



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** October 8, 2024

**Where:** Government Center Board Room

The public is invited to join the meeting remotely by phone call:

Phone: **1-415-655-0001**

Access Code: **2559 095 8335**

Meeting Password: **7282**

**9:00 a.m.**

**1) J. Mark Wedel, County Board Chair**

- A) Call to Order**
- B) Pledge of Allegiance**
- C) Approval of the Agenda**

**9:00 a.m.**

**D) Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 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 times 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-**

September 24, 2024 - October 7, 2024

**B) Approve County Board Minutes-**

September 24, 2024

**C) Approve Electronic Funds Transfers**

EFT Report thru 09.30.24

**D) Approve Auditor Vouchers-**

Auditor Warrants 09.20.24

**E) Approve Commissioner's Vouchers**

Commissioner Warrants 09.27.24

**F) Approve Manual Warrants/Voids/Corrections-**

ELAN 09.12.24

**G) Approve-**

Opioid Funding Request

**H) Approve Manual Warrants/Voids/Corrections-**

Returned Check, Hwy DepOt. 09.16.24

**I) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 09.30.24

**J) Adopt Resolution-**

LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor

**9:05 a.m.**

- 3) **Jessica Seibert – County Administrator**  
A) Dan Stifter - Update on land owned by Aitkin School District  
B) Aitkin County 4-H Program Update  
C) Approve Revised Contractual Agreement between the City of Aitkin and County of Aitkin  
D) Administrator Updates

**9:45 a.m.**

- 4) **Mark Jeffers – Economic Development Coordinator**  
A) Approve Housing Trust Fund Guidelines documents  
B) Economic Development Update

**10:05 a.m.**

- 5) **Board of Commissioners**  
A) Commissioners Committee Reports

**ADJOURN**





**2B**

**AITKIN COUNTY BOARD OF COMMISSIONERS**

September 24, 2024

9:00 a.m.

Government Center Board Room

**Regular Session Minutes**

**1.A CALL TO ORDER**

Chair Wedel called the meeting to order at 8:59 a.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
April Kellerman	Administrative Assistant	Present

A moment of silence for the passing of Itasca County Commissioner Burl Ives.

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda, as amended.

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Travis Leiviska  
Adding items 7D & 10A

**1.D Health & Human Services (see separate HHS Agenda)**

**1.E Citizens Public Comment - None**

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Travis Leiviska  
**SECONDER:** Commissioner Bret Sample

**A) Correspondence File-**

September 10, 2024 - September 23, 2024

**B) Approve County Board Minutes-**

September 10, 2024

**C) Approve Electronic Funds Transfers**

Total	\$1,341,586.92
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**D) Approve Auditor Vouchers-**

R&B Contract payments

R&B	\$1,325,020.38					Total	\$1,325,020.38
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**E) Approve Manual Warrants/Voids/Corrections-**

ELAN 08.29.24

General	\$4,212.83	Trust	\$1,400.00	LLCC	\$402.70	HHS	\$1,617.63
Opiod	\$16.03					Total	\$7,649.19

**F) Approve Auditor Vouchers-**

Auditor Warrants - Sales, Use and Diesel Tax, August 2024

General	\$122.18	R&B	\$1,442.07	Trust	\$60.57	LLCC	\$41.39
Parks	\$921.59					Total	\$2,587.80

**G) Approve Manual Warrants/Voids/Corrections-**

Returned Check to Highway

R&B	\$2,460.05					<b>Total</b>	\$2,460.05
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**H) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 09.13.24

General	\$9,910.73	State	\$78,662.95	Taxes	\$412.00	LLCC	\$186.68
Parks	\$110.00					<b>Total</b>	\$89,282.36

**I) Approve-**

Aitkin Airport Grant Agreement - AIT-025

**J) Adopt Resolution-**

Search & Rescue Donation - Benevity

**K) Adopt Resolution-**

Sheriff's Office Donation - Michael DuBay

**L) Approve-**

McGregor Airport Committee Assignment

**M) Adopt Resolution-**

Sentence to Serve Donation - McGregor Lions

**N) Approve County Board Minutes-**

Committee of the Whole - September 17, 2024

## Regular Agenda

3A Andrew Carlstrom – Environmental Services Director

**Informational Only**

Request direction on proposed Aitkin County Cannabis Enforcement & Regulation

**RESULT: INFORMATIONAL ONLY**

**MOVER:**

**SECONDER:**

3B Andrew Carlstrom – Environmental Services Director

**Motion to:**

Approve Requested Public Hearing Date for proposed Aitkin County Cannabis Ordinance

**RESULT: APPROVED (5 TO 0)**

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Michael Kearney

October 22, 2024 at 10:15 a.m. in the Board Room

3C Andrew Carlstrom – Environmental Services Director

**Motion to:**

Adopt Resolution - Limiting Retail Cannabis Businesses to Two

**RESULT: APPROVED (5 TO 0)**

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Laurie Westerlund

4A Mark Jeffers – Economic Development Coordinator

Public Hearing - CDBG-CV McGrath Broadband Project

**PUBLIC HEARING:**

**Open:** 10:30 a.m.

**Public Comment:** None

**Closed:** 10:31 a.m.

5A Dennis Thompson – Land Commissioner

**Informational Only**

Invitation for County Board to attend the NRAC 2024 Fall Tour - Discussion Only

**RESULT: INFORMATIONAL ONLY**

**MOVER:**

**SECONDER:**

5B Dennis Thompson – Land Commissioner

**Motion to:**

Adopt Resolution - Set Date, Time, and Prices for Tax Forfeited Land Sale

**RESULT: APPROVED (5 TO 0)**

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Bret Sample

December 6, 2024 at 1:00 p.m. in the Board Room

6A John Welle – County Engineer

**Informational Only**

2025-2029 Capital Road Improvement Plan - Discussion only

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

6B John Welle – County Engineer

**Motion to:**

Approve 2025 Highway Contract Schedule

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Travis Leiviska

7A Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - 2025 Preliminary Levy

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Michael Kearney

**SECONDER:** Commissioner Travis Leiviska

7B Jessica Seibert – County Administrator

**Motion to:**

Approve Scheduling Committee of the Whole Meeting

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Michael Kearney  
October 24, 2024 at 2:00 p.m. in the Training Room

7C Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates

AMC Fall Policy Conference, Meeting with Bill Brendel discussing succession plan, MLEC open house, Meeting with Shena and Curt, AMC Board Chairs and Administrators call

7D Jessica Seibert – County Administrator

**Motion to:**

Approve 2025 Budget Hearing & December Board Meetings

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Laurie Westerlund

1st December Board Meeting on December 17th PM -time is TBD in the Board Room

2025 Budget Meeting on December 17, 2024 at 6:00pm in the Board Room

2nd December Board Meeting on December 23rd at 9:00 AM in the Board Room

8A Board of Commissioners

**Informational Only**

Commissioner Committee Reports

AMC Fall Policy Conference, Arrowhead Regional Development Commission, Long Lake Board meeting, Committee of the Whole meeting, Aquatic Invasive Species, MN Rural Counties, Arrowhead Counties Association, Aitkin County Water Planning Task Force

Commissioner Sample left at 12:19 p.m.

9A Bobbie Danielson – Human Resources Director

Closed Session - Labor Negotiations Strategy, MN Statute 13D.03

**Motion to Close Meeting Under MN Statute 13D.03 Labor Negotiations Strategy**

Motion made at 12: 22 p.m.

**MOVER:** Commissioner Michael Kearney

**SECONDER:** Commissioner Travis Leiviska

**Attendance of those present during Closed Sesseion**

J. Mark Wedel	District #1
Laurie Westerlund	District #2
Travis Leiviska	District #3
Michael Kearney	District #5
Jessica Seibert	County Administrator
Bobbie Danielson	Human Resources Director
Dan Guida	County Sheriff

Commissioner Kearney left at 1:41 p.m.

**Motion to Reopen Meeting**

Motion made at 1:48 p.m.

**MOVER:** Commissioner Laurie Westerlund  
**SECONDER:** Commissioner Travis Leiviska

10A Jessica Seibert – County Administrator

Closed Session - Labor Negotiations Strategy, MN Statute 13D.03

**Motion to Close Meeting Under MN Statute 13D.03 Labor Negotiations Strategy**

Motion made at 1: 51 p.m.

**MOVER:** Commissioner Travis Leiviska  
**SECONDER:** Commissioner Laurie Westerlund  
**Attendance of those present during Closed Sesseion**

J. Mark Wedel	District #1
Laurie Westerlund	District #2
Travis Leiviska	District #3
Jessica Seibert	County Administrator
Bobbie Danielson	Human Resources Director

**Motion to Reopen Meeting**

Motion made at 2:01 p.m.

**MOVER:** Commissioner Travis Leiviska  
**SECONDER:** Commissioner Laurie Westerlund

**Motion to Adjourn**

Motion made at 2:01 p.m.

**MOVER:** Commissioner Laurie Westerlund  
**SECONDER:** Commissioner Travis Leiviska  
**Next Meeting:** Tuesday, October 8, 2024

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

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



# Board of County Commissioners Agenda Request



Requested Meeting Date: 10/8/2024

Title of Item: EFT Report

<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>  EFT Report thru 9/30/2024		
<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 September 30, 2024 Board Meeting October 8, 2024

Abstract Number	Date	Amount	Reason
22134	9/20/24	\$259,604.72	Auditor Abstract
22135	9/20/24	\$779,022.78	Payroll Abstract
22136	9/20/24	\$3,046.81	Auditor Abstract
22137	9/24/24	\$23,622.77	Commissioner Abstract
22138	9/27/24	\$204,682.83	Commissioner Abstract
22139	9/26/24	\$6,104.65	Manual Abstract
22140	9/27/24	\$1,715.66	Auditor Abstract
22141	9/30/24	\$288.15	Manual Abstract
22142	9/30/24	\$1,729.02	Manual Abstract

\$0  
Voids/No ACH

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\$1,279,817.39  
S:Board Report:2024 EFT Board Report Thru Date



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				

WLB1  
9/19/24 10:02AM

# Aitkin County



Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES

Page 2

1 General Fund

	Vendor		Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Name Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
40	DEPT					Auditor			
	14071	Marco Technologies LLC							
		01-040-000-0000-6266			38.00	OFFICE 365 SUBSCRIPTION	INV12637802	Data Processing/Computer Services	Y
	14071	Marco Technologies LLC			38.00	1 Transactions			
40	DEPT Total:				38.00	Auditor	1 Vendors	1 Transactions	
49	DEPT					Information Technologies			
	14071	Marco Technologies LLC							
		01-049-000-0000-6266			1,890.35	OFFICE 365 SUBSCRIPTION	INV12637802	Software Fees/License Fees	Y
	14071	Marco Technologies LLC			1,890.35	1 Transactions			
49	DEPT Total:				1,890.35	Information Technologies	1 Vendors	1 Transactions	
90	DEPT					Attorney			
	14071	Marco Technologies LLC							
		01-090-000-0000-6266			247.00	OFFICE 365 SUBSCRIPTION	INV12637802	Computer Research	Y
	14071	Marco Technologies LLC			247.00	1 Transactions			
90	DEPT Total:				247.00	Attorney	1 Vendors	1 Transactions	
1	Fund Total:				2,175.35	General Fund		3 Transactions	



WLB1  
9/19/24 10:02AM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

301	Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				R&B Administration			
	14071	Marco Technologies LLC						
		03-301-000-0000-6266		190.00	OFFICE 365 SUBSCRIPTION	INV12637802	Data Processing/Computer Services	Y
	14071	Marco Technologies LLC		190.00	1 Transactions			
301	DEPT Total:			190.00	R&B Administration	1 Vendors	1 Transactions	
307	DEPT				R&B Capital Infrastructure			
	10450	LOFGREN/JEFFREY R						
		03-307-000-0000-6362		10,490.00	ROW PART OF SE1/4 OF NW1/4	P NO 7 S14/T47/R25	Right Of Way	Y
		03-307-000-0000-6362		8,600.00	DAMAGES PT OF SE1/4 OF NW1/4	P NO 7 S14/T47/R25	Right Of Way	Y
	10450	LOFGREN/JEFFREY R		19,090.00	2 Transactions			
	8499	R.C. Habeck Excavating, LLC						
		03-307-000-0000-6262		762.59	CONT 20247 PMT 2	CONT 20247 PMT 3	Contract Payments	N
	8499	R.C. Habeck Excavating, LLC		762.59	1 Transactions			
	9741	REDSTONE CONSTRUCTION, LLC						
		03-307-000-0000-6262		124,595.83	CONT 20243 PMT 4	CONT 20243 PMT 4	Contract Payments	Y
	9741	REDSTONE CONSTRUCTION, LLC		124,595.83	1 Transactions			
	9641	S & R REINFORCING, INC.						
		03-307-000-0000-6262		116,595.95	CONTRACT 20241 PMT 3	CONT 20241 PMT 3	Contract Payments	N
	9641	S & R REINFORCING, INC.		116,595.95	1 Transactions			
307	DEPT Total:			261,044.37	R&B Capital Infrastructure	4 Vendors	5 Transactions	
3	Fund Total:			261,234.37	Road & Bridge		6 Transactions	

WLB1  
9/19/24 10:02AM  
10 Trust

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula						
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
923	DEPT				Forfeited Tax Sales			
	14071	Marco Technologies LLC						
		10-923-000-0000-6266		285.00	OFFICE 365 SUBSCRIPTION	INV12637802	Data Processing/Computer Services	Y
	14071	Marco Technologies LLC		285.00	1 Transactions			
923	DEPT Total:			285.00	Forfeited Tax Sales	1 Vendors	1 Transactions	
10	Fund Total:			285.00	Trust		1 Transactions	

# Aitkin County



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

	<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
716	DEPT			American Rescue Plan - COVID			
	9085	Climate Makers Inc					
		22-716-000-0000-6818					
	9085	Climate Makers Inc					
			15,000.00	JAIL BOILER/CHILLER REPLACE	12342	Category: Revenue Replacement	N
			15,000.00	1 Transactions			
716	DEPT Total:		15,000.00	American Rescue Plan - COVID	1 Vendors	1 Transactions	
22	Fund Total:		15,000.00	Coronavirus Relief Fund		1 Transactions	
	Final Total:		278,694.72	10 Vendors	11 Transactions		

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	2,175.35	General Fund
3	261,234.37	Road & Bridge
10	285.00	Trust
22	15,000.00	Coronavirus Relief Fund
<b>All Funds</b>	<b>278,694.72</b>	<b>Total</b>

Approved by,

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.....  
.....

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT			Commissioners			
86222	Aitkin Independent Age						
	01-001-000-0000-6230		131.75	AUGUST 13 SYNOPSIS	1419021	Printing, Publishing & Adv	Y
				09/11/2024 09/11/2024			
	01-001-000-0000-6230		97.75	AUG 27 SYNOPSIS	1420855	Printing, Publishing & Adv	Y
				09/18/2024 09/18/2024			
86222	Aitkin Independent Age		229.50	2 Transactions			
1	DEPT Total:		229.50	Commissioners	1 Vendors	2 Transactions	
12	DEPT			Court Administration			
15054	Law Office of Raymond Horton						
	01-012-000-0000-6263		457.50	LEGAL SERVICES	01-JV-23-450	Contract Legal Services	Y
				01/10/2024 08/26/2024			
	01-012-000-0000-6263		187.50	LEGAL SERVICES (7/24-8/9)	09042024	Contract Legal Services	Y
				07/24/2024 08/09/2024			
15054	Law Office of Raymond Horton		645.00	2 Transactions			
12	DEPT Total:		645.00	Court Administration	1 Vendors	2 Transactions	
40	DEPT			Auditor			
9561	Amazon Business						
	01-040-000-0000-6405		43.88	KEYBOARD & PLANNER (KR)	1FWJ-YWWJ-3434	Office Supplies	N
9561	Amazon Business		43.88	1 Transactions			
13475	Bright/Wendie						
	01-040-000-0000-6330		98.04	IFS YE TRAINING	09202024	Transportation/Travel/Parking	N
				09/20/2024 09/20/2024			
13475	Bright/Wendie		98.04	1 Transactions			
175	City Of McGregor						
	01-040-000-0000-5132		116.76	REFUND TOBACCO LICENSES	2024 REFUND	Cigarette License Fees	N
175	City Of McGregor		116.76	1 Transactions			
3267	Peysar/Kirk						
	01-040-000-0000-6330		61.51	CORNISH TWP MTG 9.10.24	09112024	Transportation/Travel/Parking	N
3267	Peysar/Kirk		61.51	1 Transactions			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9691	The Master's Touch, LLC						
	01-040-000-0000-6205		10,648.22	TNT PREPAID POSTAGE ESTIMATE	E92456	Postage	N
9691	The Master's Touch, LLC		10,648.22	1 Transactions			
3518	Voyageur Press Of Mcgregor, Inc						
	01-040-000-0000-6230		200.00	TOBACCO ORD FINAL PUBLICATION	49285	Printing, Publishing & Adv	N
3518	Voyageur Press Of Mcgregor, Inc		200.00	1 Transactions			
40	DEPT Total:		11,168.41	Auditor	6 Vendors	6 Transactions	
42	DEPT			Treasurer			
9152	ACI Payments Inc						
	01-042-000-0000-5524		10.00	RETURN PAYMENT FEE-P2	1000122910	Handling Fee (Nfs Check)	N
9152	ACI Payments Inc		10.00	1 Transactions			
4689	Metro Sales Inc						
	01-042-000-0000-6342		187.00	RICOH COPIER END METER 545023	INV2599217	Office Equipment Rental/Contracts	N
				09/07/2024 12/06/2024			
4689	Metro Sales Inc		187.00	1 Transactions			
86235	The Office Shop Inc						
	01-042-000-0000-6405		27.22	ADDING MACHINE TAPE(24) - P2	1146346-0	Office Supplies	N
86235	The Office Shop Inc		27.22	1 Transactions			
42	DEPT Total:		224.22	Treasurer	3 Vendors	3 Transactions	
43	DEPT			Assessor			
10452	AT&T Mobility						
	01-043-000-0000-6220		546.75	IPAD SERVICE	287298660812X0901	Telephone	N
10452	AT&T Mobility		546.75	1 Transactions			
3810	Paulbeck's County Market						
	01-043-000-0000-6335		599.29	FUEL CHARGES	9277327	Gas/Vehicle Fuel Charges	N
3810	Paulbeck's County Market		599.29	1 Transactions			
43	DEPT Total:		1,146.04	Assessor	2 Vendors	2 Transactions	
44	DEPT			Central Services			

# Aitkin County



Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
783	Canon Financial Services, Inc						
	01-044-000-0000-6342		225.51	COPIER CONTRACT CHARGE	35181036	Office Equipment Rental/Contracts	N
				09/01/2024 09/30/2024			
783	Canon Financial Services, Inc		225.51	1 Transactions			
1181	Crow Wing Co Auditor-Treasurer						
	01-044-000-0000-6360		5,057.42	CMCC RETIREE HLTH JULY-DEC 24	7360	Services, Labor, Contracts	N
1181	Crow Wing Co Auditor-Treasurer		5,057.42	1 Transactions			
89081	North Ambulance Brainerd						
	01-044-000-0000-6841		2,885.00	MAR 2024 SUBSIDY	09062024	Ambulance Appropriations	N
				03/01/2024 03/31/2024			
	01-044-000-0000-6841		2,810.00	APR 2024 SUBSIDY	09062024	Ambulance Appropriations	N
				04/01/2024 04/30/2024			
	01-044-000-0000-6841		3,670.00	MAY 2024 SUBSIDY	09062024	Ambulance Appropriations	N
				05/01/2024 05/31/2024			
	01-044-000-0000-6841		2,840.00	JUNE 2024 SUBSIDY	09062024	Ambulance Appropriations	N
				06/01/2024 06/30/2024			
	01-044-000-0000-6841		1,250.00	JULY 2024 SUBSIDY	09062024	Ambulance Appropriations	N
				07/01/2024 07/31/2024			
89081	North Ambulance Brainerd		13,455.00	5 Transactions			
3336	Office Of MN. IT Services						
	01-044-000-0000-6266		1,338.65	WAN - AUGUST 2024	DV24080318	Data Processing/Computer Services	N
				08/01/2024 08/31/2024			
3336	Office Of MN. IT Services		1,338.65	1 Transactions			
13722	Quadient (Treasurer)						
	01-044-048-0000-6205		5,515.00	AUGUST	31215653	Postage	N
13722	Quadient (Treasurer)		5,515.00	1 Transactions			
44	DEPT Total:		25,591.58	Central Services	5 Vendors	9 Transactions	
49	DEPT			Information Technologies			
9561	Amazon Business						
	01-049-000-0000-6485		27.98	MOUSE, ERGONOMIC - FOR CHRIS	1XYC-LL9H-7N3F	Computer/Technology Supplies	N
9561	Amazon Business		27.98	1 Transactions			
783	Canon Financial Services, Inc						



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	01-049-000-0000-6342		25.00	IT CANON COPIER	34786294	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		25.00	1 Transactions			
5893	CTC - 446126						
	01-049-000-0000-6283		155.00	GUEST WIFI SEPT.	21443742	Programming, Services, Contracts	N
5893	CTC - 446126		155.00	1 Transactions			
10231	eGoldfax						
	01-049-000-0000-6266		188.49	EGOLD FAX SERVICE MONTHLY	EGOLD-12083121	Software Fees/License Fees	N
10231	eGoldfax		188.49	1 Transactions			
2386	Information Systems Corp						
	01-049-000-0000-6283		6,455.00	NEXSAN ASSUREON ANNUAL SUPPORT	M31016	Programming, Services, Contracts	N
				12/09/2024 12/08/2025			
2386	Information Systems Corp		6,455.00	1 Transactions			
3951	Pro West & Associates, Inc						
	01-049-000-0000-6283		177.41	TECH SUPPORT ON GIS LINK	008917	Programming, Services, Contracts	N
				08/04/2024 08/31/2024			
3951	Pro West & Associates, Inc		177.41	1 Transactions			
49	DEPT Total:		7,028.88	Information Technologies	6 Vendors	6 Transactions	
53	DEPT			Human Resources			
10293	Aitkin Co Human Resources						
	01-053-000-0000-6205		22.00	UPSP	09102024	Postage	N
				04/16/2024 04/16/2024			
	01-053-000-0000-6265		99.75	BACKGROUND CHECKS (3)	09102024	Background Check Fee	N
				05/02/2024 06/28/2024			
10293	Aitkin Co Human Resources		121.75	2 Transactions			
9561	Amazon Business						
	01-053-000-0000-6485		250.28	VOICE RECORDER	1C1W-LQ1D-79L4	Computer/Technology Supplies	N
				07/23/2024 09/11/2024			
9561	Amazon Business		250.28	1 Transactions			
9834	Kinney & Larson LLP						
	01-053-000-0000-6263		6,656.25	JULY 2024 SERVICES	001	Contract Legal Services	Y
				07/01/2024 07/31/2024			

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9834	Kinney & Larson LLP		6,656.25	1 Transactions		
53	DEPT Total:		7,028.28	Human Resources	3 Vendors	4 Transactions
60	DEPT			Elections		
86222	Aitkin Independent Age					
	01-060-000-0000-6230		331.50	MAIL BALLOT PROCEDURES	1420156	Printing, Publishing & Adv Y
				09/11/2024 09/11/2024		
	01-060-000-0000-6230		63.75	PREREGISTER GENERAL ELECTION	1420157	Printing, Publishing & Adv Y
				09/11/2024 09/11/2024		
86222	Aitkin Independent Age		395.25	2 Transactions		
60	DEPT Total:		395.25	Elections	1 Vendors	2 Transactions
90	DEPT			Attorney		
783	Canon Financial Services, Inc					
	01-090-000-0000-6342		358.10	MONTHLY SERVICE	35181760	Office Equipment Rental/Contracts N
783	Canon Financial Services, Inc		358.10	1 Transactions		
3392	Exsted/Debra					
	01-090-000-0000-6205		25.68	POSTAGE REIMBURSEMENT	9/05/24	Postage N
	01-090-000-0000-6240		120.00	NOTARY RENEWAL	MN80SS003592425	Membership/Dues/Association Fees N
3392	Exsted/Debra		145.68	2 Transactions		
10436	LAGESON/MARK					
	01-090-000-0000-6330		150.48	MILEAGE REIMB MCAA CLASS	7-12-2024	Transportation/Travel/Parking N
10436	LAGESON/MARK		150.48	1 Transactions		
3337	Minnesota County Attorneys Association					
	01-090-000-0000-6268		100.00	2024 IMPAIRED DRIVING	200011623	Staff Training, Development N
	01-090-000-0000-6240		200.00	MCAA MEMBER REGISTRATION	200012076	Membership/Dues/Association Fees N
3337	Minnesota County Attorneys Association		300.00	2 Transactions		
4036	Ratz/James					
	01-090-000-0000-6330		209.88	MILEAGE REIMBURSEMENT	8-26-24	Transportation/Travel/Parking N
4036	Ratz/James		209.88	1 Transactions		
10879	Shred-It					

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	01-090-000-0000-6360	216.94	MONTHLY SERVICE	8008233105	Services, Labor, Contracts	N
10879	Shred-It	216.94	1 Transactions			
86235	The Office Shop Inc					
	01-090-000-0000-6405	170.16	OFFICE SUPPLIES	1145887-0	Office Supplies	N
86235	The Office Shop Inc	170.16	1 Transactions			
90	DEPT Total:	1,551.24	Attorney	7 Vendors	9 Transactions	
100	DEPT		Recorder			
9561	Amazon Business					
	01-100-000-0000-6405	74.90	OFFICE SUPPLIES	194M-JWJ3-7CPF	Office Supplies	N
9561	Amazon Business	74.90	1 Transactions			
10452	AT&T Mobility					
	01-100-000-0000-6220	49.78	RECORDER CELL PHONE	287323078605	Telephone	N
			07/26/2024 08/25/2024			
10452	AT&T Mobility	49.78	1 Transactions			
86235	The Office Shop Inc					
	01-100-000-0000-6405	91.66	NEW MN SEAL	1143832-0	Office Supplies	N
	01-100-000-0000-6405	15.30	OFFICE SUPPLIES	1144687-0	Office Supplies	N
	01-100-000-0000-6405	13.88	OFFICE SUPPLIES	1144765-0	Office Supplies	N
	01-100-000-0000-6405	19.12	OFFICE SUPPLIES	1145160-0	Office Supplies	N
	01-100-000-0000-6360	1,719.28	COPIER CONTRACT	332742-0	Services, Labor, Contracts	N
86235	The Office Shop Inc	1,859.24	5 Transactions			
6101	West Central Indexing					
	01-100-195-0000-6266	144.96	ERECORDING-AUGUST 2024	1950	Data Processing/Computer Services	N
			08/01/2024 08/31/2024			
6101	West Central Indexing	144.96	1 Transactions			
100	DEPT Total:	2,128.88	Recorder	4 Vendors	8 Transactions	
110	DEPT		Courthouse Maintenance			
9085	Climate Makers Inc					
	01-110-000-0000-6360	854.08	IT A/C UNIT	121520	Services, Labor, Contracts	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9085	Climate Makers Inc					
		854.08		1 Transactions		
10426	Grainger					
	01-110-000-0000-6415	101.62	FILTER MATERIAL, PUSH BUTTON	9237426516	Operational Supplies	N
10426	Grainger	101.62		1 Transactions		
88628	Imperial Dade					
	01-110-000-0000-6422	268.18	GLOVES AND LINERS	4281382	Janitorial Supplies	N
	01-110-000-0000-6422	1,657.99	VACUUMS, VAC BAGS	4281384	Janitorial Supplies	N
	01-110-000-0000-6422	1,174.51	PAPER PRODUCTS, LINERS	4281449	Janitorial Supplies	N
	01-110-000-0000-6422	100.60	VACUUM BAGS	4284450	Janitorial Supplies	N
88628	Imperial Dade	3,201.28		4 Transactions		
110	DEPT Total:	4,156.98	Courthouse Maintenance	3 Vendors	6 Transactions	
120	DEPT		Veterans Service			
9561	Amazon Business					
	01-120-000-0000-6480	845.00	CANON SCANNER	1WPL-CLQJ-7F3K	Small Furniture/Equipment/Car Equipment	N
9561	Amazon Business	845.00		1 Transactions		
3518	Voyageur Press Of Mcgregor, Inc					
	01-120-000-0000-6230	125.00	V PRESS SEPTEMBER	49291	Printing, Publishing & Adv	N
			09/17/2024	09/17/2024		
3518	Voyageur Press Of Mcgregor, Inc	125.00		1 Transactions		
9933	WEX BANK - Veteran Services					
	01-120-000-0000-6335	194.88	FLEET AUGUST	99585777	Gas/Vehicle Fuel Charges	N
			08/08/2024	09/07/2024		
9933	WEX BANK - Veteran Services	194.88		1 Transactions		
120	DEPT Total:	1,164.88	Veterans Service	3 Vendors	3 Transactions	
122	DEPT		Planning & Zoning			
170	Aitkin Motor Company					
	01-122-000-0000-6302	2,046.33	2017 FORD ESCAPE	49457	Vehicle Maintenance	N
170	Aitkin Motor Company	2,046.33		1 Transactions		
783	Canon Financial Services, Inc					

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-122-000-0000-6342		219.42	MONTHLY COPIER CONTRACT	35181035	Office Equipment Rental/Contracts	N
				09/01/2024 09/30/2024			
783	Canon Financial Services, Inc		219.42	1 Transactions			
15142	Christensen/Charles						
	01-122-000-0000-6278		130.00	PC MEETING	91724	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		100.50	PC MILEAGE	91724	BOA/PC Mileage	N
15142	Christensen/Charles		230.50	2 Transactions			
1333	Dell Marketing L.P.						
	01-122-000-0000-6405		912.24	LAPTAP BOA - KB	10771937921	Office, Film, & Field Supplies	N
1333	Dell Marketing L.P.		912.24	1 Transactions			
10193	Grund/Jody						
	01-122-000-0000-6339		15.67	CULVERS, ALEXANDRIA	91724	Meals (Overnight)	N
10193	Grund/Jody		15.67	1 Transactions			
14832	Kulifaj / Stephen						
	01-122-000-0000-6278		120.00	PC MEETING	91724	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		45.56	PC MILEAGE	91724	BOA/PC Mileage	N
14832	Kulifaj / Stephen		165.56	2 Transactions			
11990	Lange/David						
	01-122-000-0000-6278		130.00	PC MEETING	91724	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		121.94	PC MILEAGE	91724	BOA/PC Mileage	N
11990	Lange/David		251.94	2 Transactions			
3334	MCIT						
	01-122-000-0000-6360		2,500.00	CLAIM 22PCO446	D584119405	Services, Labor, Contracts	N
3334	MCIT		2,500.00	1 Transactions			
4010	Rasley Oil Company						
	01-122-000-0000-6335		418.33	MONTHLY FUEL CHARGES	AITCOZOS	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		418.33	1 Transactions			
13424	Sonnee/Dennise J						
	01-122-000-0000-6278		130.00	PC MEETING	91724	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		100.50	PC MILEAGE	91724	BOA/PC Mileage	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
13424	Sonnee/Dennise J			2 Transactions		
122	DEPT Total:	6,990.49	Planning & Zoning	10 Vendors	14 Transactions	
123	DEPT		Coroner			
3987	Ramsey County Medical Examiner					
	01-123-000-0000-6262	1,400.00	V.D. EXAM	MEDEX-036972	Coroner Fees	N
3987	Ramsey County Medical Examiner	1,400.00		1 Transactions		
4205	Rowe Funeral Home & Cremation Servs, Inc					
	01-123-000-0000-6330	475.00	ROWE - TRANSPORT FOR AUTOPSY	09042024	Transportation For Autoposy	N
4205	Rowe Funeral Home & Cremation Servs, Inc	475.00		1 Transactions		
123	DEPT Total:	1,875.00	Coroner	2 Vendors	2 Transactions	
200	DEPT		Enforcement			
50	Aitkin Body Shop, Inc					
	01-200-000-0000-6302	9,050.92	#214 SQUAD/DEER - 7/25	16839	Vehicle Maintenance	N
	01-200-000-0000-6302	680.19	#204 WINDSHEILD	16926	Vehicle Maintenance	N
50	Aitkin Body Shop, Inc	9,731.11		2 Transactions		
170	Aitkin Motor Company					
	01-200-000-0000-6302	244.02	222-DRIVE FRONT BUCKLE	49552	Vehicle Maintenance	N
	01-200-000-0000-6302	2,052.93	222-FRONT AXLE ACTUATOR/SHAFT	49647	Vehicle Maintenance	N
170	Aitkin Motor Company	2,296.95		2 Transactions		
9561	Amazon Business					
	01-200-000-0000-6405	44.84	BATTERIES & TYPE C CHARGER	1NKQ-DN36-7W4V	Office Supplies	N
	01-200-200-0000-6405	115.70	PRINTER INK	1XF7-64GW-YQFY	VCET - AIM Office Supplies	N
9561	Amazon Business	160.54		2 Transactions		
783	Canon Financial Services, Inc					
	01-200-000-0000-6342	170.74	ADMIN COPIER LEASE	35181898	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc	170.74		1 Transactions		
10453	Grey Group LLC					
	01-200-200-0000-6268	495.00	UNDERCOVER RESCUE COURSE-SB	247815003	Training, Development	N
	01-200-200-0000-6268	495.00	UC HANDLER AND RESCUE-JJOHNSON	248610190	Training, Development	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10453	Grey Group LLC		990.00	2 Transactions			
6121	Identisys						
	01-200-039-0000-6463		172.00	PTC PRINTER SUPPORT CONTRACT	682017	Gun Permit Supplies/Expenses	N
6121	Identisys		172.00	1 Transactions			
12553	MEYER'S SERVICE CENTER						
	01-200-000-0000-6302		45.74	#207 OIL CHANGE	27334	Vehicle Maintenance	N
12553	MEYER'S SERVICE CENTER		45.74	1 Transactions			
3150	Mille Lacs Co Sheriff						
	01-200-200-0000-6260		135.16	PHONE PURCHASE REIMBURSEMENT	CI PHONE PURCHA	CI Funds	N
3150	Mille Lacs Co Sheriff		135.16	1 Transactions			
12110	Revelin Vehicle Solutions, LLC						
	01-200-000-0000-6610		5,500.00	#204 UPFIT SQUAD	289	Equipment & Radios	Y
	01-200-000-0000-6610		850.00	#204 EQUIP OLD 204 SQUAD	290	Equipment & Radios	Y
12110	Revelin Vehicle Solutions, LLC		6,350.00	2 Transactions			
14440	Rides LLC						
	01-200-000-0000-6302		225.00	#224 TINT WINDOWS	12884	Vehicle Maintenance	Y
14440	Rides LLC		225.00	1 Transactions			
13934	The Tire Barn						
	01-200-000-0000-6302		58.68	#220 OIL CHANGE	75030	Vehicle Maintenance	N
	01-200-000-0000-6302		1,345.21	#210 OIL CHANGE/TIRES	75107	Vehicle Maintenance	N
	01-200-000-0000-6302		78.68	#202 OIL CHANGE	75183	Vehicle Maintenance	N
	01-200-000-0000-6302		78.68	#212 OIL CHANGE	75206	Vehicle Maintenance	N
	01-200-000-0000-6302		75.08	#218 OIL CHANGE & ROTATE TIRES	75302	Vehicle Maintenance	N
13934	The Tire Barn		1,636.33	5 Transactions			
14558	Verizon Wireless-VCET						
	01-200-200-0000-6265		150.00	24001926 CELL PINGS	9022370040	Programs	N
14558	Verizon Wireless-VCET		150.00	1 Transactions			
200	DEPT Total:		22,063.57	Enforcement	12 Vendors	21 Transactions	
202	DEPT			Boat & Water			
	2340 Hyytinen Hardware Hank						

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	01-202-000-0000-6302		HARDWARE	20384/1	B&W Maintenance	N
2340	Hyytinen Hardware Hank		1 Transactions			
202	DEPT Total:	17.48	Boat & Water	1 Vendors	1 Transactions	
252	DEPT		Corrections			
117	Aitkin County Sheriff					
	01-252-003-0000-6240	35.00	MN DEPT HLTH LIC-REIMB CK11238	FM96529	Membership/Dues/Association Fees	N
117	Aitkin County Sheriff	35.00	1 Transactions			
9561	Amazon Business					
	01-252-252-0000-6465	59.74	UNIVERSAL REMOTE	1J4G-GFJY-F4XH	Inmate Welfare Supplies	N
	01-252-252-0000-6465	541.24	WESTINGHOUSE TV'S	1JM4-XG3L-947L	Inmate Welfare Supplies	N
9561	Amazon Business	600.98	2 Transactions			
10451	Brainerd Medical Supply, Inc					
	01-252-000-0000-6262	234.85	BMC - CATHETER/SLING	11060/11061/12237	Contract Service or Medical Service	N
10451	Brainerd Medical Supply, Inc	234.85	1 Transactions			
1152	Cook/Steven					
	01-252-000-0000-6265	300.00	BACKGROUND -PROVOST	09202024	Sheriff Services	Y
1152	Cook/Steven	300.00	1 Transactions			
5557	Eddy/Nancy					
	01-252-003-0000-6241	75.00	FOOD SAFETY TRAINING-REIMBURSE	39372	School Registration Fee	Y
5557	Eddy/Nancy	75.00	1 Transactions			
10426	Grainger					
	01-252-000-0000-6360	597.06	REBUILD PST 2 SHOWERS	9228465796	Services, Labor, Contracts	N
10426	Grainger	597.06	1 Transactions			
15362	GuidePoint Pharmacy #114 Aitkin					
	01-252-000-0000-6430	1,928.72	INMATE RX'S	30	Medical Expense/Supplies - Inmates	N
	01-252-000-0000-6430	37.49	INMATE MEDS	684	Medical Expense/Supplies - Inmates	N
15362	GuidePoint Pharmacy #114 Aitkin	1,966.21	2 Transactions			
2340	Hyytinen Hardware Hank					
	01-252-000-0000-6405	34.99	BOX FAN	20824/1	Office Supplies	N



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2340	Hyytinen Hardware Hank		34.99	1 Transactions			
4812	JC32 Teamsters H&W Fund						
	01-252-000-0000-6101		7,348.00	EE HEALTH INS	09/23/2024	Salaries-Full Time	N
	01-252-000-0000-6150		27,610.00	ER HEALTH INS	09/23/2024	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		34,958.00	2 Transactions			
9694	Midwest Lock & Door, Inc.						
	01-252-000-0000-6360		425.00	BACK DOOR/ADJUST JAIL DOORS	10244	Services, Labor, Contracts	N
9694	Midwest Lock & Door, Inc.		425.00	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea						
	01-252-000-0000-6254		492.43	SHELTER TOWER	345401501	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		492.43	1 Transactions			
3789	Pan-O-Gold Baking Company						
	01-252-000-0000-6418		119.80	BREAN & BUNS	10002424256012	Groceries	N
	01-252-000-0000-6418		52.40	BREAD & BUNS	10002424263005	Groceries	N
3789	Pan-O-Gold Baking Company		172.20	2 Transactions			
9808	Performance Foodservice						
	01-252-000-0000-6418		2,249.44	GROCERIES	262745	Groceries	N
	01-252-000-0000-6418		2,187.69	GROCERIES	263932	Groceries	N
	01-252-000-0000-6418		1,678.09	GROCERIES	272676	Groceries	N
9808	Performance Foodservice		6,115.22	3 Transactions			
4010	Rasley Oil Company						
	01-252-000-0000-6330		578.31	TRANSPORT GAS	AITCOSHES	Prisoner Transportation & Travel	N
4010	Rasley Oil Company		578.31	1 Transactions			
11538	RCB Collections Range Credit Bureau Inc						
	01-252-000-0000-6265		15.00	RCB- BACKGROUND-PROVOST	56900	Sheriff Services	N
11538	RCB Collections Range Credit Bureau Inc		15.00	1 Transactions			
12110	Revelin Vehicle Solutions, LLC						
	01-252-000-0000-6302		2,000.00	TRANSPORT VAN CAMERA SYSTEM	291	Vehicle Maintenance	Y
12110	Revelin Vehicle Solutions, LLC		2,000.00	1 Transactions			
5774	Riverwood Healthcare Clinic						

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-252-000-0000-6262		166.50	C.M. 4/3/24 APPT	10834199101	Contract Service or Medical Service	N
	01-252-000-0000-6262		324.50	C.M. 2/29 APPT	10834199111	Contract Service or Medical Service	N
	01-252-000-0000-6262		243.50	C.M. 3/6/24 APPT	10849671691	Contract Service or Medical Service	N
	01-252-000-0000-6262		166.50	C.M. 6/10/24 APPT	10864051121	Contract Service or Medical Service	N
	01-252-000-0000-6262		166.50	B.E. 7/1/24 MH APPT	10883648341	Contract Service or Medical Service	N
	01-252-000-0000-6262		166.50	K.C. - 7/29 MH APPT	10894388631	Contract Service or Medical Service	N
	01-252-000-0000-6262		166.50	K.N. 7/29 MH APPT	10894388691	Contract Service or Medical Service	N
	01-252-000-0000-6262		166.50	B.M.J. 7/29 - MH APPT	10894688731	Contract Service or Medical Service	N
	01-252-000-0000-6262		243.50	C.M.- APPT 2/26/24	10900270991	Contract Service or Medical Service	N
	01-252-000-0000-6262		205.00	C.N. - MH 8/26	10911605911	Contract Service or Medical Service	N
<b>5774</b>	<b>Riverwood Healthcare Clinic</b>		<b>2,015.50</b>	<b>10 Transactions</b>			
<b>10289</b>	<b>Roger's Two Way Radio, Inc.</b>						
	01-252-000-0000-6314		1,200.00	BATTERY BACKUP/UPS UNITS	26279	Radio Maint	N
	01-252-000-0000-6314		180.00	DEFECTIVE TRANSCIEVER	26287	Radio Maint	N
	01-252-000-0000-6314		120.00	POWER CONNECTIONS	26288	Radio Maint	N
<b>10289</b>	<b>Roger's Two Way Radio, Inc.</b>		<b>1,500.00</b>	<b>3 Transactions</b>			
<b>13934</b>	<b>The Tire Barn</b>						
	01-252-000-0000-6302		30.00	TRANSPORT CAR TIRE REPAIR	75184	Vehicle Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>30.00</b>	<b>1 Transactions</b>			
<b>5072</b>	<b>Ukuras Big Dollar</b>						
	01-252-000-0000-6418		238.85	GROCERIES	00003015	Groceries	N
<b>5072</b>	<b>Ukuras Big Dollar</b>		<b>238.85</b>	<b>1 Transactions</b>			
<b>252</b>	<b>DEPT Total:</b>		<b>52,384.60</b>	<b>Corrections</b>	<b>20 Vendors</b>	<b>37 Transactions</b>	
<b>253</b>	<b>DEPT</b>			<b>Sentence to Serve</b>			
<b>4812</b>	<b>JC32 Teamsters H&amp;W Fund</b>						
	01-253-000-0000-6101		334.00	EE HEALTH INS	09/23/2024	Salaries-Full Time	N
	01-253-000-0000-6150		1,255.00	ER HEALTH INS	09/23/2024	Health Insurance-Employer	N
<b>4812</b>	<b>JC32 Teamsters H&amp;W Fund</b>		<b>1,589.00</b>	<b>2 Transactions</b>			
<b>4010</b>	<b>Rasley Oil Company</b>						
	01-253-000-0000-6335		65.24	STS GAS	AITCOSHES	Gas/Vehicle Fuel Charges	N
<b>4010</b>	<b>Rasley Oil Company</b>		<b>65.24</b>	<b>1 Transactions</b>			

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253	DEPT Total:			1,654.24	Sentence to Serve	2 Vendors	3 Transactions	
257	DEPT				Community Corrections			
	9562	Advanced Business Methods, Inc.						
		01-257-000-0000-6342		108.12	COPIER CONTRACT	AR1822178	Office Equipment Rental/Contracts	N
					09/01/2024 09/30/2024			
	9562	Advanced Business Methods, Inc.		108.12	1 Transactions			
	4010	Rasley Oil Company						
		01-257-251-0000-6335		38.09	TRAINING FUEL	AITCOPROS	Gas/Vehicle Fuel Charges	N
					08/01/2024 08/31/2024			
		01-257-257-0000-6335		44.02	ADULT AGENT FUEL	AITCOPROS	Gas/Vehicle Fuel Charges	N
					08/01/2024 08/31/2024			
		01-257-258-0000-6335		109.28	SOBRIETY COURT AGENT FUEL	AITCOPROS	Gas/Vehicle Fuel Charges	N
					08/01/2024 08/31/2024			
	4010	Rasley Oil Company		191.39	3 Transactions			
	9489	Redwood Toxicology Laboratory, Inc						
		01-257-267-0000-6274		107.62	DRUG TESTING LAB FEES	02239920248	Drug Testing Fee	6
					08/01/2024 08/31/2024			
	9489	Redwood Toxicology Laboratory, Inc		107.62	1 Transactions			
	86235	The Office Shop Inc						
		01-257-000-0000-6405		59.54	OFFICE SUPPLIES	1146115-0	Office Supplies	N
					09/13/2024 09/13/2024			
		01-257-000-0000-6405		55.85	DP CLASS SUPPLIES	1146115-1	Office Supplies	N
					09/13/2024 09/13/2024			
		01-257-000-0000-6405		3.74	OFFICE SUPPLIES	1146115-2	Office Supplies	N
					09/13/2024 09/13/2024			
		01-257-000-0000-6405		37.26	OFFICE SUPPLIES	1146115-3	Office Supplies	N
					09/18/2024 09/18/2024			
	86235	The Office Shop Inc		156.39	4 Transactions			
257	DEPT Total:			563.52	Community Corrections	4 Vendors	9 Transactions	
391	DEPT				Solid Waste			
	2340	Hyytinen Hardware Hank						
		01-391-000-0000-6405		10.99	MARKING PAINT	20976/1	Office, Film, & Field Supplies	N

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	01-391-000-0000-6405		16.00	FENDER WASHERS	21144/1	Office, Film, & Field Supplies	N
2340	Hyytinen Hardware Hank		26.99	2 Transactions			
10454	O'Neil/Tom						
	01-391-000-0000-6360		1,975.00	COMPOST SITE PREP AT R/C CENTE	265860	Services, Labor, Contracts	Y
10454	O'Neil/Tom		1,975.00	1 Transactions			
4010	Rasley Oil Company						
	01-391-000-0000-6335		29.70	MONTHLY FUEL CHARGES	AITCOZOS	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		29.70	1 Transactions			
10930	Tidholm Productions						
	01-391-000-0000-6405		629.69	RECYCLING BANNER/SIGN	42066429	Office, Film, & Field Supplies	Y
10930	Tidholm Productions		629.69	1 Transactions			
391	DEPT Total:		2,661.38	Solid Waste	4 Vendors	5 Transactions	
392	DEPT			Water Wells			
	9561 Amazon Business						
	01-392-000-0000-6405		183.53	ARSENIC TESTS	1C4CRWGVNRVM	Office, Film, & Field Supplies	N
	9561 Amazon Business		183.53	1 Transactions			
392	DEPT Total:		183.53	Water Wells	1 Vendors	1 Transactions	
1	Fund Total:		150,852.95	General Fund		155 Transactions	

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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>		
200	DEPT			Enforcement				
999999000	Alex Nistler							
	02-200-020-0000-6360		340.94	REIMBURSE- STARLINK- SAR	62913-91		Sheriff Search & Rescue Reserve Expenses	
999999000	Alex Nistler		340.94	1 Transactions				
9866	Barden/Rocky							
	02-200-020-0000-6360		97.45	REIMB- FOOD FOR SEARCH SVSP	346816		Sheriff Search & Rescue Reserve Expenses	
9866	Barden/Rocky		97.45	1 Transactions				
2340	Hyytinen Hardware Hank							
	02-200-020-0000-6360		87.73	SAR- MAKING PAINT /BLACK PAINT	20280/1		Sheriff Search & Rescue Reserve Expenses	
	02-200-020-0000-6360		45.52	KEY; LOCK; GATE; SAFETY HASP	20369/1		Sheriff Search & Rescue Reserve Expenses	
	02-200-020-0000-6360		13.50	SAR- KEY & HARDWARE-TRAILER	20516/1		Sheriff Search & Rescue Reserve Expenses	
2340	Hyytinen Hardware Hank		146.75	3 Transactions				
5072	Ukuras Big Dollar							
	02-200-020-0000-6360		204.86	SAR FOOD - SPST SEARCH	00059541		Sheriff Search & Rescue Reserve Expenses	
5072	Ukuras Big Dollar		204.86	1 Transactions				
200	DEPT Total:		790.00	Enforcement	4 Vendors		6 Transactions	
2	Fund Total:		790.00	Reserves Fund			6 Transactions	

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		R&B Administration			
9561	Amazon Business					
	03-301-000-0000-6405	9.98	OFFICE SUPPLIES	1H3Q-C333-WPWW	Office Supplies	N
9561	Amazon Business	9.98	1 Transactions			
783	Canon Financial Services, Inc					
	03-301-000-0000-6342	192.60	CONTRACT CHARGE	35181673	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc	192.60	1 Transactions			
301	DEPT Total:	202.58	R&B Administration	2 Vendors	2 Transactions	
302	DEPT		R&B Engineering/Construction			
2340	Hyytinen Hardware Hank					
	03-302-000-0000-6550	25.98	ENGINEERING SUPPLIES	ACCT 2054	R & B Engineer Supplies	N
2340	Hyytinen Hardware Hank	25.98	1 Transactions			
302	DEPT Total:	25.98	R&B Engineering/Construction	1 Vendors	1 Transactions	
303	DEPT		R&B Highway Maintenance			
10420	AITKIN BACKWOODS FARM SUPPLY LLC					
	03-303-000-0000-6521	206.00	GLEN PIT RECLAMATION	CE4PA5D61X16P	Maintenance Supplies	Y
	03-303-000-0000-6521	186.00	GLEN PIT RECLAIM	MAZ7VXDYJ9YST	Maintenance Supplies	Y
10420	AITKIN BACKWOODS FARM SUPPLY LLC	392.00	2 Transactions			
9561	Amazon Business					
	03-303-000-0000-6590	464.60	REPAIR PARTS	1GXQ-3M69-C7M3	Repair & Maintenance Supplies	N
9561	Amazon Business	464.60	1 Transactions			
10087	Atwater Chevrolet Buick GMC					
	03-303-000-0000-6590	141.46	REPAIR PARTS	113562	Repair & Maintenance Supplies	N
10087	Atwater Chevrolet Buick GMC	141.46	1 Transactions			
163	Charter Communications Holdings LLC					
	03-303-000-0000-6220	142.59	PHONE: HWY OFFICE	175592901091424	Telephone	N
163	Charter Communications Holdings LLC	142.59	1 Transactions			
14887	Cintas Corporation					
	03-303-000-0000-6360	62.37	SHOP LAUNDRY	4204530240	Services, Labor, Contracts	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6360	39.17	SHOP LAUNDRY	4205212602	Services, Labor, Contracts	N
<b>14887</b>	<b>Cintas Corporation</b>	<b>101.54</b>		<b>2 Transactions</b>		
5893	<b>CTC - 446126</b>					
	03-303-000-0000-6254	350.00	HIGH SPEED INTERNET	ACCT 00031-487-2	Utilities-Gas and Electric	N
<b>5893</b>	<b>CTC - 446126</b>	<b>350.00</b>		<b>1 Transactions</b>		
9326	<b>Dehn Oil Company</b>					
	03-303-000-0000-6570	17,123.60	AITKIN DIESEL	25233149	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	16,872.00	PALISADE DIESEL	25233418	Motor Fuel & Lubricants	N
<b>9326</b>	<b>Dehn Oil Company</b>	<b>33,995.60</b>		<b>2 Transactions</b>		
1880	<b>Gravelle Plumbing &amp; Heating, Inc</b>					
	03-303-000-0000-6417	4,437.60	AITKIN SHOP	97187	Shop/Building Maintenance	N
<b>1880</b>	<b>Gravelle Plumbing &amp; Heating, Inc</b>	<b>4,437.60</b>		<b>1 Transactions</b>		
2089	<b>Heartland Tire Inc</b>					
	03-303-000-0000-6590	25.00	REPAIR PARTS	283429	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	559.82	TIRE	283429	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	20.00	REPAIR LABOR	283429	Repair & Maintenance Supplies	N
<b>2089</b>	<b>Heartland Tire Inc</b>	<b>604.82</b>		<b>3 Transactions</b>		
2340	<b>Hyytinen Hardware Hank</b>					
	03-303-000-0000-6417	21.98	MCGRATH SHOP	ACCT 2054	Shop/Building Maintenance	N
	03-303-000-0000-6516	47.98	SIGN SUPPLIES	ACCT 2054	Signs & Posts	N
	03-303-000-0000-6521	18.99	MAILBOX REPAIR	ACCT 2054	Maintenance Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>	<b>88.95</b>		<b>3 Transactions</b>		
10217	<b>IRON VALLEY EQUIPMENT &amp; MFG</b>					
	03-303-000-0000-6590	120.72	REPAIR PARTS	2114-R	Repair & Maintenance Supplies	Y
<b>10217</b>	<b>IRON VALLEY EQUIPMENT &amp; MFG</b>	<b>120.72</b>		<b>1 Transactions</b>		
91187	<b>Lake Country Power</b>					
	03-303-000-0000-6254	122.36	AUG 24 JACOBSON	1400073000	Utilities-Gas and Electric	N
	03-303-000-0000-6254	110.36	AUG 24 SWATARA	140946401	Utilities-Gas and Electric	N
	03-303-000-0000-6254	60.63	AUG CSAH 14	141979801	Utilities-Gas and Electric	N
	03-303-000-0000-6254	59.54	AUG CSAH 6	141979901	Utilities-Gas and Electric	N
	03-303-000-0000-6254	60.00	AUG 24 CSAH 6	143093502	Utilities-Gas and Electric	N

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91187	Lake Country Power			5 Transactions		
3100	McGregor Oil					
	03-303-000-0000-6570	1,466.67	SWATARA DIESEL	AITKINRB	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	2,113.24	JACOBSON DIESEL	AITKINRB	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	1,743.78	SWATARA DIESEL	AITKINRB	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	2,162.39	SWATARA DIESEL	AITKINRB	Motor Fuel & Lubricants	N
3100	McGregor Oil	7,486.08		4 Transactions		
9985	METAL CULVERTS, INC					
	03-303-000-0000-6515	5,544.00	12" CULVERT	A29246	Culverts	3
	03-303-000-0000-6515	6,910.25	48" CULVERT, BAND, APRONS	A29246	Culverts	3
	03-303-000-0000-6515	1,458.50	48" APRON	A29246	Culverts	3
9985	METAL CULVERTS, INC	13,912.75		3 Transactions		
5917	Mike's Bobcat Service, Inc.					
	03-303-000-0000-6360	130.00	GRADING	AUG 24	Services, Labor, Contracts	N
5917	Mike's Bobcat Service, Inc.	130.00		1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea					
	03-303-000-0000-6254	159.13	POWER: PALISADE	185202601	Utilities-Gas and Electric	N
	03-303-000-0000-6254	69.74	169 & CSAH 3	192301001	Utilities-Gas and Electric	N
	03-303-000-0000-6254	69.00	CSAH 5	273501502	Utilities-Gas and Electric	N
	03-303-000-0000-6254	122.75	POWER: MCGREGOR	295300301	Utilities-Gas and Electric	N
	03-303-000-0000-6254	70.00	CSAH 8	300601202	Utilities-Gas and Electric	N
	03-303-000-0000-6254	69.00	CSAH 4	323200702	Utilities-Gas and Electric	N
	03-303-000-0000-6254	765.08	POWER: AITKIN	335200702	Utilities-Gas and Electric	N
	03-303-000-0000-6254	70.00	CSAH 17	336503101	Utilities-Gas and Electric	N
	03-303-000-0000-6254	80.62	169 & CSAH 28	396202201	Utilities-Gas and Electric	N
	03-303-000-0000-6254	42.40	CSAH 12	40060001	Utilities-Gas and Electric	N
	03-303-000-0000-6254	70.00	CSAH 12	465602302	Utilities-Gas and Electric	N
	03-303-000-0000-6254	67.00	CSAH 11	480900902	Utilities-Gas and Electric	N
	03-303-000-0000-6254	70.58	47 & CSAH 2	545110401	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea	1,725.30		13 Transactions		
9179	NORTH CENTRAL INTERNATIONAL, LLC					
	03-303-000-0000-6590	657.33	REPAIR PARTS	X220097903:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC	657.33		1 Transactions		



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8691	<b>Northland Hydraulic Service</b>						
	03-303-000-0000-6590		326.98	REPAIR PARTS	0-05289	Repair & Maintenance Supplies	N
<b>8691</b>	<b>Northland Hydraulic Service</b>		<b>326.98</b>	1 Transactions			
10412	<b>O'Reilly Auto Parts</b>						
	03-303-000-0000-6417		41.88	AITKIN SHOP SUPPLIES	1878-198912	Shop/Building Maintenance	N
<b>10412</b>	<b>O'Reilly Auto Parts</b>		<b>41.88</b>	1 Transactions			
4010	<b>Rasley Oil Company</b>						
	03-303-000-0000-6570		56.47	GASOLINE	29013	Motor Fuel & Lubricants	N
<b>4010</b>	<b>Rasley Oil Company</b>		<b>56.47</b>	1 Transactions			
9273	<b>Reichert Enterprises, Inc</b>						
	03-303-000-0000-6590		861.67	REPAIR PARTS	120730	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,579.00	REPAIR LABOR	120730	Repair & Maintenance Supplies	N
<b>9273</b>	<b>Reichert Enterprises, Inc</b>		<b>2,440.67</b>	2 Transactions			
4070	<b>Riley Auto Supply</b>						
	03-303-000-0000-6417		115.90	AITKIN SHOP	ACCT 2716	Shop/Building Maintenance	N
	03-303-000-0000-6590		74.99	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		139.98	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		109.99	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		145.97	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		27.98	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		91.99	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		49.99	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		482.00	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
<b>4070</b>	<b>Riley Auto Supply</b>		<b>1,238.79</b>	9 Transactions			
9176	<b>SPARKY'S TOOLS, LLC</b>						
	03-303-000-0000-6417		834.99	AITKIN SHOP TOOLS	D 127201	Shop/Building Maintenance	N
<b>9176</b>	<b>SPARKY'S TOOLS, LLC</b>		<b>834.99</b>	1 Transactions			
8505	<b>Texas Refinery Corp</b>						
	03-303-000-0000-6417		1,465.40	AITKIN SHOP SUPPLIES	283429	Shop/Building Maintenance	N
	03-303-000-0000-6417		283.20	SWATARA SHOP SUPPLIES	283429	Shop/Building Maintenance	N
	03-303-000-0000-6417		283.20	JACOBSON SHOP SUPPLIES	283429	Shop/Building Maintenance	N
	03-303-000-0000-6417		283.20	MCGRATH SHOP SUPPLIES	283429	Shop/Building Maintenance	N
	03-303-000-0000-6417		283.20	MCGREGOR SHOP SUPPLIES	283429	Shop/Building Maintenance	N

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	03-303-000-0000-6417		PALISADE SHOP SUPPLIES	283429	Shop/Building Maintenance	N
8505	Texas Refinery Corp		6 Transactions			
6097	Verizon Wireless					
	03-303-000-0000-6220		DEPT CELL PHONES	ACCT 886141693-0C	Telephone	N
6097	Verizon Wireless		1 Transactions			
303	DEPT Total:	73,461.68	R&B Highway Maintenance	25 Vendors	67 Transactions	
307	DEPT		R&B Capital Infrastructure			
11985	Kazmerzak/Paul					
	03-307-000-0000-6362		STATE DEED TAX	STATE DEED TAX	Right Of Way	N
	03-307-000-0000-6362		STATE DEED TAX	STATE DEED TAX	Right Of Way	N
11985	Kazmerzak/Paul		2 Transactions			
10448	MATEER/MARK & SHARON					
	03-307-000-0000-6362		ROW P OF NW1/4 OF SE 1/4	PARNO 18 S11/T47/	Right Of Way	Y
10448	MATEER/MARK & SHARON		1 Transactions			
10443	THOMPSON/BRIAN					
	03-307-000-0000-6362		ROW S1/2 OF SW1/4 PF NE1/4	P NO 20 S11/T47/R2	Right Of Way	Y
10443	THOMPSON/BRIAN		1 Transactions			
307	DEPT Total:	3,887.29	R&B Capital Infrastructure	3 Vendors	4 Transactions	
3	Fund Total:	77,577.53	Road & Bridge		74 Transactions	

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400	DEPT			Public Health Department			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-400-440-0410-6405		41.63	AGENCY - SUPPLIES	1313-PP6T-R6PT	Office Supplies	N
				09/15/2024 09/15/2024			
	05-400-410-0413-6430		33.98	WIC CLINIC SUPPLIES	1QQN-9LKN-1M6R	WIC - Medical Supplies	N
				09/11/2024 09/11/2024			
	05-400-440-0410-6405		18.11	AGENCY - SUPPLIES	1WH7-HXFG-T1KP	Office Supplies	N
				09/15/2024 09/15/2024			
9608	AMAZON CAPITAL SERVICES (HHS only)		93.72	3 Transactions			
783	Canon Financial Services, Inc						
	05-400-440-0410-6342		40.42	MAILROOM CONTRACT CHG-SEP '24	35181034	Office Equipment Rental/Contracts	N
				09/01/2024 09/30/2024			
	05-400-440-0410-6342		25.20	OSS CONTRACT CHARGE-SEP '24	35181674	Office Equipment Rental/Contracts	N
				09/01/2024 09/30/2024			
	05-400-440-0410-6342		288.36	PH CONTRACT CHARGE-SEP '24	35181759	Office Equipment Rental/Contracts	N
				09/01/2024 09/30/2024			
783	Canon Financial Services, Inc		353.98	3 Transactions			
9590	FFF Enterprises						
	05-400-400-0402-6432		8,954.72	INFLUENZA-HIGH DOSE	92716281	Vaccine Cost	N
				09/16/2024 09/16/2024			
9590	FFF Enterprises		8,954.72	1 Transactions			
935	MN Department Of Commerce						
	05-400-440-0410-6278		5.60	JENNIFER SHEETS-UNCLAIMED PROP	UNCLAIMED PROP-	H & HS Advisory Committee	N
935	MN Department Of Commerce		5.60	1 Transactions			
3336	Office Of MN. IT Services						
	05-400-440-0410-6360		0.74	LANGUAGE SERVICES	W24080453	Services, Labor, Contracts	N
				08/31/2024 08/31/2024			
3336	Office Of MN. IT Services		0.74	1 Transactions			
400	DEPT Total:		9,408.76	Public Health Department	5 Vendors	9 Transactions	
420	DEPT			Income Maintenance			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-420-600-4800-6405		98.14	AGENCY - SUPPLIES	1313-PP6T-R6PT	Office Supplies	N
				09/15/2024 09/15/2024			

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	05-420-600-4800-6405		42.68	AGENCY - SUPPLIES	1WH7-HXFG-T1KP	Office Supplies	N
				09/15/2024 09/15/2024			
9608	AMAZON CAPITAL SERVICES (HHS only)		140.82	2 Transactions			
783	Canon Financial Services, Inc						
	05-420-600-4800-6342		95.27	MAILROOM CONTRACT CHG-SEP '24	35181034	Office Equipment Rental/Contracts	N
				09/01/2024 09/30/2024			
	05-420-600-4800-6342		59.39	OSS CONTRACT CHARGE-SEP '24	35181674	Office Equipment Rental/Contracts	N
				09/01/2024 09/30/2024			
783	Canon Financial Services, Inc		154.66	2 Transactions			
11051	Department of Human Services						
	05-420-620-4400-6026		250.00	MCRE/GAMC/NONRES ESTATE	1300MM2D01I	State Share - GAMC Estate	N
				07/01/2024 07/31/2024			
	05-420-650-4400-6025		5,100.87	MA LTC UN 65	1300MM2D01I	State/Fed Share - MA Program	N
				07/01/2024 07/31/2024			
	05-420-650-4400-6025		366.58	G8 MH TCM CV CY20	1300MM2D01I	State/Fed Share - MA Program	N
				07/01/2024 07/31/2024			
	05-420-620-4400-6026		250.00	MCRE/GAMC/NONRES ESTATE	A300MM2E01I	State Share - GAMC Estate	N
				08/01/2024 08/31/2024			
	05-420-650-4400-6025		378.80	G8 LTC LT65 CY20	A300MM2E01I	State/Fed Share - MA Program	N
				08/01/2024 08/31/2024			
	05-420-650-4400-6025		4,991.70	MA LTC UN 65	A300MM2E01I	State/Fed Share - MA Program	N
				08/01/2024 08/31/2024			
	05-420-650-4400-6026		1,963.89	MA ESTATE COLLECTIONS-FED	A300MM2E01I	State/Fed Share - MA Estate	N
				08/01/2024 08/31/2024			
	05-420-650-4400-6026		981.94	MA ESTATE COLLECTIONS-STATE	A300MM2E01I	State/Fed Share - MA Estate	N
				08/01/2024 08/31/2024			
11051	Department of Human Services		14,283.78	8 Transactions			
88439	Metro Legal Services						
	05-420-640-4800-6379		60.00	IV-D SERVICES 001419599402	3523541	Other Iv-D Charges	N
				09/12/2024 09/12/2024			
88439	Metro Legal Services		60.00	1 Transactions			
3337	Minnesota County Attorneys Association						
	05-420-640-4800-6405		25.00	2024 CS CODE BOOK	200012079	Office Supplies	N
				09/09/2024 09/09/2024			

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3337	Minnesota County Attorneys Association		25.00	1 Transactions			
935	MN Department Of Commerce						
	05-420-600-4800-6278		11.55	JENNIFER SHEETS-UNCLAIMED PROP	UNCLAIMED PROP-	H & HS Advisory Committee	N
935	MN Department Of Commerce		11.55	1 Transactions			
3336	Office Of MN. IT Services						
	05-420-600-4800-6360		1.73	LANGUAGE SERVICES	W24080453	Services, Labor, Contracts	N
				08/31/2024	08/31/2024		
3336	Office Of MN. IT Services		1.73	1 Transactions			
15347	St Louis County - PHHS						
	05-420-650-4400-6211		360.32	MTM ADMIN FEE NON-FFP	IP-00027330	Medical Assistance - MTM Admin	N
				07/02/2024	07/02/2024		
	05-420-650-4400-6211		213.94	MTM ADMIN FEE NON-FFP	IP-00027334	Medical Assistance - MTM Admin	N
				07/16/2024	07/16/2024		
	05-420-650-4400-6211		878.28	MTM ADMIN FEE NON-FFP	IP-00027338	Medical Assistance - MTM Admin	N
				07/30/2024	07/30/2024		
15347	St Louis County - PHHS		1,452.54	3 Transactions			
420	DEPT Total:		16,130.08	Income Maintenance	8 Vendors	19 Transactions	
430	DEPT			Social Services			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-430-700-4800-6405		157.62	AGENCY - SUPPLIES	1313-PP6T-R6PT	Office Supplies	N
				09/15/2024	09/15/2024		
	05-430-700-4800-6405		68.55	AGENCY - SUPPLIES	1WH7-HXFG-T1KP	Office Supplies	N
				09/15/2024	09/15/2024		
9608	AMAZON CAPITAL SERVICES (HHS only)		226.17	2 Transactions			
783	Canon Financial Services, Inc						
	05-430-700-4800-6342		153.01	MAILROOM CONTRACT CHG-SEP '24	35181034	Office Equipment Rental/Contracts	N
				09/01/2024	09/30/2024		
	05-430-700-4800-6342		95.38	OSS CONTRACT CHARGE-SEP '24	35181674	Office Equipment Rental/Contracts	N
				09/01/2024	09/30/2024		
783	Canon Financial Services, Inc		248.39	2 Transactions			
11051	Department of Human Services						
	05-430-710-0000-5453		6.00	FY24 CW-TCM ADMIN FEE	00000819297	CW TCM Revenue (F05)	N

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	05-430-710-0000-5483		230.55	FY24 MA LCTS ADMIN FEE	00000819297	MA Admin LCTS (F07)	N
	05-430-710-0000-5483		34.45	FY24 IV-E LCTS ADMIN FEE	00000819297	MA Admin LCTS (F07)	N
	05-430-740-0000-5444		146.00	FY24 RULE 5 ADMIN FEE	00000819297	MA Rule 5 Foster Care (F66)	N
	05-430-740-0000-5450		9.00	FY24 CHILD MH-TCM ADMIN FEE	00000819297	MA CMH TCM (F64)	N
	05-430-745-0000-5421		23.00	FY24 ADULT MH-TCM ADMIN FEE	00000819297	MA Adult MH TCM (F31)	N
	05-430-750-0000-5445		8.00	FY24 VA DD TCM ADMIN FEE	00000819297	MA VA/DD TCM (F42)	N
<b>11051</b>	<b>Department of Human Services</b>		<b>457.00</b>	<b>7 Transactions</b>			
<b>935</b>	<b>MN Department Of Commerce</b>						
	05-430-700-4800-6278		17.85	JENNIFER SHEETS-UNCLAIMED PROP	UNCLAIMED PROP-	H & HS Advisory Committee	N
<b>935</b>	<b>MN Department Of Commerce</b>		<b>17.85</b>	<b>1 Transactions</b>			
<b>3336</b>	<b>Office Of MN. IT Services</b>						
	05-430-700-4800-6360		2.78	LANGUAGE SERVICES	W24080453	Services, Labor, Contracts	N
				08/31/2024 08/31/2024			
<b>3336</b>	<b>Office Of MN. IT Services</b>		<b>2.78</b>	<b>1 Transactions</b>			
<b>430</b>	<b>DEPT Total:</b>		<b>952.19</b>	<b>Social Services</b>	<b>5 Vendors</b>	<b>13 Transactions</b>	
<b>5</b>	<b>Fund Total:</b>		<b>26,491.03</b>	<b>Health &amp; Human Services</b>		<b>41 Transactions</b>	

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No.	Account/Formula	Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name	
923	DEPT				Forfeited Tax Sales			
	783 Canon Financial Services, Inc							
	10-923-000-0000-6342		158.21		COPIER RENTAL	35181033	Office/Equipment-Rental	N
					09/01/2024	09/30/2024		
	783 Canon Financial Services, Inc		158.21		1 Transactions			
	5893 CTC - 446126							
	10-923-000-0000-6254		350.00		INTERNET	21450707	Utilities-Gas and Electric	N
					09/12/2024	10/11/2024		
	5893 CTC - 446126		350.00		1 Transactions			
	1430 Dotzler Power Equipment							
	10-923-000-0000-6590		58.74		30W OIL & 6 1-QUART XP FUEL	41178	Repair & Maintenance Supplies	N
	1430 Dotzler Power Equipment		58.74		1 Transactions			
	9705 Johnson/Christopher M							
	10-923-000-0000-6181		195.00		2024 BOOT ALLOWANCE	092024	Safety Footwear Allowance	N
	9705 Johnson/Christopher M		195.00		1 Transactions			
	4010 Rasley Oil Company							
	10-923-000-0000-6335		789.82		#2 OFF RD NL & #2 DIESEL	AITCOL&PS	Gas/Vehicle Fuel Charges	N
	4010 Rasley Oil Company		789.82		1 Transactions			
	10180 WEX Bank - Land Dept							
	10-923-000-0000-6335		4,788.31		GAS	98963785	Gas/Vehicle Fuel Charges	N
					07/08/2024	08/07/2024		
	10-923-000-0000-6335		2,762.22		GAS	99604	Gas/Vehicle Fuel Charges	N
					08/08/2024	09/07/2024		
	10180 WEX Bank - Land Dept		7,550.53		2 Transactions			
	5171 Willey's Marine Inc							
	10-923-000-0000-6590		1,960.95		FRONT END AND ENGINE LITE REPA	72040	Repair & Maintenance Supplies	N
	5171 Willey's Marine Inc		1,960.95		1 Transactions			
923	DEPT Total:		11,063.25		Forfeited Tax Sales	7 Vendors	8 Transactions	
926	DEPT				Law Library			
	5173 Thomson Reuters-West Publishing							
	10-926-000-0000-6455		1,750.22		ONLINE SUBSCRIPTION	850684356	Law Books	N

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5173	Thomson Reuters-West Publishing		1,750.22	08/01/2024 08/30/2024	1 Transactions		
926	DEPT Total:		1,750.22	Law Library	1 Vendors	1 Transactions	
10	Fund Total:		12,813.47	Trust		9 Transactions	



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	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	DEPT				Resource Management			
	13725	Beartooth Hardware Inc						
		11-925-000-0000-6590		14.01	LLCC PLUMBING REPAIRS	37108	Repair & Maintenance Supplies	N
	13725	Beartooth Hardware Inc		14.01	1 Transactions			
	12526	Bixby/James						
		11-925-000-0000-6278		35.00	NRAC MEETING	092024	Advisory Board/Committee Per Diem	Y
		11-925-000-0000-6330		49.58	NRAC MILEAGE	092024	Transportation/Travel/Parking	N
	12526	Bixby/James		84.58	2 Transactions			
	1880	Gravelle Plumbing & Heating, Inc						
		11-925-000-0000-6590		418.38	LLCC PLUMBING REPAIRS	97216	Repair & Maintenance Supplies	N
	1880	Gravelle Plumbing & Heating, Inc		418.38	1 Transactions			
	2099	Harmon/Elizabeth						
		11-925-000-0000-6330		43.78	NRAC MILEAGE	092024	Transportation/Travel/Parking	N
	2099	Harmon/Elizabeth		43.78	1 Transactions			
	2270	Hoppe/Russell Peter						
		11-925-000-0000-6278		35.00	NRAC MEETING	092024	Advisory Board/Committee Per Diem	Y
		11-925-000-0000-6330		48.24	NRAC MILEAGE	092024	Transportation/Travel/Parking	N
	2270	Hoppe/Russell Peter		83.24	2 Transactions			
	11990	Lange/David						
		11-925-000-0000-6278		35.00	NRAC MEETING	092024	Advisory Board/Committee Per Diem	Y
		11-925-000-0000-6330		52.26	NRAC MILEAGE	092024	Transportation/Travel/Parking	N
	11990	Lange/David		87.26	2 Transactions			
	12512	MARCUM/ROBERT						
		11-925-000-0000-6278		35.00	NRAC MEETING	092024	Advisory Board/Committee Per Diem	Y
		11-925-000-0000-6330		32.16	NRAC MILEAGE	092024	Transportation/Travel/Parking	N
	12512	MARCUM/ROBERT		67.16	2 Transactions			
	12077	Stromberg/Kevin						
		11-925-000-0000-6278		35.00	NRAC MEETING	092024	Advisory Board/Committee Per Diem	Y
		11-925-000-0000-6330		20.10	NRAC MILEAGE	092024	Transportation/Travel/Parking	N
	12077	Stromberg/Kevin		55.10	2 Transactions			
	15229	Thompson/Dennis J						

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11-925-000-0000-6330		27.36	NRAC MILEAGE	092024	Transportation/Travel/Parking	N
15229	Thompson/Dennis J	27.36	1 Transactions			
10017	Tveit/Galen					
11-925-000-0000-6278		35.00	NRAC MEETING	092024	Advisory Board/Committee Per Diem	Y
11-925-000-0000-6330		24.12	NRAC MILEAGE	092024	Transportation/Travel/Parking	N
10017	Tveit/Galen	59.12	2 Transactions			
8612	Veenker/Thomas H					
11-925-000-0000-6278		35.00	NRAC MEETING	092024	Advisory Board/Committee Per Diem	Y
11-925-000-0000-6330		53.60	NRAC MILEAGE	092024	Transportation/Travel/Parking	N
8612	Veenker/Thomas H	88.60	2 Transactions			
925	DEPT Total:	1,028.59	Resource Management	11 Vendors	18 Transactions	
11	Fund Total:	1,028.59	Forest Development		18 Transactions	

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943	DEPT			Taxes And Penalties				
999999000	MIDMINNESOTA FED CR UNION							
	13-943-000-0000-2001		1,571.00	PROPERTY TAX OVERPAYMENT - P2	2113	Cur - Property Taxes		N
999999000	MIDMINNESOTA FED CR UNION		1,571.00	1 Transactions				
999999000	SHIELDS/CARMEN							
	13-943-000-0000-2001		1,268.00	PROPERTY TAX OVERPAYMENT - P2	275 REPLACEMENT	Cur - Property Taxes		N
999999000	SHIELDS/CARMEN		1,268.00	1 Transactions				
943	DEPT Total:		2,839.00	Taxes And Penalties	2 Vendors	2 Transactions		
13	Fund Total:		2,839.00	Taxes & Penalties		2 Transactions		

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451	DEPT				Collaborative-Hill City School			
	392	ISD 2 Hill City-Treasurer						
		15-451-000-0000-6231		8,692.00	24-25 LCTS ALLOCATION		Hill City School Services	N
					07/01/2024 06/30/2025			
	392	ISD 2 Hill City-Treasurer		8,692.00	1 Transactions			
451	DEPT Total:			8,692.00	Collaborative-Hill City School	1 Vendors	1 Transactions	
452	DEPT				Collaborative-Mcgregor School			
	86580	McGregor Public School						
		15-452-000-0000-6231		16,764.00	24-25 LCTS ALLOCATION		Mcgregor School Services	N
					07/01/2024 06/30/2025			
	86580	McGregor Public School		16,764.00	1 Transactions			
452	DEPT Total:			16,764.00	Collaborative-Mcgregor School	1 Vendors	1 Transactions	
15	Fund Total:			25,456.00	Aitkin County Collaborative		2 Transactions	

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521	DEPT			LLCC Administration			
2763	Countryside Sanitation, LLC						
	19-521-000-0000-6255		157.95	SEPT. GARBAGE	5522	Garbage	Y
				09/01/2024	09/30/2024		
2763	Countryside Sanitation, LLC		157.95	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea						
	19-521-000-0000-6254		535.60	ENERGY CENTER	271300502	Utilities-Gas and Electric	N
	19-521-000-0000-6254		901.58	DINING HALL	271300601	Utilities-Gas and Electric	N
	19-521-000-0000-6254		1,034.08	NORTH STAR LODGE	271300703	Utilities-Gas and Electric	N
	19-521-000-0000-6254		72.53	PARKING LOT	271300801	Utilities-Gas and Electric	N
	19-521-000-0000-6254		121.77	STAFF RESIDENCE	271300901	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		2,665.56	5 Transactions			
86235	The Office Shop Inc						
	19-521-000-0000-6360		98.70	COPIER...REIPOC	332737	Services, Labor, Contracts	N
	19-521-000-0000-6360		326.88	FINAL INVOICE FROM OLD COPIER	332738-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		425.58	2 Transactions			
521	DEPT Total:		3,249.09	LLCC Administration	3 Vendors	8 Transactions	
522	DEPT			LLCC Education			
9561	Amazon Business						
	19-522-000-0000-6431		19.98	ARROW VANES	1LT3-VLFQ-D4N9	Educational Supplies	N
	19-522-000-0000-6431		122.98	SUPPLIES FOR START OF YEAR	1MXC-X43M-FQXH	Educational Supplies	N
9561	Amazon Business		142.96	2 Transactions			
522	DEPT Total:		142.96	LLCC Education	1 Vendors	2 Transactions	
523	DEPT			LLCC Food			
3810	Paulbeck's County Market						
	19-523-000-0000-6418		59.19	GROCERIES	7684653	Groceries-Students	N
	19-523-000-0000-6418		9.70	GROCERIES	7684653	Groceries-Students	N
	19-523-000-0000-6418		13.93	GROCERIES	7684653	Groceries-Students	N
3810	Paulbeck's County Market		82.82	3 Transactions			
10076	PFS Minnesota						
	19-523-000-0000-6418		763.14	GROCERIES	73486040	Groceries-Students	N

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## COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	19-523-000-0000-6418		GROCERIES	73486041	Groceries-Students	N
	19-523-000-0000-6418		GROCERIES	73527345	Groceries-Students	N
<b>10076</b>	<b>PFS Minnesota</b>		<b>1,991.37</b>	<b>3 Transactions</b>		
4761	<b>Sysco Minnesota Inc</b>					
	19-523-000-0000-6418		821.74 GROCERIES	253723417	Groceries-Students	N
<b>4761</b>	<b>Sysco Minnesota Inc</b>		<b>821.74</b>	<b>1 Transactions</b>		
4968	<b>Upper Lakes Foods, Inc</b>					
	19-523-000-0000-6418		790.68 GROCERIES	510230-00	Groceries-Students	N
	19-523-000-0000-6418		814.71 GROCERIES	513576-00	Groceries-Students	N
<b>4968</b>	<b>Upper Lakes Foods, Inc</b>		<b>1,605.39</b>	<b>2 Transactions</b>		
<b>523</b>	<b>DEPT Total:</b>		<b>4,501.32</b>	<b>LLCC Food</b>	<b>4 Vendors</b>	<b>9 Transactions</b>
<b>524</b>	<b>DEPT</b>			<b>LLCC Maintenance</b>		
9561	<b>Amazon Business</b>					
	19-524-000-0000-6590		187.80 LED LIGHTBULBS	1WJR-VYHL-9P1F	Repair & Maintenance Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>187.80</b>	<b>1 Transactions</b>		
10365	<b>Antoine Electric, Inc.</b>					
	19-524-000-0000-6360		409.39 FIX DISHWASHER	3287	Services, Labor, Contracts	N
<b>10365</b>	<b>Antoine Electric, Inc.</b>		<b>409.39</b>	<b>1 Transactions</b>		
13725	<b>Beartooth Hardware Inc</b>					
	19-524-000-0000-6590		24.32 PARTS TO REPAIR WATER LINE	2189277364	Repair & Maintenance Supplies	N
	19-524-000-0000-6590		16.99 DOORKNOB	32455	Repair & Maintenance Supplies	N
<b>13725</b>	<b>Beartooth Hardware Inc</b>		<b>41.31</b>	<b>2 Transactions</b>		
246	<b>Brothers Fire &amp; Security</b>					
	19-524-000-0000-6360		2,295.00 REPAIR BROKEN FIRE SYSTEM	W35574	Services, Labor, Contracts	N
<b>246</b>	<b>Brothers Fire &amp; Security</b>		<b>2,295.00</b>	<b>1 Transactions</b>		
2340	<b>Hyytinen Hardware Hank</b>					
	19-524-000-0000-6590		24.46 OIL, TANK FLOAT, HARDWARE	ACCT 2498	Repair & Maintenance Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>24.46</b>	<b>1 Transactions</b>		
3776	<b>Palisade One Stop</b>					
	19-524-000-0000-6335		90.43 FUEL FOR VAN AND EQUIPMENT	2187684653	Gas/Vehicle Fuel Charges	N

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9/24/24

11:21AM

19 Long Lake Conservation Cen

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3776	Palisade One Stop		90.43	1 Transactions		
4010	Rasley Oil Company					
	19-524-000-0000-6335		88.39	GAS FOR BOBCAT	LONGLAKES	Gas/Vehicle Fuel Charges N
4010	Rasley Oil Company		88.39	1 Transactions		
524	DEPT Total:		3,136.78	LLCC Maintenance	7 Vendors	8 Transactions
19	Fund Total:		11,030.15	Long Lake Conservation Center		27 Transactions

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21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 36

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
520	DEPT		Parks			
10365	Antoine Electric, Inc.					
	21-520-000-0000-6360	B	149.98	REP CIR BREAK 30 AMP @ A-7	3298	Services, Labor, Contracts
10365	Antoine Electric, Inc.		149.98	1 Transactions		N
9625	Blind Lake ATV Club					
	21-520-000-0000-6802	Q	7,402.01	BLIND LAKE OHV FY23	FM 00935274	Trail Grants-State
9625	Blind Lake ATV Club		7,402.01	1 Transactions		N
10618	Erik's Lawn Service					
	21-520-000-0000-6360	B	428.00	AITKIN CAMPGROUND MOWING	10558	Services, Labor, Contracts
	21-520-000-0000-6360	B	548.00	BERGLUND PARK MOWING	10558	Services, Labor, Contracts
	21-520-000-0000-6360		188.00	ROUND LAKE BEACH MOWING	10558	Services, Labor, Contracts
	21-520-000-0000-6360		588.00	SNAKE RIVER CAMPGROUND MOWING	10558	Services, Labor, Contracts
10618	Erik's Lawn Service		1,752.00	4 Transactions		Y
7525	Hometown Bldg Supply					
	21-520-000-0000-6802	Q	66.46	HURRI RAFTER TIE MENDING PL 2X	2408-112953	Trail Grants-State
	21-520-000-0000-6523		152.37	3/8" SMART PANEL SIDING 8" OC	2408-114030	Misc Bldg & Shop Supplies
	21-520-000-0000-6523		64.66	FLASHING MAGNETIC MEASURE BLAD	2408-114043	Misc Bldg & Shop Supplies
7525	Hometown Bldg Supply		283.49	3 Transactions		N
2340	Hyytinen Hardware Hank					
	21-520-000-0000-6523		4.99	STAPLES	21176/1	Misc Bldg & Shop Supplies
2340	Hyytinen Hardware Hank		4.99	1 Transactions		N
9354	Kangas Enterprise, Inc					
	21-520-000-0000-6360	B	265.00	JACOBSON CAMPGROUND DUMP	23601	Services, Labor, Contracts
9354	Kangas Enterprise, Inc		265.00	1 Transactions		N
3024	Kingsley/Russell Lee					
	21-520-000-0000-6804	Q	3,145.00	SOO LINE NORTH HWY 169 TO BAIN	092024	State Grant - Northwoods ATV-Expense
3024	Kingsley/Russell Lee		3,145.00	1 Transactions		Y
3160	Mille Lacs Energy Coop-Albert Lea					
	21-520-000-0000-6254	B	305.95	BERGLUND PARK	185110602	Utilities-Gas and Electric
				08/01/2024 09/01/2024		
3160	Mille Lacs Energy Coop-Albert Lea		305.95	1 Transactions		N



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21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 37

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
8783	Road Machinery & Supplies Co.						
	21-520-000-0000-6802	Q	4,500.00	RENT EXCAVATOR & BUCKET	RA1907-001	Trail Grants-State	N
8783	Road Machinery & Supplies Co.		4,500.00	1 Transactions			
9617	Timber Lakes Septic Service, Inc.						
	21-520-000-0000-6360	B	200.00	AITKIN DUMP	41002	Services, Labor, Contracts	N
	21-520-000-0000-6360	B	200.00	BERGLUND DUMP	41003	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		400.00	2 Transactions			
13848	WYATT'S TOWING & Recovery 24-7						
	21-520-000-0000-6360		1,000.00	TOW FROM HILL CITY SOO LINE	24-00622	Services, Labor, Contracts	Y
13848	WYATT'S TOWING & Recovery 24-7		1,000.00	1 Transactions			
520	DEPT Total:		19,208.42	Parks	11 Vendors	17 Transactions	
21	Fund Total:		19,208.42	Parks		17 Transactions	
	Final Total:		328,087.14	203 Vendors	351 Transactions		

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	150,852.95	General Fund
2	790.00	Reserves Fund
3	77,577.53	Road & Bridge
5	26,491.03	Health & Human Services
10	12,813.47	Trust
11	1,028.59	Forest Development
13	2,839.00	Taxes & Penalties
15	25,456.00	Aitkin County Collaborative
19	11,030.15	Long Lake Conservation Center
21	19,208.42	Parks
<b>All Funds</b>	<b>328,087.14</b>	<b>Total</b>

Approved by,

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9/26/24 10:23AM  
5 Health & Human Services

# Aitkin County



2F

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

Page 2

	<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	5462	Bremer Bank (Elan ACH)					
		05-430-760-3930-6020		21.50	SS-BUS TICKET		ADULT-GENERAL CASE MANAGEMEN
					08/26/2024 08/26/2024		
	5462	Bremer Bank (Elan ACH)		21.50	1 Transactions		
5 Fund Total:				21.50	Health & Human Services	1 Vendors	1 Transactions
Final Total:				21.50	1 Vendors	1 Transactions	

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1 General Fund

# Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5462	Bremer Bank (Elan ACH)						
26	01-200-200-0000-6265		14.40	USPS POSTAGE	00314	Programs	N
31	01-200-200-0000-6260		64.74	TRACFONE - CI- VCET	011353	CI Funds	N
14	01-053-000-0000-6241		199.00	CHATGPT FOR EXCEL WEBINAR	0153	Registration Fee	N
				08/29/2024 02/28/2025			
33	01-252-000-0000-6330		60.00	NEAL TRANSPORT- MSP PKNG	05078	Prisoner Transportation & Travel	N
29	01-252-000-0000-6405		19.74	KLEENEX	072817	Office Supplies	N
38	01-120-000-0000-6360		47.88	ARCHIVES MEMBERSHIP	08212024	Services, Labor, Contracts	N
34	01-252-000-0000-6330		20.60	#227 TRANSPORT GAS (NEAL)-NO	088133	Prisoner Transportation & Travel	N
24	01-252-000-0000-6422		35.82	DISH SOAP	088403	Janitorial Supplies	N
35	01-252-000-0000-6330		37.55	#227 TRANSPORT GAS (NEAL)	094646	Prisoner Transportation & Travel	N
17	01-043-000-0000-6266		19.23	GOODREADER EDITOR	113844176482	Data Processing/Computer Services	N
27	01-252-003-0000-6241		500.00	#302 JAIL ADMIN CONF	1384	School Registration Fee	N
28	01-252-003-0000-6241		250.00	CARLSTROM DT INSTRUCTOR	1385	School Registration Fee	N
18	01-043-000-0000-6266		19.23	GOODREADER EDITOR	178846938803	Data Processing/Computer Services	N
20	01-043-000-0000-6266		19.23	GOODREADER EDITOR	179846493177	Data Processing/Computer Services	N
39	01-043-000-0000-6241		450.00	APPRAISAL BASICS	211490645	Registration Fee	N
19	01-043-000-0000-6266		19.23	GOODREADER EDITOR	211843631342	Data Processing/Computer Services	N
32	01-200-000-0000-6302		118.91	#224 OIL CHANGW	226455	Vehicle Maintenance	N
10	01-001-000-0000-6332		198.93	HOTEL STAY FOR ARDC MEETING	3014	Hotel / Motel Lodging	N
				08/28/2024 08/29/2024			
4	01-122-000-0000-6332		538.68	ADVANCED DESIGN - JG	429515	Hotel / Motel Lodging	N
5	01-122-000-0000-6339		75.16	ADVANCED DESIGN - JG	429515	Meals (Overnight)	N
16	01-043-000-0000-6266		19.23	GOODREADER EDITOR	587426	Data Processing/Computer Services	N
15	01-043-000-0000-6332		361.53	HOTEL FOR BASIC PROCEDURES	587426	Hotel / Motel Lodging	N
21	01-043-000-0000-6360		45.00	MONTHLY MLS ACCESS FEE	67292	Services, Labor, Contracts, GIS Mapping	N
7	01-257-000-0000-6339		11.25	MEALS-LUNCH- MACACC CROOKSTON	8.23.24	Meals (Overnight)	N
				08/23/2024 08/23/2024			
2	01-122-000-0000-6335		25.93	ADVANCED DESIGN TRAINING - JG	9042833	Gas/Vehicle Fuel Charges	N
30	01-253-000-0000-6464		13.50	DR. SCHOLL'S INSOLES	9178001	STS Supplies	N
12	01-711-000-0000-6230		304.93	ANNUAL CISCO	9370	Printing, Publishing & Adv	N
				09/05/2024 09/04/2025			
13	01-711-000-0000-6240		53.20	CONSTANT CONTACT MONTHLY	9370	Membership/Dues/Association Fees	N
				09/05/2024 10/05/2024			
11	01-711-000-0000-6241		25.00	2024 WORKFORCE SUMMIT	9370	Registration Fee	N
				08/27/2024 09/12/2024			
8	01-257-000-0000-6332		102.87	HOTEL-MACCAC CROOKSTON	GUEST #202900	Hotel / Motel Lodging	N
6	01-090-000-0000-6240		278.00	LAWYER REG FEES	LAWYER000318480	Membership/Dues/Association Fees	N
37	01-200-000-0000-6240		91.94	CASPER POST LICENSE	MLSPOS000153040	Membership/Dues/Association Fees	N

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# Aitkin County



1 General Fund

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

Page 3

Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description		1099
No.	Account/Formula					Paid On Bhf #	On Behalf of Name	
1	01-040-000-0000-6205		10.58	PASSPORT & OTHER		PASSPORT/OTHER	Postage	N
3	01-257-251-0000-6332		200.00	HOTEL-NMTIRW TRAINING@MORTON		R1040897-1	Hotel / Motel Lodging	N
				08/28/2024 08/30/2024				
25	01-280-000-0000-6332		645.00	#217 HOTEL AMEM CONFERENCE		TS-855	Hotel / Motel Lodging	N
5462	Bremer Bank (Elan ACH)		4,896.29	35 Transactions				
1 Fund Total:			4,896.29	General Fund		1 Vendors	35 Transactions	

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# Aitkin County



2 Reserves Fund

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

Page 4

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
36	5462 Bremer Bank (Elan ACH)		466.00	SAR HARNESS	601517	Sheriff Search & Rescue Reserve Expe	N
	02-200-020-0000-6360						
	5462 Bremer Bank (Elan ACH)		466.00	1 Transactions			
2 Fund Total:			466.00	Reserves Fund	1 Vendors	1 Transactions	

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11 Forest Development

# Aitkin County



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

Page 5

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
9	5462 Bremer Bank (Elan ACH)		625.00	2024 MN GIS/LIS CONF REGISTRAT	200006756	Staff Training, Development	N
	11-939-000-0000-6268			1 Transactions			
	5462 Bremer Bank (Elan ACH)		625.00				
11 Fund Total:			625.00	Forest Development	1 Vendors	1 Transactions	

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10:23AM

19 Long Lake Conservation Cen

# Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	<b>5462 Bremer Bank (Elan ACH)</b>					
22	19-522-000-0000-6431		641.10	LLCF REIMBURSE GARDEN CLUB	4715110303635416	Educational Supplies N
23	19-522-000-0000-6431		270.30	MICE FOR SNAKES	4715110303635416	Educational Supplies N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>911.40</b>	<b>2 Transactions</b>		
<b>19 Fund Total:</b>			<b>911.40</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>			<b>6,898.69</b>	<b>4 Vendors</b>	<b>39 Transactions</b>	



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10:23AM

5 Health &amp; Human Services

# Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8	5462 Bremer Bank (Elan ACH)					
	05-400-410-0413-6268		35.00	WIC-U OF M COURSE FEE (HC)		Staff Training, Development N
				09/04/2024 09/04/2024		
4	05-400-430-0407-6262		16.02	FAMILY PLANNING-CONDOMS		Family Planning Services/Methods N
6	05-400-430-0408-6240		25.00	MCH CPS-PROXY CERT. FEE		Membership/Dues/Association Fees N
7	05-400-430-0408-6431		579.00	MCH SUPPLY-PARTNERS CURRICULUM		Educational Supplies/Follow A Long Bc N
5	05-400-430-0408-6435		55.95	STRONG FOUNDATIONS-GIFT CARD		Public Health Program Related Supplies N
10	05-400-440-0410-6266		28.48	LOBBY MUSIC SUBSCRIPTION		Software Fees/License Fees N
				08/26/2024 08/25/2025		
9	05-400-440-0410-6435		532.73	CAPS MH/SP SUPPLIES		Public Health Program Related Supplies N
11	05-420-600-4800-6266		67.12	LOBBY MUSIC SUBSCRIPTION		Software Fees/License Fees N
				08/26/2024 08/25/2025		
12	05-430-700-4800-6266		107.80	LOBBY MUSIC SUBSCRIPTION		Software Fees/License Fees N
				08/26/2024 08/25/2025		
1	05-400-440-0410-6266		2.80	AVAILITY 8/24	INV01223734	Software Fees/License Fees N
				08/01/2024 08/31/2024		
2	05-420-600-4800-6266		6.60	AVAILITY 8/24	INV01223734	Software Fees/License Fees N
				08/01/2024 08/31/2024		
3	05-430-700-4800-6266		10.60	AVAILITY 8/24	INV01223734	Software Fees/License Fees N
				08/01/2024 08/31/2024		
	5462 Bremer Bank (Elan ACH)		1,467.10	12 Transactions		
5 Fund Total:			1,467.10	Health & Human Services	1 Vendors	12 Transactions
Final Total:			1,467.10	1 Vendors	12 Transactions	

# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	21.50	Health & Human Services
All Funds	21.50	Total

Approved by, .....  
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# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	1,467.10	Health & Human Services
All Funds	1,467.10	Total

Approved by, .....

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# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	4,896.29	General Fund	
	2	466.00	Reserves Fund	
	11	625.00	Forest Development	
	19	911.40	Long Lake Conservation Center	
	All Funds	6,898.69	Total	Approved by, .....
				.....
				.....

Total Elan paid 9.12.24 = \$8387.29



# Board of County Commissioners Agenda Request

**2G**  
Agenda Item #

**Requested Meeting Date:** 10/08/2024

**Title of Item:** Approve Opioid Funding Request

<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> Liz Short, Opioid Coordinator		<b>Department:</b> Aitkin County Health and Human Services
<b>Presenter (Name and Title):</b> Erin Melz, PHN, Public Health Supervisor		<b>Estimated Time Needed:</b> 0
<b>Summary of Issue:</b> <p>Approval of Health and Human Service Funding Application to sustain informative presentations to our community and youth stressing the importance of prevention and education around substance use and addiction. This application was reviewed and unanimously approved by the opioid subcommittee on 09/24/26. This funding will bring the nationally recognized organization, Tall Cop, to Aitkin County in 2025. This initiative will continue to build on dedication to sustainable messaging and keeping our youth and communities informed and up-to-date with the most recent data, trends, and facts. Social Media and vaping have been identified as topics of concern for Aitkin County, both are addressed with these presentations.</p> <p>Founder, Jermaine Galloway is a nationally recognized expert in various drug and alcohol trends. He speaks directly to health, medical, and community professionals. Deputy Gomez addresss youth on the dangers of social media, the normalization of drugs through digital awareness, and vaping in schools.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve \$20,000 opioid grant request for Aitkin County Health and Human Services		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> Opioid Settlement Dollars will be used to support this project.		

# Aitkin County Health and Human Services

## Contact:

Please direct all correspondence to the contact information provided below.

**Liz Short, PHN**

Aitkin County Public Health  
((218) 927-7267

[Elizabeth.short@co.aitkin.mn.us](mailto:Elizabeth.short@co.aitkin.mn.us)



## 2024

## Opioid Settlement (OS) Funding Application

### Section 1: Applicant Information

Date	September 16, 2024
Organization Name	Aitkin County HHS
Street Address	204 1 <sup>st</sup> Street NW
Mailing Address if different	
City, State, Zip Code	Aitkin MN 56431
County	Aitkin

Primary Contact	Liz Short
Phone	218-927-7267
Email	Elizabeth.short@co.aitkin.mn.us

Financial Contact	Carli Goble, Fiscal Supervisor, HHS
Tax ID/SSN	
Phone	218-927-7254
Email	carli.goble@co.aitkin.mn.us

Information provided in this application may be used for promotional materials. This includes, but is not limited to: fact sheets, Minnesota Department of Health reports, newsletters, social media posts, and media releases. Additional information may be requested by Aitkin County Public Health e.g. a release might be requested for individuals in photographs.

☒ By checking this box, you acknowledge and accept the statement above.

<b>PROJECT NAME:</b>	<i>Tall Cop</i>
<b>Brief Overview</b>	Tall Cop is a nationally recognized organization that provides education on prevention to curb and understand underage drinking and drug problems and how to detect and manage them in your own community. Founder, Jermaine Galloway is a nationally recognized expert in various drug and alcohol trends. He speaks directly to health, medical and community professionals. Deputy Gomez address's youth on the dangers of social media, the normalization of drugs through digital awareness and vaping in schools.
<b>Funding Request</b>	<i>Officer Jermaine Galloway: \$10,000</i> <i>Deputy Gomez: \$7500</i>



## Section 2: Project Category

Each project/request must fall within one or more of the following mitigation categories. Select one or more of the categories that best match your project.

### Treatment

☐ Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health condition through evidenced based or evidence informed programs or strategies.

Examples may include:

- Treat OUD
- Support People in Recovery
- Connect People who need help connecting to the services they need (connections to care i.e. transportation)
- Address the needs of criminal justice-involved persons
- Address the needs of the perinatal population, caregivers, and families including babies with neonatal opioid withdrawal syndrome
- Medication-assisted treatment (MAT) such as methadone, buprenorphine or naloxone.

### Prevention

☒ Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidenced based or evidenced informed programs. Support efforts to discourage misuse of opioids through evidence based or evidenced informed programs. Examples may include:

- Training for health care providers
- Continuing Medical Education on appropriate prescribing of opioids
- Media campaigns to prevent misuse
- Funding evidence-based prevention programs in schools
- Upstream education on the harm of other addictive and harmful substances such as alcohol, tobacco or marijuana.

### Harm Reduction

☒ Harm reduction is a set of ideas and interventions that seek to reduce the harms associated with both drug use and ineffective, racialized drug policies. Harm reduction stands in stark contrast to a punitive approach to problematic drug use—it is based on acknowledging the dignity and humanity of people who use drugs and bringing them into a community of care in order to minimize negative consequences and promote optimal health and social inclusion. Examples of Harm Reduction may include:

- Support Services for children and families affected by substance use disorders.
- Overdose Prevention including distribution of Narcan, Fentanyl test strips, safe use education materials and increased access to proven effective and promising overdose prevention practices utilized in other counties and states.
- Community education to reduce the stigma around OUD

### Research and Training

☒ Support opioid abatement research and training. Examples may include:

- Funding for staff training or networking programs and services to improve the capability of government, community, and not for profit entities to abate the opioid crisis.
- Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
- Research non-opioid treatment of chronic pain.
- Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.

## Section 3: Guiding Principles

Each project/request must be guided by the following five principles set forth by the Johns Hopkins School of Public Health. Please indicate which of these principals apply to your program. You do not have to meet all of the guiding principles.

☒ Spend Money to Save Lives.

- OS dollars will be used on a specific project and not to fill budget gaps or shortfalls in other programs. OS dollars are being used to expand on an existing evidenced based program or initiative.

☒ Use Evidence to Guide Spending

- There is evidence to support expansion of an existing program. This could include an initiative or program that was not successful but there are learned outcomes that could be successful.

☒ Invest in Youth Prevention

- This program supports, children, youth and families in effective programs.

☒ Focus on Racial Equity

- This program serves a specific demographic or underserved population in our community. Check one.

☐ Socioeconomic

☐ Veterans

☐ Other \_\_\_\_\_

☐ Seniors

☐ Homeless

☐ LGBTQ

☐ Youth

☐ Black/Indigenous/People of Color

☐ Develop a Fair and Transparent Process for Spending Funds

- There is a process in place for clear and transparent use of OS dollars

***Please Note:***

***It is the Applicant's sole responsibility to keep clear and detailed records that demonstrate the OS dollars requested were used for the amount and purpose(s) outlined in the initial application. Aitkin County Public Health and/or the Minnesota Attorney Generals Office, reserves the right to audit the Applicants records at any time without prior notice.***

## Section 4: Work plan and Goals

**Give a detailed description of your project work plan and goal.** List your goals related to the project. Include planned activities to meet these goals, intended timeline and responsible individual(s). Add rows as needed.

Tuesday, August 26, 2025

Officer Galloway

Presentation to teachers and community professionals [law enforcement, social services, public health, corrections, courts, healthcare, etc.]

2 sessions [repeated]

Session 1: 9:00 a.m.-12:00 p.m. [light lunch provided 12:00-1:00]

Session 2: [light lunch provided 12:0-1:00] 1:00 p.m.-4:00 p.m.

Location TBD, most likely in City of Aitkin, MN



Wednesday and Thursday, October 1 and 2, 2025

Deputy David Gomez

Presentation to youth, likely grades 7-12 [schools will be invited to welcome parent attendance with their child if they so choose]

Day 1: 2 sessions at Aitkin High School, grades 7-9 and grades 10-12

Day 2: 1 session at McGregor Public School [approximately 30 minutes from Aitkin]

1 session at Hill City Public School [approximately 45 minutes from McGregor]

ACTIVITIES TO ACCOMPLISH GOAL(S)	TIMELINE	RESPONSIBLE INDIVIDUAL(S)

### Section 5:Evaluation:

**If your request is \$25,000 or more please complete this section. If it is under \$25,000 you do not need to complete this section.** What would indicate to you that this project was successful? How will you measure progress or change? Describe your anticipated impact(s). Add rows as needed.

Project Outcomes	How will you measure these changes?	What will you do with these results?

**PROJECT SUSTAINABILITY:** Identify how you will work to sustain the project beyond the initial funding.

*Aitkin County HHS is working to sustain annual informative presentations to our community and youth stressing the importance of prevention and education around substance use and addiction. In 2023 Representative David Baker presented to our schools and community about the dangers of opioids and fentanyl. In 2024 Change the Outcome is scheduled to present to our school's youth, grades 7-12 about prevention and harm reduction. In 2025, Tall Cop will continue to build on dedication to sustainable messaging and keeping our youth and communities informed and up-to-date with the most recent data, trends and facts available. Social Media and vaping have been identified topics of concern for Aitkin County, both of which are addressed with these presentations.*

## Section 6: Budget and Funding Request

Please complete the total project funding table below. ***If line A is an overall cost please include an itemized list totaling the cost. You can also attach your own detailed budget.***

### Total Project Funding Table

A) How much funding are you requesting from the Aitkin County Opioid Settlement Funds? Additional \$2500 for potential cost increases, light meals and advertising, marketing.	\$17,500 \$2,500
B) Do you anticipate any additional funding for this project? <i>Include other grants, donations, fundraised amounts, budgeted dollars, etc.</i>	\$N/A
C) How much do you or a partner anticipate contributing in-kind to the project? <i>Include staff/volunteer time, etc.</i>	\$N/A
<b>Total Project Cost</b> <i>(should equal the sum of the 3 lines above)</i>	\$20000

**Submit your completed application via email to [Elizabeth.short@co.aitkin.mn.us](mailto:Elizabeth.short@co.aitkin.mn.us)**  
**Please put OS Application in the subject line.**

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

KMR1  
9/30/24 10:26AM

# Aitkin County



3 Road & Bridge

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

Page 2

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
1	8410 Bremer Bank		288.15	RETURNED CHECK	MCGRATH FUEL TA	Misc Receipts	N
	03-000-000-0000-5840						
	8410 Bremer Bank		288.15	1 Transactions			
3 Fund Total:			288.15	Road & Bridge	1 Vendors	1 Transactions	
Final Total:			288.15	1 Vendors	1 Transactions		

# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	288.15	Road & Bridge
All Funds	288.15	Total

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

KMR1  
9/30/24 10:27AM

# Aitkin County



1 General Fund

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

Page 2

Vendor		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
<b>8410 Bremer Bank</b>							
2	01-044-904-0000-6360		178.03	MED FSA CLAIMS 2024	09/18/2024	Flex Plan Withdrawals	N
4	01-044-904-0000-6360		10.00	MED FSA CLAIMS 2024	09/20/2024	Flex Plan Withdrawals	N
5	01-044-904-0000-6360		408.34	DEP CARE FSA CLAIMS 2024	09/24/2024	Flex Plan Withdrawals	N
8	01-044-904-0000-6360		364.40	MED FSA CLAIMS 2024	09/26/2024	Flex Plan Withdrawals	N
6	01-044-904-0000-6379		628.25	WEX MONTHLY FEES	AUGUST 2024	Flex Services, Labor, Etc.	N
<b>8410 Bremer Bank</b>			<b>1,589.02</b>	<b>5 Transactions</b>			
<b>1 Fund Total:</b>			<b>1,589.02</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>5 Transactions</b>	

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9/30/24 10:27AM  
21 Parks

# Aitkin County



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

Page 3

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	<b>8410 Bremer Bank</b>					
1	21-520-000-0000-5510		50.00	CAMP REFUND - BRISCOE	A - 7670	Co. Parks Campground Fees N
7	21-520-000-0000-5510		80.00	CAMP REFUND - SWENSON	SR - 7823	Co. Parks Campground Fees N
3	21-520-000-0000-5510		10.00	CAMP REFUND - RODEZNO	SR - 7905	Co. Parks Campground Fees N
	<b>8410 Bremer Bank</b>		<b>140.00</b>	<b>3 Transactions</b>		
<b>21 Fund Total:</b>			<b>140.00</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>3 Transactions</b>
<b>Final Total:</b>			<b>1,729.02</b>	<b>2 Vendors</b>	<b>8 Transactions</b>	



# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,589.02	General Fund
21	140.00	Parks
All Funds	1,729.02	Total

Approved by, . . . . .  
.  
.



# Board of County Commissioners Agenda Request

2J

Agenda Item #

**Requested Meeting Date:** October 8, 2024

**Title of Item:** LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Event Date: January 18, 2025 Gambling Permit Application for Minnesota Deer Hunters Association- McGregor Area Chapter. Bingo and Raffle to be held at Bann's Bar & Restaurant 18870 Goshawk St McGregor, MN 55760: Shamrock Township		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to adopt attached resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED October 10, 2024

By Commissioner: xxx

**20241008-xxx**

**LG220 Permit –Minnesota Deer Hunters Association- McGregor Area Chapter**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Minnesota Deer Hunters Association- McGregor Area Chapter at the following location – Bann's Bar & Restaurant, which has an address of: 18870 Goshawk St McGregor, MN 55760 - Shamrock Township

(Note: Date of activity for Bingo and Raffle – January 18, 2025)

Commissioner xxx seconded 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 10<sup>th</sup> day of October 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 10<sup>th</sup> day of October 2024**

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



# Board of County Commissioners Agenda Request

**3A**  
Agenda Item #

**Requested Meeting Date:** October 8, 2024

**Title of Item:** Update on land owned by Aitkin School District

<input checked="checked" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="checked" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Admin
<b>Presenter (Name and Title):</b> Dan Stifter, Aitkin Public Schools Superintendent		<b>Estimated Time Needed:</b> 15 min.
<b>Summary of Issue:</b> Dan Stifter, Superintendent of Aitkin Public Schools, would like to share with the Board where in the planning process they are at for developing the land owned by the school district.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Information only.		
<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>		



# Board of County Commissioners Agenda Request

3B

Agenda Item #

**Requested Meeting Date:** October 8, 2024

**Title of Item:** Aitkin County 4-H Program Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Tony Hansen		<b>Department:</b> Extension
<b>Presenter (Name and Title):</b> Julianna Langlois, Extension Educator, 4-H Youth Development & Lori Hall, Extension		<b>Estimated Time Needed:</b> 20
<b>Summary of Issue:</b> Sharing an update on the Aitkin County 4-H Program, including County Fair & State Fair participation.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Information Only.		
<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



**Requested Meeting Date:** October 8, 2024

**Title of Item:** Revised Contractual Agreement between the City of Aitkin and County of Aitkin

<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> Admin.
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 min.
<b>Summary of Issue:</b> On 9/25/2024 the Airport Commission made formal motion to approve the updated city/county agreement that Attorney Ratz has reviewed as well as Attorney Brucker.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve revised contractual agreement between the City of Aitkin and the County of Aitkin regarding the Aitkin Municipal Airport.		
<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.



# Board of County Commissioners Agenda Request

3D

Agenda Item #

Requested Meeting Date: October 8, 2024

Title of Item: Administrator Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<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> Administrator Updates.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<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 <span>Please Explain:</span>		



# Board of County Commissioners Agenda Request

## 4A

Agenda Item #

**Requested Meeting Date:** October 8, 2024

**Title of Item:** Housing Trust Fund Guidelines: document approval

<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> Mark Jeffers		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> Economic Development staff, with collaboration and recommendation by the Economic Development Committee, have created the Housing Trust Fund Guidelines documents. The primary purpose of the Aitkin County Housing Trust Fund (HTF) Program is to assist in financing the production and preservation/stabilization of affordable and mixed-income housing projects in Aitkin County. The Trust Fund shall be a permanent source of funding and a continually renewable source of revenue to meet, in part, the housing needs of Moderate, Low Income and Very Low Income households of the County. The Trust Fund shall provide loans and grants to property owners, homeowners, local units of government, for-profit housing developers, and non-profit housing developers for the acquisition, capital and soft costs necessary for the creation of new Affordable Infrastructure and Workforce Housing (both rental and owner-occupied). Projects funded by the Trust Fund shall be dispersed throughout the County. DEVELOPER 1. Multi-Family Development Tax Abatement 2. New Construction/Development Incentive Programs 3. New Development/Redevelopment Financing Programs HOMEOWNER 4. Rehabilitation Incentive Programs 5. Minnesota Housing Finance Agency (Minnesota City Participation Program) The Economic Development Committee recommends approval to execute this program. The County Attorney has reviewed all documents and find them proper to form.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Economic Development requests a motion to approve execution of the Housing Trust Fund Guidelines.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		



# **AITKIN COUNTY HOUSING TRUST**

## **FUND GUIDELINES**

### **PROGRAM INTRODUCTION AND PURPOSE**

The primary purpose of the Aitkin County Housing Trust Fund (HTF) Program is to assist in financing the production and preservation/stabilization of affordable and mixed-income housing projects in Aitkin County. The Trust Fund shall be a permanent source of funding and a continually renewable source of revenue to meet, in part, the housing needs of Moderate, Low Income and Very Low Income households of the County. The Trust Fund shall provide loans and grants to property owners, homeowners, local units of government, for-profit housing developers, and non-profit housing developers for the acquisition, capital and soft costs necessary for the creation of new Affordable Infrastructure and Workforce Housing (both rental and owner-occupied). Projects funded by the Trust Fund shall be dispersed throughout the County.

### **HTF PROGRAM BASIS AND POLICY GUIDANCE**

Managed by the Aitkin County Economic Development Department, the HTF Program administration is guided primarily by the following documents:

- Minn. Stat. §462C.16 Housing Trust Funds for Local Housing Development
- Ordinance Establishing a Housing Trust Fund in Aitkin County, effective 12/12/2023.

### **NEEDS AND PRIORITIES OF THE HTF**

Target Population:

- Very Low Income: gross household income at or below 50% of Area Median Income (AMI), as determined by the US Dept. of HUD.
- Low Income: gross household income at or below 80% of AMI, but more than 50% of AMI.
- Moderate Income: gross household income at or below 115 percent (115%) of AMI, but more than 80% of AMI.

### **HOUSING TYPE SOLUTIONS**

Single- and multi-family new construction, single- and multi-family rehabilitation, new senior housing or 55+ housing construction, ownership or down payment housing assistance-(such as condos, townhomes, or detached single-family houses).

### **PROGRAMS SUPPORTED BY THE HTF**

Programs will be made available and promoted by the Aitkin County Economic Development Department with specified time frames. Cities are also eligible to request funding from the Aitkin County HTF for the purpose of supporting programs listed below.

### **DEVELOPER**

1. Multi-Family Development Tax Abatement
2. New Construction/Development Incentive Programs
3. New Development/Redevelopment Financing Programs

### **HOMEOWNER**

4. Rehabilitation Incentive Programs
5. Minnesota Housing Finance Agency (Minnesota City Participation Program)

# DEVELOPER PROGRAMS

## 1. MULTI-FAMILY DEVELOPMENT TAX ABATEMENT

The purpose of this policy is to establish Aitkin County's position relating to the use of TAX ABATEMENT FINANCING (TAF) for private development in accordance with Minnesota Statutes 469.1812 - 1815. This policy shall be used as a guide in processing and reviewing applications requesting TAF assistance. The fundamental purpose of TAF in Aitkin County is to encourage desirable development and/or redevelopment that would not otherwise occur "but for" the assistance provided through TAF.

The County shall consider TAF for projects that serve to accomplish the County's goals for economic development as they may change over time. The goals include facilitating projects that would result in the creation of quality jobs (e.g. stable employment, wages with benefits) and the attraction, retention, and expansion of business and housing options in the County.

Aitkin County is granted the power to utilize TAF by the Minnesota Tax Abatement Act, as amended. It is the intent of the County to provide the minimum amount of TAF, at the shortest term required for the project to proceed. The County reserves the right to approve or reject projects on a case by case basis, taking into consideration established policies, project criteria, and demand on county services in relation to the potential benefits from the project. Meeting policy criteria does not guarantee the award of TAF to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

### CRITERIA FOR AWARDING TAF

- The benefits to Aitkin County must be equal to the costs of the abatement, and must benefit the county in one or more of the following ways.
- Increase to Aitkin County's tax base by at least \$500,000.
- Create or retain, five Full Time Equivalent (FTE) jobs paying at a minimum, 140% of the Federal Poverty guidelines for a family of 4, or 115% of the Federal Poverty guidelines for a family of 4, with the difference between the 115% and the 140% consisting of health benefits, within two years of the TAF award date.
- Provide or help acquire needed public infrastructure or public facilities.
- Help develop or revitalize blighted areas.
- Help with soil corrections, brownfield development, or other areas that due to extenuating site problems would not otherwise be developed.
- Help provide access to services for residents of Aitkin County.
- Preference will be given to manufacturing, distribution, housing development or value added business or to a business providing services to these types of businesses.
- Retail business will not be considered for TAF unless the project creates substantial quality employment and substantial tax base.
- Aitkin County will consider the impact of the project on public services, including but not limited to: pollution, traffic, and the need for additional law enforcement
- Aitkin County shall limit the amount of TAF to the increase in new property taxes resulting from the improvement in the property from the project;
- Aitkin County may limit the TAF to a specific dollar amount per year or in total or in any manner the county feels is appropriate.
- The pay as you go financing method for TAF is preferred.
- A non-refundable TAF application fee of \$500.00 shall accompany each submitted TAF request.
- Aitkin County reserves its right to review and if the project requirements are not being fulfilled to modify the abatement every second year after approval of the TAF.
- Before TAF is considered for any project or property, it must be in compliance with all Aitkin

County ordinances, tax payments, or any other legal or financial obligations to Aitkin County. Projects that are within city limits must also be in compliance with all ordinances, tax payments or any other legal or financial obligations to the County.

- A written application on a form provided by the county shall be completed for each TAF request. The Aitkin County Economic Development Committee shall review each request and make written comments to the county board. The Aitkin County Board will make the final decision in the granting of any TAF.

## **2. NEW CONSTRUCTION/DEVELOPMENT INCENTIVE PROGRAMS**

Applicants must have sufficient experience and/or demonstrate sufficient capacity and training in housing development and management to successfully secure financing, construct, complete, and operate the proposed project. All HTF affordable housing projects shall be undertaken and completed by the developer (HTF applicant) and not other members of the development team.

- **Density Bonuses:** Offer developers incentives such as increased building density allowances or relaxed zoning regulations in exchange for including affordable housing units in their projects. This can encourage developers to allocate a certain percentage of their units as affordable housing.
- **Fast-Track Approvals and Permitting:** Streamline the approval process or provide expedited permitting for projects that include affordable housing components. Developers often face delays in bureaucratic processes, so offering quicker approvals can be an attractive incentive.
- **Fee Reductions or Waivers:** Reduce or waive certain fees or taxes associated with development projects that include affordable housing. This can include impact fees, permit fees, or property taxes for designated affordable units.
- **Direct Financial Incentives:** Provide financial incentives such as grants, subsidies, or low-interest loans to developers who commit to building or rehabilitating affordable housing units.
- **Land Use Policies:** Allocate publicly-owned land at reduced rates or provide long-term leases to developers specifically for affordable housing projects. This reduces the cost of land acquisition, making it more feasible to develop affordable units.
- **Public-Private Partnerships:** Collaborate with developers through public-private partnerships where the government or housing trust fund contributes resources, land, or financing while developers bring their expertise in construction and management.
- **Technical Assistance and Support:** Offer developers technical assistance, architectural and design support, or access to resources that facilitate the inclusion of affordable housing units without compromising the project's feasibility.
- **Market Incentives:** Showcase the benefits of developing affordable housing, such as access to a broader range of potential tenants or buyers, positive community impact, and potential positive publicity, which can attract socially responsible investors and buyers.
- **Recognition and Awards:** Acknowledge and recognize developers who actively participate in housing trust fund initiatives by publicly highlighting their contributions and successes.
- **Long-Term Partnerships:** Foster long-term relationships with developers by offering ongoing support, collaboration, and a stable pipeline of projects, creating a more attractive environment for investment in affordable housing.

### **3. NEW DEVELOPMENT/REDEVELOPMENT FINANCING PROGRAM**

Applicants must have sufficient experience and/or demonstrate sufficient capacity and training in housing development and management to successfully secure financing, construct, complete, and operate the proposed project. All HTF affordable housing projects shall be undertaken and completed by the developer (HTF applicant) and not other members of the development team.

- Applicants without the necessary experience must enter into joint venture agreements with experienced developers.
- For projects proposed as limited partnerships, the Economic Development Department reserves the right to approve the limited partnership agreement prior to any HTF loan award.
- If the developer is a joint venture, the HTF Application or project will be assessed based on the experience of the "lead developer." The "lead developer" is the entity that has the majority interest in the joint venture or partnership. In all joint ventures, a majority control must be held by the development entity meeting the Economic Development Department. The Economic Development Department will review and approve all joint venture agreements and decide which joint venture partner has the majority control in the management and operation of the joint venture.
- If the proposed project includes a supportive services component designed for very low or extremely low-income families that need services linked to their housing in order to remain stable in the proposed housing project, the property management agent must also provide evidence of managing other housing projects with supportive services from any city or agency from which the agent received funding for providing comparable services.
- Development projects that create and/or preserve affordable housing units are eligible to receive funding. The residential portions of mixed-use and live/work projects that meet the affordability requirements of these guidelines shall be eligible for assistance. Funding may also be provide to assist in the creation of common areas, meeting space, and other space primarily for use by the residents of the assisted units, such as rooms to provide onsite medical or counseling services.
- Activities eligible for funding include new construction, acquisition of property, conversion of non- residential to residential use, relocation, and rehabilitation costs. All reasonable costs associated with acquisition for housing or mixed-use purposes and rehabilitation are eligible for funding. The purchase price of a property to be acquired shall not exceed its appraised value, unless the Economic Development Department finds that the project has sufficient merit to justify paying a higher price, in which case the price shall not exceed the appraised value by more than 10 percent. Conversion to rental housing units shall include activities to make the building safe, decent, and sanitary and to abate lead concerns. All reasonable costs associated with new construction eligible housing projects are eligible for funding.

### **4. REHABILITATION INCENTIVE PROGRAM**

The property must be located within Aitkin County and meet one of the following:

- The residential unit does not meet HUD's Section 8 Housing Quality Standards.

- The residential unit does not meet applicable and current Minnesota State Building Code, Fire Code, Occupancy Codes, National Electrical Code, Uniform Mechanical and Plumbing Codes.
- The residential unit contains health and safety hazards.
- The residential unit lacks safe, reliable water supply or sanitary wastewater disposal.
- The residential unit does not meet Minnesota Energy Efficiency Standards.
- The residential unit does not allow its occupants to age in place.
- The residential unit fails to provide suitable shelter in some other obvious and apparent manner.

Below are examples of work items for which the rehabilitation dollars can be used. There will be no work funded through this program for strictly cosmetic purpose and for which the need described above cannot be documented.

- Furnaces or other heating systems
- Roof repair/replacement (shingles, soffit, fascia, damaged boards, etc.)
- Sewer or water repairs
- Foundation/structural Issues
- Energy efficiency improvements (doors, windows, siding, etc.)
- Lead abatement
- Handicap accessibility

Interested applicants will be taken on a first-come, first-served basis. All property taxes must be current prior to application approval and property owners will be expected to carry insurance that, at a minimum, covers the costs of the rehabilitation work over the life of the loan. There should be no tax liens or past-due assessments or judgments on the property. For properties built prior to 1978, a risk assessment for lead will be performed prior to the work write-up. Lead clearance, if needed, will be performed at completion. The property owner will sign a Note Mortgage, and Loan Agreement for the rehabilitation work prior to the clearance being done, which will include the costs for the risk assessment and clearance. If lead is found to be present, lead-certified contractors will be used to perform all lead-related work. Lien waivers will be required for all work.

**Owner-Occupied Rehab:**

Applicants must occupy the property as their principal place of residence, shall reside in the home at time of application, and the property must be classified homestead. Previous recipients of program benefits are ineligible.

The maximum household income limits for owner occupied rehab is 115% of the AMI as determined by the U.S. Department of Housing and Urban Development. The following table details the income participation.

Income	Homeowner Contribution
101% - 115% of Median	20%
81% - 100% of Median	10%
80% and below	0%

**A. Income Eligibility**

- Annual income will be used to determine eligibility.

- Annual income will be based on current income.
- Income includes:
  - Wages or salaries, including commissions, bonuses, overtime pay and tips
  - Business income for self-employed individuals
  - Rental or real estate income, including payments received from properties being sold on Contracts for Deed
  - Interest and dividends
  - Gains from the sale of property or securities
  - Estate or trust income
  - Pensions and annuities, including PERA, Social Security, VA benefits
  - Any financial assistance including but not limited to AFDC, SSI, Welfare, Unemployment Compensation and Worker's Compensation.
- Child support, alimony, and social security received by applicant's children shall not be considered as income. Foster children will not be counted in on family size and the income received for support of foster children will not be used to compute total income.
- Income will be based on the primary wage earners of household, thus excluding income from dependents.
- If the tenant is self-employed and derives income from a business that he/she owns or co-owns, an average of the net income over a two-year period will be evaluated to determine income. Any net loss average for two years will be counted as -0- for eligibility purposes but will be deducted from other income sources for affordability.
- If a portion of this applicant's income is from a part-time business operation, the average of the part-time income for the previous two years will be added to current income.
- If tenant has been self-employed for less than two years, his/her business income for one year will be used to determine income. Proration will be used for partial years.
- If tenant is seasonally employed, current income and any unemployment compensation will be prorated based on past two years' work history.

**B. Verification of Income:** Written verification of all sources of income shall be required. Income verification shall be current (within 90 days of the initial housing inspection for the rehab program). The following are acceptable:

- Third-party income verifications
- Previous two years' tax returns
- Income verification forms completed by employer, agency, institution (bank, insurance company, etc.)
- Visual verification form signed by program administrator
- Copy of current savings passbook or certificate
- Other documentation as appropriate
- Combination of the above as needed to verify all income and assets

**General Contractors:** All rehabilitation work must be performed by a fully licensed and insured general contractor. Contractors performing specified lead-based paint work must be certified. Contractors shall not be debarred and shall have been determined capable based on past performance and ability to perform successfully.

The maximum HTF deferred loan amount extended to any homeowner occupied unit shall not exceed \$25,000. If the total cost of repairs exceeds the maximum loan limits, the applicant will be responsible to secure additional financing beyond the required matching leverage amount for the applicant's

income. If the applicant is unable to secure the necessary funding, then the scope of the project will be reduced in a manner that is consistent with funding regulations and adopted housing standards. This is a 20-year, zero percent (0%) deferred loan. Full repayment of the principal is due upon the sale, maturity or other transfer of the property, when the owner no longer occupies the property as the principal residence, or the primary mortgage is refinanced and equity is taken out.

#### **Rental Rehab:**

- A. **Occupancy Requirements for Property to be rehabilitated:** A minimum of 51% of the rental units must be occupied by tenants at or below 115% of AMI for Aitkin County as determined by U.S. Department of Housing and Urban Development. Income of tenants must be verified and must remain throughout the term of the loan. Owner is responsible for certifying by April 30<sup>th</sup> of each year that at least 51% of the rental units are occupied by tenants at or below 115% of AMI for Aitkin County as determined by U.S. Department of Housing and Urban Development.
- B. **Program Rent Limits:** All rental units must be within the fair market rent limits established for Aitkin County by U.S. Department of Housing and Urban Development. Rents must stay within these limits for the repayment term of the program. Rent limits are adjusted annually by HUD and incremental annual rent increases are allowed with HRA approval as long as they do not exceed program rent limits.
- C. **Income Eligibility**
- Annual income will be used to determine eligibility.
  - Annual income will be based on current income.
  - Income includes:
    - Wages or salaries, including commissions, bonuses, overtime pay and tips
    - Business income for self-employed individuals
    - Rental or real estate income, including payments received from properties being sold on Contracts for Deed
    - Gains from the sale of property or securities
    - Estate or trust income
    - Pensions and annuities, including PERA, Social Security, VA Benefits
    - Any financial assistance including but not limited to AFDC, SSI, Welfare, Unemployment Compensation and Worker's Compensation.
  - Child support, alimony, and social security received by applicant's children shall not be considered as income. Foster children will not be counted in on family size and the income received for support of foster children will not be used to compute total income.
  - Income will be based on the primary wage earners of household, thus excluding income from dependents.
  - If the tenant is self-employed and derives income from a business that he/she owns or co-owns, an average of the net income over a two-year period will be evaluated to determine income. Any net loss average for two years will be counted as -0- for eligibility purposes but will be deducted from other income sources for affordability.
  - If a portion of this applicant's income is from a part-time business operation, the average of the part-time income for the previous two years will be added to current income.
  - If tenant has been self-employed for less than two years, his/her business income for one



- year will be used to determine income. Proration will be used for partial years.
- If tenant is seasonally employed, current income and any unemployment compensation will be prorated based on past two years' work history.

D. **Verification of Income:** Written verification of all sources of income shall be required. Income verification shall be current (within 90 days of the initial housing inspection for the rehab program). The following are acceptable:

- Third-party income verifications
- Previous two years' tax returns
- Income verification forms completed by employer, agency, institution (bank, insurance company, etc.)
- Visual verification form signed by program administrator
- Copy of current savings passbook or certificate
- Other documentation as appropriate

Combination of the above as needed to verify all income and asset

E. **General Contractors:** All rehabilitation work must be performed by a fully licensed and insured general contractor. Contractors performing specified lead-based paint work must be certified. Contractors shall not be debarred and shall have been determined capable based on past performance and ability to perform successfully.

F. **Funding:** The maximum HTF deferred loan amount extended to any owner will be based on the following but shall not exceed those available in the HTF or 80% of the project costs, whichever is less.

- Single family rental rehab \$25,000
- Multi-family rental rehab
  - o \$12,500 per unit if at least 51% of the units are leased to tenants with incomes at or below 115% but more than 80% of AMI.
  - o \$15,000 per unit if at least 51% of the units are leased to tenants with incomes at or below 80% but more than 50% of AMI.
  - o \$20,000 per unit if at least 51% of the units are leased to tenants with incomes at or below 50%.

If the total cost of repairs exceeds the maximum loan limits, the applicant will be responsible to secure additional financing beyond the required matching leverage amount. If the applicant is unable to secure the necessary funding, then the scope of the project will be reduced in a manner that is consistent with funding regulations and adopted housing standards. This is a 20-year loan term with zero percent (0%) interest and a deferred lump sum repayment of principal and interest. This means that the borrower will not need to make monthly payments on this loan. If affordability is maintained throughout the entire 20-year term the lump sum repayment will be reduced to 50% of the original principal amount. This loan is payable upon the sale or transfer of the property, the primary mortgage is refinanced and equity is taken out or upon maturity of the note. If at any time affordability is not maintained throughout the term of the loan, the mortgage will be accelerated and the full balance of principal will become due immediately.



## 5. MINNESOTA HOUSING FINANCE AGENCY CITY PARTICIPATION PROGRAM

The Master Servicer will only purchase Mortgages pursuant to this Agreement securing property that, and borrowers who, satisfy the requirements and provisions of this Agreement, the Program, and the Procedural Manual. The City acknowledges that the commitment is effective upon the approval thereof by Minnesota Housing and the delivery of a copy of this Agreement by Minnesota Housing to the City.

**Lender Qualifications.** Lenders must meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds.

**Commitment Term.** The term of this Agreement and the City's participation in the Program (the "Commitment Term") will commence on January 16, 2024 and shall continue through November 30, 2024. This Agreement, and the City's participation in the Program, will automatically terminate, without the need for any action by either party hereto, at the end of the Commitment Term.

**Set-Aside Term.** The Commitment Amount will be set-aside and held by Minnesota Housing for the sole use by the City for a period of time to be established by Minnesota Housing, in its sole option and discretion, provided, however, that time period will not be less than six months (the "Set-Aside Term") commencing on a date to be selected and specified by Minnesota Housing. Minnesota Housing will notify the City in writing of the date on which the Set-Aside Term commences.

**Commitment Fees.** There is no commitment fee payable by the City for the commitment by Minnesota Housing to the purchase by the Master Servicer of qualifying Mortgages.

**Purchase Price.** The purchase price of each Mortgage to be purchased by the Master Servicer pursuant to this Agreement will be as set forth in the requirements of the Procedural Manual and posted on Minnesota Housing's website.

**Mortgage Terms.** The terms and conditions for all Mortgages, including but not limited to the interest rate, will be set from time to time by Minnesota Housing, at its sole option and discretion, and communicated to the Lender in accordance with the procedures set forth in the Procedural Manual.

**Area Limitation.** Minnesota Housing, pursuant to this Agreement, is required to purchase only those Mortgages that are for residences located within a geographic area to be established and designated by the City.



## Mark Jeffers

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**From:** James Ratz  
**Sent:** Friday, September 20, 2024 5:13 PM  
**To:** Mark Jeffers  
**Subject:** RE: Housing Trust Fund Guidelines

Good Afternoon Mark,

I have reviewed the above-referenced Guidelines and find them to be appropriate as to form and content.

Thanks!  
Jim

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**From:** Mark Jeffers <mark.jeffers@co.aitkin.mn.us>  
**Sent:** Thursday, August 29, 2024 11:49 AM  
**To:** James Ratz <james.ratz@co.aitkin.mn.us>  
**Subject:** Housing Trust Fund Guidelines

Hello Jim. The Economic Development committee created the attached guidelines as we move forward with our Housing Trust Fund. The committee does not intend to have all of the 5 potential programs going at once, so I will be creating individual documents for each program, 1-5. Could you please review this guideline and offer an opinion to take to the Board.

Thanks.

*Mark Jeffers*

Aitkin County  
Economic Development Coordinator  
C- 218.513.6188





# Board of County Commissioners Agenda Request

## 4B

Agenda Item #

**Requested Meeting Date:** October 8, 2024

**Title of Item:** Economic Development Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Mark Jeffers		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b>  Presentation of the economic development update.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> No action needed		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



## Economic Development Update



October 8, 2024



# Priorities to Invoke Change

Promote Recreation  
and Tourism

Improve  
Broadband

Support  
Childcare

Support Career  
Development

Business Retention,  
Expansion and  
Attraction

Support Housing  
Initiatives

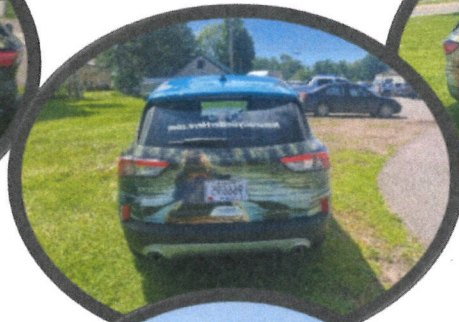


[www.naturallybetterhere.com](http://www.naturallybetterhere.com)



## RECREATION AND TOURISM

- Currently conducting an Economic Impact Assessment( EAI) through the U of M Extension, focusing on ATV trail activity and time spent at economic amenities in Aitkin County. EIA will be completed late fall, 2024.
- City of Hill City completed the sign project and utilized the Naturally Better logo opportunity.
- Naturally Better branded fleet car #11.
- Working with Aitkin County Water Trails committee and the public to name and advertise more existing river trails as part of the Aitkin County Riverboat Trail System.
- Awarded \$16,300 in Business Development & Recreation Grants to 8 organizations, directly affecting tourism and economic increase opportunities.

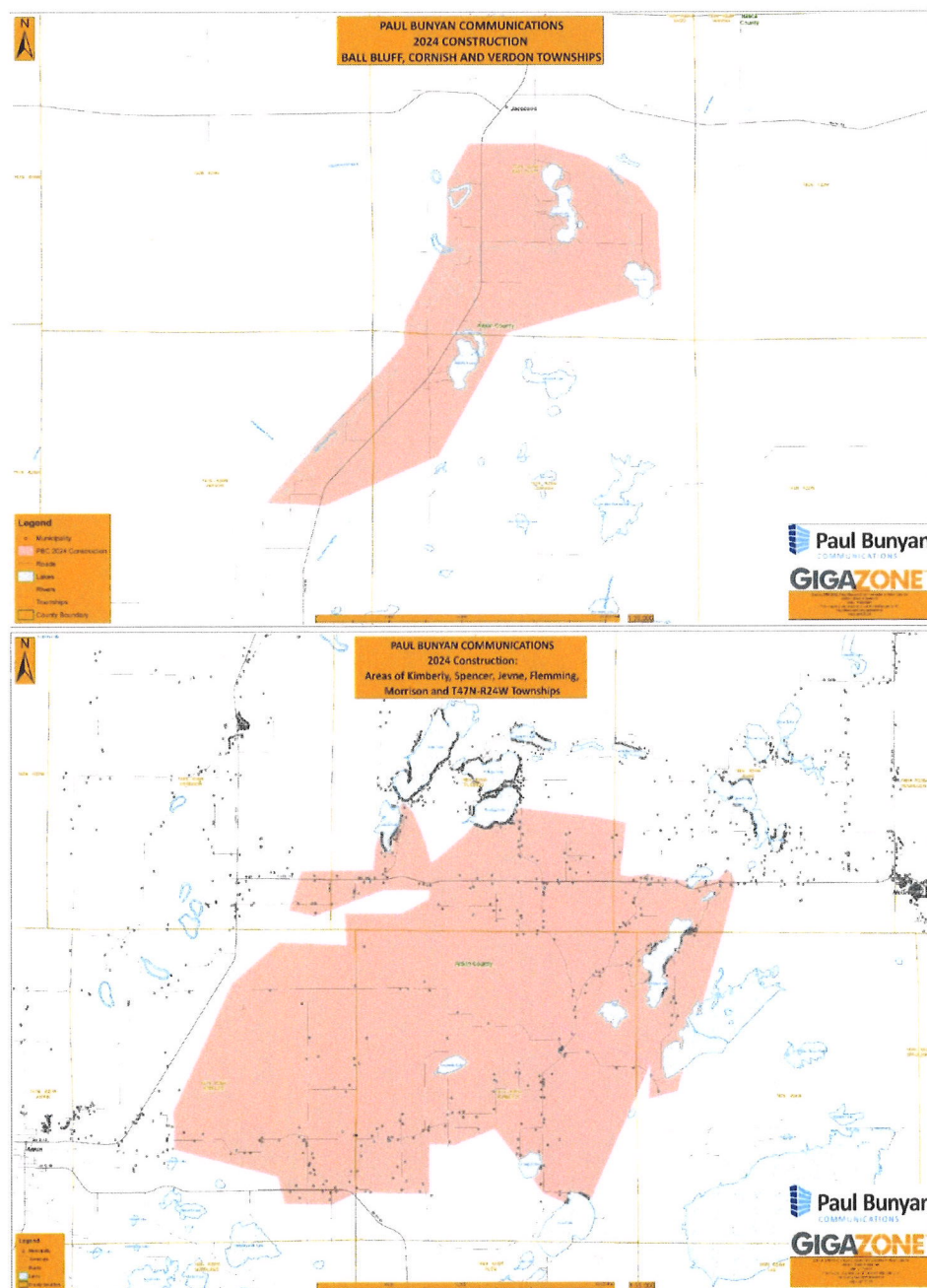




# BROADBAND

## New Construction

- March , 2024: Mille Lacs Energy Cooperative completes construction on McGrath Project, adding 97 miles of fiber and passing 565 homes.
- July 5, 2024: Paul Bunyan Communications announces expansion in Ball Bluff, Cornish and Verdon Townships of Aitkin County.
- August 1, 2024: Paul Bunyan Communications announces Broadband expansion to areas of Kimberly, Spencer, Jevne, Fleming and Morrison Townships of Aitkin County.
- 3 Border to Border grant applications have been submitted by MLEC and Tremolo, pending grant award announcement.





## CHILDCARE

### **Childcare updates:**

- Aitkin County Board of Commissioners awarded \$60,000 toward the construction of the Tamarack Learning Center.
- The next round of DEED Childcare Economic Development Grant is due on October 19, 2024. Aitkin County has plans to submit a grant application.
- October 24, 2024: I will attend the Future Childcare Provider Summit in Brainerd.

## BUSINESS RETENTION EXPANSION AND ATTRACTION

### **BRE updates:**

- The next phase of the Naturally Better marketing plan is to focus on overall business attraction.
- Aitkin County is creating a County Business Profile used for attraction and awareness to what we have to offer.
- This profile includes economic statistics, geographical information (maps and city info), Broadband info, major employers, available properties, transportation highlights, healthcare, education, recreation, public safety and business incentives.

## CAREER DEVELOPMENT

- JET Career Fair was held on September 26, 2024. Over 500 students from Aitkin, Hill City, McGregor, Crosby, Mille Lacs Band attended.
- Attended the DEED Workforce Summit on September 12, 2024, in Duluth

# HOUSING

## **Housing Trust Fund**

- Established a Housing Trust Fund utilizing Local Housing Aid funding that may focus on 5 key areas of opportunity:
  1. Multi-family development tax abatement program (for the developer)
  2. New construction/development incentive programs (for the developer)
  3. New development/redevelopment financing programs (for the developer)
  4. Rehabilitation incentive programs (for the homeowner)
  5. Minnesota Housing Finance Agency (Minnesota City Participation Program (for the homeowner)
- I am in the process of researching and creating a revolving loan fund to complete #3 above.
- I am working with Dennis to identify any possibilities of County owned land for development.
- Attending the Brainerd Lakes Housing Summit on October 23, 2024.
- Requesting Board approval of our Housing Trust Fund Guidelines.

## **Local Housing Project Updates**

- 2 developments identified in the McGregor area. Continued dialogue with each owner.
- Hill City development- Lange Estates continues to progress.
- Bunker Hill Properties:

## COORDINATOR UPDATES

### **Organizations served:**

- City of Aitkin Planning and Zoning Commission
- Northspan Board of Directors, Vice-Chair
- Iron Range Economic Alliance (IREA) Board of Directors, Vice-Chair
- Minnesota Association of Professional Economic Developers (MAPCED), current President
- Aitkin Chamber of Commerce Board of Directors, current Chamber President
- McGregor Chamber of Commerce Board of Directors

### **Outreach (July-September):**

- July 12: IREA Board meeting
- July 16: IRR Community Development workshop
- July 16: monthly dialogue meeting with City of Aitkin Administrator
- July 18: ACAT meeting
- August 1: Northspan Board meeting
- August 5: Paul Bunyan Communications meeting- Grand Rapids
- August 12: Riverwood Surgical Center grand opening
- August 13: monthly dialogue sessions with City Administrator
- September 11: IREA Board meeting
- September 11: City of Aitkin-ISD#1 discussion meeting
- September 12: DEED Workforce Summit- Duluth
- September 13: AMC Fall Policy Conference- legislative platform presentation
- September 19: Mille Lacs Energy new building tour and open house
- September 20: Naturally Better momentum group quarterly meeting
- September 24: monthly dialogue session with City of Aitkin Administrator
- September 26: Hill City Water Treatment Facility groundbreaking
- September 26: Aitkin Career Fair
- September 27: MAPCED quarterly meeting



## STRATEGIC PLAN GOAL PROGRESS

Completed
Not on Track
Caution on timing
On Track

Priority	
Promote Recreation and Tourism	On Track
Improve Broadband	On Track
Support Childcare	Caution on timing
Support Career Development	On Track
Business Retention, Expansion and Attraction	On Track
Support Housing Initiatives	Caution on timing



## Aitkin County Board of Commissioners Committee Reports Forms



Committee	Freq	Scheduled	Representative
<b>Association of MN Counties (AMC)</b>			
Environment & Natural Resources Policy			Sample
General Government			Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Laurie Westerlund
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Kearney
Age-Friendly Changemakers			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Westerlund
Aitkin County Community Corrections	Quarterly	Varies	Wedel and Westerlund
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Opioid Settlement Sub-committee	TBD	TBD	Sample
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Sample and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities	As needed		Wedel and Kearney
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Sample
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
NE MN Office Job Training	As called		Leiviska
Northeast MN ATP	Quarterly	2nd Wednesday	Kearney (Leiviska, Alt.) and
Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Sample, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Leiviska and Wedel
Planning Commission	Monthly	3rd Monday	Kearney Alt. Westerlund
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P Policy			Leiviska Alt. Sample
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Wedel and Sample
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund