	287302631438	Telephone	N
<b>10452</b>	<b>AT&amp;T Mobility</b>		<b>134.01</b>	<b>1 Transactions</b>			
14897	<b>MN Assoc of County Surveyors</b> 11-939-000-0000-6240		80.00	DUES RANDY 01/01/2022 12/31/2022	12152021	Membership/Dues/Association Fees	N
<b>14897</b>	<b>MN Assoc of County Surveyors</b>		<b>80.00</b>	<b>1 Transactions</b>			
<b>939</b>	<b>DEPT Total:</b>		<b>214.01</b>	<b>County Surveyor</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>11</b>	<b>Fund Total:</b>		<b>423.21</b>	<b>Forest Development</b>		<b>26 Transactions</b>	

# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
2763	<b>Countryside Sanitation</b> 19-521-000-0000-6255		105.30	DECEMBER GARBAGE 12/01/2021 12/31/2021	1423	Garbage	Y
	<b>2763 Countryside Sanitation</b>		<b>105.30</b>	<b>1 Transactions</b>			
9744	<b>Everyday Builders LLC</b> 19-521-000-0000-6254		680.00	WOOD SPLITTING	1120	Utilities-Gas and Electric	Y
	<b>9744 Everyday Builders LLC</b>		<b>680.00</b>	<b>1 Transactions</b>			
3334	<b>MCIT</b> 19-521-000-0000-6353		40.00-	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
	<b>3334 MCIT</b>		<b>40.00-</b>	<b>1 Transactions</b>			
9754	<b>Northern Community Radio</b> 19-521-000-0000-6230		550.00	KAXE UNDERWRITING 11/01/2021 11/28/2021	CC-121115508	Printing, Publishing & Adv	N
	<b>9754 Northern Community Radio</b>		<b>550.00</b>	<b>1 Transactions</b>			
521	<b>DEPT Total:</b>		<b>1,295.30</b>	<b>LLCC Administration</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	
522	DEPT			LLCC Education			
3334	<b>MCIT</b> 19-522-000-0000-6353		1,723.00-	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
	<b>3334 MCIT</b>		<b>1,723.00-</b>	<b>1 Transactions</b>			
522	<b>DEPT Total:</b>		<b>1,723.00-</b>	<b>LLCC Education</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
523	DEPT			LLCC Food			
3334	<b>MCIT</b> 19-523-000-0000-6353		453.00-	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
	<b>3334 MCIT</b>		<b>453.00-</b>	<b>1 Transactions</b>			
3810	<b>Paulbeck's County Market</b> 19-523-000-0000-6418		44.47	GROCERIES	120921	Groceries-Students	N

# Aitkin County



Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		19-523-000-0000-6418			13.08	GROCERIES		121521		Groceries-Students		N
		19-523-000-0000-6418			155.63	GROCERIES		121521		Groceries-Students		N
<b>3810</b>	<b>Paulbeck's County Market</b>				<b>213.18</b>			<b>3</b>	Transactions			
<b>523</b>	<b>DEPT Total:</b>				<b>239.82-</b>	<b>LLCC Food</b>		<b>2</b>	Vendors		<b>4</b>	Transactions
<b>524</b>	DEPT					LLCC Maintenance						
	13725	<b>Beartooth True Value</b>										
		19-524-000-0000-6590			65.64	PAINT AND TORCH PARTS		121721		Repair & Maintenance Supplies		N
<b>13725</b>	<b>Beartooth True Value</b>				<b>65.64</b>			<b>1</b>	Transactions			
	3334	<b>MCIT</b>										
		19-524-000-0000-6353			274.00-	2020 WORK COMP AUDIT		WC108020-1		Workers Compensation Insurance		N
						01/01/2021	12/31/2021					
<b>3334</b>	<b>MCIT</b>				<b>274.00-</b>			<b>1</b>	Transactions			
	4010	<b>Rasley Oil Company</b>										
		19-524-000-0000-6511			17.61	DIESEL FOR SKID STEER		1929		Gas And Oil		N
<b>4010</b>	<b>Rasley Oil Company</b>				<b>17.61</b>			<b>1</b>	Transactions			
<b>524</b>	<b>DEPT Total:</b>				<b>190.75-</b>	<b>LLCC Maintenance</b>		<b>3</b>	Vendors		<b>3</b>	Transactions
<b>525</b>	DEPT					LLCC Capital Improvement						
	2340	<b>Hyytinen Hardware Hank</b>										
		19-525-000-0000-6601			718.99	NEW STOVE FOR DIRECTOR'S HOUSE		1674701		Capital Outlay-Non Marcum House		N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>				<b>718.99</b>			<b>1</b>	Transactions			
<b>525</b>	<b>DEPT Total:</b>				<b>718.99</b>	<b>LLCC Capital Improvement</b>		<b>1</b>	Vendors		<b>1</b>	Transactions
<b>19</b>	<b>Fund Total:</b>				<b>139.28-</b>	<b>Long Lake Conservation Center</b>					<b>13</b>	Transactions

# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
9625	<b>Blind Lake ATV Club</b> 21-520-000-0000-6802	Q	15,627.64	BLIND LAKE ATV	2000741898	Trail Grants-State	N
<b>9625</b>	<b>Blind Lake ATV Club</b>		<b>15,627.64</b>	<b>1 Transactions</b>			
10083	<b>Cedarbrook Lumber Comp</b> 21-520-000-0000-6523		2,536.72	BUILDING MATERIALS - VISPO 11/08/2021 11/30/2021	0344	Misc Bldg & Shop Supplies	N
<b>10083</b>	<b>Cedarbrook Lumber Comp</b>		<b>2,536.72</b>	<b>1 Transactions</b>			
7525	<b>Hometown Bldg Supply</b> 21-520-000-0000-6802		32.46	BLIND LK/EMILY CONNECTOR ATV	2111-049482	Trail Grants-State	N
<b>7525</b>	<b>Hometown Bldg Supply</b>		<b>32.46</b>	<b>1 Transactions</b>			
3334	<b>MCIT</b> 21-520-000-0000-6353		193.00	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
	21-520-000-0000-6353		7.00	2020 WORK COMP AUDIT 01/01/2021 12/31/2021	WC108020-1	Workers Compensation Insurance	N
<b>3334</b>	<b>MCIT</b>		<b>200.00</b>	<b>2 Transactions</b>			
9736	<b>Timber Lakes Portable Services, LLC</b> 21-520-000-0000-6231	Q	360.00	AITKIN CAMPGROUND 11/05/2021 11/29/2021	1201	Services, Labor, Contracts	Y
<b>9736</b>	<b>Timber Lakes Portable Services, LLC</b>		<b>360.00</b>	<b>1 Transactions</b>			
12718	<b>Up North Riders</b> 21-520-000-0000-6802	Q	13,530.33	LAWLER LOOPS	2000749867	Trail Grants-State	N
<b>12718</b>	<b>Up North Riders</b>		<b>13,530.33</b>	<b>1 Transactions</b>			
11507	<b>Waste Management of Minnesota, Inc</b> 21-520-000-0000-6231		96.26	AITKIN CAMP 11/01/2021 11/30/2021	672401317678	Services, Labor, Contracts	N
	21-520-000-0000-6231		96.26	JACOBSON CAMP 11/01/2021 11/30/2021	686405304128	Services, Labor, Contracts	N
<b>11507</b>	<b>Waste Management of Minnesota, Inc</b>		<b>192.52</b>	<b>2 Transactions</b>			
520	<b>DEPT Total:</b>		<b>32,479.67</b>	<b>Parks</b>	<b>7 Vendors</b>	<b>9 Transactions</b>	

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# 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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
21	<b>Fund Total:</b>		<b>32,479.67</b>	<b>Parks</b>		<b>9 Transactions</b>
	<b>Final Total:</b>		<b>373,264.52</b>	<b>278 Vendors</b>	<b>410 Transactions</b>	

# Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	150,719.97	General Fund
	2	76,963.76	Reserves Fund
	3	84,701.00	Road & Bridge
	5	4,534.26	Health & Human Services
	9	9,442.50	State
	10	14,139.43	Trust
	11	423.21	Forest Development
	19	-139.28	Long Lake Conservation Center
	21	32,479.67	Parks
<b>All Funds</b>		<b>373,264.52</b>	<b>Total</b>

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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

## R&B Contract

# Aitkin County



Audit List for Board **AUDITOR'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
<b>307</b>	DEPT			R&B Capital Infrastructure			
7050	<b>Anderson Brothers Construction</b> 03-307-000-0000-6262		2,260.39	Partial Payment #13	20204	Contract Payments	N
<b>7050</b>	<b>Anderson Brothers Construction</b>		<b>2,260.39</b>	<b>1</b> Transactions			
8194	<b>Gladen Construction Inc</b> 03-307-000-0000-6262		29,384.10	Partial Payment #6	20216	Contract Payments	N
<b>8194</b>	<b>Gladen Construction Inc</b>		<b>29,384.10</b>	<b>1</b> Transactions			
9641	<b>S &amp; R REINFORCING, INC.</b> 03-307-000-0000-6262		55,602.52	Partial Payment #8	20212	Contract Payments	N
<b>9641</b>	<b>S &amp; R REINFORCING, INC.</b>		<b>55,602.52</b>	<b>1</b> Transactions			
<b>307</b>	<b>DEPT Total:</b>		<b>87,247.01</b>	<b>R&amp;B Capital Infrastructure</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
<b>3</b>	<b>Fund Total:</b>		<b>87,247.01</b>	<b>Road &amp; Bridge</b>		<b>3 Transactions</b>	
	<b>Final Total:</b>		<b>87,247.01</b>	<b>3 Vendors</b>	<b>3 Transactions</b>		

# Aitkin County

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



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	3	87,247.01	Road & Bridge
<b>All Funds</b>		<b>87,247.01</b>	<b>Total</b>

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

## Year-End Payments

# Aitkin County



Audit List for Board **AUDITOR'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 3473 <b>NACO</b> 01-001-000-0000-6241		450.00	Commissioners NACO-ANNUAL DUES 01/01/2022 12/31/2022	202104210	Registration Fee	N
	<b>3473 NACO</b>		<b>450.00</b>	<b>1 Transactions</b>			
1	<b>DEPT Total:</b>		<b>450.00</b>	<b>Commissioners</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
44	DEPT 248 <b>Association of Mn Counties</b> 01-044-000-0000-6845		11,042.00	Central Services AMC ANNUAL DUES 01/01/2022 12/31/2022	60050	Assoc of MN Counties	N
	<b>248 Association of Mn Counties</b>		<b>11,042.00</b>	<b>1 Transactions</b>			
44	<b>DEPT Total:</b>		<b>11,042.00</b>	<b>Central Services</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
49	DEPT 9561 <b>Amazon Business</b> 01-049-000-0000-6402 01-049-000-0000-6402		83.84 29.99	Information Technologies RE-CABLING WORK PLANTRONICS HEADSET	1LN7-9J37-3JM6 1X1L-V1W7-Q3M7	Computer/Technology Supplies Computer/Technology Supplies	N N
	<b>9561 Amazon Business</b>		<b>113.83</b>	<b>2 Transactions</b>			
	7916 <b>AT&amp;T</b> 01-049-000-0000-6231		77.50	CELLULAR BILL	287279507473	Programming, Services, Contracts	N
	<b>7916 AT&amp;T</b>		<b>77.50</b>	<b>1 Transactions</b>			
	5398 <b>CDW Government, Inc</b> 01-049-000-0000-6231		4,371.25	BIT DEFENDER LICENSING	N909716	Programming, Services, Contracts	N
	<b>5398 CDW Government, Inc</b>		<b>4,371.25</b>	<b>1 Transactions</b>			
	88880 <b>Datacomm Computers &amp; Networks Inc</b> 01-049-000-0000-6402		140.00	BULK CAT 5 CABLING	14414	Computer/Technology Supplies	N
	<b>88880 Datacomm Computers &amp; Networks Inc</b>		<b>140.00</b>	<b>1 Transactions</b>			
49	<b>DEPT Total:</b>		<b>4,702.58</b>	<b>Information Technologies</b>	<b>4 Vendors</b>	<b>5 Transactions</b>	
90	DEPT 86944 <b>Sheriff Crow Wing County</b>			Attorney			

# Aitkin County



Audit List for Board **AUDITOR'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	1099
86944	Sheriff Crow Wing County	01-090-000-0000-6234			75.00	SUBPOENA SERVICE		9627		Co Sheriff Services	N
					<b>75.00</b>		1 Transactions				
90	<b>DEPT Total:</b>				<b>75.00</b>	<b>Attorney</b>		<b>1 Vendors</b>		<b>1 Transactions</b>	
120	DEPT					Service Officer					
86235	The Office Shop Inc	01-120-000-0000-6405			95.24	CALENDARS		1104413-0		Office Supplies	N
						11/22/2021	11/22/2021				
					<b>95.24</b>		1 Transactions				
120	<b>DEPT Total:</b>				<b>95.24</b>	<b>Service Officer</b>		<b>1 Vendors</b>		<b>1 Transactions</b>	
122	DEPT					Planning & Zoning					
111	Aitkin Co Soil & Water	01-122-000-0000-5306			135,369.50	2021 AQUATIC ISP AID		22637A		Invasive Species State Grant 477A.19	N
					<b>135,369.50</b>		1 Transactions				
9763	Northstar Media, Inc.	01-122-000-0000-6230			45.63	Notice of Hrg 12/2		839699		Printing, Publishing & Adv	Y
					<b>45.63</b>		1 Transactions				
999999000	Ramsdell/Michael	01-122-000-0000-6820			550.00	Full Refund - app denied		2021-008055		Refunds & Reimbursements	N
					<b>550.00</b>		1 Transactions				
4400	Security State Bank	01-122-052-0000-6304			14,600.00	AGBMP Loan (David Benson)		42545		ISTS AG BMP EXPENSES	N
					<b>14,600.00</b>		1 Transactions				
122	<b>DEPT Total:</b>				<b>150,565.13</b>	<b>Planning &amp; Zoning</b>		<b>4 Vendors</b>		<b>4 Transactions</b>	
390	DEPT					Environmental Health (FBL)					
9732	Lake County Health & Human Services	01-390-000-0000-6231			560.00	FBL Contract Labor (JW)		120121		Services, Labor, Contracts	N
						07/09/2021	10/01/2021				
					<b>560.00</b>		1 Transactions				

# Aitkin County



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

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
					Service Dates	Paid On Bhf #	On Behalf of Name	
<b>390</b>	<b>DEPT Total:</b>			<b>560.00</b>	<b>Environmental Health (FBL)</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>600</b>	DEPT				Ag Society, Soil & Water, Ag Inspect			
	111 Aitkin Co Soil & Water							
	01-600-552-0000-5397			13,888.00	2022 WATER PLAN FUNDS		Soil & Water Water Planning Grant	N
	01-600-552-0000-5397			8,310.00	2022 - 1/4 WCA FUNDS		Soil & Water Water Planning Grant	N
	<b>111 Aitkin Co Soil &amp; Water</b>			<b>22,198.00</b>		<b>2 Transactions</b>		
<b>600</b>	<b>DEPT Total:</b>			<b>22,198.00</b>	<b>Ag Society, Soil &amp; Water, Ag Inspect</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>601</b>	DEPT				Extension			
	89471 Aitkin Co 4-H Council							
	01-601-551-0000-5840			440.00	PLAT BOOKS #635-645 (11)	12/20/2021	4-H Plat Book Sales	N
	<b>89471 Aitkin Co 4-H Council</b>			<b>440.00</b>		<b>1 Transactions</b>		
<b>601</b>	<b>DEPT Total:</b>			<b>440.00</b>	<b>Extension</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>1</b>	<b>Fund Total:</b>			<b>190,127.95</b>	<b>General Fund</b>		<b>17 Transactions</b>	
	<b>Final Total:</b>			<b>190,127.95</b>	<b>15 Vendors</b>	<b>17 Transactions</b>		

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	190,127.95	General Fund
<b>All Funds</b>		<b>190,127.95</b>	<b>Total</b>

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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

# ELAN Paid 12/09/21

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

# 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
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>						
36	01-044-000-0000-6800		6,989.92-	ELAN - Paid 12/09/21 Allocated		ELAN - Statement Payment	N
9	01-049-000-0000-6405		5.33	Double Sided Tape		Office Supplies (Non Computer)	N
16	01-053-000-0000-6234		25.00	Drug & Alcohol Clearinghouse		Background Check Fees	N
8	01-053-000-0000-6332		227.41	Lodging -1st Aid Training - Br 12/06/2021 12/08/2021		Hotel / Motel Lodging	N
7	01-053-000-0000-6405		32.33	Wireless Mice (3)		Office Supplies	N
37	01-053-000-0000-6405		10.79	Wall Clock - Training Room		Office Supplies	N
35	01-090-000-0000-6406		97.90	Ind. Age Subscriptions (2)		Law Publ. & Subscriptions	N
5	01-120-000-0000-6240		50.00	2022 NACVSO Membership-Penny		Membership/Dues/Association Fees	N
23	01-122-000-0000-6405		16.99	Phone Case - Sovde		Office, Film, & Field Supplies	N
10	01-200-000-0000-6332		158.94	Hotel #206 MSA Award 12/06/2021 12/07/2021		Hotel / Motel Lodging	N
14	01-200-000-0000-6405		33.09	Envelopes		Office Supplies	N
12	01-200-003-0000-6241		75.00	BCA - DMT Refresher #225		Registration Fee	N
18	01-200-003-0000-6241		265.00	MSA - Winter Conf Fee		Registration Fee	N
17	01-200-003-0000-6332		352.01	Hotel - MSA Winter Conf #217 12/05/2021 12/07/2021		Hotel / Motel Lodging	N
19	01-200-003-0000-6332		316.77	Hotel - MSA Winter Conf #221 12/06/2021 12/08/2021		Hotel / Motel Lodging	N
13	01-252-000-0000-6405		60.37	Laminating Pouches, Cartridge		Office Supplies	N
20	01-252-252-0000-6405		11.60	Gatorade		Prisoner Welfare	N
34	01-257-251-0000-6241		395.00	Reg. E-Kit/Field Search - CK 12/14/2021 12/14/2021		Registration Fee	N
38	01-391-000-0000-6302		10.00	Car Wash		Vehicle Maintenance	N
22	01-391-000-0000-6800		962.94	Crestline - Fair Giveaways		Miscellaneous(Promotional)	N
21	01-122-000-0000-6231		14.99	Zoom Monthly 11/22/2021 12/21/2021	119160163	Services, Labor, Contracts, Programmi	N
28	01-391-000-0000-6332		356.92	Hotel - AMC Conference 12/05/2021 12/08/2021	A Carlstrom	Hotel / Motel Lodging	N
6	01-120-000-0000-6231		60.69	StraightTalk- 1 Month	Donations	Services, Labor, Contracts	N
11	01-120-000-0000-6511		580.75	Propane 1/2 Fill - Veteran	Donations	Gas And Oil	N
24	01-122-000-0000-6208		525.00	UofM Basic Onsite 03/28/2022 04/01/2022	H England	Training/Education	N
25	01-122-000-0000-6208		410.00	UofM Intro to SSTS 01/17/2022 01/21/2022	H England	Training/Education	N
26	01-122-000-0000-6208		315.00	UofM Installing Onsite Systems 01/31/2022 02/04/2022	H England	Training/Education	N
15	01-200-019-0000-6231		86.90	Nationwide K-9 Insurance	Loki	Services, Labor, Contracts	N

KMR1  
12/20/21 10:59AM

# Aitkin County



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

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
27	01-122-000-0000-6208			525.00	UofM Basic Onsite 03/28/2022 04/01/2022	M Oestrich	Training/Education	N
	<b>5462 Bremer Bank (Elan ACH)</b>			<b>1,008.20-</b>		<b>29 Transactions</b>		
<b>1 Fund Total:</b>				<b>1,008.20-</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>29 Transactions</b>	

KMR1  
 12/20/21 10:59AM  
 5 Health & Human Services

# 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
2	<b>5462 Bremer Bank (Elan ACH)</b> 05-400-450-0451-6231		6.99	SHIP-HC WIX 11/26/2021 11/26/2021		Services, Labor, Contracts	N
3	05-400-450-0451-6231		14.95	SHIP-HC WIX Website Domain 11/29/2021 11/29/2021		Services, Labor, Contracts	N
4	05-400-450-0451-6231		264.00	SHIP-HC Website Prem Subscript 11/29/2021 11/29/2021		Services, Labor, Contracts	N
1	05-430-700-4800-6805		55.00	MH-Init Transportation/Bus Tic 12/02/2021 12/02/2021	63710846	Mh Init - Transportation	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>340.94</b>	<b>4 Transactions</b>			
<b>5 Fund Total:</b>			<b>340.94</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>4 Transactions</b>	

KMR1  
 12/20/21 10:59AM  
 10 Trust

# 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
32	<b>5462 Bremer Bank (Elan ACH)</b> 10-923-000-0000-6254		194.98	Spectrum Internet 11/20/2021 12/19/2021	45857052021	Utilities-Gas and Electric	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>194.98</b>	<b>1 Transactions</b>			
<b>10 Fund Total:</b>			<b>194.98</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

KMR1  
 12/20/21 10:59AM  
 19 Long Lake Conservation Cen

# 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
30	<b>5462 Bremer Bank (Elan ACH)</b> 19-521-000-0000-6230		73.21	Facebook Ad - Phenology Fish F 10/29/2021 11/07/2021		Printing, Publishing & Adv	N
31	19-521-000-0000-6230		14.95	Wix (website) Subscription 12/31/2021 12/31/2022		Printing, Publishing & Adv	N
29	19-521-000-0000-6400		334.26	Deluxe - Mugs		Commissary Items	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>422.42</b>	<b>3 Transactions</b>			
<b>19 Fund Total:</b>			<b>422.42</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>3 Transactions</b>	

KMR1  
 12/20/21 10:59AM  
 21 Parks

# 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
33	5462 Bremer Bank (Elan ACH) 21-520-000-0000-6523			49.86	Boss Plow Parts		Misc Bldg & Shop Supplies	N
	5462 Bremer Bank (Elan ACH)			49.86	1 Transactions			
<b>21 Fund Total:</b>				<b>49.86</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>				<b>0.00</b>	<b>5 Vendors</b>	<b>38 Transactions</b>		

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	-1,008.20	General Fund
	5	340.94	Health & Human Services
	10	194.98	Trust
	19	422.42	Long Lake Conservation Center
	21	49.86	Parks
	<b>All Funds</b>	<b>0.00</b>	<b>Total</b>

Approved by, .....

.....

.....

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

# FSA Claims Participant Fees December

KMR1  
12/22/21 9:23AM

# 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
1	<b>8410 Bremer Bank</b> 01-044-904-0000-6231		706.60	Participant Fees - December	15884146	Flex Services, Labor, Etc	N
2	01-044-904-0000-6360		402.60	Med FSA Claims 2021	40058723	Flex Plan Withdrawals	N
	<b>8410 Bremer Bank</b>		<b>1,109.20</b>	<b>2 Transactions</b>			
<b>1 Fund Total:</b>			<b>1,109.20</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>Final Total:</b>			<b>1,109.20</b>	<b>1 Vendors</b>	<b>2 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,109.20	General Fund
<b>All Funds</b>	<b>1,109.20</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

## 5G

Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** Establish Absentee/UOCAVA Ballot Board

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

<b>Submitted by:</b> Kathleen Ryan	<b>Department:</b> Auditor
---------------------------------------	-------------------------------

<b>Presenter (Name and Title):</b> Kathleen Ryan, CFO	<b>Estimated Time Needed:</b>
--	-------------------------------

**Summary of Issue:**

Aitkin County is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee/UOCAVA Ballot Board. The purpose of this board is to bring uniformity in the processing of accepting or rejecting returned absentee and mail ballots in Aitkin County.

**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? \$ 28,000

Is this budgeted?     Yes     No    *Please Explain:*

Yes, this is a planned election year expense.

By Commissioner: xx

20220104-xxx

**Establish Absentee/UOCAVA Ballot Board 2022 Elections**

**WHEREAS**, Aitkin County is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee/UOCAVA Ballot Board; and

**WHEREAS**, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in Aitkin County; and

**WHEREAS**, the Absentee/UOCAVA Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee ballots;

**THEREFORE, BE IT RESOLVED THAT**, the Aitkin County Board of Commissioners hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

**BE IT ALSO RESOLVED**, the Aitkin County Board of Commissioners grants the County Auditor the authority to appoint or remove Election Judges as appropriate throughout the 2022 Election season.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 4<sup>th</sup> day of January 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 4<sup>th</sup> day of January 2022

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



# Board of County Commissioners Agenda Request

**5H**  
Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** Reaffirm Annual Code of Ethics

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> Human Resources
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  This policy is reaffirmed annually.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to reaffirm the policy attached and to authorize the Commissioners to sign the Code of Ethics annual confirmation. (Signature page with Brittany Searle)		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

## ARTICLE VIII ORGANIZATIONAL STANDARDS AND RULES

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### Section A. Code Of Ethics

Purpose: To define conflict of interest to Aitkin County employees.

#### CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

##### (Conflict of Interest)

##### Definitions

For the purpose of this policy the following definitions shall apply:

- (a) Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.
- (b) Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (c) Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (d) Immediate family means spouse, child, parent, grandparent and spouse of such persons.
- (e) Employee shall include elected officials and all County employees, including department heads.

##### Acceptance of Gifts Or Favors

Employees of the County of Aitkin in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. The provisions of Minn.Stat. ~~§471.87~~ and the exceptions set forth in Minn. Stat. ~~§471.88~~ shall apply. The acceptance of any of the following shall not be in violation of this Section:

- (a) Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- (b) Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County of Aitkin.

#### Use of Confidential Information

An employee of the County of Aitkin shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

#### Use of Property

An employee shall not use or allow the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law and/or the County's Information Systems' Policy.

#### Conflicts of Interest

The following actions by an employee of the County of Aitkin shall be deemed a conflict of interest and subject to disciplinary action as appropriate:

- (a) Use or attempted use of the employee's official position to secure benefits, privileges, exceptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated, which are different from those available to the public; or
- (b) Acceptance of other employment, engagement in private business or in the conduct of a profession during the hours for which the employee is employed to work for the County, or outside such hours in a manner, that would affect the employee's usefulness as an employee of the County or affect the employee's independent judgment in exercise of the employee's official duties; or
- (c) Actions as an agent or attorney in any action or matter pending before the County of Aitkin, except in the proper discharge of official duties or on the employee's behalf, or as a member of a local labor bargaining unit.

#### Determination of Conflict of Interest

When an employee believes that the potential for a conflict of interest exists, it is the employee's duty to report the matter to his/her supervisor, or if there is not a supervisor, to the County Board. Such report shall be made within 7 days after the potential for a conflict becomes known. A conflict of interest shall be deemed to exist when a review of the occurrence by the employee or the employee's supervisor (or the County Board if there is no supervisor) determines that this code of ethics has not been complied with.

#### Resolution of Conflict of Interest

If either the employee or the employee's supervisor determines that a conflict of interest exists, the County Board shall handle resolution of the conflict. NOTE: In the case of conflict of interest involving a County Commissioner, the County Attorney shall handle the resolution.

#### Acceptance of Advantage By County Employee

- (a) No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:
  - (i) Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or
- (b) Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

#### Complaints

If a fellow employee or a non-employee makes a complaint about an employee's compliance with this Policy, the complaint should be initially brought to the attention of his/her department head in private. The department head will notify the subject of the complaint regarding the complaint within 7 days and before addressing the complaint at a public meeting as allowed by law.

#### Violations

Violation of the provisions of this policy shall be grounds for disciplinary action against an employee, up to and including termination of employment.

#### Annual Confirmation

Department Heads will sign an annual confirmation that they have received, read and understood the Aitkin County Code of Ethics Policy and that they are not aware of any violations of such policy. Such confirmation will be filed with the Human Resources Director.

#### **Section B. Harassment Policy, Including Sexual Harassment and General Harassment**

Purpose: To provide a work environment free of harassment in any form.

#### Policy Statement

Date: January 4, 2022

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

**NAME**

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Board of Commissioners/ District 1

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Board of Commissioners/ District 2

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Board of Commissioners/ District 3

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Board of Commissioners/ District 4

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Board of Commissioners/ District 5

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County Administrator

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County Assessor

---

County Attorney

---

County Auditor

---

County Engineer

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County Recorder

Date: January 4, 2022

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

**NAME**

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County Sheriff

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County Treasurer

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Community Corrections Director

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Environmental Services Director

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Health and Human Services Director

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Human Resources Director

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IT Director

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Land Commissioner

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Veterans Service Officer



# Board of County Commissioners Agenda Request

**51**  
Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** Joint Powers Agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Dan Guida		<b>Department:</b> Sheriff
<b>Presenter (Name and Title):</b> Dan Guida		<b>Estimated Time Needed:</b> 0
<b>Summary of Issue:</b>  JOINT POWERS AGREEMENT TO FORM THE AITKIN-ITASCA-MILLE LACS DRUG TASK FORCE  AIM Task Force agreement for signature.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b>  		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Budgeted under Department 200		

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

**JOINT POWERS AGREEMENT TO FORM  
THE AITKIN-ITASCA-MILLE LACS DRUG TASK FORCE**

WHEREAS, Minn. Stat. §387.03 requires that the sheriff of each county shall keep and preserve the peace of the county and perform all of the duties pertaining to the office; and

WHEREAS, Minn. Stat. §412.221, subd. 32 empowers the city to prevent crime and to provide for the protection of property and the promotion of health, safety, order, and convenience; and

WHEREAS, Minn. Stat. §471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties.

NOW, THEREFORE, BE IT RESOLVED by the county boards of Itasca, Aitkin, and Mille Lacs Counties and the city councils of the cities of Aitkin, and Grand Rapids resolve as follows:

**I. PURPOSE**

The Aitkin-Itasca-Mille Lacs Drug Task Force (hereinafter called “AIM Task Force”) is formed to investigate, identify, and disrupt illegal drug activity within the counties of Aitkin, Itasca, and Mille Lacs and the cities of Aitkin, and Grand Rapids (hereinafter called “Participating Agencies”). The Participating Agencies promote cooperative law enforcement through multi-jurisdictional investigations in Northern Minnesota. Participating Agencies are those governmental units or entities identified in Minnesota Statute Section 471.59 who have authorized and signed this Agreement.

The Task Force is governed by the Task Force Board of Directors (Board). The Board is a joint powers board established under Minn. Stat. § 471.59. The Board meets monthly and reviews the activities of the Task Force. The By-Laws and Task Force Policies and Guidelines address staffing, supervision, equipment, accounting, management of confidential funds, confidential informants, and daily operations. All actions shall be conducted in a manner consistent with federal and state regulations for grant program funds. All Task Force accounts shall be annually audited by an independent auditor.

**II. TASK FORCE BOARD**

The members of the Board shall be the sheriff of each member county, the police chief of each city, and at least one county attorney from a member county as the advisor to the Task Force. The Board shall elect a chair which shall be the Board Chair, and a Secretary and Treasurer from among its members. Said officers shall serve a one-year term of office and may serve more than one term. The Board Chair shall be responsible for conducting the business meetings, documenting meeting minutes and maintain frequent communication with the members of the Board and the Task Force Commander. The Board Chair, at each of the business meetings, shall review operational activities and expenditures and discuss relevant issues to the Task Force. In the absence of the Board Chair, the duties may be assumed by the Secretary of the Board, or in their absence, the Treasurer.

The Chain of Command shall be as follows: The Board, the Board Chair, the Task Force Commander, the Team Leader and the investigators. If the Task Force Commander requires direction, he may seek such direction from the Board Chair. In the absence of the Board Chair, the Secretary, or in their absence, the Treasurer. In the absence or unavailability of an officer of the Board, the Commander may contact the Task Force Commander's Sheriff or other Board member for advice and direction.

All actions of the Board shall be consistent with this Joint Powers Agreement, its By-Laws and Task Force Policies and Guidelines. The Board shall adopt such By-Laws and operating rules as it deems necessary. The Task Force operations shall adhere to applicable professional guidelines. The Board shall establish the mission and goals of the Task Force and shall monitor the progress toward the Task Force goals. The Board shall be responsible for the records management system, the statistical records and all financial reports. All Task Force policies and procedures shall be adopted by the Board as well as any amendments thereto.

The Board may receive and disburse public funds, private donations and grants to carry out the purposes of this Agreement. The requirements of Minn. Stat. § 471.59, subd. 3 shall apply. The Board shall be strictly accountable to the Participating Agencies for all funds and shall report to the parties hereto on all receipts and disbursements. The reporting period shall be the calendar year. Contracts let and purchases made by the Board shall conform to Minn. Stat. §471.345 (Uniform Municipal Contracting Law). The Treasurer who will be the fiscal agent shall be elected annually by the Board. The Board may elect a fiscal agent upon motion and approval of the majority vote of the Board and consent of the Board member being asked to be the fiscal agent.

The Board shall meet on the call of the Chair or on written notice by any three Board members.

The majority of the Board shall constitute a quorum for a meeting. A majority vote of the full Board shall be necessary to approve a motion. A meeting of the Board shall be required to transact business.

### **III. NON-WAIVER OF IMMUNITIES**

The joining of the Participating Agencies in this Joint Powers Agreement shall not waive any immunities that the parties may enjoy under statute or common law, nor shall the joinder of the parties constitute a "stacking" of any insurance each party carries for their own benefit and/or that of its agents and employees.

### **IV. TASK FORCE OFFICERS**

Participating Agencies can assign one or more officers to the Task Force. Any change or addition of officers will be voted on by the Board. The Commander shall be a licensed police officer appointed by the Board. Two Team Leaders shall be appointed by the Board to assist the Commander with daily operations.

Employees who are assigned to the Task Force shall be entitled to the same salary and benefits to which they would otherwise be entitled and shall remain employees of the assigning agency for all other purposes except that the supervision of their duties during the period of detail may be governed pursuant to this Agreement. Employees who are assigned will be "Task Force Officers."

Participation of an assigning agency's employee in the Task Force is deemed to advance the interests of the assigning agency. Therefore, participation of an assigning agency's officer in the Task Force is deemed to be in the course of the officer's employment with the assigning agency.

Task Force Officers assigned to the Task Force shall be under the command of the Team Leaders and the Task Force Commander.

Task Force Officers shall prepare and submit their investigation reports to the Task Force Team Leader.

As the Task Force will be jointly exercising police power possessed by the Participating Agencies, the terms of Minn. Stat. §§ 471.59, subs. 12 & 12a shall apply.

## **V. CONTRIBUTIONS**

Each Participating Agency agrees to provide resources as agreed in the annual grant application proposal. These resources can include funding, personnel and/or equipment as necessary to meet the annual grant proposal requirements. The amount of contribution made toward the grant match shall be voted on by the Board after agreement by each Participating Agency. The contribution amount shall be reviewed annually. Each Participating Agency shall agree in advance to the number of personnel, funding and equipment to be assigned to the Task Force prior to the submittal of the grant.

Each Participating Agency may make financial contributions to be administered by the Task Force. The Task Force shall not have the power to issue bonds or obligations under the laws by which governmental units may independently issue bonds or obligations as the joint board is not composed solely of members of the Participating Agencies' governing bodies. Minn. Stat. § 471.59, subd. 11.

## **VI. COORDINATING AGENCY**

The Board shall designate a Task Force Commander who will be responsible for supervising the day-to-day operations of the Task Force, including supervision of staff, intelligence sharing, management of confidential funds and coordination with other agencies. The Commander, in conjunction with the members of the Board, shall be responsible for development of any recommended changes to the Task Force Policies and Guidelines and shall ensure Task Force compliance with all current policies and guidelines. The Commander shall present to the Board proposed budgets and grant applications for approval. The Commander shall assess each Task

Force Officer's training needs and ensure that the Task Force Officers comply with the guidelines adopted by the Board.

## **VII. FISCAL AGENCY**

The Board shall elect the Treasurer to serve as the fiscal agent of the Board. The Treasurer shall be responsible for proper fiscal management of the Task Force grants and all other resources. The Treasurer shall ensure compliance with all state and federal accounting and auditing requirements, including those described in Minn. Stat. §§ 16B.98, subd. 8 & 16C.05, subd. 5. and oversight of confidential funds.

Any forfeited property and proceeds that stem from the Task Force operations shall be accounted for in writing, identifying each case and location of the property. The Task Force shall adhere to the guidelines of the agency retaining the property and compliance shall be subject to random audit. Further, any law enforcement proceeds of any forfeiture shall return to the Task Force as the law enforcement agency of record. The proceeds of any forfeiture for the prosecutor shall be returned to the prosecution agency that handled the prosecution and forfeiture cases.

## **VIII. DATA AND PUBLIC INFORMATION RELEASES**

Data gathered, collected, stored and used by the Task Force shall be subject to the Minnesota Government Data Practices Act and Rules issued pursuant thereto, Minn. Stat. Ch. 13.

The law enforcement agency having venue over the offense for prosecution purposes shall control and be responsible for public information releases, including arrest data. The Participating Agencies understand that government data disseminated to a government entity by another government entity has the same classification at the entity receiving them as they had at the entity providing them. Minn. Stat. § 13.03, subd. 4(c).

## **IX. LIABILITY AND INDEMNIFICATION**

The AIM Task Force agrees to defend and indemnify its Participating Agencies for any liability claims arising from Task Force activities or operations and decisions of the Board. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes Chapter 466 or a waiver of any available immunities or defenses.

To the fullest extent permitted by law, action by the Participating Agencies to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Participating Agencies that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a), provided further that for purposes of that statute, each Participating Agency to this Agreement expressly declines responsibility for the acts or omissions of another Participating Agency. The Participating Agencies to this Agreement are not liable for the acts or omissions of another Participating Agency to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other Participating Agencies. The Task Force Board shall provide

insurance coverage for the Task Force, the Task Force Board of Directors and the officers assigned to the Task Force. This Task Force shall be considered a Joint Powers Entity.

Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any Participating Agency for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

Any excess or uninsured liability shall be borne equally by all the Participating Agencies, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

Each Participating Agency shall be responsible for injuries to or death of its own personnel.

Each Participating Agency will maintain workers' compensation insurance or self-insurance covering its own personnel while they are assigned to the Task Force or are otherwise participating in or assisting with Task Force operations or activities. Each Participating Agency waives the right to, and agrees that it will not, bring any claim or suit against the Task Force or any other Participating Agency for any workers' compensation benefits paid to its own employees or dependents, that arise out of participation in or assistance with Task Force operations or activities, even if the injuries were caused wholly or partially by the negligence of any other Participating Agency or its officers, employees, or volunteers.

Each Participating Agency shall be responsible for damages to or loss of its own equipment. Each Participating Agency waives the right to, and agrees that it will not, bring any claim or suit against the Task Force, or any other Participating Agency, for damages to or loss of its equipment arising out of participation in or assistance with Task Force operations or activities, even if the damages or losses were cause wholly or partially by the negligence of any other Participating Agency or its officers, employees or volunteers.

All insurance policies and certificates required under this Agreement shall be open to inspection by any Participating Agency and copies of the policies or certificates shall be submitted to the Participating Agency upon written request.

## **X. DURATION**

The duration of this Agreement shall continue until terminated as hereinafter provided.

## **XI. WITHDRAWAL AND TERMINATION**

Any Participating Agency of the Task Force may withdraw from this Agreement upon sixty (60) days written notice to all other Participating Agencies and upon the completion of their responsibility to the grant agreement. Upon any Participating Agency's withdrawal, the balance of this entire Agreement remains in full force and effect. Alternatively, this entire Agreement may be terminated at any time by the written agreement of a majority of the Board members.

**XII. DISTRIBUTION OF PROPERTY ON TERMINATION OR WITHDRAWAL**

- A. Termination. Upon complete termination of this Agreement by all Participating Agencies and after the purpose of this Agreement has been completed, any property acquired by the Board as a result of the joint exercise of powers hereunder and any surplus monies shall be returned to the Participating Agencies in proportion to contributions of the Participating Agencies after satisfaction of any liabilities or responsibilities of the Joint Powers Board has been satisfied. Liabilities shall be shared equally among the Participating Agencies.
  
- B. Withdrawal. In the event of withdrawal from this Agreement by one or more Participating Agencies, if two or more of the remaining Participating Agencies continue this Agreement, the remaining Participating Agencies may either distribute the property contributed by the withdrawing Participating Agency to the withdrawing Participating Agency or buy out the withdrawing Participating Agency’s interest therein by purchasing the withdrawing Participating Agency’s proportionate share of the actual cash value of the property measured at the time of withdrawal of the Participating Agency. Surplus monies or surplus cash shall be retained by the remaining Participating Agencies to this Agreement.

Participating Agencies are eligible for distribution of property accrued after the date of the Participating Agency’s inclusion.

**XIII. AMENDMENT OF THE JOINT POWERS AGREEMENT**

This Agreement may be amended by agreement of all Participating Agencies to the same and upon approval of the Participating Agencies’ respective Board of Commissioners.

**THIS AGREEMENT, AS AMENDED, IS APPROVED AND ADOPTED** by the Participating Agencies as follows:

COUNTY OF ITASCA

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its Board Chair

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its Clerk

COUNTY OF AITKIN

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its Board Chair

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its Clerk

COUNTY OF MILLE LACS

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its Board Chair

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its Clerk

CITY OF GRAND RAPIDS

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its Mayor

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its Clerk

CITY OF AITKIN

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its Mayor

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its Clerk



# Board of County Commissioners Agenda Request

**5J**  
Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** Schedule County Board of Appeal and Equalization

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Mike Dangers, County Assessor		<b>Department:</b> County Assessor
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Please see attached memo.		
<b>Alternatives, Options, Effects on Others/Comments:</b> The date and time of this meeting needs to be set now so the public notices can be prepared.		
<b>Recommended Action/Motion:</b> Motion to approve scheduling this meeting on Tuesday June 14, 2022 at 4:00pm.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



## AITKIN COUNTY ASSESSOR

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 120  
Aitkin, MN 56431

assessor@co.aitkin.mn.us  
Phone: 218-927-7327  
Fax: 218-927-7379

### MEMO

December 28, 2021

To: County Board of Commissioners  
Jessica Seibert, County Administrator

From: Mike Dangers, County Assessor

Re: 2022 County Board of Appeal and Equalization Meeting Date and Time

The County Board needs to set the 2022 County Board of Appeal and Equalization (CBAE) meeting time in accordance with Minnesota Statute 274.14. Attached to this document is a copy of this Statute, a copy of the scheduling pages of the Minnesota Property Tax Administrator's Manual, and a calendar of June 2022.

The Board must either convene on a Saturday or convene on a weekday with appointment times available after 7:00pm. The earliest possible meeting date is Saturday June 11. Last year, the CBAE convened on Tuesday, June 22 at 4:00pm. Five appeals were made at this meeting.

The staff does expect this year to be busier with more appeals than in the past due to the anticipated large increases in valuation. These value increases are resulting from the increased sales prices on sales occurring in late 2020 and throughout 2021. Scheduling this meeting earlier in the month (as recommended) will give the Board the ability to more easily reconvene later in the month if necessary.

Taxpayers should contact the Assessor's Office to get an appointment for this meeting, unless the County Board wishes to change the process. Staff that are communicating the appointment information to property owners will tell them that the appointment times are not exact and they should plan to be to the meeting early to avoid missing the opportunity to voice their concerns. The Notices of Valuation and Classification will clearly state that appointments are required. Then the Board has the option to adjourn prior to 7pm if walk-in appeals are not allowed. If the Board does allow for walk-in appeals the day of the meeting, the meeting would need to stay open until 7pm.

The Board is encouraged to schedule the meeting to best satisfy the needs of the taxpayers. The Tuesday afternoon meeting times have worked well for taxpayers and staff. The recommendation is to schedule this meeting time at 4:00pm on Tuesday June 14, 2022.

Please contact Mike with any questions.

**274.14 LENGTH OF SESSION; RECORD.**

The board must meet after the second Friday in June on at least one meeting day and may meet for up to ten consecutive meeting days. The actual meeting dates must be contained on the valuation notices mailed to each property owner in the county as provided in section 273.121. For this purpose, "meeting days" is defined as any day of the week excluding Sunday. At the board's discretion, "meeting days" may include Saturday. No action taken by the county board of review after June 30 is valid, except for corrections permitted in sections 273.01 and 274.01. The county auditor shall keep an accurate record of the proceedings and orders of the board. The record must be published like other proceedings of county commissioners. A copy of the published record must be sent to the commissioner of revenue within five days following final action of the county board of equalization.

For counties that conduct either regular board of review meetings or open book meetings, at least one of the meeting days must include a meeting that does not end before 7:00 p.m. For counties that require taxpayer appointments for the board of review, appointments must include some available times that extend until at least 7:00 p.m. The county may have a Saturday meeting in lieu of, or in addition to, the extended meeting times under this paragraph.

**History:** (2050) *RL s 860; 1949 c 543 s 4; 1971 c 564 s 9; 1973 c 582 s 3; 1975 c 339 s 7; 1976 c 334 s 8; 1980 c 437 s 8; 1987 c 229 art 4 s 1; 1987 c 268 art 7 s 38; 1Sp1989 c 1 art 9 s 29; 1990 c 480 art 7 s 15; 1995 c 264 art 11 s 5; 2005 c 151 art 5 s 27; 2008 c 366 art 6 s 32; 2009 c 88 art 10 s 13; 1Sp2019 c 6 art 18 s 14*

**County Boards of Appeal and Equalization**

open book meeting may appeal to the County Board of Appeal and Equalization and/or Tax Court.

- The local board can be reinstated by resolution of the governing body of the city or town and upon proof of compliance with training requirements. The resolution and proof of compliance must be provided to the county assessor by February 1 to be effective for the same assessment year.

Primary Statutory Reference(s): Minnesota Statutes, section 274.01

**County Boards of Appeal and Equalization**

**What is the purpose and function of the CBAE?**

- The County Board of Appeal and Equalization (CBAE) is the **second** avenue in the appeals process.
- A property owner must first appeal to the Local Board of Appeal and Equalization if one is held before being eligible to appear at the county board.

Primary Statutory Reference(s): Minnesota Statutes, section 274.01

**When does the CBAE meet?**

- The board may meet on any **ten consecutive meeting days** in June **after the second Friday in June**.
- **“Meeting days”** typically means any day of the week excluding Sunday. (The board may elect to consider Saturday as a meeting day as well.)
- At least one meeting must be held **until 7:00 pm or on a Saturday**; i.e., if the county does not hold a meeting until 7:00 pm they must instead hold a meeting on a Saturday.
  - This is to ensure that property owners have ample time to present their appeals.
  - A board may convene on the first Monday after the second Friday in June at 6:00 p.m. and adjourn at 8:00 p.m. and these requirements will have been met.
  - The board may also convene on the Saturday immediately following the second Friday.
  - In any scenario, the board may not hold meeting beyond those ten meeting days without approval from the Commissioner of Revenue.
  - If the board chooses to consider Saturday a “meeting day,” it must consider a second Saturday as a meeting day if it falls within ten meeting days of the original Saturday meeting.
- All boards must adjourn **no later than June 30**. Any action taken after that date is considered invalid except corrections of clerical errors.

County Boards of Appeal and Equalization

- The dates of the meetings must be contained in **valuation notices**.
- If a board completes its work before ten meeting days have transpired, and has met the requirements to be present for a meeting not recessing/adjourning prior to 7:00 p.m. or has met on a Saturday, it is not necessary for the board to continue to meet for each of the ten meeting days.

**What are the meeting time requirements for counties that require appointments?**

- If a county **requires** appointments for CBAE appeals, the county must allow appointments until 7:00 p.m., but the board is not required to meet until 7:00 p.m. or on a Saturday (per Minnesota Statutes, section 274.14).
- If the board requires appointments and allows for appointment times as late as 7:00 p.m., but those times go unfilled, the board does not need to physically meet at or until 7:00 p.m., nor is the board required to allow walk-ins at that time. The allowance of scheduled appeals until 7:00 p.m. is sufficient.
- However, if the CBAE **allows for walk-ins and does not require appointments**, the board may not adjourn prior to 7:00 p.m.
  - In other words, if value notices sent to taxpayers show that the board will meet during a specific time frame, the assumption is that the board will be available during that time frame for walk-in appointments and therefore must meet.
    - i.e., if the notices say the board will meet from 1 p.m.-7p.m., the board must be in attendance during that posted time for walk-ins.
- The department recommends that requirements to schedule an appeal to a CBAE be clearly stated in Notices of Valuation and Classification, and if appointments are required, rather than stating the specific time frame in which the board will be convened, list the time the board will begin only and be prepared to schedule appointments until 7:00 p.m. in order to comply with statute.

**Who makes up the CBAE?**

- The board is made up of the county commissioners (or a majority of them with the county auditor; or if the county auditor cannot be present, the deputy county auditor; or if there is no deputy, the court administrator of the county district court).
- A **quorum** (or majority) of the board must be present to take any action.
- Each member must take an oath to fairly and impartially perform duties as a board member.

# JUNE 2022

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## Brittany Searle

---

**From:** Jessica Seibert  
**Sent:** Tuesday, December 28, 2021 1:42 PM  
**To:** Michelle Pierson; Brian Napstad  
**Cc:** Andy Hubley; Brittany Searle  
**Subject:** RE: Appointment Request: Northeast Minnesota Area Transportation Partnership

Thank you Michelle. The Aitkin County Board of Commissioners meets next on January 4<sup>th</sup>. They will set committee assignments at that time. Brittany Searle will email you with the contact information of the representatives chosen.

Sincerely,

*Jessica Seibert, MPNA*

Aitkin County  
County Administrator  
307 2<sup>nd</sup> St. NW Room 310  
Aitkin, MN 56431  
Ph: 218-927-7282  
Cell: 218-838-5891

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**From:** Michelle Pierson <MPierson@ardc.org>  
**Sent:** Tuesday, December 28, 2021 1:39 PM  
**To:** Jessica Seibert <jessica.seibert@co.aitkin.mn.us>; Brian Napstad <brian.napstad@co.aitkin.mn.us>  
**Cc:** Andy Hubley <AHubley@ardc.org>  
**Subject:** Appointment Request: Northeast Minnesota Area Transportation Partnership

**[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]**

Greetings,

The Northeast Minnesota Area Transportation Partnership (NEMNATP) is a committee of stakeholders which guides regional transportation planning and how federal transportation money is used in northeast Minnesota.

I am writing because we are seeking an elected official representative from Aitkin County to serve on the board in 2022. In 2021 Brian Napstad served in this role.

The NEMNATP membership meets quarterly in rotating locations in northeast Minnesota, and our next meeting will be held in February. The four meetings in 2022 will be held on 2/9/2022, 4/13/2022, 7/13/2022, and 10/13/2022. The appointed representative will receive meeting invites on a quarterly basis and will be a voting member; attendance at meetings is not required but strongly encouraged since decisions regarding regional transportation systems and funding are made at the meetings.

If you wish, the County may appoint a designated alternate for the year at this time as well. An alternate may attend and vote at meetings in the absence of the appointed member.

To learn more about the NEMNATP, please visit [www.nemnntp.org](http://www.nemnntp.org). If you have any further questions, you may reach out to me via the contact information below.

Thanks, and I hope to hear from you soon!

**Michelle Pierson** (she/her)  
Planning Assistant  
ARDC Planning, ARDC  
(218) 529-7535  
[mpierson@ardc.org](mailto:mpierson@ardc.org)



The information contained in this email and any accompanying documents may contain information that is confidential or otherwise protected from disclosure. Additionally, any information contained in this email and any accompanying documents that is not deemed confidential is subject to the Minnesota Data Practices Act and may be disclosed to third parties when requested. If you have received this e-mail in error please notify me immediately by reply e-mail and delete this message and any attachments from your system. EEO/AA/M/F/Vet/Disability Employer.

**\*\*To help address the economic impacts of the Pandemic, ARDC is offering low-interest loans to businesses and non-profits in the seven counties of northeast Minnesota. This is part of ARDC's Revolving Loan Fund program. Please go to [ardc.org/rif](http://ardc.org/rif) to learn more and access the pre-application.\*\***



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 4, 2022

**Title of Item:** Approve Reserve Request Correction

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration	
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> On December 21, 2021 the Board approved the 2021 Reserve Requests. \$50,000 was reserved from Central Services, Contracts, Labor, Services. The amount was intended to be reserved for LEAN training and strategic planning. The amount was inadvertently included in the Scanning line on the worksheet.  The following correction to the 2021 reserve request worksheet is requested:  Remove \$50,000 from the scanning line Add \$50,000 to the LEAN training/strategic planning line		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommendation to approve 2021 reserve request correction.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



# Board of County Commissioners Agenda Request

## 5L

Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** K9 Loki Retirement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><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*
<b>Submitted by:</b> Sheriff Dan Guida		<b>Department:</b> Sheriff
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b> 0
<b>Summary of Issue:</b>  K9 Loki, after nearly 8 years of service to the Aitkin County Sheriff's Office, and at nearly 9 years of age, is being recommended by his veterinarian to retire.  K9 Loki trained with his handler and lived with his handler for his entire service career and is a part of his handler's family.  K9 Loki should remain with his handler following his retirement.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Recommend resolution to donate K9 Loki to his current handler.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xx

20220104-xxx

Aitkin County's K9 Loki to Remain with Handler

**WHEREAS**, K9 Loki is being medically recommended for retirement from service to Aitkin County, and

**WHEREAS**, a trained K9 should remain with the person it has been trained to work with, and this dog has lived with this K9 handler for over 5 years and has become a part of his family.

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board authorizes the donation of K9 Loki to his current handler.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 4<sup>th</sup> day of January 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 4<sup>th</sup> day of January 2022**

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



# Board of County Commissioners Agenda Request

**5M**  
Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** OJP Grant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> James P. Ratz		<b>Department:</b> County Attorney
<b>Presenter (Name and Title):</b> James P. Ratz		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  <p>Signature for fiscal year 2022 grant that funds the majority of the Crime Victim Coordinatory salary/program. The OJP grant monies help fund the Aitkin County Crime Victim Services Program.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Authorization to execute grant agreements can be conferred by

1) Statute, 2) Bylaws, or 3) this Resolution

Resolution is not needed if the authorized officials below are signing the grant agreement. These officials may confer their grant signing authority to others by this resolution, and they are the only acceptable signatures on this form:

Statutory Cities

Mayor and City Clerk

County

Board chair and Clerk of the Board

Non-Profit

Board chair, or official authorized in bylaws

**Non-profits:** Please attach and highlight your bylaws to document signing authority, whether the resolution is needed or not. You cannot authorize yourself.

Be it resolved that \_\_\_\_\_ will enter into a cooperative  
(Name of your organization)  
agreement with the Office of Justice Programs in the Minnesota Department of Public  
Safety.

\_\_\_\_\_ is hereby authorized to execute such agreements and  
(Title of authorized official)  
amendments, as are necessary to implement the project on behalf of

\_\_\_\_\_  
(Name of your organization)

I certify that the above resolution was adopted by the \_\_\_\_\_ of  
(Executive Body)

\_\_\_\_\_ on \_\_\_\_\_  
(Name of your organization) (Date)

SIGNED:

WITNESSETH:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## **LEGAL AUTHORITY TO SIGN GRANTS**

### **Statutory Cities**

#### **MS. 412.201 EXECUTION OF INSTRUMENTS**

Every contract, conveyance, license or other written instrument shall be executed on behalf of the city by the mayor and clerk, with the corporate seal affixed, and only pursuant to authority from the council.

Or, signature by person/authority named in resolution by city council identifying who may sign grant contract

### **County Board**

#### **MS. 375.13 CHAIR**

The county board, at its first session in each year, shall elect from its members a chair and a vice-chair. The chair shall preside at its meetings and sign all documents requiring signature on its behalf. The chair's signature, attested by the clerk of the county board, shall be binding as the signature of the board. In case of the absence or incapacity of the chair, the vice-chair shall perform the chair's duties. If the chair or the vice-chair are absent from any meeting, all documents requiring the signature of the board shall be signed by a majority of it and attested by the clerk.

Or, signature by person/authority named in resolution by county board identifying who may sign grant contract

### **Non-Profit**

Signature by position specified in by-laws

Or, signature by person/authority named in resolution by board identifying who may sign grant

**JAMES P. RATZ**  
AITKIN COUNTY ATTORNEY  
209 SECOND STREET N.W., ROOM 268  
AITKIN, MINNESOTA 56431

---

TELEPHONE (218) 927-7347  
TOLL FREE 1-888-422-7347  
FAX (218) 927-7365

SENIOR ASSISTANT COUNTY ATTORNEY  
LISA ROGGENKAMP RAKOTZ

ASSISTANT COUNTY ATTORNEYS  
SARAH WINGE  
TOM KLOSOWSKI  
DEVEN NICE

PARALEGALS  
TAMMY K. MILLER  
SONDRA L. SWANSON

CRIME VICTIM COORDINATOR  
GABREA ANDERSON  
TELEPHONE (218) 927-7446

**MEMORANDUM**

**TO:** Aitkin County Board

**FROM:** James P. Ratz, County Attorney 

**DATE:** December 20, 2021

**RE:** **Office of Justice Programs Grant**

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Attached please find the Consent Agenda Request and Resolution Authorizing Execution of Agreement for the OJP grant. Please complete the resolution approving the JPA agreement and provide me with a copy of the resolution once complete. Thank you.

JPR:tkm



# Board of County Commissioners Agenda Request

**6A**  
Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** Electronic Poll Pad Purchase

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

<b>Presenter (Name and Title):</b> Kathleen Ryan, CFO	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

The Auditor's office uses electronic rosters to administer elections throughout the county. Due to the age and use of our current rosters, they are not performing as needed. We are replacing 39 of 55 current electronic rosters. We are able to downsize due to mail / absentee voting. We have applied for the VEGA-3 Grant to cover 75% of the cost of the electronic rosters. We will also be applying for an additional grant to cover the remaining 25%, but if that is not granted we have funds reserved to cover the costs.

**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? \$ \$18197.50

Is this budgeted?  Yes  No *Please Explain:*

Election reserves will be used to cover this equipment expense if the grant is not approved.

KNOWINK, LLC.  
 2111 Olive St  
 Saint Louis, MO 63103  
 855-765-5723  
 http://knowink.com

# Estimate



ADDRESS
Kirk Peysar Aitkin County MN 209 2nd St NW, Room 202 Aitkin, MN 56431

SHIP TO
Kirk Peysar Aitkin County MN 209 2nd St NW, Room 202 Aitkin, MN 56431

ESTIMATE #	DATE
4941	12/01/2021

TYPE	ITEM	HARDWARE/SOFTWARE	QTY	UNIT PRICE	TOTAL AMOUNT
	iPad 9th gen		39	295.00	11,505.00
	Poll Pad Case - w/Printer	Transport Case (1 Poll Pad Unit + 1 Printer)	39	135.00	5,265.00
	Poll Pad Gen7/Gen8 Sled	iPad Sled	39	17.50	682.50
	iPad buyback		39	-45.00	-1,755.00
	MERAKI Access Point	MERAKI Access Point MR56 & 3 Year License	1	2,500.00	2,500.00

SUBTOTAL 18,197.50  
 TAX 0.00  
**TOTAL USD 18,197.50**

Accepted By

Accepted Date

### Terms of Subscription

Subject to acceptance of the Master Software License & Service Agreement will be a (3) three year agreement. The term will begin effective on the date of equipment acceptance. All Poll Pad software comes with the standard (12) twelve month warranty. Post Election reporting included required VR Extract and digital e-Roster.



# Board of County Commissioners Agenda Request

**7A**  
Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** Greater Minnesota Recycling and Composting Grant

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

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

<b>Submitted by:</b> Andrew Carlstrom	<b>Department:</b> Planning & Zoning
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<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 5 minutes
---	--

**Summary of Issue:**

I am respectfully requesting Board signature upon this MPCA Greater Minnesota Recycling and Composting Grant application that has the potential to expand access of recycling services in Aitkin County.

Currently, Aitkin County's participation is under the 35% recycling goal required by the State of Minnesota. We will be requesting grant dollars from the MPCA to encourage more access and more participation with recycling in our mostly rural county. We are partnering with a third-party grant writer and will be proposing a future partnership with an "Uber-like" business model called "Recyclops" (<https://recyclops.com/>). Mission Statement: "Our mission is to provide access to affordable recycling to all, regardless of where people live." The awarding of the grant could decrease monthly curbside charge for recycling to an estimated \$8.00 for customers as well as provide jobs to Aitkin County residents. Submitting this application and proposal does not bind Aitkin County to any contract with Recyclops or its affiliates. If approved, I am proposing County Administrator, Jessica Seibert as authorized signer. The deadline for submission to MPCA is January 11, 2022.

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

**Recommended Action/Motion:**  
Signing of the grant application in support of increased recycling efforts throughout Aitkin County

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 25 percent In-Kind

Is this budgeted?  Yes  No *Please Explain:*

2022

# recyclops

Recycling for those who want it.



01

## Who We Are



**Makes recycling available to people that do not have access to programs.**

### **Peer-to-Peer Model**

Recyclops' proprietary driver & collection system

### **Provides Well Paying Jobs**

Average of \$25 per hour

### **Tip Fee Savings for Towns**

Cuts down on trash entering the landfill

2022

**170+ cities**  
with Recyclops customer in  
**18 states**  
who recycle  
**>350,000 lbs**  
monthly



03





## How it Works: For Customers

- **Easy Online Sign-Up**  
Each community has its own website
- **Location Activation After 100 Sign-Ups**  
Usually within 2-4 weeks of announcement
- **Pick-Ups Begin Immediately**  
Like any subscription service we are 100% focused on customer service

- **Bag Your Recyclables\***  
\*In your Recyclops provided bags



- **Place Bags Outside of Your Home**  
On your assigned pick up day



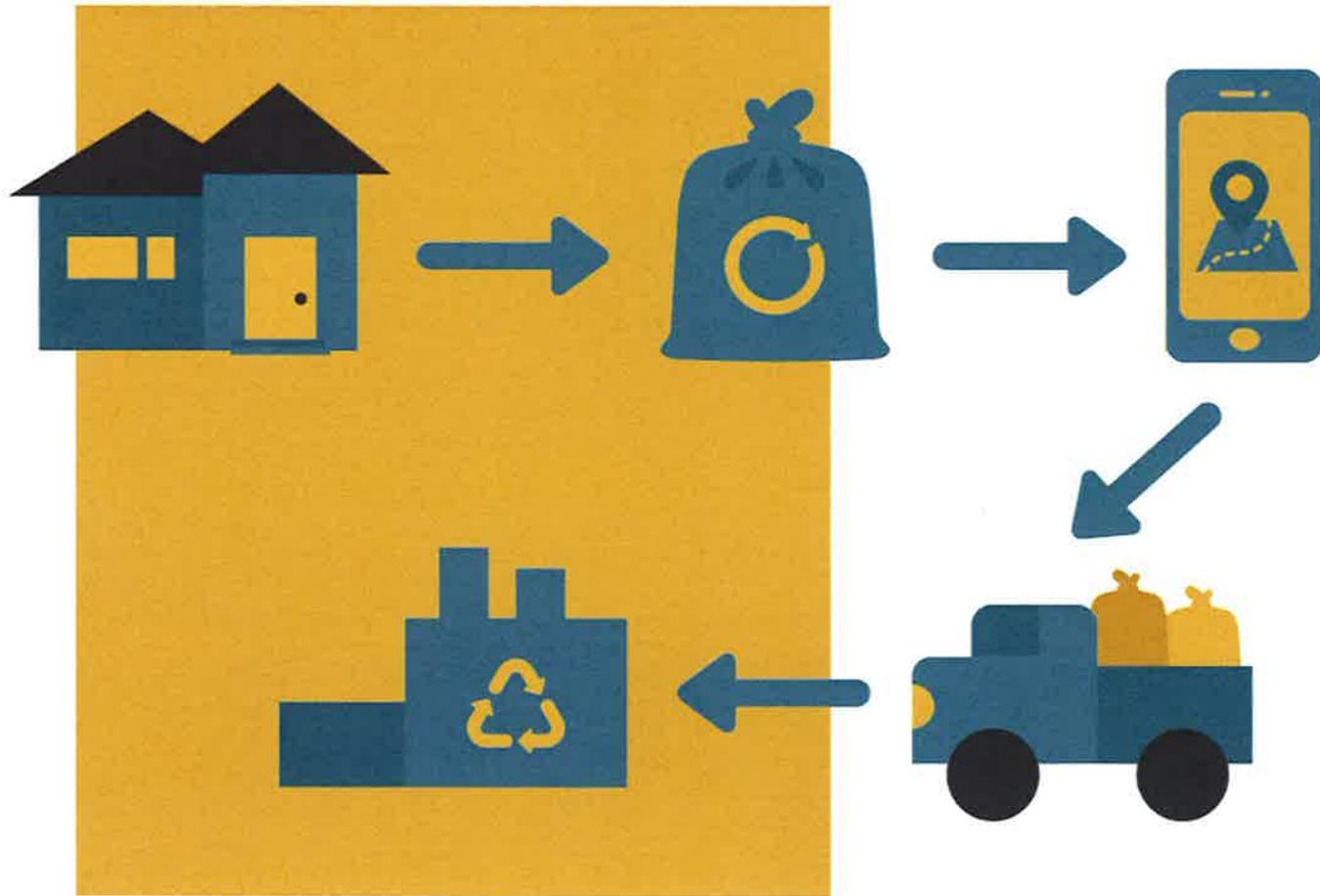
- **We'll Do the Rest**  
We'll stop by on your recycling day,  
and if you ever need additional pick ups,  
just let us know!





## How it Works: Pick Ups

We use technology & local drivers  
with pick up trucks



## Pricing

**\$12/month \***  
for every other week pick-ups

**\$18/month \***  
for every week pick-ups

**\$7/month \*\***  
Glass service add-on

\*represents annual pricing  
\*\* glass collection service may also be available in your area

## Accepted Materials

Paper, plastic containers, cardboard, metal cans & newsprint \*\*



# Why Recyclops?

**We Operate Where  
Others Can't**

**Recyclops Can Operate in  
Partnership with the City**

or as a completely independent  
company who contract directly  
with residents.

**Small Trucks= Low Impact**

By using standard pick-up  
trucks, Recyclops emits 5x less  
CO2 per home than trash  
trucks.

This also leads to less wear and  
tear on city roads.

### Community Organization Involvement

- Environmental Groups
- Neighborhood Groups/Boards
- Schools & Churches
- Youth Groups - BSA, Girl Scouts
- Senior Groups - AARP

### Housing Developments/ HOA Programs

Gives the Public the Opportunity to "Do the Right Thing"

Reduce  
Reuse  
Recycle

2022



**Dennis Wise**

Vice President of Sales  
dennis@recyclops.com  
(919) 796-9221



# Board of County Commissioners Agenda Request

**7B**  
Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** Discussion of Chronic Wasting Disease/Cervid Farms Public Hearing

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

<b>Submitted by:</b> Andrew Carlstrom	<b>Department:</b> Planning & Zoning
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<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**

Requesting a discussion of re-scheduling the Public Hearing on Chronic Wasting Disease and elimination of captive cervid farms in Aitkin County. During the November 23, 2021 Board of Commissioners Meeting, the Public Hearing was set for January 11, 2022 at 10 AM.

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

**Recommended Action/Motion:**

Re-schedule Public Hearing for January 25, 2022 Board of Commissioners Meeting at 10 AM

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*



# Board of County Commissioners Agenda Request

## 8A

Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** 2022 Board of Commissioners Meeting Procedures

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Brittany Searle		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> <p>Each year the County Board adopts a resolution for the Board of Commissioners Meeting Procedures &amp; Rules of Business.</p> <p>The modifications made for 2022 are highlighted in yellow. The Chair and Vice Chair will. have to be identified (Page 2)</p> <p>The meeting schedule for 2022 (Page 3) is proposed to be the same as it has been since 2013, with the County Board meeting on the 2nd and 4th Tuesdays of each month.</p> <p>On Page 10, Rule 14. has been updated to reflect an addition to Robert's Rules of Order. "The rules of parliamentary practice, embraced in Robert's Rules of Order and Norms of the Board shall govern the County Board in all cases in which they are applicable, and in which they are not inconsistent with the Standing Rules of the County Board".</p> <p>On Page 12, two changes have been made to the department heads.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Adopt Resolution for 2022 Board of Commissioners Meeting Procedures		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



BOARD OF COMMISSIONERS  
MEETING PROCEDURES and  
RULES OF BUSINESS

Revised January 54, 20224

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Welcome to this meeting of the Aitkin County Board of Commissioners. We are extremely pleased that you have shown your interest in Aitkin County affairs by attending this meeting. It is the wish of the Board of Commissioners that interested citizens participate in the deliberations of its meetings and that residents of the county become aware of the procedures to be followed.

This pamphlet has been prepared to familiarize you with the function and the organization of the Aitkin County Board of Commissioners and to outline for you the procedures that must be followed if you wish to actively participate in the meeting. We are pleased that you have decided to attend a meeting and we wish to invite you to attend our future meetings.

The Aitkin County Board of Commissioners

**Board Members**

Your Board of Commissioners is composed of five members elected to serve over-lapping terms. The County Administrator serves as the recording clerk to the Board and prepares the agendas for consideration. The election of the Board members takes place on the first Tuesday in November of even numbered years and all members are elected by district. New Board members take office on the first Monday in January.

Your Board members this year are:

District I	J. Mark Wedel, Chair	(218) 927-6500
District II	Laurie Westerlund	(320) 684-2652
District III	Donald Niemi	(218) 927-9947
District IV	Brian Napstad	(218) 485-1528
District V	Anne Marcotte, Vice Chair	(218) 256-0277

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## **Board Meeting**

The Aitkin County Board of Commissioners meets the 2<sup>nd</sup> and 4<sup>th</sup> Meeting dates, places and times are subject to change. Changes will be posted at least three business days prior to the Board meeting, as required by statute.

Each Tuesday meeting begins at 9:00 a.m., at the Government Center Board Room. The Health & Human Services Board meets the fourth Tuesday each month. On the fourth Tuesday of each month, the Health & Human Services Board meeting will convene following approval of the regular agenda.

The Chair or three members of the County Board may call special meetings. Such meetings shall be called with a twelve-hour advance notice to all available County Board members and members of the news media. If time will allow, published notice in the official newspaper shall also be given to the public. Notwithstanding any other requirements, notice shall be posted next to the County Boardroom on the third floor of the Government Center, along with the County's website, [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us). Notices shall specify 1) the specific item or items to be considered at the special meeting, and (2) the date, times, and places of the meeting. Special meetings of the County Board shall be held in the Government Center Board Room unless the County Board has determined that other facilities are to be used. All special meetings of the County Board shall be limited to the specific item or items set forth in the notice.

In the event that an emergency meeting is needed, the Board will make a good faith effort to provide notice of the meeting to the media, as required by M.S. 13D.04, Subd. 3.

All meetings of the full Board (regular, special, emergency and adjourned) are open to the public. In fact, the public is urged to attend.

### **Board Actions**

A majority of the members of the County Board shall constitute a quorum for the transaction of business. The Chair shall be a member of the County Board and shall have the right to vote on all matters coming before it, but shall have no veto power. If the vote of the Chair creates a tie, the motion shall fail.

The Board of Commissioners has complete and final control over County matters subject only to the limitation imposed by law, and of course, ultimately the will of the local residents.

### **Public Participation at Board Meetings**

Meetings of the Board of Commissioners will follow a standard agenda. Items not placed on the agenda may be considered at the meeting upon agreement of the members of the Board present. To place an item on the agenda, the following procedures should be used:

The applicant should file a written request with the County Administrator's Office at least seven days prior to the scheduled meeting. The request should include the name, address and telephone number of the person or persons making the request; a statement describing the action the applicant wishes the Board to take and background information outlining the reasons for the request. The County Administrator shall enter the item on the County Board agenda in a work summary adequate to alert the public as to the nature of the matter to be discussed. If the County Administrator is unable to prepare a summary from the information received, the County Administrator may refuse to place the matter on the agenda.

The Board of Commissioners desires public participation at its meetings but at the same time has the responsibility for conducting its business in an orderly fashion. The Board Chair will provide the audience with an opportunity to provide their comments or propose an agenda item for future consideration. This will be done at the beginning of the meeting.

After presentation of the comments, the Board may discuss the comments. After Board discussion, members of the audience shall have an opportunity to be heard prior to Board action.

Each speaker will be allowed 5 minutes for his/her presentation unless the time limit is waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board of Commissioners may shorten this time. Interruption or other interference with the orderly conduct of Board of Commissioners' business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer (Chair) may terminate the speaker's privilege of address, if after being called to order, he/she persists in improper conduct or remarks.

At a public meeting of the Board, no person shall orally initiate charges or complaints against individual employees of the County (due to laws governing data practices) or debate any subjects under jurisdiction of the courts. All such charges, if presented to the Board directly, shall be referred to the County Administrator's Office for investigation and report.

No action will be taken on any item not considered a part of the agenda on the same day it is presented unless action is considered necessary by a majority of the Board.

## AITKIN COUNTY BOARD RULES OF BUSINESS

### **Rule 1. Presiding Officer. Roll Call.**

The Chair, or in the Chair's absence, the Vice Chair of the County Board shall take the chair at the time appointed for the meeting and call the County Board to order.

### **Rule 2. Quorum.**

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

### **Rule 3. Minutes.**

The County Administrator shall prepare written copies of the minutes of the preceding session or sessions of the County Board and distribute them to its members no later than the start of its current session, unless otherwise notified. One or more copies of the minutes shall be available in the Office of the County Administrator for examination by members of the public. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the minutes of the previous session or sessions of the County Board as prepared by the County Administrator. Any mistake or omission in the minutes may then be corrected by the County Board. Meetings may be recorded, and if so, recordings will be kept securely by the office of the County Administrator.

### **Rule 4. Order of Business.**

The Chair or presiding officer of the County Board shall preserve order and decorum. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove,

or amend the agenda as prepared by the County Administrator.

**Agenda Preparation:** The County Administrator shall prepare a written agenda in advance of all regular County Board meetings in consultation with the Board Chair and shall place Call to Order, Pledge of Allegiance, Board of Commissioners Meeting Procedures, Approval of Agenda, and Citizens' Public Comment as the first five items; thereafter, other items of business shall be presented in the order deemed best by the County Administrator or as directed by the County Board.

**Rule 5. Recognition by Chair.**

Every County Board member or member of the public shall respectfully address the Chair by the appellation of "Chair" followed by the Chair's surname, and shall not speak further until recognized by the Chair. Once a member of the audience has been recognized by the Chair as requesting to address the County Board, the Chair shall require the individual to identify themselves by stating their name and address.

**Rule 6. Designation by Chair.**

When two or more members request to speak, the Chair or presiding officer shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

**Rule 7. Presentment of Petitions and Communication.**

Petitions and communications on the agenda may be presented by a member of the County Board or by either the Secretary or County Administrator.

**Rule 8. Voting. Excuse. Failure.**

When a question is put by the Chair, every member present shall vote; unless the County Board, for special reason, shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member from voting. Any member, who being present when his or her name is called, fails to vote upon any then pending proposition, unless previously excused by the County Board, shall be counted as having voted in the positive. The Chair will conduct a roll call vote at the request of any member of the Board.

**Rule 9. Calling Vote.**

The ayes and nays shall be called upon the passage of ordinances. Unless a member requests, or is designated by Statute, other items will be by voice vote. When a vote is called for and a County Board member is silent, the County Board will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

**Rule 10. Public Hearing Procedure.**

Prior to any public hearing, the Chair or presiding officer shall establish the following rules as part of their introduction to the hearing:

- 1) The Chair will remind all parties of the County Board Rules of Business.
- 2) The presenter of the issue/item/proposal will present the entire issue/item/proposal and any proposed amendments prior to taking any testimony by the citizens or the County Board.
- 3) The County Board shall have the opportunity to discuss the issue/item/proposal and ask any questions they may have of the presenter

immediately after the presentation of the issue/item/proposal.

- 4) There will be a public comment period where the audience will have the opportunity to provide comments or questions on the issue/item/proposal after the County Board has discussed the issue/item/proposal. Time limits may be set as to allow for appropriate public comment. Repetitive comments will be discouraged.
- 5) After the public comment period the County Board will discuss the issue/item/proposal and select the appropriate action for the issue/item/proposal.

**Rule 11. Ordinances. Procedure.**

Every proposed ordinance shall be considered at two separate regular sessions of the County Board. Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of said ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session.

**Rule 12. Absent Member.**

Every member of the County Board who anticipates being absent during a County Board meeting shall notify the County Administrator.

**Rule 13. Journal.**

It shall be the duty of the County Administrator to serve as Clerk to the County Board, and as such keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes. The County Administrator shall not allow the official journal of the County to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings. In addition, any recorded copies of the proceeding will be securely kept by the Office of the County Administrator for a period of four years.

**Rule 14. Robert's Rules of Order.**

The rules of parliamentary practice, embraced in Robert's Rules of Order and Norms of the Board shall govern the County Board in all cases in which they are applicable, and in which they are not inconsistent with the Standing Rules of the County Board.

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**Rule 15. Conduct.**

Any County Board member, employee, or citizen may be asked to cease their comments, sit down, leave the premises, leave by law enforcement escort, or get arrested for not following the County's policies of mutual respect, harassment, and violence in the workplace. The Chair, or presiding officer shall enforce the conduct policy. Any member of the County Board, or the County Administrator can ask for the enforcement of this policy or recess in the meeting when it becomes apparent that the policies are not

being followed. Some general things for which the policy may be enforced include, but are not limited to:

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.
- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.
- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

**Rule 16. Suspension or Amendment of Rules.**

No rule of the County Board shall be suspended, altered, or rescinded except upon the affirmation vote of a 2/3 majority of the County Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

**Rule 17. Notice of Agenda.**

The regular County Board meeting agendas shall be provided to the official County newspaper, posted outside the Government Center Board Room, and posted on the County's website [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us) to provide the public

with timely and accurate notice of regular County Board meetings.

**THESE RULES SHALL TAKE EFFECT** and be in force from and after their adoption by the County Board, and any and all prior rules are hereby rescinded.

**Aitkin County Department Heads**

Administrator	Jessica Seibert	927-7276
Assessor	Mike Dangers	927-7327
Attorney	Jim Ratz	927-7347
Auditor	Kirk Peysar	927-7354
Community Corrections	Kami Genz	927-7281
Engineer	John Welle	927-3741
Environmental Services	<del>Terry Neff</del> Andrew Carlstrom	927-7342
Health & Human Services	Cynthia Bennett	927-7200
Human Resources	Bobbie Danielson	927-7306
Land Commissioner	<del>Rich Courtemanche</del>	927-7364
Information Technology	Chris Sutch	927-7345
Recorder	Mick Moriarty	927-7336
Sheriff	Dan Guida	927-7400
Treasurer	Lori Grams	927-7325

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Send Inquiries to: Aitkin County Administrator's Office  
Attn: County Administrator – Jessica Seibert  
307 2<sup>nd</sup> St. NW – Room 310  
Aitkin, MN 56431

By Commissioner: xx

20220104-xxx

**2022 Board of Commissioners Meeting Procedures & Rules of Business**

**WHEREAS**, the Aitkin County Board of Commissioners sees it prudent and necessary to review and adopt rules of procedure governing the conduct of the County Board Meetings; and

**WHEREAS**, the Aitkin County Board has adopted and utilized rules of business, board procedures, an Robert's Rules of Order; and

**WHEREAS**, the Aitkin County Board of Commissioners believes it is important to annually reaffirm the rules; and

**THEREFORE, BE IT RESOLVED**, that the "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 4<sup>th</sup> day of January 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 4<sup>th</sup> day of January 2022

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



# Board of County Commissioners Agenda Request

## 8B

Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** Designation of Official County Newspaper

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> <p>At the first meeting of the year, the County Board must designate an official newspaper. The County Board authorized the bid forms and procedures at the November 23, 2021 County Board Meeting. Attached for your review are the following:</p> <ol style="list-style-type: none"> <li>1. The Bid Specifications that were sent to the Aitkin Independent Age, Voyageur Press, and the NewsHopper.</li> <li>2. The submitted bids.</li> <li>3. The 2021 Bid Comparison Form.</li> <li>4. A proposed resolution.</li> </ol> <p>The County Auditor has also reviewed the bids and supports the proposed resolution.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommendation to adopt the proposed resolution.		
<b>Financial Impact:</b> <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>		

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



# CALENDAR YEAR 2022 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

## **I. GENERAL INFORMATION FOR BIDDERS**

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2022 will be received in the **Aitkin County Administrator's Office**, 307 2<sup>nd</sup> Street NW - Room 310, Aitkin, MN 56431, until **Noon on Thursday, December 16, 2021** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2022 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 4, 2022**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Thursday, December 16, 2021.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-3093.

## **II. SPECIFIC REQUIREMENTS FOR BIDDERS**

- A. Separate bids are required for each type of publication notice, no joint bids will be accepted.
- B. Bids must be submitted using the attached form.
- C. Bidders are required to provide circulation statistics by zip code.
- D. Types of legal notices to which bids are requested.
  - (1) **PUBLICATION OF OFFICIAL PROCEEDINGS IN SUMMARY FORM:** (Minnesota Statute 375.12 refers.) The County will provide all official proceedings in digital format and may specify font, point size and leading.
  - (2) **PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS:** (Minnesota Statute 331A.01 subd. 7 and 331A.05 - .07 refer.) The County will provide all legal notices and miscellaneous advertisements in digital format and may specify font, point size and leading.

## **CALENDAR YEAR 2022 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES**

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2020 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

(4) **FIRST PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication to be done in a newspaper located in a different municipality. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit, and first publisher may be asked to provide copies of Financial Statement **insert** for second publication. The County will provide the Financial Statement in camera ready format.

(5) **SECOND PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication of the financial statement to be done in one other newspaper, if one of general circulation is located in a different municipality in the county than the official newspaper. Per MN statute the county board shall call for separate bids for each publication. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit. To be considered for award of the bid for second publication of the financial statement, bidders must include a specific bid for the second publication of the Financial Statement. The County will provide the Financial Statement in camera ready format.

### **III. BID AWARD CRITERIA**

- A. A successful bidder will be designated by the County Board as the "Official County Newspaper" for calendar year 2022 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the "Second Publication of the County Financial Statement." That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statue 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as "Official Newspaper" (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2022

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ \_\_\_\_\_ per column inch

Size in inches of newspaper single page sheet = \_\_\_\_\_ by \_\_\_\_\_

Maximum number of columns per page in legal notice section = \_\_\_\_\_

Newspaper circulation within the boundaries of Aitkin County = \_\_\_\_\_

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 \_\_\_\_\_ 56469 \_\_\_\_\_ 55748 \_\_\_\_\_ 55760 \_\_\_\_\_ 55787 \_\_\_\_\_ 56350 \_\_\_\_\_

Subscription cost per individual customer within Aitkin County for 1 year = \_\_\_\_\_

**(Please Print Clearly)**

Name of Bidding Newspaper: \_\_\_\_\_

Official Address: \_\_\_\_\_

Printed Name of Submitter \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

\_\_\_\_\_  
Signature in Ink of Submitter

\_\_\_\_\_  
Date

DEC 22 2021

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2022

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 8<sup>00</sup> per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 8<sup>00</sup> per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 8<sup>00</sup> per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 8<sup>00</sup> per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 8<sup>00</sup> per column inch

*Newspaper Size Changing Jan. 2022*

Size in inches of newspaper single page sheet = 9.88" by 14" *We are 6x21" now.*

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 2027

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 1685 56469 110 55748 34 55760 176 55787 22 56350 —

Subscription cost per individual customer within Aitkin County for 1 year = \$57

**(Please Print Clearly)**

Name of Bidding Newspaper: Aitkin Independent Age

Official Address: 213 Minnesota Ave. N.  
Aitkin, Mn. 56431

Printed Name of Submitter RoxAnne Bouley Title General Manager

Phone: 218-927-3761

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

  
Signature in Ink of Submitter

12/1/21  
Date

AITKIN COUNTY - BID FORM

PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2022

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 6<sup>50</sup> per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 6<sup>50</sup> per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 6<sup>50</sup> per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 6<sup>50</sup> per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 5<sup>00</sup> per column inch

Size in inches of newspaper single page sheet = 10.3 by 15

Maximum number of columns per page in legal notice section = 8

Newspaper circulation within the boundaries of Aitkin County = 514

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 13 56469 17 55748 0 55760 435 55787 49 56350

Subscription cost per individual customer within Aitkin County for 1 year = \$38<sup>00</sup>

(Please Print Clearly)

Name of Bidding Newspaper: Voyageur Press of McGregor

Official Address: 15 Country House Lane, Box 59  
McGregor, MN 55760

Printed Name of Submitter JOHN GRONES Title PUBLISHER

Phone: \_\_\_\_\_

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

[Signature]  
Signature in Ink of Submitter

Dec. 2, 2021  
Date

DEC 22 2021

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2022

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 8.50 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 8.50 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 8.50 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 8.50 per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 8.50 per column inch

Size in inches of newspaper single page sheet = 10.5" by 21.5"

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 5240

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =  
56431 5240 56469 \_\_\_\_\_ 55748 \_\_\_\_\_ 55760 \_\_\_\_\_ 55787 \_\_\_\_\_ 56350 \_\_\_\_\_

Subscription cost per individual customer within Aitkin County for 1 year = \_\_\_\_\_

**(Please Print Clearly)**

Name of Bidding Newspaper: News Hopper

Official Address: PO Box 562  
Ironton, MN 56455

Printed Name of Submitter Eric J. Heglund Title owner/publisher

Phone: 218-821-1393

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

  
Signature in Ink of Submitter

12-13-2021  
Date

**AITKIN COUNTY-BID COMPARISON FORM  
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2022**

**1. PUBLICATION OF OFFICIAL PROCEEDINGS**

AITKIN AGE		NEWSHOPPER		VOYAGER PRESS	
\$8.00	PER COLUMN IN	\$8.50	PER COLUMN IN	\$6.50	PER COLUMN IN

**2. PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS**

AITKIN AGE		NEWSHOPPER		VOYAGER PRESS	
\$8.00	PER COLUMN IN	\$8.50	PER COLUMN IN	\$6.50	PER COLUMN IN

**3. PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST**

AITKIN AGE		NEWSHOPPER		VOYAGER PRESS	
\$8.00	PER COLUMN IN	\$8.50	PER COLUMN IN	\$6.50	PER COLUMN IN

**4. FIRST PUBLICATION OF FINANCIAL STATEMENT**

AITKIN AGE		NEWSHOPPER		VOYAGER PRESS	
\$8.00	PER COLUMN IN	\$8.50	PER COLUMN IN	\$6.50	PER COLUMN IN

**5. SECOND PUBLICATION OF FINANCIAL STATEMENT**

AITKIN AGE		NEWSHOPPER		VOYAGER PRESS	
\$8.00	PER COLUMN IN	\$8.50	PER COLUMN IN	\$6.50	PER COLUMN IN

**SIZE IN INCHES OF NEWSPAPER SINGLE SHEET**

AITKIN AGE	NEWSHOPPER	VOYAGER PRESS
9.88" by 14"	10.5" by 21.5"	10.3" by 15"

**MAXIMUM NUMBER OF COLUMBS PER PAGE IN LEGAL NOTICE SECTION**

AITKIN AGE	NEWSHOPPER	VOYAGER PRESS
6	6	8

**NEWSPAPERS CIRCULATION WITHIN BOUNDARIES OF AITKIN COUNTY**

AITKIN AGE	NEWSHOPPER	VOYAGER PRESS
2027	5240	514

**WEEKLY CIRCULATION WITHIN THE BOUNDARIES OF AITKIN COUNTY BY ZIP CODE**

**AITKIN AGE**

56431: 1685	56469: 110	55748: 34	55760: 176	55787: 22	56350: 0
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**NEWSHOPPER**

56431: 5240	56469:	55748:	55760:	55787:	56350: 0
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**VOYAGER PRESS**

56431: 13	56469: 17	55748: 0	55760: 435	55787: 49	56350: 0
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**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**

**ADOPTED January 4, 2022**

By Commissioner: xx

**20220104-xxx**

**2022 Official County Newspaper**

BE IT RESOLVED, That the *Aitkin Independent Age* is hereby designated by the Aitkin County Board of Commissioners as the official county newspaper in which all official business shall be published. *Voyageur Press* is named second publication of Financial Statement.

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

**XXX MEMBERS PRESENT**

**All Members Voting XXX**

**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 4<sup>th</sup> day of January, 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 4<sup>th</sup> day of January, 2022.

---

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

8C

Agenda Item #

**Requested Meeting Date:** January 4, 2022

**Title of Item:** 2022 Committee Appointments

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Each year the County Board updates committee appointments. The following items are attached:  1. A draft proposed resolution. Known changes are indicated.  2. 2021 Aitkin County Board of Commissioners Committees. Known changes are indicated.  Once the committee appointments have been made, the resolution will be updated accordingly.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner:

20220104-xxx

**2022 Committee Appointments**

**BE IT HEREBY RESOLVED**, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2022:

Aitkin Airport Commission (2)	J. Mark Wedel John Welle
Aitkin County Care Board	Laurie Westerlund
Aitkin County Community Corrections Advisory Board (2)	J. Mark Wedel Ann Marcotte
Aitkin County Water Planning Task Force	J. Mark Wedel
Aitkin Economic Development Administration (AEDA)	J. Mark Wedel Commissioner District 2 Commissioner District 3 Commissioner District 4 Commissioner District 5 County Administrator County Engineer Environmental Services Director HHS Director
AMC Delegates (8)	J. Mark Wedel Brian Napstad
Aquatic Invasive Species (AIS)	Don Niemi Laurie Westerlund
Arrowhead Counties Association (2)	Laurie Westerlund Don Niemi, Alt.
Arrowhead Economic Opportunity Agency	Don Niemi Laurie Westerlund, Alt.
Arrowhead Regional Development Center (ARDC)	Mike Dangers
Assessor for Unorganized Townships	Brian Napstad Laurie Westerlund
ATV Committee (2)	Brian Napstad Ann Marcotte, Alt.
Big Sandy Lake Management Plan (1+Alternate)	Ann Marcotte Brian Napstad
Budget Committee 2020 (2)	Laurie Westerlund Don Niemi, Alt.
Development Achievement Center (Liaison) (1+Alternate)	Brian Napstad, Alt.
East Central Regional Library Board	

Economic Development (2)	Brian Napstad Don Niemi
Emergency Management	J. Mark Wedel
Environmental Assessment Worksheet (2)	Ann Marcotte Brian Napstad
Extension Committee (1 + Alternate)	Ann Marcotte, Laurie Westerlund, Alt
Facilities/Technology Committee (2)	J. Mark Wedel Laurie Westerlund
Fairgrounds Custodian	Kirk Peysar
H&HS Advisory Committee (Liaison) (2)	J. Mark Wedel Laurie Westerlund
Historical Society (Liaison)	J. Mark Wedel
Housing & Redevelopment Authority of Aitkin County (HRA) (Liaison)	Laurie Westerlund
<del>Investment Committee</del>	County Board
Joint Powers Natural Resources Board (2)	Brian Napstad, Ann Marcotte, Alt. Dennis Thompson
Lakes & Pines (1+Alternate)	Don Niemi Ann Marcotte, Alt.
Law Library	Ann Marcotte, Don Niemi, Alt.
McGregor Airport Commission (2)	Brian Napstad William Bedor
MCIT Representative (1 + Alternate)	Laurie Westerlund Jessica Seibert, Alt.
Mille Lacs Fisheries Input Group	Laurie Westerlund
Mille Lacs Watershed (1 + Alternate)	Laurie Westerlund Don Niemi, Alt.
Mississippi Headwaters Board (1+Alternate)	Ann Marcotte Brian Napstad, Alt.
MN Rural Counties (1+Alternate)	Don Niemi Laurie Westerlund, Alt.
Natural Resources Advisory Committee (2)	Ann Marcotte Brian Napstad
NE MN Office Job Training	Don Niemi
Northeast MN ATP (2)	Brian Napstad John Welle Don Niemi, Alt.

Northeast MN Emergency Communications Board (ECB)	Brian Napstad Dan Guida, Alt.
Northeast MN Regional Advisory Committee (RAC)	Patrice Erickson Dan Guida, Alt.
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Brian Napstad Laurie Westerlund, Alt.
Northern Counties Land Use Coordinating Board (NCLUCB) (1+Alternate)	Ann Marcotte Brian Napstad, Alt.
Ordinance Committee (2)	Brian Napstad Ann Marcotte
Personnel/Insurance Committee (2)	J. Mark Wedel Ann Marcotte
Planning Commission	Ann Marcotte Laurie Westerlund, Alt.
Rum 1W1P Policy Committee	Laurie Westerlund Don Niemi, Alt.
Snake River Watershed Management Board/1W1P Policy Committee	Don Niemi Brian Napstad, Alt.
Sobriety Court	J. Mark Wedel
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad
Toward Zero Deaths	J. Mark Wedel
Tri-County Community Health Services Board	Laurie Westerlund

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

xxx MEMBERS PRESENT All Members Voting xx

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 4<sup>th</sup> day of January, 2022 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 4<sup>th</sup> day of January, 2022

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

2022 Aitkin County Board of Commissioners Committees										
Committee		Freq	Scheduled	Representative	Time	Location	Length	Contact	Phone	Email
Environment & Natural Resources Policy	Paid Membership	AMC		Commissioner Ann Marcotte						
General Government	Paid Membership	AMC		Commissioner Don Niemi						
Health & Human Services	Paid Membership	AMC		HHS Director Cynthia Bennett						
Indian Affairs Task Force	Paid Membership	AMC		Commissioner Laurie Westerlund						
Public Safety Committee	Paid Membership	AMC		Commissioner Laurie Westerlund						
Transportation Policy	Paid Membership	AMC		Commissioner Brian Napstad						
Aitkin Airport Commission	Statute 360 0426 Resolution	Monthly	1st Wednesday	Wedel, John Welle	4:00 PM	Aitkin Public Library		Rose Beverly	218-927-2527	<a href="mailto:cityadmin@ci.aitkin.mn.us">cityadmin@ci.aitkin.mn.us</a>
Aquatic Invasive Species (AIS)	Not Required	Monthly	3rd Thursday (Mar -Oct)	Wedel and Napstad	1:00 PM	Aitkin		Steve Hughes	218-927-7264	<a href="mailto:hughes.aitkinswcd@gmail.com">hughes.aitkinswcd@gmail.com</a>
Aitkin County CARE Board	Not Required	Monthly	3rd Tuesday	Westerlund	7:00 AM	Aitkin	1-2 hrs	Lynne Jacobs	218-927-1383	<a href="mailto:aitkincountycare@gmail.com">aitkincountycare@gmail.com</a>
Aitkin County Community Corrections	Not statutorily required - Required	Quarterly	Varies	Wedel, Marcotte	8:30 AM	Aitkin	1 hour	Kami Genz	218-927-7394	<a href="mailto:kami.genz@co.aitkin.mn.us">kami.genz@co.aitkin.mn.us</a>
Aitkin County Water Planning Task Force	Not Required	Bi-monthly	2nd Wednesday	Wedel	2:00 PM	Aitkin/ MLEC		Steve Hughes	218-927-7284	<a href="mailto:hughes.aitkinswcd@gmail.com">hughes.aitkinswcd@gmail.com</a>
Aitkin Economic Development Administration	Mike S. checking	Quarterly	3rd Thursday	Wedel	4:00 PM	Aitkin Public Library		Aitkin City Administrator	218-927-2527	<a href="mailto:cityadmin@ci.aitkin.mn.us">cityadmin@ci.aitkin.mn.us</a>
Arrowhead Counties Association	Paid Membership	8 or 9x yearly Sept to May	1x a month, 3rd Wed	Niemi and Westerlund	6-8 PM	Duluth	2 Hrs			
Arrowhead Economic Opportunity Agency	Bylaws	Bi-monthly (begin Feb.)	3rd Wednesday	Westerlund, Alt Niemi	1:00 PM	Virginia AEOA	2 Hrs	Diane Krukemeyer Paul Carlson	800-662-5711 ext 7322 800-662-5711 ext 7319	<a href="mailto:Diane.krukemeyer@aaoa.org">Diane.krukemeyer@aaoa.org</a>
Arrowhead Regional Development Comm	Statute 462.388	Quarterly	3rd Thursday	Niemi, Alt. Westerlund	10:00 AM	Varies	2 Hrs	Mary Zanon	800-232-0707	<a href="mailto:mzanon@ardc.org">mzanon@ardc.org</a>
ATV Committee	Internal Committee	As needed		Napstad and Westerlund		Aitkin	2-3 Hrs	Dennis Thompson	218-927-7558	<a href="mailto:rich.courtemanche@co.aitkin.mn.us">rich.courtemanche@co.aitkin.mn.us</a>
Big Sandy Water Management Plan (BSLWMP)	Statute 103D 331	As needed	2nd Wednesday	Napstad, Alt. Marcotte	2:30 PM	Tam/ Cromwell	2 Hrs	Janet Smude	218-927-7284	<a href="mailto:jsmude.aitkinswcd@gmail.com">jsmude.aitkinswcd@gmail.com</a>
Budget Committee	Internal Committee	Monthly	1st Tuesday	Marcotte and Napstad	10:00 AM	Aitkin	2 Hrs	Jessica Seibert	218-927-3093	<a href="mailto:jessica.seibert@co.aitkin.mn.us">jessica.seibert@co.aitkin.mn.us</a>
Development Achievement Center	Not Required	Monthly	3rd or 4th Thursday	Westerlund, Alt Niemi	3:30 PM	Aitkin/ McGregor	2 Hrs	Tammy Jo Johnson	218-768-4031	<a href="mailto:taedac@fronuer.com">taedac@fronuer.com</a>
East Central Regional Library Board	Statute 471.59	Monthly	2nd Monday	???, Alt. Napstad	10:00 AM	Cambridge			763-689-7390 ECRL Office	
Economic Development	Internal Committee	Monthly	4th Wednesday	Napstad and Niemi	10:00 AM	Aitkin		Mark Jeffers	218-927-7305	<a href="mailto:Mark.jeffers@co.aitkin.mn.us">Mark.jeffers@co.aitkin.mn.us</a>
Emergency Management	Not Required	As needed		Wedel		Aitkin		Dan Guida	218-927-7420	<a href="mailto:dan.guida@co.aitkin.mn.us">dan.guida@co.aitkin.mn.us</a>
Environmental Assessment Worksheet	Internal Committee	As needed		Marcotte and Napstad		Aitkin		John Welle/ Andrew Carlstrom	218-927-7469 Welle 218-927-7352 Neff	<a href="mailto:jwelle@co.aitkin.mn.us">jwelle@co.aitkin.mn.us</a> <a href="mailto:tneff@co.aitkin.mn.us">tneff@co.aitkin.mn.us</a>
Extension	Statute 38 36	4x year	Monday	Marcotte, Alt. Westerlund	5:30 PM	Aitkin			218-828-2286	
Facilities/Technology	Internal Committee	As needed		Wedel and Westerlund		Aitkin		Jessica Seibert	218-927-3093	<a href="mailto:jessica.seibert@co.aitkin.mn.us">jessica.seibert@co.aitkin.mn.us</a>
H&S Advisory (Liaison)	Statute 402.03	Monthly except July	1st Wednesday	Wedel and Westerlund	3:30 PM	Aitkin		Cynthia Bennett	218-927-7225	<a href="mailto:cynthia.bennett@co.aitkin.mn.us">cynthia.bennett@co.aitkin.mn.us</a>
Historical Society (Liaison)		Monthly	4th Wednesday	Wedel	10:00 AM	Aitkin			218-927-3348	<a href="mailto:ach3348@comcast.net">ach3348@comcast.net</a>
HRA (Liaison)	Not Required	Monthly	4th Wednesday	Westerlund	9:30 AM			Teresa Smude	218-927-2151	<a href="mailto:trusa@aitkinhra.org">trusa@aitkinhra.org</a>
Investment	Not Required - Hasn't met in at least 5 years	As needed		All Commissioners		Aitkin				
Joint Powers Natural Resource Board	Statute 471.59 Resolution	Odd Months	4th Monday	Napstad Alt. Marcotte Dennis Thompson	10:00 AM	Bemidji	2 Hrs	Kallie Briggs	Cell: 218-417-0358	<a href="mailto:kalliebriggs@gmail.com">kalliebriggs@gmail.com</a>
Lakes and Pines	Bylaws -elected official OR chosen representative	Monthly	3rd Monday	Niemi, Alt. Marcotte	10:00 AM	Mora		Bob Benes	320-679-1800	<a href="mailto:bob.benes@lakesandpines.org">bob.benes@lakesandpines.org</a>
Law Library	Statute 134A 03	Quarterly	Set by Judge	Marcotte, Alt. Niemi		Aitkin				
MCIT	Annual Membership			Westerlund, Seibert						
McGregor Airport Commission	Statute 471.59 Resolution	Monthly	Last Wednesday	Napstad	6:30 PM	McGregor	2 Hrs	Bill Beador	952-941-5147 or cell 612-810-7219	<a href="mailto:bbedor@comcast.net">bbedor@comcast.net</a>
Millie Lacs Fisheries Input Group	Not Required	8-10x yr		Westerlund	5:30 PM		3 hrs			

Niemi's term is up-Letter from ECRL

Mille Lacs Watershed	Statute 103D 331	As needed	3rd Monday	Westerlund, Alt Niemi	10:00 AM		2 Hrs	Steve Hughes	218-927-6565	<a href="mailto:hughes.a@kinswood@gmail.com">hughes.a@kinswood@gmail.com</a>
Mississippi Headwaters Board	Statute 471.59	Monthly	4th Friday	Marcotte, Alt Napstad	10:00 AM	Cass County	2 hrs	Tim Terrill	218-824-1189	<a href="mailto:timt@mississippiheadwaters.org">timt@mississippiheadwaters.org</a>
MN Rural Counties	Paid Membership	8x year	Varies	Niemi, Alt Westerlund	10:00 AM/ varies	ITV/ varies	2 hrs	Dan Larson	612-210-2493	<a href="mailto:dan27@frontiernet.net">dan27@frontiernet.net</a>
Natural Resources Advisory Committee	Resolution?? Bylaws	8-10x yr	2nd Monday	Marcotte and Napstad	6:30 PM	LLCC	2-3 Hrs	Dennis Thompson	218-927-7568	<a href="mailto:dennis.thompson@co.aitkin.mn.us">dennis.thompson@co.aitkin.mn.us</a>
NE MN Office Job Training	Joint Powers	As called		Niemi				Marie Domiano	218-735-3740 Headquarters	
Northeast MN ATP	Convened by MNDOT & ARDC	Quarterly	2nd Wednesday	Napstad, (Niemi, Alt.) and Engineer Weile	10:00 AM	Varies		Russell Habermann	218-529-7552	<a href="mailto:rhabermann@atic.org">rhabermann@atic.org</a>
Northeast MN Emergency Communications Board (ECB)	Statute 403.39/471.59 Joint Powers	5-6x yr	4th Thursday	Napstad (Sheriff Guida Alt.)	10:00 AM	ITV/ varies		Holly Olson	218-726-2921	<a href="mailto:holson@stlouiscountymn.gov">holson@stlouiscountymn.gov</a>
Northeast Waste Advisory Council		Quarterly	2nd Monday	Napstad, Alt. Westerlund	10:00 AM	Duluth	2 Hrs	Heather Cunningham	218-384-9174	<a href="mailto:Heather.Cunningham@co.carleton.mn.us">Heather.Cunningham@co.carleton.mn.us</a>
Northern Counties Land Use Coordinating Board Ordinance	Paid Membership Internal Committee	Monthly As needed	1st Thursday	Marcotte, Alt. Napstad Napstad and Marcotte	9:30 AM	Varies Aitkin		John Chell Andrew Carlstrom	218-259-4628 218-927-3093	<a href="mailto:info@nclub.org">info@nclub.org</a> <a href="mailto:jessica.seibert@co.aitkin.mn.us">jessica.seibert@co.aitkin.mn.us</a>
Personnel/Insurance	Internal Committee	As needed	2nd Tuesday	Marcotte and Wedel	1:30 PM	Aitkin		Jessica Seibert	218-927-3093	<a href="mailto:jessica.seibert@co.aitkin.mn.us">jessica.seibert@co.aitkin.mn.us</a>
Planning Commission	Ordinance	Monthly	3rd Monday	Marcotte, Alt. Westerlund	4:00 PM	Aitkin		Andrew Carlstrom	218-927-7352	<a href="mailto:andrew.carlstrom@co.aitkin.mn.us">andrew.carlstrom@co.aitkin.mn.us</a>
Rum 1W1P Policy Committee	Statute 103D.331	Quarterly- Monthly	Unknown	Westerlund, Alt. Niemi	??	??	??	Tiffany Determan	763-689-3271	<a href="mailto:tiffany.determan@mn.nadnet.net">tiffany.determan@mn.nadnet.net</a>
Snake River Watershed/1W1P Policy	Statute 103D 331	Monthly	4th Monday	Niemi Alt: Napstad	9:00 AM	Mora		Teresa Wickeham	320-679-6456	<a href="mailto:Teresa.Wickeham@co.kanabec.mn.us">Teresa.Wickeham@co.kanabec.mn.us</a>
Sobriety Court	Kami Checking	Quarterly	3rd Thursday	Wedel	12:00 PM	Aitkin		kami genz	218-927-7394	<a href="mailto:kami.genz@co.aitkin.mn.us">kami.genz@co.aitkin.mn.us</a>
Solid Waste Advisory	Internal Committee	As needed		Napstad and Westerlund		Aitkin		Andrew Carlstrom	218-927-7352	<a href="mailto:andrew.carlstrom@co.aitkin.mn.us">andrew.carlstrom@co.aitkin.mn.us</a>
Toward Zero Deaths	Not Required	Monthly	2nd Wednesday	Wedel	1:00 PM	Aitkin		Amy Dotzler	218-927-2133	<a href="mailto:adotzler@aitkinpolice.com">adotzler@aitkinpolice.com</a>
Tri-County Community Health Services	Joint Powers Statute 145A Bylaws dictate membership	Bi-Monthly	2nd Thursday	Westerlund		Itasca County		Maggie Rohnstein		<a href="mailto:maggie.rohnstein@aitchsb.org/metrosoff.com">maggie.rohnstein@aitchsb.org/metrosoff.com</a>



# Board of County Commissioners Agenda Request

**8D**  
Agenda Item #

**Requested Meeting Date:** 1-4-2022

**Title of Item:** Set 2022 Board Meeting Schedule

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b> <p>Each year the County Board sets the year's scheduled meeting dates. Since 2013 the Board has primarily been meeting on the second and fourth Tuesday's of each month. based on past practices, staff has Proposed 2022 County Board Calendar. The dates proposed are again the second and fourth Tuesday's of each month.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

# PROPOSED 2022 BOARD CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June**  
(Possible)  
Afternoon  
Board &  
BAE MTG

**Sept. 13**  
Proposed  
Preliminary  
Budget  
Presentation

**Sept. 27**  
Adopt  
Preliminary  
Levy

**Dec. 13**  
Late  
Afternoon  
Board Mtg. &  
Budget  
Hearing @  
6:05 p.m.

**Dec. 20**  
Adopt Final  
Budget &  
Levy

Board Dates

Holidays



# Aitkin County Board of Commissioners

## Agenda Request Form

# 9

Agenda Item #

**Requested Meeting Date:**  
**Title of Item: Committee Reports**

REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Brian Napstad
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Napstad
Aitkin County CARE Board	Monthly	3 <sup>rd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3 <sup>rd</sup> Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 <sup>rd</sup> Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	Monthly		Napstad and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Wednesday	Napstad, Alt. Marcotte
Budget Committee	Most months	1 <sup>st</sup> Tuesday	Marcotte and Napstad
Development Achievement Center	Monthly	3 <sup>rd</sup> or 4 <sup>th</sup> Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Napstad
Economic Development	Monthly	1 <sup>st</sup> 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 <sup>st</sup> Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 <sup>th</sup> Monday	Napstad and Land Cmr Courtemanche
Lakes and Pines	Monthly	3 <sup>rd</sup> 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 <sup>rd</sup> Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> Friday	Marcotte, Alt. Napstad
MN Rural Caucus	8x year	Varies	Niemi, Alt. Westerlund
Natural Resources Advisory Committee	8-10x year	2nd 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 <sup>th</sup> Thursday	Napstad, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Napstad
Ordinance	As needed		Napstad and Marcotte
Personnel/Insurance	As needed	2 <sup>nd</sup> Tuesday	Westerlund and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Marcotte, Alt. Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4th Monday	Napstad, Alt. Niemi
Snake River 1W1P Policy			Napstad, Alt. Niemi
Sobriety Court	Bi-Monthly	3 <sup>rd</sup> Thursday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund