

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS October 2, 2012 – BOARD AGENDA**

- 9:00** 1) **J. Mark Wedel, County Board Chairperson**  
A) **Call to Order**  
B) **Pledge of Allegiance**  
C) **Board of Commissioners Meeting Procedure**  
D) **Approval of Agenda**  
E) **Citizens' Public Comment\***
- 2) **Consent Agenda**  
A) **Correspondence File September 11, 2012 – October 1, 2012**  
B) **Approve 9/11/12 County Board Minutes**  
C) **Approve Duplicates of Lost Warrants**  
D) **Acknowledge Posse Donation of \$100 - McGregor Area Chamber of Commerce**
- 9:05** 3) **Ross Wagner, Economic Development & Forest Industry Coordinator**  
A) **2012 Outstanding County Economic Development Award Application**
- 9:15** 4) **Scott Turner, Sheriff**  
A) **Approve Resolution – Hazard Mitigation Planning Grant**
- 9:30** 5) **John Welle, County Engineer**  
A) **Approve Equipment Purchase – Bituminous Pavement Compactor**  
B) **Approve Equipment Purchase – Mechanic Service Vehicle**  
C) **2012 Construction/Maintenance Project Update**  
D) **2011 Annual Report**
- 11:00** Break
- 11:15** 6) **Patrick Wussow, County Administrator**  
A) **Personnel Committee Recommendations**  
1. **Assistant County Attorney – Attorney's Office**  
2. **Financial Worker – Health & Human Services Dept.**  
3. **Maintenance Custodian - Administration**
- 12:00** 7) **Board Discussion**  
**Mark Wedel – CMCC, Kinship, Historical Society**  
**Laurie Westerlund – CMCC-MACCAC, Mille Lacs Watershed, P&Z, LTRC, DAC, HRA**  
**Don Niemi – Lakes & Pines, ARDC**  
**Brian Napstad – MHB, Water Planning**  
**Anne Marcotte – Economic Development**
- 1:00** 8) **Adjourn**

\* Comments from visitors must be informational in nature and not exceed five (5) minutes per person. The County Board cannot 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.

**\*\* Please note: all times, except public advertised hearings, are approximate and subject to change without notice.**

# AITKIN COUNTY BOARD

September 11, 2012

A remembrance of September 11, 2001 was held from 8:45 a.m. to 9:15 a.m.

The Aitkin County Board of Commissioners met this 11<sup>th</sup> day of September, 2012 at 9:17 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, and Brian Napstad. Commissioner Anne Marcotte was absent. County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham were also present.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried (4-0 Marcotte absent), to approve the September 11, 2012 agenda.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: September 4, 2012 – September 10, 2012; B) Approve County Board Minutes: September 4, 2012; C) Approve August Manual Warrants: General Fund \$50,217.87, Road & Bridge \$1,158,402.23, Health & Human Services \$1,864.75, State \$43,966.47, Trust \$478.69, Forest Development \$-165.00, Taxes & Penalties \$74.78, Long Lake Conservation Center \$705.97 for a total of \$1,255,545.76; D) Approve Commissioner Warrants: General Fund \$67,561.66, Road & Bridge \$80,715.08, Trust \$18,108.38, Forest Development \$16,499.24, Long Lake Conservation Center \$1,798.37 for a total of \$184,682.73; E) Approve Final Plat of Rabbit Lake Cemetery; F) Update – Flood Related Expenditures; G) Approve Resolution – Fund Transfer – Road & Bridge

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), all members voting yes to approve resolution – Fund Transfer – Road & Bridge:

**WHEREAS**, \$2,260,000 of general fund balance was approved at the November 23, 2010 County Board meeting to be used for additional construction projects to be constructed in 2011 and future years, and

**WHEREAS**, due to the delayed construction of several projects, \$750,000 of the anticipated \$2,260,000 amount was transferred in 2011, and

**WHEREAS**, the balance of that amount is needed at this time.

**NOW, THEREFORE, BE IT RESOLVED**, that \$1,510,000 is hereby authorized to be transferred from the General Fund reserves to the Road and Bridge Fund.

Carroll and Joy Janzen of the Persian Gulf Support Group updated the Board on the status of the Veterans Eagle monument, and discussed the proposal for new sidewalk and lighting surrounding the new All Veterans Memorial. The Board agreed to move forward with the sidewalk and lighting project for the new All Veterans Memorial, and to fund the project using reserves from the general fund.

**REMEMBERING  
SEPTEMBER 11**

**CALL TO ORDER**

**APPROVED  
AGENDA**

**CONSENT  
AGENDA**

**RESOLUTION  
091112-096  
FUND TRANSFER  
– ROAD & BRIDGE**

**VETERANS  
MEMORIAL**

# AITKIN COUNTY BOARD

September 11, 2012

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), that the Aitkin County Board as the Animal Control Authority finds the evidence presented against the dog named "Kaiser" is sufficient. The Animal Control Authority therefore upholds the potentially dangerous dog designation.

**POTENTIALLY  
DANGEROUS DOG  
PUBLIC HEARING  
- KAISER**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried (4-0 Marcotte absent), all members voting yes to approve resolution – Award Bid S.P. 001-601-019, etc:

**WHEREAS**, S.P. 001-601-019, etc. is a flood repair project for repairs to various county state-aid highways and county roads throughout Aitkin County and, and

**RESOLUTION  
091112-097  
AWARD BID  
S.P.001-601-019,  
ETC.**

**WHEREAS**, sealed bids were opened for this project at 2:00 pm on Monday, September 10, 2012 with a total of (6) six bids received, and

**WHEREAS**, DeChantel Excavating of Brainerd, MN was the lowest responsible bidder in the amount of \$418,446.66.

**NOW THEREFORE, BE IT RESOLVED**, that DeChantel Excavating be awarded the contract for construction of S.P. 001-601-019, etc.

**BE IT FURTHER RESOLVED**, that the Chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

**BE IT FURTHER RESOLVED**, that the Chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

Break: 10:10 a.m. to 10:22 a.m.

**BREAK**

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), all members voting to set Tuesday, December 4, 2012 at 6:05 p.m. in the Aitkin County Courthouse, as the date, time, and location to hold the 2013 Public Budget Hearing.

**2013 PUBLIC  
BUDGET  
HEARING SET**

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), to approve the requests for additional appropriations of \$2,000.00 from C.A.R.E. (for a total 2013 appropriation of \$37,900.00) and \$7,000.00 from Aitkin Airport (for a total 2013 appropriation of \$14,107.00), and to approve resolution – 2013 Preliminary Levy:

**ADDITIONAL  
APPROPRIATIONS**

**BE IT RESOLVED**, that the preliminary Aitkin County tax levy for payable 2013 be set at \$11,900,000.00.

**RESOLUTION  
091112-098  
2013  
PRELIMINARY  
LEVY**

Break: 11:29 a.m. to 11:33 a.m.

During the meeting the Board discussed: i) Airport, ii) Park Board, iii) Flood Relief/C.A.R.E., iv) NCLUCB, v) Library, vi) MAC, vii) Diversion Channel

Commissioner Don Niemi left at 11:38 a.m.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (3-0 Marcotte/Niemi absent), all members voting yes to adjourn the meeting at 12:09 p.m. until Tuesday, September 25, 2012 at 10:00 a.m.

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Patrick Wussow, County Administrator

**BREAK**

**BOARD  
DISCUSSION**

**NIEMI LEAVES**

**ADJOURN**

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 09-19-2012

Via: Patrick Wussow, County Administrator

From: Julie Hughes, Chief Deputy Treasurer

Title of Item:

Approve Duplicates of Lost Warrants outstanding checks

Requested Meeting Date: 10-02-2012 Estimated Presentation Time: Consent Agenda

Presenter: \_\_\_\_\_

**Type of Action Requested** (check all that apply)

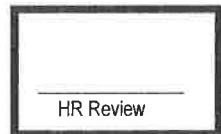
- For info only, no action requested  Approve under Consent Agenda
- For discussion only with possible future action  Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion  Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale  Other (please list) \_\_\_\_\_
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Affidavit for Duplicate of Lost Warrant

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**

Approve Duplicate of Lost Warrant from Treasurer's Office:

Commissioner Warrant # 24407 dated 09-1-2008 payable to Jeremy Paquette in the amount of \$ 146.26

Commissioner Warrant # 33300 dated 10-15-2010 payable to Michael Moriarty in the amount of \$ 5.60

Commissioner Warrant # 36474 dated 07-08-2011 payable to Pete Gansen in the amount of \$ 7.60

Commissioner Warrant # 37698 dated 10-28-2011 payable to Robert Kangas in the amount of \$ 13.84

Refund check # 6362 dated 01-28-2009 payable to Leslie Kinsworthy in the amount of \$ 20.00

Refund check # 6267 dated 11-01-2008 payable to Jeffrey Bunkert in the amount of \$120.00

Refund check # 6429 dated 06-17-2009 payable to Cecelia Locke in the amount of \$ 140.00

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss Cecelia Locke  
)

being duly sworn, on oath says; that (s)he is the owner of a certain Refund Check, dated  
the Seventeenth day of June, 2009. Numbered 6429 issued by Aitkin County to Cecelia Locke  
in the sum of \$ 140.00 which has been lost in the manner  
("Lost" or "Destroyed")  
following, to wit:

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

Cecelia Locke

Subscribed and sworn to before me this 29 day of August, 2012

Ward Francis Johnson

Notary Public Itasca County, Minnesota

My Commission Expires Jan 31 2014



Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss Jeremy Paquette  
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated  
the Nineteenth Day of September 2008. Numbered 24407 issued by Aitkin County to James Paquette  
in the sum of \$ 146.26 which has been LOST in the manner  
("Lost" or "Destroyed")  
following, to wit:

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

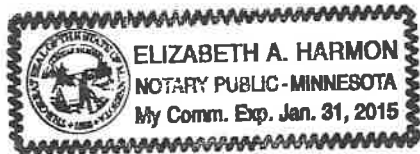
Jeremy M Paquette

Subscribed and sworn to before me this 17 day of August, 2012

Elizabeth A Harmon

Notary Public Aitkin County, Minnesota

My Commission Expires Jan 31 2015





Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss Michael Moriarty  
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated the Fifteenth day of October, 2010. Numbered 33300 issued by Aitkin County to Michael Moriarty in the sum of \$5.60 which has been LOST in the manner ("Lost" or "Destroyed") following, to wit:

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

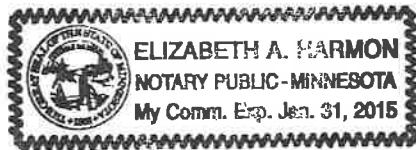
Michael Moriarty

Subscribed and sworn to before me this 17 day of August, 2012

Elizabeth A Harmon

Notary Public Aitkin County, Minnesota

My Commission Expires Jan 31 2015



Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss Pete Gansen  
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated the Eighth day of July, 2011. Numbered 36474 issued by Aitkin County to ~~Edward Bigouette~~ Pete Gansen

in the sum of \$ 7.60 which has been Lost/Destroyed in the manner ("Lost" or "Destroyed")

following, to wit: Destroyed / Lost washing machine

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

Pete Gansen

Subscribed and sworn to before me this 21 day of August, 2012

Cathleen M. Olson

Notary Public Aitkin County, Minnesota

My Commission Expires 1-31-2013



Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss Robert Kangas  
)

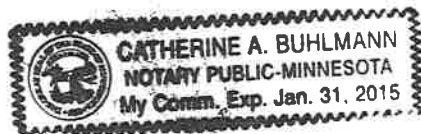
being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated the Twenty-eighth day of October 2011. Numbered 37698 issued by Aitkin County to Robert Kangas in the sum of \$ 13.84 which has been Lost in the manner ("Lost" or "Destroyed") following, to wit:

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

Subscribed and sworn to before me this 9<sup>th</sup> day of August, 2012

Catherine A. Buhlmann  
Notary Public Aitkin County, Minnesota

My Commission Expires 1-31-2015



Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss Jeffrey Bunkert  
)

being duly sworn, on oath says; that (s)he is the owner of a certain Refund Check, dated

the First day of November, 2008. Numbered 6267 issued by Aitkin County to Jeffrey Bunkert

in the sum of \$ 120.00 which has been LOST in the manner  
("Lost" or "Destroyed")

following, to wit:

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

*Jeffrey Bunkert*

Subscribed and sworn to before me this 2<sup>nd</sup> day of AUGUST, 2012

*Sara Joy Halvorson*



Notary Public Hegeberg County, Minnesota  
My Commission Expires January 31, 2014

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin )  
 ) ss Leslie Kinsworthy  
 )

being duly sworn, on oath says; that (s)he is the owner of a certain Refund Check, dated  
the Twenty-eighth day of January, 2009. Numbered 6362 issued by Aitkin County to Leslie Kinsworthy  
in the sum of \$ 20.00 which has been lost in the manner  
("Lost" or "Destroyed")  
following, to wit:

*Leslie A. Kinsworthy*

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

Leslie A. Kinsworthy

Subscribed and sworn to before me this 28<sup>th</sup> day of August, 2012

Feroze Khan  
Notary Public Hennepin County, Minnesota

My Commission Expires 01-31-2017



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners

Date: 09-26-12

From: Sheriff Scott Turner

Title of Item: POSSE Donation

Requested Meeting Date: 10/02/2012 Est. Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) **Consent Agenda**

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this? \_\_\_\_\_ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list)

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

217 Second Street NW, Room 185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

**MEMO**

TO: Board of Commissioners      DATE: September 26, 2012  
FROM: Sheriff Scott Turner      RE: POSSE Donation

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The McGregor Area Chamber of Commerce has made a generous donation of \$100 to the Aitkin County Sheriff's POSSE in thanks for their assistance at Wild Rice Days.

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners      Date: 9/26/12  
Via: Patrick Wussow, County Administrator  
From: Ross Wagner, Economic Development & Forest Industry Coordinator  
Title of Item: 2012 MAPCED/AMC Economic Development Award  
Requested Meeting Date: October 2, 2012 Estimated Presentation Time: 10 Minutes  
Presenter: Ross Wagner

**Type of Action Requested** (check all that apply)

- For info only, no action requested       Approve under Routine Business
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion       Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position       Approve under Consent Agenda
- Request to schedule public hearing or sale       Other (please list) \_\_\_\_\_
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
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- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

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- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list ) Applications

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**



Aitkin County Economic Development & Forest Industry Coordinator  
Aitkin County Courthouse  
Ross Wagner  
217 Second Street N.W.  
Aitkin, MN 56431  
Phone: 218/927-7305  
Fax: 218/927-7374

**TO:** Aitkin County Board

**FROM:** Ross Wagner, Economic Development & Forrest Industry Coordinator

**DATE:** September 26, 2012

**SUBJECT: 2012 Outstanding County Economic Development Award Application**

Enclosed are applications for the 2012 Outstanding County Economic Development Awards. These are the awards that are given at the annual AMC Conference in December and are sponsored by the Minnesota Association of Professional County Economic Developers (MAPCED). Projects submitted are the Trail Towns under the Economic Development Initiative and the Hawkins Sawmill road upgrade under Business Retention/Expansion and Partnerships. We are submitting the Hawkins project as a joint application with Mille Lacs County.

The Trail Towns Project brings communities in the county together to work for a common goal. The Hawkins Sawmill road upgrade is an excellent example of a private and public partnership involving two public agencies working together with a private business to solve a major roadblock for a business expansion. I feel both are projects we should be proud of and are not necessarily common for other Counties to undertake.

# 2012 Outstanding County Economic Development Award Nomination Form



*For counties who have exhibited an outstanding Economic Development Venture..*

## **INFORMATION ON NOMINEE:**

County: Aitkin

County Contact: Ross Wagner

## **INFORMATION ON NOMINATOR:** *NOTE: This person will receive notification of award selection.*

Name: Ross Wagner

Title: Economic Development & Forest Industry Coordinator

Telephone: (218 ) 927-7305

E-mail: rwagner@co.aitkin.mn.us

### **Check the category of this effort**

- Business Retention/Expansion:
- Economic Development Initiative:
- Business Recruitment:
- Redevelopment:
- Partnership:

## **ENCLOSURES:**

Your application must include the following:

This completed nomination form.

One-page statement of why nominee should receive the award.

One-paragraph (200 word maximum) summary for use in AMC Annual Conference materials and press coverage.

Additional supporting information, as needed.

**RETURN THIS FORM & ALL SUPPORTING MATERIALS BY FRIDAY, OCTOBER 12, 2012 TO  
Outstanding County Economic Development, Attention: Nancy Hoffman, Chisago County HRA-EDA,  
PO Box 815, North Branch, MN 55056 or [nancy@chisagocounty.org](mailto:nancy@chisagocounty.org)**

*This form may be photocopied for additional applications. There is no limit to the number of applications per county.*

## Aitkin County Trail Towns, Aitkin County, Minnesota

Why Aitkin County should receive the 2012 Outstanding County Economic Development Award.

Aitkin County is a large county land mass wise but sparsely populated with small cities and unincorporated communities scattered throughout the county. A challenge in Economic Development for Aitkin County is the spread out population and a history in not working together for common goals. Some of the communities have had very little to no formal economic development activity. The county itself has received criticism from the communities for not reaching out county wide and engaging the communities in development opportunities. When Aitkin and Itasca Counties formed a partnership to construct the Northwoods ATV Trail System, a common bond was formed with the Aitkin County cities and communities along the Northwoods Trail. When the construction of the Northwoods ATV Trail was nearing completion, Aitkin County through its Economic Development & Forest Industry Department, formed Aitkin County Trail Towns.

Aitkin County Trail Towns consists of the Aitkin County communities of McGrath, Lawler, McGregor, Palisade, Hill City and Jacobson, all located on the Northwoods ATV Trail system. The initial focus was to promote the Northwoods ATV Trail and provide "ATV Friendly" Trail Towns for riders to stop and get gas, eat lunch and stay in the area motels and campgrounds while enjoying the premier ATV Trail system in the Midwest. Routes through town to the various establishments have been established, a geo-caching course is in place so there is much to build on and promote for years to come. Upon completion of all trail Kiosks the Trail Town communities will have information boxes that brochures and flyers for all trail towns can be placed. However, there is more to community development than promoting the ATV Trail. Now that the communities are meeting and have established relationships, there other goals to consider. The County and the communities both felt that the ATV Trail and Trail Towns could be a springboard for further development.

Two new initiatives are getting underway for Aitkin County and the Trail Towns. The first is a Minnesota Main Street type approach to the communities from the ATV Trail. Aitkin County staff, with previous experience in community design, will be riding into and out of each community to develop a vision for future development of amenities and community entrances. This will create a unified vision and plan, versus each community going it alone. This type of cooperation is one of the goals Aitkin County had hoped for. Second, is the broadband internet initiative. Aitkin County has received a Community Broadband Resources grant from the Blandin Foundation. The Trail Towns meetings, with representation from all corners of the county will be the platform to launch the counties broadband efforts.

Enclosures; Aitkin County Trail Town Overview; June 2011 Report on initial meetings, Northwoods ATV Map, Northwoods Brochure.

## Aitkin County Trail Towns, Aitkin County, Minnesota

Why Aitkin County should receive the 2012 Outstanding County Economic Development Award.

### Summary

The Aitkin County communities of McGrath, Lawler, McGregor, Palisade, Hill City and Jacobson, located along the Northwoods ATV Trail, have a desire to work together to promote and enhance the Northwoods ATV trail experience in their communities. To accomplish this goal, the Aitkin County has formed the Aitkin County Trail Town Committee (ACTTC). A structure has been put in place by Aitkin County to insure that a sustainable and workable group can facilitate the goals of the Trail Town communities. By forming the ACTTC, the community members will also pursue other economic development opportunities that will mutually benefit the member communities.

- Goals for Aitkin County Trail Towns.
  1. Facilitate collective action by the Trail Towns to create a world class recreational destination
  2. Improve the buildings and infrastructure in each town to create a visitor friendly destination
  3. Retain, expand, and increase revenues of existing trail town businesses
  4. Pursue sustainable economic development opportunities that will benefit member communities

Aitkin County Trail Towns  
June 21, 2011  
McGregor City Hall

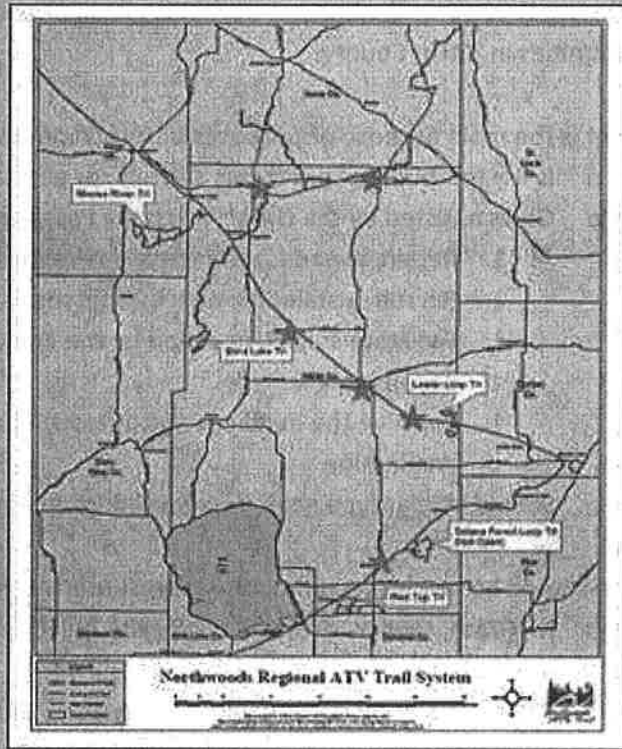
Based on response from previous meetings, it seems to be a foregone conclusion that the communities along the Northwoods ATV Trail have a desire to work together and promote and enhance the ATV experience in Aitkin County. Now that the consensus is to move ahead, what structure needs to be put in place to insure that a sustainable and workable group or committee can facilitate the goals of the Trail Town communities in Aitkin County.

- What is the main purpose or purposes of this committee?
  - Is it a temporary, “get things started” or permanent?
  - Goals as listed by the Great Allegheny Passage (GAP) Trail Towns
    1. Retain, expand, and increase revenues of existing businesses
    2. Recruit sustainable new businesses
    3. Facilitate collective action by the Trail Towns to create a world class recreational destination
    4. Improve the buildings and infrastructure in each town to create a visitor friendly destination
  - Should similar type goals be adopted for Aitkin County, or do we look at other goals.
- Who should be involved, community representatives from;
  - McGrath, Lawler, McGregor, Palisade, Hill City, Jacobson, others? or stick with this for now?
  - Who else should be involved, County Staff, Chamber of Commerce’s, ATV Clubs, Business representatives from trail businesses?
- When the Trail Town Committee is formed,
  - Do groups above appoint a representative, 1 or 2 from each City or groups?
  - Northwoods ATV Committee has rep’s from organizations but meetings are open and public comments and is involved.
  - Items such as terms, chairperson, secretary, etc., sustainable and workable.
- What are the next steps
  - Could we get contact names and numbers for each area so we can set up a "stakeholder mapping" and planning mtg with all involved? – as per Kelly Olson- or use a sub or planning committee.
  - Next Tourism Grant deadline is July 22<sup>nd</sup>
  - Work with Committee/County to establish trailheads and routes into and through town.



**Trail Towns...**

Cities/towns along  
the trail route that  
can provide  
services to trail  
users.



Trail Town Map

Aitkin County Trail Towns  
Northwoods ATV Trail

General Overview; The Aitkin County communities of McGrath, Lawler, McGregor, Palisade, Hill City and Jacobson, located along the Northwoods ATV Trail, have a desire to work together to promote and enhance the Northwoods ATV trail experience in their communities. To accomplish this goal, the communities have formed the Aitkin County Trail Town Committee (ACTTC). The following Trail Town structure will be put in place to insure that a sustainable and workable group can facilitate the goals of the Trail Town communities. By forming the ACTTC, the community members will also pursue other economic development opportunities that will mutually benefit the member communities.

- Goals for Aitkin County Trail Towns.
  1. Facilitate collective action by the Trail Towns to create a world class recreational destination
  2. Improve the buildings and infrastructure in each town to create a visitor friendly destination
  3. Retain, expand, and increase revenues of existing trail town businesses
  4. Pursue sustainable economic development opportunities that will benefit member communities
- Each Community located along the Northwoods ATV Tail will have one member appointed to the committee by their respective City Council or Town Board. Each community will be allowed one vote on matters requiring a vote that come before the ACTTC. An alternate representative may be appointed and welcome to attend all meetings, however, an alternate will only be allowed to vote in the absence of the community representatives. Representatives will be appointed from the following communities by the governing entity, it is not required that a representative be a formal member of the governing body.
  - City of McGrath, McGrath City Council
  - Community of Lawler, Salo Township
  - City of McGregor, McGregor City Council
  - City of Palisade, Palisade City Council
  - City of Hill City, Hill City Council
  - Community of Jacobson, Ball Bluff Township
- In addition to the above Community Representatives, the following Organizations will appoint one member and optional alternate. Organizations will be allowed to vote on matters that may arise and require a vote of ACTTC members. An alternate will be allowed to vote in the absence of the representatives.

- Aitkin County, a representative from Economic Development and Forest Industry Department, or Land Department.
- McGregor Chamber of Commerce.
- Hill City Chamber of Commerce.
- Two business representatives from trail businesses located on or near the Northwoods ATV Trail, one from the southern portion of the trail and one from the Northern portion. The businesses representatives will be solicited and appointed by the existing ACTTC members, the businesses representative may appoint an alternate.

There will be a total of 11 voting members, or designated alternates of the Aitkin County Trail Town Committee, a quorum will consist of 6 voting members, majority vote shall rule. Terms will be for a period of one year with no limit to the number of terms a member may serve. Communities and organizations will annually appoint their respective ACTTC members and their alternate except in the case of the business representatives which will be annually appointed by the ACTTC. ACTTC members may be able to represent more than one entity but will only be able to vote on behalf of the entity that actually appointed them.

- Once the Trail Town Committee is formed, any changes in committee goals, membership, governing rules or financial matters will be allowed by a full majority vote of the committee.
- An annual election of officers will be made by the committee and consist of a Chairperson, Vice-Chairperson and Secretary.
- Organizational meeting of the ACTTC will be held August 15<sup>th</sup> at 6:30 in McGregor. Each organization will be sent a letter from Aitkin County Economic Development Coordinator, with Trail Town information and request that they appoint their representative. As initial host community, the McGregor City Council may wish to send an invitation as well. Subsequent meetings will be held on a rotating basis, date, time and locations to be determined by the committee.
- ACTTC meetings are open to the public, guests and speakers may be asked to attend as needed.
- Serving on the ACTTC is voluntary, compensation from members appointing body is up to that organization.
- The ACTTC is an informal entity with no sources of funding or ability to incur expenses. In the event that funding sources should become available, the ACTTC would work with one of the governing bodies or other entity to act as fiscal agent.
- A temporary ad-hoc committee may be formed to submit an Aitkin County Tourism Grant by the July 22<sup>nd</sup> deadline.



# 2012 Outstanding County Economic Development Award Nomination Form



*For counties who have exhibited an outstanding Economic Development Venture..*

## **INFORMATION ON NOMINEE:**

County: Aitkin and Mille Lacs

County Contact: Ross Wagner

## **INFORMATION ON NOMINATOR:** *NOTE: This person will receive notification of award selection.*

Name: Ross Wagner

Title: Economic Development & Forest Industry Coordinator

Telephone: (218 ) 927-7305

E-mail: rwagner@co.aitkin.mn.us

## **Check the category of this effort**

- Business Retention/Expansion:**
- Economic Development Initiative:**
- Business Recruitment:**
- Redevelopment:**
- Partnership:**

## **ENCLOSURES:**

Your application must include the following:

This completed nomination form.

One-page statement of why nominee should receive the award.

One-paragraph (200 word maximum) summary for use in AMC Annual Conference materials and press coverage.

Additional supporting information, as needed.

**RETURN THIS FORM & ALL SUPPORTING MATERIALS BY FRIDAY, OCTOBER 12, 2012 TO  
Outstanding County Economic Development, Attention: Nancy Hoffman, Chisago County HRA-EDA,  
PO Box 815, North Branch, MN 55056 or [nancy@chisagocounty.org](mailto:nancy@chisagocounty.org)**

*This form may be photocopied for additional applications. There is no limit to the number of applications per county.*

## Aitkin County and Mille Lacs County, Hawkins Sawmill Road Upgrade

### Why Aitkin County should receive the 2012 Outstanding County Economic Development Award.

Recently Mille Lacs County received a State of Minnesota, Department of Transportation Economic Development Grant or a DTED grant. The purpose of the grant is to re-build and pave two miles of Mille Lacs County Road 132 in East Side Township. This road project will bring the road rating to "all weather" status, something that has been missing for Hawkins Sawmill and others. Hawkins Sawmill is located in Idun Township of Aitkin County but the main access to the mill is using Mille Lacs County Road 132. So, Hawkins Sawmill was faced with the situation of operating in Aitkin County yet using Mille Lacs County Roads to access the Mill. Further complicating the matter was the fact that not having all weather access forced the mill to stage and assemble loads off site during certain time periods, a costly and labor intensive undertaking. When the time to make a decision to purchase new equipment for the staging, Hawkins was at a crossroads. Their preference would be an all weather access road which would allow them to invest in the actual sawmill operation, to make it more productive and allow for additional growth and employment opportunities for local residents. Aitkin County Economic Development and Forest Industry Coordinator, Ross Wagner, knew this was the best case scenario.

Aitkin and Mille Lacs Counties have been pro active in maintaining and building roads and other infrastructure to help local businesses expand. Mr. Wagner, felt the two counties might be able to work together and help Hawkins Sawmill out. A series of meetings and discussions was held with Wagner, Tom Hawkins Sr., Tom Hawkins Jr., and Aitkin County Engineer John Welle and Mille Lacs County Engineer Bruce Cochran. All understood the situation Hawkins Mill faced with dual jurisdictions yet also understood the benefit to both counties with Hawkins Sawmill being able to grow and expand. All agreed to the best way to solve the problem was for Hawkins Sawmill to have all weather access. A circuitous route of Aitkin County and Idun Township roads could be utilized but would be more costly than Mille Lacs Co Rd 132. Hawkins Sawmill was willing to invest a significant sum on money to the road upgrade and favored the most efficient and cost effective route, again, all agreed. Regardless of jurisdiction, Mille Lacs County Road 132 was by far the best option.

With an estimated price tag of \$625,000.00, a financing plan was needed. With the private industry investment from Hawkins Sawmill confirmed, it was felt that a DTED Grant should be pursued. Mille Lacs County Public Works Department would write and submit the grant with assistance from Aitkin County Economic Development and Forest Industry Coordinator. Mille Lac County's application was successful and a grant was awarded for \$300,000. Hawkins Sawmill agreed to commit \$175,000 to the road improvements and when the Mille Lacs County Board agreed to invest \$150,000 the public – private partnership was sealed. Hawkins Sawmill will be planning to add new employees in the near future, most if not all from Mille Lacs and Aitkin Counties.

Enclosure; Mille Lacs County Times news article

Aitkin County and Mille Lacs County, Hawkins Sawmill Road Upgrade  
Why Aitkin County should receive the 2012 Outstanding County Economic Development Award.  
Summary

Hawkins Sawmill is located in the southwest corner of Aitkin County bordering the northern border of Mille Lacs County. The challenges facing the wood products industry are well documented and Hawkins is no different in feeling the pinch of the economy. However, Hawkins Sawmill has a solid reputation for quality work producing quality lumber from logs purchased mainly from area forests. Hawkins Sawmill is also known as being an excellent employer and was able to avoid layoffs during the great recession. In addition to avoiding layoffs, Hawkins was able to keep its customers and now is in a position to expand and add employees. This is the type of business both Aitkin and Mille Lacs Counties like to have grow and prosper. So when Hawkins Sawmill had an issue and a "bottleneck" to grow in not having all weather access, Aitkin and Mille Lacs Counties decided to work together and solve the issue. Construction is underway on Mille Lacs County Road 132 to build the roadbed and paving, bringing it to all weather status in 2013.

## **Mille Lacs County - Partnership will pave road**

**Brett Larson | Posted: Thursday, June 14, 2012 6:00 am**

Tom Hawkins of Hawkins Sawmill in East Side Township appeared before the Mille Lacs County Board on Tuesday, June 5, with County engineer Bruce Cochran.

The two had an intriguing proposal: The county could invest \$150,000 in paving two miles of County Road 132 in East Side Township, and the rest of the \$625,000 for the project would be picked up by a state grant and Hawkins Sawmill.

Hawkins told the board the spring load restrictions limit haulers' ability to move products. They need to bring small loads to a staging area where they are assembled into large loads and brought to market.

Cochran's notes to the board said, "Owners of the mill understand this cost of doing business and are willing to re-direct these funds to a roadway if the need to stage and assemble loads is eliminated."

The mill was willing to pitch in \$175,000 to the project, which made the county eligible for a \$300,000 Transportation Economic Development grant from the Minnesota Department of Transportation and the Minnesota Department of Employment and Economic Development.

Commissioner Dan Whitcomb asked Cochran about maintenance costs of a paved road versus gravel. Cochran said, "It's a function of traffic." He added that during the first 10 years, the only maintenance required would be crack sealing.

Commissioner Frank Courteau, in whose district includes the proposed project would occur, said it was the best example of public-private collaboration he's seen in 13 years on the county board.

"That's why I would urge my colleagues to support the measure," Courteau said.

And they did, by a unanimous 4-0 vote.

### **No to increase**

In April, the board approved funding for a turn lane on County State Aid Highway 4 at 12th St. N. in Princeton. The cost was to be split with the Princeton School District and was not to exceed \$15,000.

After bids came in, the cost rose to \$20,000.

Commissioner Phil Peterson said he was having second thoughts due to the price increase.

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 09/26/12

Via:

From: Sheriff Scott Turner

Title of Item: Hazard Mitigation Planning Grant

Requested Meeting Date: 10/02/2012 Est. Presentation Time: 15 minutes

Presenter: Sheriff Scott Turner

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list)

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this? \_\_\_\_\_ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Proposed Grant Resolution

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**

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

217 Second Street NW  
Aitkin, MN 56431

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

MEMO

To: Aitkin County Board of Commissioners

Date: September 26, 2012

From: Sheriff Scott Turner

Re: Hazard Mitigation Planning Grant

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Attached is a copy of a proposed resolution for participation in a grant for Hazard Mitigation Planning. The last hazard mitigation plan that was completed by Aitkin County was approved by the Aitkin County Board in 2005 and subsequently by the Federal Emergency Management Agency (FEMA) in 2008.

The time has come to update that plan to ensure eligibility for future hazard mitigation grants. In 2005 we employed a contractor to assist with the project and are proposing the same course of action. The FEMA requirements today are vastly different and more complex than they were in 2005.

The total amount needed for this project is likely to be in the \$30,000 to \$35,000 range with a 25% local match. We will accomplish the vast majority of the local match will be in the form of Aitkin County staff time. Any additional monies not budgeted for 2013 will be fund balance carried over from 2012.

There will be no additional request for funds for this project.

By Commissioner: xx

100212-xxx

**Hazard Mitigation Planning Grant**

**WHEREAS**, the County of Aitkin is participating in a hazard mitigation planning process as established under the Hazard Mitigation Act of 2000; and

**WHEREAS**, the Act establishes a framework for the development of a county hazard mitigation plan; and

**WHEREAS**, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

**WHEREAS**, the plan must include a risk assessment including past hazards, hazards that threaten the county, maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and development trends; and

**WHEREAS**, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

**WHEREAS**, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

**WHEREAS**, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

**WHEREAS**, approval of the all hazard mitigation will make the county eligible to receive Hazard Mitigation Assistance Program grants and other funding sources; and

**WHEREAS**, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance Programs grants and other funding sources; and

**NOW THEREFORE, BE IT RESOLVED**, that Aitkin County enter into a sub-grant agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance Programs for Development or update of the Aitkin County Mitigation plan. The Aitkin County Sheriff is hereby authorized to execute and sign such sub-grant agreements and any amendments hereto as are necessary to implement the plan on behalf of Aitkin County.

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

**FIVE MEMBERS PRESENT**

**All Members Voted Yes**

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 2<sup>nd</sup> day of October A.D., 2012, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 2<sup>nd</sup> day of October A.D. 2012

KIRK PEYSAR, County Auditor

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

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 9-25-2012

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

Equipment Purchase – Bituminous Pavement Compactor

Requested Meeting Date: 10-2-12 Estimated Presentation Time: 5 minutes

Presenter: John Welle

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: 5001
- Expenditure line account # for this item is: 6600

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_



## AITKIN COUNTY COMMISSIONER'S MEMO

**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** September 25, 2012

### Regular Agenda Items:

Equipment Purchase – Bituminous Pavement Compactor

#### Summary:

The 2012 Capital Equipment Budget contains \$25,000 for a pavement compactor to be used for bituminous patching applications. The machine being replaced is a 30-inch wide Ray-Go compactor that was acquired used in 1983. The model year and number of hours on this machine are unknown, but it no longer meets department needs due to its age, size, and condition. A picture of this compactor is shown below.

For a replacement compactor, we looked for a late model used, low-hour machine with a 48-inch roller width. Two machines that met our specifications were located; a 2005 Ingeroll-rand DD30 with 2,148 hours for a price of \$25,000 and a 2011 Cat CB24 with 443 hours for \$26,000. Both machines are similar size and are similarly equipped.

Based on the age, amount of use, and condition, the Cat CB24 is the better value, costing only \$1000 more than the older, higher hour machine. Purchase of the Cat CB 24 compactor is therefore recommended.



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 9-25-2012

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

Equipment Purchase – Mechanic Service Vehicle

Requested Meeting Date: 10-2-12 Estimated Presentation Time: 5 minutes

Presenter: John Welle

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? \_\_\_ Yes  No (attach explanation)
- What type of expenditure is this? \_\_\_ Operating  Capital \_\_\_ Other (attach explanation)
- Revenue line account # that funds this item is: 5001
- Expenditure line account # for this item is: 6600

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. \_\_\_ Yes \_\_\_ No
- Applicable job description(s) may require revision. \_\_\_ Yes \_\_\_ No
- Item may impact a bargaining unit agreement or county work policy. \_\_\_ Yes \_\_\_ No
- Item may change the department's authorized staffing level. \_\_\_ Yes \_\_\_ No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
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- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

## AITKIN COUNTY COMMISSIONER'S MEMO

**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** September 25, 2012

### Regular Agenda Items:

Equipment Purchase – Mechanic Service Vehicle

#### Summary:

On July 5, 2012, the Highway Department mechanic was involved in a crash that resulted in the mechanic service vehicle being a total loss. MCIT has since reimbursed for the cost of the loss, which was determined to be \$32,465. Having only a single mechanic service vehicle in our fleet, we have been operating without a service vehicle since the crash.

To get this vehicle back in the fleet as soon as possible before the winter snow and ice removal season, we have trying to find an available service vehicle that would meet our needs without having to order it and wait 10-12 weeks for it's delivery. Specifically, we have been looking for a one-ton chassis with a 9-foot long by 8 foot- wide service box and a 4000-pound crane.

A search of available vehicles throughout the upper Midwest during the last month has located a single unit owned by Towmaster Truck Equipment in Litchfield, MN for a cost of \$55,726. The vehicle is a 2012 3500 Chevrolet with a Palfinger 108D54VT service body and a Palfinger PSC 3216 4,000-pound crane. It was used as a demo and therefore has approximately 3000 miles on it.

I was not able to find another available vehicle for a price comparison. However, the \$55,726 quoted price is approximately \$4000 less the identical new vehicle priced through the state bid. The difference in cost between the replacement vehicle and the MCIT reimbursement is shown in the 2013 Capital Equipment Budget. Purchase of this vehicle from Towmaster for the stated price is requested.



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 9-25-2012

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

2012 Construction/Maintenance Project Update

Requested Meeting Date: 10-2-12 Estimated Presentation Time: 20 minutes

Presenter: John Welle

**Type of Action Requested** (check all that apply)

- For info only, no action requested  Approve under Routine Business
- For discussion only with possible future action  Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion  Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale  Other (please list) \_\_\_\_\_
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) 2012 Summary of Contracts

## **AITKIN COUNTY COMMISSIONER'S MEMO**

**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** September 25, 2012

### **Regular Agenda Items:**

2012 Construction/Maintenance Project Update

### **Summary:**

Attached is a summary of the final 2012 construction and maintenance project listing. Status updates will be given for the various projects on this list.

**2012 Summary of Contracts  
for Construction and Maintenance Projects**

Contract	Project Number	Project Description	Project Length (miles)	Tentative Letting Date	Programmed Cost Estimate	Current Cost Estimate	Actual Bid	Comments
1	Calcium Chloride	County-wide application of calcium chloride on specific roads		03/19/12	NA	\$ 260,400	\$ 257,300.00	
2	Pavement Marking	County-wide application of pavement markings on specific roads		03/19/12	NA	\$ 48,719	\$ 49,353.88	
3	Gravel Crushing	DNR -Pliny Twp, Gun Lake Gravel		06/18/12		\$ 225,000	\$ 144,400.00	
3	S.P. 01-090-02	Aitkin bike trail	1	4/16/2012	NA	\$ 477,443	\$ 503,006.40	
4	McGregor Airport	Bituminous removal and bituminous paving of runway, overlay of apron /taxiway		4/23/2012		\$ 625,705	\$ 574,853.16	
	C.P. 01-614-01	Thin bituminous overlay on CSAH 14 from TH 65 to 2.3 miles northeast			\$ 250,000	\$ 325,669	\$ 306,622.72	
	C.P. 01-636-01	Thin bituminous overlay on CSAH 36 from CSAH 14 to 1.6 miles northeast			\$ 150,000	\$ 191,849	\$ 171,251.78	
5	S.P. 01-603-12	Bituminous paving, curb/sidewalk repl. on CSAH 3 from US Hwy 169 to TH 232	5.61	5/7/2012	\$ 590,000	\$ 1,857,857	\$ 2,030,345.39	
6	S.A.P. 01-605-09	Grading, agg. Base and bituminous pavement on CSAH 5 from TH 47 to 1 mile n	1	5/14/2012	\$ 240,000	\$ 644,471	\$ 669,719.85	
7	S.A.P. 01-632-04	Grading and aggregate base on CSAH 32 from CSAH 6 to CSAH 31	3.3	7/6/2012		\$ 1,246,207	\$ 1,304,309.24	
8	S.A.P. 01-599-34	Bridge replacement on McGregor Township Road over Sandy River	0.1	7/23/2012	NA	\$ 124,090	\$ 149,072.25	
9	S.A.P. 01-604-10	Bridge replacement on CSAH 4 over the Rice River	0.1	7/30/2012		\$ 486,324	\$ 580,037.42	
10	S.P. 001-601-019, etc.	Flood Damage Repair	NA	9/10/2012		450582	\$ 418,446.66	
11	C.P. 01-60-02	Bituminous Paving on CR 60 from Kanabec County line to TH 18	3.98	7/30/2012	\$ 670,000	\$ 1,000,000		Deferred to 2013
<b>Total:</b>						<b>\$ 7,964,315</b>	<b>\$ 7,158,719</b>	

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 9-25-2012

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

2011 Annual Report

Requested Meeting Date: 10-2-12 Estimated Presentation Time: 30 minutes

Presenter: John Welle

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute
- Approve under Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
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- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

## AITKIN COUNTY COMMISSIONER'S MEMO

**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** September 25, 2012

### **Regular Agenda Items:**

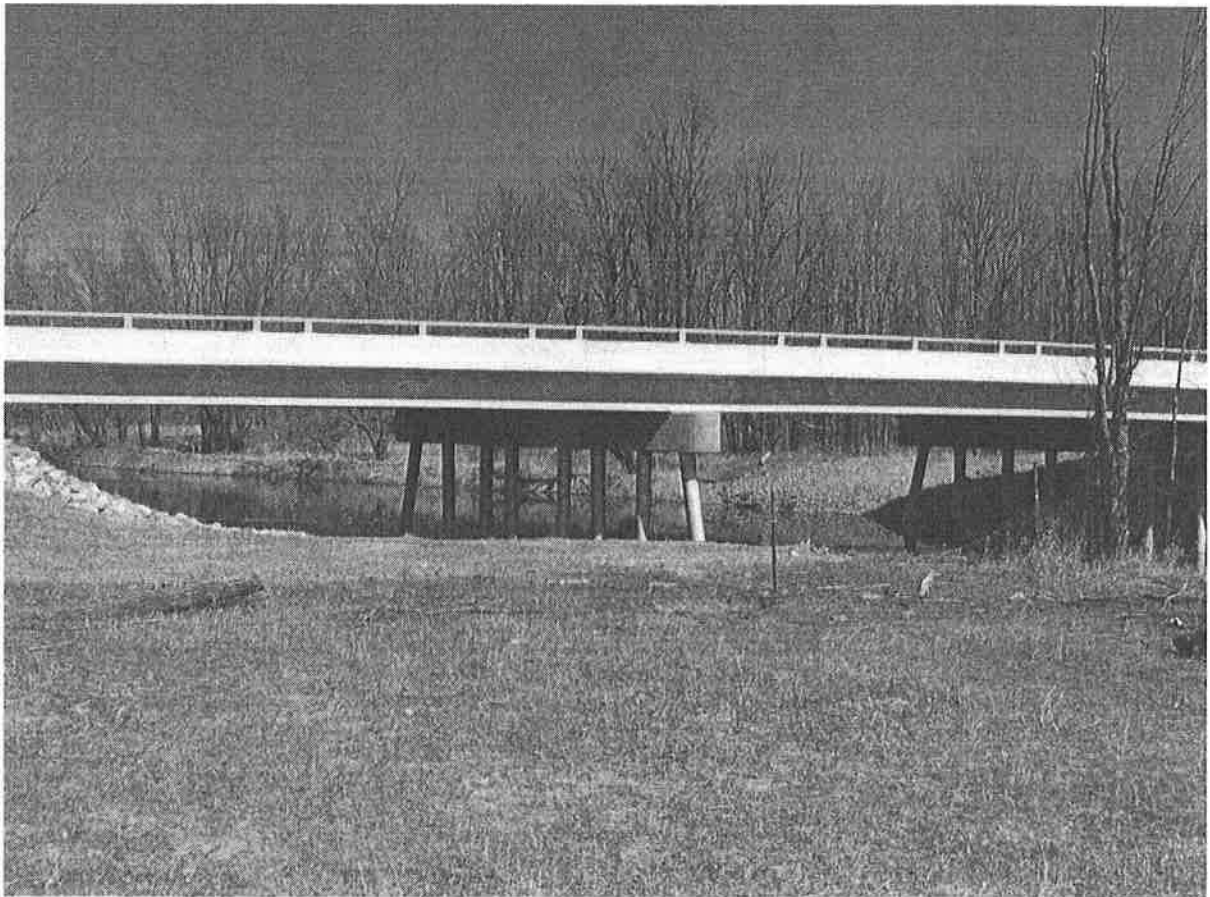
2011 Annual Report

### **Summary:**

A copy of the 2011 Aitkin County Highway Department Annual Report will be mailed to each commissioner on Wednesday, September 25<sup>th</sup>. An overview of this report will be given with requested Board approval of the report at the conclusion of the overview.



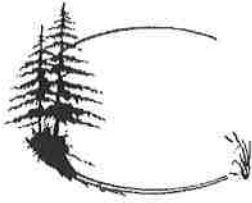
# **Aitkin County Highway Department 2011 Annual Report**



County State-Aid Highway 3 Bridge over Willow River

**AITKIN COUNTY, MINNESOTA - HIGHWAY DEPARTMENT  
INDEX TO ANNUAL REPORT  
Year Ended December 31, 2011**

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## AITKIN COUNTY HIGHWAY DEPARTMENT

1211 Air Park Drive

Aitkin, MN 56431

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Phone: 218/927-3741 · FAX: 218/927-2356

August 29, 2012

The Honorable Board of County Commissioners  
Aitkin, Minnesota

Honorable Commissioners:

Enclosed is a report of the activities of the Aitkin County Highway Department for the year ended December 31, 2011.

The report presents, in detail, the various accounts within the Road and Bridge Fund pertaining to revenue and expenditures. Also, presented for your approval is a proposed budget of the anticipated revenue and expenditures for State-Aid Highways and County Roads for the year 2012.

The report is made possible through the cooperation and support of the engineering, maintenance, administration and accounting staff. I would like to acknowledge and thank all highway employees for their contribution to the development and maintenance of our County State-Aid Highway and County Road system this past year.

Respectfully submitted,

John Welle, P.E.  
Aitkin County Engineer

**AITKIN COUNTY, MINNESOTA - HIGHWAY DEPARTMENT  
SUMMARY OF COUNTY HIGHWAY INFORMATION  
YEAR ENDED DECEMBER 31, 2011**

MILEAGE - CSAH REGULAR.....	363.86
MAINTENANCE COSTS - CSAH REGULAR.....	1,718,671.49
MILEAGE - CSAH MUNICIPAL.....	9.87
MAINTENANCE COSTS - CSAH MUNICIPAL.....	44,216.23
MILEAGE - COUNTY ROADS.....	137.82
MAINTENANCE COSTS - COUNTY ROADS.....	900,812.56
CONSTRUCTION - CSAH REGULAR.....	5,132,158.74
CONSTRUCTION - CSAH MUNICIPAL.....	90,517.97
CONSTRUCTION - TOWN BRIDGE.....	207,661.56
CONSTRUCTION - COUNTY ROADS.....	1,753,043.56
CONSTRUCTION - MISCELLANEOUS.....	559,959.58
TOTAL CONSTRUCTION	7,743,341.41

Note: Construction costs do not include Federal Funds, Bridge Bonding or LRIP-Reg Signif funds, however, construction costs do include local funds to expedite federal projects.

AITKIN COUNTY, MINNESOTA  
 BRIEF ACTIVITIES, COMMENTS AND RECOMMENDATIONS  
 Year Ended December 31, 2011

*The following summary of accomplishments has resulted from the authorized expenditures and operations on County State-Aid Highways and County Roads in Aitkin County during year 2011.*

**1. STATE-AID REGULAR CONSTRUCTION**

1) Bridge Replacement SAP 01-603-11	.66 Miles	1,271,409.84
2) Culvert Replacement/Milling Bituminous Surface Aggregate Shouldering/Plant Mix Bituminous SP 01-610-23	8.068 Miles	1,427,021.79
3) Bituminous Mill and Overlay SAP 01-606-15	7.876 Miles	1,446,378.63
4) Agg Base/Shouldering/Bit Paving SAP 01-632-05	3.081 Miles	754,037.43

**2. MISCELLANEOUS CONSTRUCTION**

1) Grading/Aggregate Base CP 01-60-01	5.08 Miles	1,212,736.27
2) Bridge Replacement SAP 01-598-13	.133 Miles	165,873.83
3) Sidewalk Construction SP 01-591-02	.796 Miles	170,903.70
4) Bridge Replacement SAP 01-599-33	.1 Miles	203,837.12
5) Grading/ Agg Base/ Bituminous Pavement SAP 01-600-15	1.05 Miles	270,936.88

--MAINTENANCE--

3. STATE AID HWYS - REGULAR MAINTENANCE	1,718,671.49
4. STATE AID HWYS - MUNICIPAL MAINTENANCE	44,216.23
5. COUNTY ROADS - MAINTENANCE	900,812.56

--CAPITAL OUTLAY--

**6. EQUIPMENT/SHOP MATERIALS**

Equipment	482,220.77
Shop Materials	612,581.18
Jacobson Salt Shed	1,760.00
McGrath Shop Rehab	64,200.00

**7. ADMINISTRATION/ENGINEERING:**

Administration	1,281.23
Engineering	3,775.89

AITKIN COUNTY HIGHWAY DEPARTMENT  
FINANCIAL STATEMENT

AS OF 12312011

ASSETS

CURRENT ASSETS

CASH	2,522,998.41	
ACCOUNTS RECEIVABLE	250.00	
DUE FROM TWPS/CITIES/CO DITCH	66,892.55	
STATE PARKS - RECEIVABLE	13,546.84	
CSAH REG CONSTR - RECEIVABLE	250,262.08	
CSAH MUNIC CONSTR - RECEIVABLE	4,231.15	
TOWN BRIDGE CONSTR -RECEIVABLE	9,691.86	
STATE AID ALLOTMENTS	1,717,315.02-	
	-----	1,150,557.87

SUPPLIES INVENTORIES

ROUTINE REPLACEMENTS	51,305.97	
MOTOR FUEL/LUBE/ANTI-FREEZE	47,400.22	
FIELD MATERIALS & SUPPLIES	61,922.11	
GRAVEL STOCKPILES	117,531.63	
	-----	278,159.93

TOTAL ASSETS... 1,428,717.80

LIABILITIES, RESERVES, AND FUND BALANCES

CURRENT LIABILITIES

VENDORS PAYABLE	61,238.43	
ACCOUNTS PAYABLE - INDIVIDUALS	1,500.00	
CONTRACTS PAYABLE	477,989.47	
SALARIES & WAGES PAYABLE	69,549.59	
EMPLOYEE BENEFITS PAYABLE	110,836.54	
DUE TO CSAH MUN - OVERPAYMENTS	12,198.77	
DEFERRED REVENUE	1,598,632.75-	
	-----	865,319.95-

FUND BALANCE

RESERVE - SUPPLIES INVENTORY	278,159.93	
UNRESERVE/UNDESIGNATE FUND BAL	2,015,877.82	
	-----	2,294,037.75

TOTAL LIABILITIES, RESERVES, AND FUND BALANCE... 1,428,717.80

BEGINNING FUND BALANCE

4,075,302.38

REVENUES

9,659,871.36

EXPENSES

MAINTENANCE	2,279,586.44	
CONSTRUCTION	7,908,929.42	
ADMINISTRATION & SUPPORT	384,113.84	
EQUIPMENT OPERATION	227,946.17-	
AUTHORIZED WORK FOR OTHERS	398,378.28	
OTHER COSTS	623,633.72	
	-----	

11,366,695.53

ADJUSTMENTS TO FUND BALANCE

352,600.39-

2,059,424.56-

ENDING FUND BALANCE

2,015,877.82

**AITKIN COUNTY, MINNESOTA**  
**ACCOUNTS RECEIVABLE**  
As of December 31, 2011

STATE OF MN - REGULAR CONSTRUCTION.....	(1,382,256.97)
STATE OF MN - MUNICIPAL CONSTRUCTION.....	4,231.15
STATE OF MN - TOWN BRIDGE.....	9,691.86
STATE OF MN - STATE PARK.....	13,546.84

DEBTOR	Acct. Rec. Beg. Year	Maintenance	Charges & Matl Sold	Pymt/Trans During Year	Total End of Year
<i>Organized Townships:</i>					
Aitkin	1,507.68	0.00	6,187.46	7,695.14	0.00
Ball Bluff	1,360.00	8,570.00	10,001.47	19,971.11	(39.64)
Balsam	85.00	387.50	1,197.32	1,584.82	85.00
Beaver	0.00	0.00	839.23	705.39	133.84
Clark	3,078.57	0.00	3,721.17	1,962.90	4,836.84
Cornish	680.00	2,962.50	0.00	4,109.50	(467.00)
Farm Island	945.00	0.00	37,784.51	37,657.03	1,072.48
Fleming	1,172.50	0.00	7,433.35	8,416.85	189.00
Glen	1,206.12	0.00	2,070.36	3,006.48	270.00
Haugen	170.00	384.00	0.00	554.00	0.00
Hazelton	175.00	0.00	23,347.29	23,387.29	135.00
Hill Lake	785.00	0.00	0.00	785.00	0.00
Idun	0.00	0.00	1,160.72	1,160.72	0.00
Jevne	105.00	0.00	525.00	630.00	0.00
Kimberly	302.40	0.00	864.16	1,166.56	0.00
Lakeside	1,050.00	0.00	33,343.50	27,218.19	7,175.31
Lee	0.00	0.00	0.00	0.00	0.00
Libby	711.25	1,751.50	0.00	2,462.75	0.00
Logan	0.00	0.00	509.67	540.00	(30.33)
MacVille	0.00	0.00	2,336.20	2,336.20	0.00
Malmo	533.82	0.00	13,086.27	13,526.65	93.44
McGregor	0.00	0.00	334.15	334.15	0.00
Millward	737.50	1,050.00	161.80	1,949.30	0.00
Morrison	700.00	0.00	723.73	700.00	723.73
Nordland	0.00	0.00	12,367.20	10,897.76	1,469.44
Pliny	585.00	2,222.50	0.00	2,637.50	170.00
Rice River	170.00	0.00	339.78	509.78	0.00
Salo	1,945.00	2,497.08	323.60	4,765.68	0.00
Seavey	82.50	82.50	638.88	803.88	0.00
Shamrock	0.00	0.00	15,734.24	15,734.24	0.00
Spalding	203.63	0.00	1,782.29	1,985.92	0.00
Spencer	296.88	0.00	6,507.42	6,804.30	0.00
Turner	80.00	340.00	1,133.80	496.80	1,057.00
Verdon	628.75	2,375.00	0.00	3,003.75	0.00
Wagner	0.00	3,273.76	2,011.17	5,284.93	0.00
Waukenabo	0.00	170.00	297.87	382.87	85.00
Wealthwood	255.00	912.50	4,740.22	5,822.72	85.00
White Pine	207.50	660.00	35.00	902.50	0.00
Williams	1,057.50	1,792.50	2,206.97	5,056.97	0.00
Workman	455.00	0.00	4,105.46	4,560.46	0.00
	21,271.60	29,431.34	197,851.26	231,510.09	17,044.11

**AITKIN COUNTY, MINNESOTA**  
**ACCOUNTS RECEIVABLE**  
**As of December 31, 2011**

DEBTOR	Acct. Rec. Beg. Year	Maintenance	Charges & Matl Sold	Pymnt/Trans During Year	Total End of Year
<i>Unorganized Townships:</i>					
Jewett 45-24	143.75	3,436.56	0.00	3,410.31	170.00
Davidson 47-24	14,080.53	11,957.24	3,120.21	13,897.71	15,260.27
Blind Lake 48-27	467.50	2,994.05	161.80	3,623.35	0.00
Esquagamah 49-27	63.75	2,300.00	3,719.78	6,083.53	0.00
Hebron 50-25	553.75	5,253.52	0.00	5,573.75	233.52
Bain 50-26	127.50	873.91	0.00	801.25	200.16
White Elk 50-27	0.00	852.86	0.00	419.18	433.68
51-22	65.00	0.00	0.00	0.00	65.00
51-25	0.00	1,458.57	0.00	513.75	944.82
LeMay 51-27	0.00	24,336.68	0.00	24,336.68	0.00
52-22	135.00	4,902.65	0.00	5,037.65	0.00
Ruth 52-24	200.00	4,675.00	0.00	4,875.00	0.00
Quadna 52-25	540.00	10,775.19	0.00	11,315.19	0.00
Shovel Lake 52-27	160.00	28,232.97	0.00	28,392.97	0.00
	16,536.78	102,049.20	7,001.79	108,280.32	17,307.45
<i>Villages:</i>					
Aitkin	0.00	0.00	32.36	32.36	0.00
McGregor	700.00	0.00	685.59	1,250.59	135.00
Tamarack	175.00	0.00	135.00	175.00	135.00
	875.00	0.00	852.95	1,457.95	270.00
<i>County Ditches:</i>					
County Ditch #2	0.00	517.50	0.00	517.50	0.00
County Ditch #20	0.00	795.61	0.00	795.61	0.00
County Ditch #23	0.00	520.00	0.00	520.00	0.00
County Ditch #24	0.00	358.44	0.00	358.44	0.00
County Ditch #28	0.00	175.00	0.00	175.00	0.00
County Ditch #30	0.00	87.50	0.00	87.50	0.00
County Ditch #34	0.00	430.00	0.00	430.00	0.00
County Ditch #37	0.00	260.00	0.00	260.00	0.00
State Ditch #63	6,911.57	433.75	0.00	2,502.03	4,843.29
State Ditch #66	0.00	345.00	0.00	345.00	0.00
	6,911.57	3,922.80	0.00	5,991.08	4,843.29
Mississippi River Diversion Channel	0.00	27,427.70	0.00	0.00	27,427.70
<b>Due from Townships, Villages &amp; Counties.....</b>					<b>66,892.55</b>
<b>Individuals.....</b>					<b>250.00</b>
<b>GRAND TOTAL.....</b>					<b>(1,287,644.57)</b>



**AITKIN COUNTY, MINNESOTA  
ACCOUNTS RECEIVABLE ADDENDUM  
As of December 31, 2011**

**CONTRACTS RECEIVABLE**

**REGULAR CONSTRUCTION**

Allotment Encumbrances:

S.A.P. 01-603-10	58,974.19	
S.A.P. 01-603-11	41,581.99	
S.P. 01-607-03	11,675.16	

112,231.34

Less Outstanding Advance:

S.A.P. 01-606-15	875,667.85	
S.A.P. 01-610-23	133,692.67	
S.A.P. 01-632-05	201,322.97	
S.P. 01-601-17	421,835.56	

1,632,519.05

Plus Encumbrances from Advances:

S.A.P. 01-606-15	46,087.78	
S.A.P. 01-610-23	69,741.09	
S.A.P. 01-632-05	22,201.87	

138,030.74

**REGULAR STATE AID CONSTRUCTION RECEIVABLE**

(1,382,256.97)

**MUNICIPAL CONSTRUCTION**

Allotment Encumbrances:

S.A.P. 01-606-15	4,231.15	
------------------	----------	--

**MUNICIPAL STATE AID CONSTRUCTION RECEIVABLE**

4,231.15

**STATE PARK**

Allotment Encumbrances:

S.A.P. 01-600-15	13,546.84	
------------------	-----------	--

**STATE PARK RECEIVABLE**

13,546.84

**SPECIAL TOWN BRIDGE**

Allotment Encumbrances:

S.A.P. 01-599-33	9,691.86	
------------------	----------	--

**SPECIAL TOWN BRIDGE RECEIVABLE**

9,691.86

**TOTAL CONTRACTS RECEIVABLE**

(1,372,565.11)

**AITKIN COUNTY, MINNESOTA  
ACCOUNTS RECEIVABLE  
As of December 31, 2011**

<u>DEBTOR</u>	<u>BALANCE</u>
Frontier Communications	200.00
Savage Communications	<u>50.00</u>
	250.00
<b>TOTAL INDIVIDUAL RECEIVABLES.....</b>	<b>250.00</b>

**AITKIN COUNTY, MINNESOTA - HIGHWAY DEPARTMENT  
TOWN ROAD ALLOTMENT  
Year Ended December 31, 2011**

<u>Township</u>	<u>Distribution Amount</u>
Aitkin	\$17,972.18
Ball Bluff	8,255.78
Balsam	3,096.76
Beaver	5,960.47
Clark	8,251.59
Cornish	4,205.88
Farm Island	21,459.26
Glen	14,530.18
Haugen	7,087.48
Hill Lake	9,731.38
Idun	7,682.05
Jevne	9,820.05
Kimberly	9,296.25
Lakeside	14,223.92
Lee	4,068.01
Libby	3,387.32
Logan	9,821.73
Macville	7,127.81
Malmo	10,115.55
McGregor	4,093.00
Millward	4,376.56
Morrison	8,242.50
Nordland	21,912.85
Pliny	4,510.72
Rice River	7,095.13
Salo	6,049.37
Seavey	3,994.50
Shamrock	27,403.11
Spalding	7,949.02
Spencer	12,773.04
Turner	5,573.27
Verdon	4,763.59
Wagner	9,174.36
Waukenabo	8,974.71
Wealthwood	7,421.58
Williams	6,980.35
Workman	7,831.10
Unorg Twp 47-24	3,936.26
Unorg Twp 50-25	3,202.56
Unorg Twp 52-22	2,423.77
 TOTALS-----	 \$344,775.00

Note: Town Road Allotment monies are distributed by the Auditor's Office

10% Equalization, 10% Class Rate, 30% Population, 50% Mileage

**AITKIN COUNTY, MINNESOTA  
INVENTORY MATERIALS AND SUPPLIES  
Year Ended December 31, 2011**

**PARTS AND REPLACEMENTS:**

Filters	8,150.57	
Blades	43,155.40	51,305.97

**MOTOR FUEL & LUBRICANTS:**

Diesel Fuel	31,645.43	
Oils/Anti-Freeze	15,754.79	47,400.22

**FIELD MATERIALS & SUPPLIES:**

Culverts	26,801.16	
Signs & Posts	11,241.99	
Bituminous Materials	22,836.00	
Calcium Chloride/Salt	85.60	
Fabric	957.36	61,922.11

**GRAVEL STOCKPILES**

117,531.63

**TOTAL INVENTORIES----- 278,159.93**

Physical count of inventory was taken

**AITKIN COUNTY, MINNESOTA - HIGHWAY DEPARTMENT**  
**LIABILITIES AND FUND BALANCE RESERVES**  
**December 31, 2011**

**LIABILITIES**

ACCOUNTS PAYABLE/OTHER LIABILITIES:		243,124.56
	(Total from succeeding pages)	
CONTRACTS PAYABLE:		
	CP 01-90-08	5,212.07
	CP 01-241-01	15,780.00
	CP 18-001-10	17,623.14
	CP 9005	1,741.37
	CP 9105	2,088.62
	SAP 01-603-10	60,307.36
	SP 01-090-01	11,603.26
	SP 01-607-03	41,960.67
	SP 01-610-21	36,454.24
	CP 01-060-01	46,646.24
	SAP 01-603-11	62,295.68
	SAP 01-598-13	4,863.76
	SAP 01-610-23	28,452.41
	SP 01-591-02	8,902.68
	SAP 01-599-33	9,388.08
	CP 01-090-17	7,359.85
	SAP 01-606-15	68,502.09
	SAP 01-632-05	35,328.60
	SAP 01-600-15	13,479.35
		477,989.47
DEFERRED REVENUE:		
State Aid:	Regular Construction	(1,672,970.53)
	Municipal Construction	16,665.00
	Town Bridge Construction	56,322.90
	State Parks	1,349.88
		(1,598,632.75)
DUE TO CSAH MUNICIPAL:		
Overpayment:	Municipal Construction	12,198.77
		12,198.77
	<b>TOTAL LIABILITIES</b>	<b>(865,319.95)</b>
<b>FUND BALANCE</b>		
Reserved Fund Balance:		
	Reserve for Inventory	278,159.93
Undesignated Fund Balance		2,015,877.82
Total Liabilities and Fund Balance		1,428,717.80

AITKIN COUNTY, MINNESOTA  
ACCOUNTS PAYABLES  
As of December 31, 2011

<u>PAYEE</u>	<u>BALANCE</u>
Culverts:	
Philip Anderson	500.00
Andrew Hartshorn	500.00
Dan Guida	500.00
TOTAL CULVERT MAINTENANCE.....	1,500.00
TOTAL INDIVIDUAL PAYABLES.....	1,500.00

# AITKIN COUNTY HIGHWAY DEPARTMENT

## Liabilities and Fund Balance Reserves Addendum

December 31, 2011

<u>Salaries Payable</u>	<u>Maint.</u>	<u>Constr.</u>	<u>Admin.</u>	<u>Total</u>
Backstrom, Robert	2,084.86	0.00	0.00	2,084.86
Berg, Eugene	1,946.58	0.00	0.00	1,946.58
Blaszak, Florian	2,064.95	0.00	0.00	2,064.95
Blunt, Randall	1,753.03	0.00	0.00	1,753.03
Courier, Donald	1,966.32	0.00	0.00	1,966.32
Danielson, Larry	2,064.95	0.00	0.00	2,064.95
DeWitt, Jerry	2,064.95	0.00	0.00	2,064.95
Flier, Randy	2,023.88	0.00	0.00	2,023.88
Flier, Richard	1,922.63	0.00	0.00	1,922.63
Graber, Daniel	2,083.03	0.00	0.00	2,083.03
Jackman, David	2,532.97	0.00	0.00	2,532.97
Jensen, Alan	0.00	6,081.58	0.00	6,081.58
Johnson, Carter	1,753.03	0.00	0.00	1,753.03
Kazmerzak, Paul	0.00	1,889.24	0.00	1,889.24
Kellerman, Scott	2,265.70	0.00	0.00	2,265.70
Kraemer, Duane	1,972.06	0.00	0.00	1,972.06
Kragness, Conrad	0.00	0.00	2,480.11	2,480.11
Lee, Denise	0.00	0.00	1,890.00	1,890.00
Lundquist, Allen	2,064.95	0.00	0.00	2,064.95
Olsen, Sarah	0.00	0.00	602.64	602.64
Olson, Gerald Jr.	1,920.31	0.00	0.00	1,920.31
Quale, Michael	0.00	0.00	3,434.54	3,434.54
Schmaltz, Dustin	0.00	1,284.17	0.00	1,284.17
Swenson, Bradley	0.00	2,162.99	0.00	2,162.99
Thompson, Randall	0.00	2,161.92	0.00	2,161.92
Veekner, Thomas	0.00	0.00	448.16	448.16
Walters, John	1,831.67	0.00	0.00	1,831.67
Welle, John	0.00	0.00	5,545.46	5,545.46
White, Paul	1,993.72	0.00	0.00	1,993.72
Zauhar, Thomas	0.00	2,263.18	0.00	2,263.18
Zimpel, Brian	2,996.01	0.00	0.00	2,996.01
<hr/>				
	39,305.60	15,843.08	14,400.91	69,549.59

**AITKIN COUNTY HIGHWAY DEPARTMENT**

**Vacation Payable**

**December 31, 2011**

<u>Name</u>	<u>Maint.</u>	<u>Constr.</u>	<u>Admin.</u>	<u>Vacation</u>
*****				
Robert Backstrom	3,501.21	0.00	0.00	3,501.21
Eugene Berg	3,776.40	0.00	0.00	3,776.40
Florian Blaszak	3,167.52	0.00	0.00	3,167.52
Randall Blunt	2,500.38	0.00	0.00	2,500.38
Donald Courier	4,138.56	0.00	0.00	4,138.56
Larry Danielson	4,961.77	0.00	0.00	4,961.77
Jerry Dewitt	1,646.93	0.00	0.00	1,646.93
Randy Flier	4,629.24	0.00	0.00	4,629.24
Richard Flier	4,004.44	0.00	0.00	4,004.44
Daniel Graber	1,764.15	0.00	0.00	1,764.15
David Jackman	4,649.28	0.00	0.00	4,649.28
Alan Jensen	0.00	0.00	0.00	0.00
Carter Johnson	1,983.06	0.00	0.00	1,983.06
Paul Kazmerzak	0.00	1,732.08	0.00	1,732.08
Scott Kellerman	4,961.32	0.00	0.00	4,961.32
Duane Kraemer	3,787.56	0.00	0.00	3,787.56
Conrad Kragness	0.00	0.00	1,654.90	1,654.90
Denise Lee	0.00	0.00	2,576.83	2,576.83
Allen Lundquist	5,087.65	0.00	0.00	5,087.65
John Moser	0.00	0.00	0.00	0.00
Sarah Olsen	0.00	0.00	0.00	0.00
Gerald Olson Jr.	4,940.79	0.00	0.00	4,940.79
Michael Quale	0.00	0.00	7,833.96	7,833.96
Dustin Schmaltz	0.00	446.40	0.00	446.40
Bradley Swenson	0.00	1,411.30	0.00	1,411.30
Randall Thompson	0.00	5,048.78	0.00	5,048.78
John Walters	878.40	0.00	0.00	878.40
John Welle	0.00	0.00	13,251.89	13,251.89
Paul White	5,150.59	0.00	0.00	5,150.59
Thomas Zauhar	0.00	3,148.30	0.00	3,148.30
Brian Zimpel	7,609.30	0.00	0.00	7,609.30
<b>Totals--</b>	<b>73,138.55</b>	<b>11,786.86</b>	<b>25,317.58</b>	<b>110,242.99</b>



**AITKIN COUNTY HIGHWAY DEPARTMENT**  
**Compensation Time Payable**  
**December 31, 2011**

<b>Name</b>	<b><u>Maint.</u></b>	<b><u>Const.</u></b>	<b><u>Admin.</u></b>	<b>Total</b>
*****				
Paul Kazmerzak		2.58		2.58
Dustin Schmaltz		1.74		1.74
David Jackman	521.04			521.04
Paul White	68.19			68.19
				<hr/>
<b>Totals--</b>				<b>593.55</b> <hr/> <hr/>

<u>VENDORS PAYABLE</u>	<u>Admin</u>	<u>Eng Const</u>	<u>Maint</u>	<u>Capital Infrast</u>	<u>Equip &amp; Facilities</u>	<u>Total</u>
Aitkin Body Shop			544.00			544.00
Aitkin Glass Services			150.00			150.00
Aitkin Tire Shop			1,928.56			1,928.56
Al's Welding & Sandblasting			125.44			125.44
American Welding & Gas			198.39			198.39
Ameripride Linen			76.58			76.58
Auto Value Aitkin			534.65			534.65
Boyer Trucks			273.32			273.32
Bremer Bank	33.13		960.40			993.53
Canon Financial Services	184.88					184.88
Cargill Inc.			12,614.80			12,614.80
Carlton County Transportation			5,503.20			5,503.20
CenturyLink	27.95		50.78			78.73
Dale Nordean Electric			1,386.02			1,386.02
Diamond Mowers			8,977.50			8,977.50
Dotzler Power Equipment			224.68			224.68
East Central Energy			178.88			178.88
Erickson Oil Products Inc	26.55		464.10			490.65
Federated Co-Ops Inc			3,235.42			3,235.42
Firstlab			109.95			109.95
Frontier			55.79			55.79
Garrison Disposal			55.00			55.00
Glen's Sign Dezine			384.76			384.76
Gravelle Plumbing & Heating			86.41			86.41
H & L Mesabi			727.65			727.65
Herbst, Michael/Jeanne				5,481.17		5,481.17
Hyytinen's Hardware			191.51			191.51
Innovative Office Solutions	195.92					195.92
Iverson Reuvers, LLC				725.00		725.00
K & J C Stores			887.53			887.53
Lake Country Power			117.65			117.65
Lee, Denise	24.44			1.65		26.09
Little Falls Machine			527.30			527.30
M-R Sign Company			1,895.19			1,895.19
Malmo Market			558.56			558.56
McGregor Oil			399.38			399.38
MN Independent Petroleum Service			702.17			702.17
Northern Door & Hardware			635.91			635.91
Northwood Equipment Inc			2,281.19			2,281.19
Nuss Truck & Equipment			1,149.25			1,149.25
Palisade Coop Oil Assoc			1,618.57			1,618.57
Public Utilities Commission			188.22			188.22
Radio Systems Inc			548.03			548.03
Rasley Oil Company			1,155.70			1,155.70
Riley Auto Supply			924.71			924.71
Ritter & Ritter Sewer Service			155.00			155.00
Royal Tire Inc			26.95			26.95
Shred Right	30.00					30.00
Sunny's Citgo			221.75			221.75
TEMCO Inc			159.04			159.04
Town of MacVille					130.00	130.00
Verizon Wireless	58.24					58.24
Viking Industrial North			94.65			94.65
Wayne's Sanitation Inc			26.25			26.25
Ziegler Inc			1,008.71			1,008.71
	<b>581.11</b>	<b>0.00</b>	<b>54,319.50</b>	<b>6,207.82</b>	<b>130.00</b>	<b>61,238.43</b>

RUN DATE: 05-08-2012 TIME: 13:17:08 MN  
 ACQUIRED DATES FROM 01/01/1900 THRU 12/31/2011

AITKIN COUNTY HIGHWAY DEPARTMENT  
 FIXED ASSETS  
 AS OF 12312011

CA525R V9.81 PAGE 1  
 HIGHWAY COSTING SYSTEM  
 COST ACCOUNTING

EQUIPMENT NUMB DESCRIPTION ACQUIRED DATE	ORG. COST	BEGIN EST. BAL. LIFE JAN 2011	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPREC'TION	PERIOD DEPREC. /DEplete	ENDING BALANCE DEC 2011
M-ADMN EQUIPMENT								
0621 L-SHAPED OFFICE DESKS 11/30/1994	2,754.09	20		.00	.00	.00	.00	.00
0625 HEWETT PACKARD LASER PRINTER 3/12/1998	1,295.04	08		.00	.00	.00	.00	.00
0631 OFFICE FURNITURE:JOHN 3/06/2000	3,031.74	10		.00	.00	.00	.00	.00
0632 OFFICE FURNITURE:MIKE 3/06/2000	2,323.78	10		.00	.00	.00	.00	.00
0633 OFFICE FURNITURE:CONRAD 3/06/2000	2,126.53	10		.00	.00	.00	.00	.00
0635 CONFERENCE ROOM FURNITURE 2/02/2001	2,642.74	10		.00	.00	.00	.00	.00
0637 OFFICE FURNITURE-VEENKER 1/31/2003	1,385.64	10		.00	.00	.00	.00	.00
0643 LAPTOP COMPUTER Z60M - JOHN 12/19/2005	2,218.52	04		.00	.00	.00	.00	.00
0644 COMPUTER -BRIAN (DENISE'S OL 4/26/2006	1,392.36	04		.00	.00	.00	.00	.00
0645 EPSON GT-15000 SCANNER 11/26/2007	1,139.50	00		.00	.00	.00	.00	.00
0646 NEC PROJECTOR 11/27/2007	1,261.73	00		.00	.00	.00	.00	.00
0647 COMPUTER WORKSTATION-VEEKNER 8/13/2008	1,222.63	04		.00	.00	.00	.00	.00
0648 ENG TECH DESKS/CHAIRS 5/22/2008	2,896.81	05		.00	.00	.00	.00	.00
0649 COMPUTER WORKSTATION-CONRAD 9/26/2008	957.43	04		.00	.00	.00	.00	.00
0650 COMPUTER WORKSTATION-SARAH 9/26/2008	1,165.53	04		.00	.00	.00	.00	.00
0651 LAPTOP COMPUTER - MIKE 9/22/2008	1,902.96	04		285.30	.00	285.30-	285.30	.00
0652 LAPTOP THINKPAD W500-JOHN 8/27/2009	1,793.58	04		1,195.73	.00	448.39-	448.39	747.34
0653 COMPUTER - DENISE 8/20/2010	1,500.10	04		1,500.10	.00	409.11-	409.11	1,090.99
TOTAL M-ADMN EQUIPMENT	33,010.71	2,981.13		.00	.00	1,142.80-	1,142.80	1,838.33
M-CONS EQUIPMENT								
0708 PIN FINDER LOCATOR 1/01/1989	500.00	10		.00	.00	.00	.00	.00
0711 CONCRETE AIR TESTER		20						

AITKIN COUNTY HIGHWAY DEPARTMENT  
FIXED ASSETS  
AS OF 12312011

ACQUIRED DATES FROM 01/01/1900 THRU 12/31/2011

EQUIPMENT	NUMB	DESCRIPTION	ACQUIRED DATE	ORG. COST	EST. LIFE	BEGIN BAL. JAN 2011	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPREC'TION	PERIOD DEPREC. /DEPLETE	ENDING BALANCE DEC 2011
			4/07/1995	575.18		.00		.00	.00	.00	.00	.00
0715		HEWETT-PACKARD PLOTTER	12/06/1996	6,306.93	10	.00		.00	.00	.00	.00	.00
0718		LASER LEVEL	6/05/1997	2,337.68	10	.00		.00	.00	.00	.00	.00
0719		AUTOMATIC LEVEL: FORESTRY	5/07/1998	1,094.74	10	.00		.00	.00	.00	.00	.00
0720		1998 POLARIS 4X4 ATV	5/13/1998	4,897.94	08	.00		29.75	.00	29.75-	.00	.00
0726		COURSE SIEVE SHAKER	6/19/2001	3,522.26	05	.00		.00	.00	.00	.00	.00
0727		DIGITAL SCALES: SOIL TESTING	3/27/2002	1,452.00	05	.00		.00	.00	.00	.00	.00
0728		HEWETT PACKARD COLOR LASERJE	1/17/2003	4,200.68	08	43.42		.00	.00	43.42-	43.42	.00
0731		ONE OFFICE DATABASE	9/02/2005	15,763.93	10	9,159.58		.00	.00	1,962.75-	1,962.75	7,196.83
0732		LEICA TOTAL STATION	4/19/2006	36,160.19	08	15,066.60		.00	.00	4,520.03-	4,520.03	10,546.57
0733		COMPUTER WORKSTATION-TOM	12/07/2007	1,771.20	00	.00		.00	.00	.00	.00	.00
0734		COMPUTER WORKSTATION-AL	12/07/2007	1,771.20	00	.00		.00	.00	.00	.00	.00
0735		COMPUTER WORKSTATION-RANDY	12/07/2007	1,771.20	00	.00		.00	.00	.00	.00	.00
0736		COMPUTER WORKSTATION-BRAD	12/07/2007	1,771.20	00	.00		.00	.00	.00	.00	.00
0737		EAGLEPOINT SOFTWARE	12/29/2007	6,304.82	05	2,521.93		.00	.00	1,260.97-	1,260.97	1,260.96
0769		PANASONIC TOUGHBOOK - BRAD	9/21/2011	1,757.03	05	1,757.03	NEW	.00	.00	87.85-	87.85	1,669.18
0770		PANASONIC TOUGHBOOK - PAUL	9/21/2011	1,757.02	05	1,757.02	NEW	.00	.00	87.85-	87.85	1,669.17
0771		PANASONIC TOUGHBOOKS	1/30/2008	5,999.49	05	2,448.75		.00	.00	1,175.42-	1,175.42	1,273.33
0772		LAP TOP COMPUTER-SIGNS	11/24/2008	2,448.28	04	.00		.00	.00	.00	.00	.00
0773		TRIMBLE GPS TOTAL STATION	2/20/2009	54,895.96	08	42,315.86		.00	.00	6,861.99-	6,861.99	35,453.87
0774		EAGLE POINT AUTOCAD MAP 2009	1/07/2009	22,562.89	08	16,922.17		.00	.00	2,820.36-	2,820.36	14,101.81
0775		COMPUTER WORKSTATION-PAUL	5/13/2009	1,039.44	00	.00		.00	.00	.00	.00	.00
0776		COMPUTER WORKSTATION-ZACH	5/13/2009	1,039.44	00	.00		.00	.00	.00	.00	.00
0777		NIKON AUTOMATIC LEVEL	6/03/2009	1,050.94	00	.00		.00	.00	.00	.00	.00
0778		E/TIME CARD			08							

EQUIPMENT NUMB DESCRIPTION ACQUIRED DATE	ORG. COST	BEGIN EST. BAL. LIFE JAN 2011	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPREC'TION	PERIOD DEPREC. /DEPLETE	ENDING BALANCE DEC 2011
12/24/2009	9,570.00	8,373.75		.00	.00	1,196.25-	1,196.25	7,177.50
TOTAL M-CONS EQUIPMENT	192,321.64	100,366.11		29.75	.00	20,046.64-	20,016.89	80,349.22

M-MAIN EQUIPMENT

0010 CASE 1840 SKID STEER 6/30/1991	14,320.00	00		.00	134.02	340.00	205.98	.00	.00
0013 2011 POLARIS 500 RANGER ATV 4/15/2011	9,894.94	08	NEW	9,959.06	941.23	.00	1,874.89-	933.66	9,025.40
0016 STOW VPC80E PLATE COMPACTOR 10/01/1993	1,618.80	08		.00	.00	.00	.00	.00	.00
0017 HYDRAULIC TRUCK CONVEYOR 6/17/1994	4,622.10	05		.00	.00	.00	.00	.00	.00
0018 GRACO PAVEMENT MARKER 6/17/1994	6,704.18	08		.00	16.90	.00	16.90-	.00	.00
0019 ROSCO SWEEP PRO 3/21/2006	30,625.14	10		16,078.20	3,283.89	11,931.50	5,585.10	3,062.51	13,015.69
0020 BOBCAT 773 SKID LOADER 8/21/2009	12,500.00	06		9,722.30	2,185.27	1,604.42	2,664.19-	2,083.34	7,638.96
0028 2007 FELLING TRAILER 6/21/2006	15,819.88	08		6,921.20	6,811.66	10.00	8,779.15-	1,977.49	4,943.71
0029 TRAILER - FELLING 1/16/1991	2,898.00	08		.00	193.18	.00	193.18-	.00	.00
0031 2011 SURVEY TRAILER - PJ7712 4/01/2011	1,760.25	08	NEW	1,760.25	63.20	.00	228.22-	165.02	1,595.23
0032 2002 FELLING FT-40E TRAILER 6/07/2001	11,988.86	08		.00	1,056.52	.00	1,056.52-	.00	.00
0033 HOMEMADE CULVERT TRAILER 1/01/1990	.00	05		.00	150.82	.00	150.82-	.00	.00
0034 TOWMASTER TRAILER 6/21/1988	10,705.35	08		.00	905.65	.00	905.65-	.00	.00
0035 HOMEMADE 6X8 TRAILER 3/14/1986	100.00	08		.00	707.36	.00	707.36-	.00	.00
0036 TOWMASTER TRAILER 1/01/1983	10,223.00	08		.00	691.37	.00	691.37-	.00	.00
0039 POTHOLE PATCH TRLR 8/07/2000	6,709.50	08		.00	849.57	5,580.00	4,730.43	.00	.00
0040 RAY-GO COMPACTOR 1/01/1983	5,500.00	10		.00	142.13	107.50	34.63-	.00	.00
0041 CIMLINE CRACKSEALER 2/13/2001	26,150.74	05		.00	1,050.67	1,040.00	10.67-	.00	.00
0042 INGERSOLL RAND COMPRESSOR 2/26/2002	11,762.93	05		.00	492.79	1,104.00	611.21	.00	.00
0066 HONDA WATER PUMP 8/15/2003	2,628.51	05		.00	710.39	.00	710.39-	.00	.00

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 HIGHWAY COSTING SYSTEM  
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EQUIPMENT NUMB	DESCRIPTION ACQUIRED DATE	ORG. COST	BEGIN EST. BAL. LIFE JAN 2011	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPREC'TION	PERIOD DEPREC. /DEplete	ENDING BALANCE DEC 2011	
0067	PULL TYPE PNEUMATIC ROLLER 11/15/2004	11,182.50	05		371.23	.00	371.23-	.00	.00	
0096	ALL AMERICAN DISK 12/11/1995	4,473.00	07		.00	.00	.00	.00	.00	
0097	1989 HOME-MADE TRAILER 3/10/1989	694.34	08		142.63	.00	142.63-	.00	.00	
0098	FORD TANDEM WHEEL DISC 7/25/1988	1,600.00	04		.00	.00	.00	.00	.00	
0304	ULRICH SHOULDERING MACHINE 6/30/1986	6,000.00	10		.00	.00	.00	.00	.00	
TOTAL M-MAIN EQUIPMENT		210,482.02			44,441.01	20,900.48	21,717.42	7,405.08-	8,222.02	36,218.99

M-SHOP EQUIPMENT

0047	SIoux STEAM CLEANER 8/01/1983	4,210.85	08		1,207.57	1,742.50	534.93	.00	.00	
0800	TRANSMISSION JACK 8/31/1993	635.00	10	SCRIP	.00	.00	.00	.00	.00	
0801	HYDRAULIC HOIST 4/14/1994	5,458.13	10		.00	.00	.00	.00	.00	
0802	AIRCO WELDER OUTFIT 1/01/1980	1,758.88	10		.00	.00	.00	.00	.00	
0804	PRESSURE WASHER - AITKIN 1/01/1980	750.49	10		.00	.00	.00	.00	.00	
0806	JOHN DEERE SNOWBLOWER 1/11/1976	800.00	10		.00	.00	.00	.00	.00	
0807	SEARS PORTABLE GENERATOR 3/17/1995	1,124.24	10		.00	.00	.00	.00	.00	
0808	GEC SCALE SET 4/01/1997	4,920.47	10	SCRIP	7.47	.00	7.47-	.00	.00	
0809	PLASMA POWERCUTTER 1/12/2007	2,343.00	04		.00	.00	.00	.00	.00	
0810	HUSQVARNA EZ4217 LAWN MOWER 5/27/2009	4,260.00	04		2,573.79	119.97	.00	1,184.97-	1,065.00	1,508.79
TOTAL M-SHOP EQUIPMENT		26,261.06			2,573.79	1,335.01	1,742.50	657.51-	1,065.00	1,508.79

MAJOR EQUIPMENT

0122	1997 FORD L9000 TANDEM 4/18/1996	88,299.78	08		18,220.05	24,101.50	5,881.45	.00	.00
0123	1997 FORD L9000 TANDEM 4/18/1996	88,269.77	08		28,046.87	31,992.75	3,945.88	.00	.00

AITKIN COUNTY HIGHWAY DEPARTMENT  
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EQUIPMENT NUMB	DESCRIPTION ACQUIRED DATE	EST. ORG. COST	BEGIN BAL. JAN 2011	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPREC'ATION	PERIOD DEPREC. /DEplete	ENDING BALANCE DEC 2011
0124	1997 FORD L9000 TANDEM 4/18/1996	89,277.27		08	17,658.96	29,234.50	11,575.54	.00	.00
0125	2000 FORD SINGLE AXLE 10/22/1999	89,024.09		08	16,495.87	12,384.00	4,111.87-	.00	.00
0126	2000 FORD SINGLE AXLE 10/22/1999	89,105.34		08	13,770.12	13,920.00	149.88	.00	.00
0127	2000 FORD SINGLE AXLE 10/22/1999	93,834.69		08	19,550.58	15,399.00	4,151.58-	.00	.00
0128	2001 STERLING LT9511 TANDEM 4/17/2001	110,632.06		08	32,709.51	59,457.25	26,747.74	.00	.00
0129	2001 STERLING LT9511 TANDEM 4/17/2001	109,972.82		08	40,538.25	49,560.00	9,021.75	.00	.00
0130	2001 STERLING LT9511 TANDEM 4/17/2001	109,972.82		08	33,903.67	54,501.25	20,597.58	.00	.00
0131	2001 STERLING LT9511 TANDEM 4/17/2001	109,972.80		08	25,457.38	25,591.25	133.87	.00	.00
0132	2007 MACK CV713 12/01/2006	144,048.55	65,138.90	08	53,187.60	56,079.50	13,739.17-	16,631.07	48,507.83
0133	2007 MACK CV713 12/13/2006	144,048.55	65,138.90	08	68,845.24	60,401.25	25,075.06-	16,631.07	48,507.83
0134	2007 MACK CV713 12/01/2006	144,048.55	65,138.90	08	51,582.76	63,970.75	4,243.08-	16,631.07	48,507.83
0204	CAT 140G MOTOR GRADER 6/11/1987	145,782.64		05	42,993.20	40,604.00	2,389.20-	.00	.00
0207	CAT 140G MOTOR GRADER 5/15/1987	123,985.00		05	13,229.76	34,151.00	20,921.24	.00	.00
0208	CAT 140G MOTOR GRADER 5/15/1987	144,222.64		05	36,162.05	39,830.00	3,667.95	.00	.00
0209	CAT 140G MOTOR GRADER 6/15/1987	151,794.91		05	16,904.69	14,300.00	2,604.69-	.00	.00
0210	CAT 140G MOTOR GRADER 4/19/1989	118,166.00	9,499.49	07	22,139.85	46,643.00	15,003.66	9,499.49	.00
0211	CAT 140G MOTOR GRADER 4/19/1989	118,166.00	8,913.52	07	11,827.50	22,906.00	2,164.98	8,913.52	.00
0212	CAT 140G MOTOR GRADER 4/19/1989	126,506.00	7,365.09	07	28,615.68	53,300.00	17,319.23	7,365.09	.00
0218	1984 CAT 140G MOTOR GRADER 4/19/1989	114,624.20		07	18,280.85	33,151.50	14,870.65	.00	.00
0300	PT100G TEREX TRACK BRUSH MAC 6/27/2011	71,832.83	71,832.83	10	7,560.17	23,345.00	12,193.19	3,591.64	68,241.19
0350	JD 6430 TRACTOR/MOWER 4/19/2007	75,268.00	33,163.23	10	21,646.24	32,997.00	6,114.43	5,236.33	27,926.90
0366	JOHN DEERE TRACTOR-LOADER 6/01/1985	27,895.00		07	11,610.34	33,020.00	21,409.66	.00	.00
0369	SELF PROPEL STEEL DRUM ROLLE 11/16/2004	43,665.00		05	982.75	240.00	742.75-	.00	.00
0370	CATERPILLAR 312 EXCAVATOR 1/22/2008	119,667.30	84,063.69	10	11,303.19	15,099.00	8,072.06-	11,867.87	72,195.82

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EQUIPMENT NUMB DESCRIPTION ACQUIRED DATE	ORG. COST	BEGIN EST. BAL. LIFE JAN 2011	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPRECIATION	PERIOD DEPREC. /DEplete	ENDING BALANCE DEC 2011	
0371 2008 JD 624J WHEEL LOADER 5/15/2008	102,623.40	10		75,257.06	9,483.86	4,212.00	15,534.23-	10,262.37	64,994.69
0385 CLARK MICHIGAN LOADER 6/09/1980	40,596.00	10		.00	951.54	109.00	842.54-	.00	.00
0389 FORD 675D TRACTOR/LDR/BACKHO 11/01/1994	49,456.05	10		.00	1,388.08	10,518.50	9,130.42	.00	.00
0391 1997 CAT 938F LOADER 6/06/1997	121,976.00	10		.00	4,462.17	540.00	3,922.17-	.00	.00
0393 CAT ASV TRACK LOADER 11/22/2000	73,351.88	10	TRAD	.00	214.22	.00	214.22-	.00	.00
0394 JD 6420 TRACTOR/MOWER 2/04/2002	62,878.12	10		6,805.84	24,420.23	30,141.00	561.74-	6,282.51	523.33
0396 JD 642D TRACTOR/MOWER 2/04/2002	62,736.12	10		6,790.56	21,277.22	29,758.50	2,212.88	6,268.40	522.16
0397 JD TRACTOR LOADER/BACKHOE 12/22/2003	45,382.85	12		17,755.42	2,177.27	11,281.50	5,553.15	3,551.08	14,204.34
0398 JD 624J LOADER 4/08/2004	114,444.90	12		50,069.64	6,956.32	2,025.00	14,468.39-	9,537.07	40,532.57
0399 CATERPILLAR D5NLGP DOZER 12/29/2004	107,649.54	12		53,824.77	15,307.49	19,027.50	5,250.79-	8,970.80	44,853.97
0432 1994 FORD F150 4X4 PICKUP 6/17/1994	14,983.43	05		.00	.00	.00	.00	.00	.00
0435 1986 FORD PICKUP-DRILL RIG 2/20/1996	5,872.50	05		.00	1,149.12	762.49	386.63-	.00	.00
0436 1996 FORD F150 PICKUP 4/18/1996	15,418.76	05		.00	2,988.86	1,983.25	1,005.61-	.00	.00
0437 1996 DODGE RAM PICKUP 5/08/1996	18,961.21	05		.00	.00	.00	.00	.00	.00
0438 1998 FORD 4X4 SUPERCAB PICKU 7/02/1998	20,024.88	05		.00	4,778.54	3,170.79	1,607.75-	.00	.00
0440 1999 FORD PICKUP (MECHANIC) 6/24/1999	27,307.66	05		.00	6,808.81	4,517.97	2,290.84-	.00	.00
0442 1996 FORD F150 PICKUP 7/14/1999	10,264.00	05		.00	2,036.41	1,351.26	685.15-	.00	.00
0443 2000 F350 FORD PICKUP 10/26/2000	26,738.64	05		.00	.00	.00	.00	.00	.00
0444 2000 FORD F150 4X4 SUPERCAB 6/27/2000	22,157.01	05		.00	2,915.72	1,934.72	981.00-	.00	.00
0445 1995 FORD F-250 PICKUP 8/29/2001	6,982.00	05		.00	.00	.00	.00	.00	.00
0447 2000 CHEVROLET PICKUP-USED 4/13/2004	16,000.00	05		.00	6,881.84	4,566.43	2,315.41-	.00	.00
0448 2004 FORD F-150 4X4 PICKUP 9/09/2004	18,264.12	05		.00	3,854.27	2,557.50	1,296.77-	.00	.00
0449 1998 GMC 4X4 EXT CAB PICKUP 10/20/2004	15,450.75	05		.00	4,655.27	3,088.99	1,566.28-	.00	.00
0450 2005 CHEV 4X4 EXT CAB PICKUP 11/15/2004	24,156.26	05	TRAD	.00	10,332.51	.00	10,332.51-	.00	.00



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EQUIPMENT NUMB	DESCRIPTION ACQUIRED DATE	ORG. COST	BEGIN EST. BAL. LIFE JAN 2011	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPRECIATION	PERIOD DEPREC. /DEPLETE	ENDING BALANCE DEC 2011
0451	1999 GMC 4X4 PICKUP 2/16/2005	13,901.50	05		.00 5,067.39	3,362.45	1,704.94-	.00	.00
0452	2006 CHEV EXT CAB SBOX PICKU 12/05/2006	26,882.21	05	TRAD	10,704.74 10,849.39	.00	10,849.39-	.00	.00
0453	2008 F250 FORD PICKUP 1/02/2008	21,153.03	05		14,102.02 6,826.59	11,580.78	2,296.82-	7,051.01	7,051.01
0454	2008 F150 FORD PICKUP 5/13/2008	20,588.85	05		14,412.13 6,798.46	10,687.83	2,287.35-	6,176.72	8,235.41
0455	2008 F350 FORD SIGN TRUCK 8/21/2008	23,374.60	05		16,999.77 23,073.03	21,684.89	7,762.97-	6,374.83	10,624.94
0456	2008 F350 FORD 1-TON PICKUP 8/21/2008	25,893.33	05		18,831.58 7,382.97	11,960.70	2,484.02-	7,061.75	11,769.83
0457	2003 CHEVROLET 4X4 PICK-UP 3/12/2009	9,895.25	05		7,520.41 4,790.84	5,553.79	1,611.89-	2,374.84	5,145.57
0458	2010 FORD F150 4 DR CAB 5/21/2010	26,065.86	05		23,025.02 5,024.32	8,547.04	1,690.45-	5,213.17	17,811.85
0459	2010 FORD F150 4DR CAB 5/14/2010	23,704.75	05		20,805.80 5,130.03	8,144.97	1,726.01-	4,740.95	16,064.85
0460	2011 FORD F350 SD (SURVEY) 8/04/2010	30,470.05	05		36,845.76 7,760.11	13,188.33	2,610.91-	8,039.13	28,806.63
0461	2011 FORD F350 2DR (MECH) 8/04/2010	23,180.12	05		32,388.12 12,364.69	12,840.59	4,160.12-	4,636.02	27,752.10
0462	2012 CHEVROLET 4 DR EXT-SCOT 12/19/2011	24,912.00	05	NEW	24,912.00 983.78	652.79	330.99-	.00	24,912.00
0463	2012 CHEVROLET 4 DR EXT -BRI 12/19/2011	23,847.00	05	NEW	23,847.00 1,562.82	1,037.00	525.82-	.00	23,847.00
0498	WATER TANKER SEMI-TRAILER 6/11/2003	2,500.00	02		.00 884.45	39.00	845.45-	.00	.00
0499	RED RIVER TRI-AXLE BELLY DUM 5/04/1995	26,417.80	20		7,612.72 3,810.10	.00	5,566.90-	1,756.80	5,855.92
0500	RANCO BELLY DUMP 1/14/1994	28,235.00	20		4,235.25 1,670.07	.00	3,081.82-	1,411.75	2,823.50
0501	RED RIVER BELLY DUMP 5/22/2001	28,462.32	20		14,824.16 1,399.22	.00	2,822.33-	1,423.11	13,401.05
TOTAL MAJOR EQUIPMENT		4,195,242.36			891,824.32 901,641.14	1,127,006.06	27,865.46	197,499.46	683,620.12
FINAL TOTAL		4,657,317.79			1,042,186.36 923,906.38	1,150,465.98	1,386.57-	227,946.17	803,535.45

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REPAIRED EQUIPMENT NUMB DESCRIPTION	REPAIR LABOR & PARTS	INSURANCE & LICENSE PLATES	TIRES TUBES CHAINS	DIESEL & GASOLINE FUEL	OILS & ANTI-FREEZE	UNALLOCATED COSTS	FRINGE BENEFITS	TOTAL EQUIPMENT DOLLARS
10 CASE 1840 SKID STEE		18.69		70.24		25.40	19.69	134.02
13 2011 POLARIS 500 RA	456.61	147.00		20.94		178.39	138.29	941.23
18 GRACO PAVEMENT MARK		11.21				3.20	2.49	16.90
19 ROSCO SWEEP PRO	997.86	114.46	555.75	510.95		622.39	482.48	3,283.89
20 BOBCAT 773 SKID LOA	137.96	263.12	868.90	180.05		414.17	321.07	2,185.27
28 2007 FELLING TRAILER	2,951.61	100.84	1,462.94		4.47	1,291.01	1,000.79	6,811.66
29 TRAILER - FELLING	80.25	32.93	15.00			36.61	28.39	193.18
31 2011 SURVEY TRAILER	41.93					11.98	9.29	63.20
32 2002 FELLING FT-40E	600.21	100.84				200.24	155.23	1,056.52
33 HOMEMADE CULVERT TR	67.14	32.93				28.59	22.16	150.82
34 TOWMASTER TRAILER	452.10	100.84	48.00			171.65	133.06	905.65
35 HOMEMADE 6X8 TRAILER	436.44	32.93				134.07	103.92	707.36
36 TOWMASTER TRAILER	62.94	100.84	294.98			131.03	101.58	691.37
39 POTHOLE PATCH TRLR	482.71	32.93		48.09		161.02	124.82	849.57
40 RAY-GO COMPACTOR		7.47		85.68	1.16	26.94	20.88	142.13
41 CIMLINE CRACKSEALER	371.78	74.75		236.29	14.35	199.13	154.37	1,050.67
42 INGERSOLL RAND COMP	80.28	43.96		202.75		93.40	72.40	492.79
47 SIOUX STEAM CLEANER	661.49	100.84	445.24					1,207.57
66 HONDA WATER PUMP	349.59	9.83	95.54	16.42		134.64	104.37	710.39
67 PULL TYPE PNEUMATIC	184.54	41.79	20.00			70.36	54.54	371.23
97 1989 HOME-MADE TRAI	61.71	32.93				27.03	20.96	142.63
122 1997 FORD L9000 TAN	5,464.65	1,291.34		5,333.89		3,453.23	2,676.94	18,220.05
123 1997 FORD L9000 TAN	10,786.60	1,291.34	34.00	6,214.67	283.84	5,315.70	4,120.72	28,046.87
124 1997 FORD L9000 TAN	5,144.19	1,291.34	48.00	5,229.56	4.47	3,346.89	2,594.51	17,658.96
125 2000 FORD SINGLE AX	7,699.43	591.65		2,502.70	152.02	3,126.45	2,423.62	16,495.87
126 2000 FORD SINGLE AX	5,514.58	591.65		3,019.68	11.22	2,609.84	2,023.15	13,770.12
127 2000 FORD SINGLE AX	8,187.82	591.65		4,125.96	67.32	3,705.41	2,872.42	19,550.58
128 2001 STERLING LT951	6,115.03	1,291.34	584.18	13,419.27	294.51	6,199.41	4,805.77	32,709.51
129 2001 STERLING LT951	11,516.98	1,291.34	13.85	13,693.34	383.57	7,683.18	5,955.99	40,538.25
130 2001 STERLING LT951	7,948.07	1,291.34		12,847.38	409.92	6,425.74	4,981.22	33,903.67
131 2001 STERLING LT951	5,527.77	1,291.34	4,277.43	5,661.51	134.15	4,824.91	3,740.27	25,457.38
132 2007 MACK CV713	12,033.40	1,291.34	3,641.41	18,000.57	325.81	10,080.60	7,814.47	53,187.60
133 2007 MACK CV713	16,795.12	1,291.34	6,965.84	20,631.82		13,047.97	10,113.15	68,845.24
134 2007 MACK CV713	11,972.37	1,291.34	3,110.56	17,459.46	393.91	9,776.44	7,578.68	51,582.76
135 2012 INTERNATIONAL	64.13					18.32	14.20	96.65
136 2012 INTERNATIONAL	64.13					18.32	14.20	96.65
137 2012 INTERNATIONAL	64.13					18.32	14.20	96.65
138 2012 INTERNATIONAL	64.13					18.32	14.20	96.65
204 CAT 140G MOTOR GRAD	14,944.40	186.87	176.34	13,165.81	54.63	8,148.47	6,316.68	42,993.20
207 CAT 140G MOTOR GRAD	2,238.50	186.87		6,219.06	134.15	2,507.42	1,943.76	13,229.76

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REPAIRED EQUIPMENT NUMB DESCRIPTION	REPAIR LABOR & PARTS	INSURANCE & LICENSE PLATES	TIRES TUBES CHAINS	DIESEL & GASOLINE FUEL	OILS & ANTI-FREEZE	UNALLOCATED COSTS	FRINGE BENEFITS	TOTAL EQUIPMENT DOLLARS
208 CAT 140G MOTOR GRAD	15,274.07	186.87	45.69	8,011.40	477.23	6,853.76	5,313.03	36,162.05
209 CAT 140G MOTOR GRAD	5,461.67	186.87		5,402.81	165.72	3,203.93	2,483.69	16,904.69
210 CAT 140G MOTOR GRAD	1,447.10	280.30		12,963.45		4,196.15	3,252.85	22,139.85
211 CAT 140G MOTOR GRAD	2,132.69	280.30		5,435.12		2,241.66	1,737.73	11,827.50
212 CAT 140G MOTOR GRAD	5,301.75	280.30	45.69	13,072.85	287.29	5,423.50	4,204.30	28,615.68
218 1984 CAT 140G MOTOR	5,245.77	186.87	683.17-	7,232.77	147.98	3,464.76	2,685.87	18,280.85
300 PT100G TEREX TRACK	2,468.00	88.00		2,454.83	5.70	1,432.88	1,110.76	7,560.17
350 JD 6430 TRACTOR/MOW	4,698.75	281.30	1,042.79	8,324.70	15.78	4,102.59	3,180.33	21,646.24
366 JOHN DEERE TRACTOR-	2,359.69	28.03	2,375.52	2,880.01	60.77	2,200.50	1,705.82	11,610.34
369 SELF PROPEL STEEL D	244.62	163.19	16.00	228.29		186.26	144.39	982.75
370 CATERPILLAR 312 EXC	2,200.83	447.24		4,699.94	152.20	2,142.28	1,660.70	11,303.19
371 2008 JD 624J WHEEL	3,194.87	513.36		2,584.76		1,797.47	1,393.40	9,483.86
385 CLARK MICHIGAN LOAD	531.43	18.69		81.27		180.35	139.80	951.54
389 FORD 675D TRACTOR/L	496.22	93.43		331.41		263.08	203.94	1,388.08
391 1997 CAT 938F LOADE	1,409.79	186.87	334.98	1,029.22		845.72	655.59	4,462.17
393 CAT ASV TRACK LOADE	64.73	149.49						214.22
394 JD 6420 TRACTOR/MOW	9,243.23	244.90	329.36	6,382.03	4.47	4,628.35	3,587.89	24,420.23
396 JD 642D TRACTOR/MOW	4,806.29	245.47	3,508.06	5,435.48	123.16	4,032.65	3,126.11	21,277.22
397 JD TRACTOR LOADER/B	817.31	223.80		403.61		412.66	319.89	2,177.27
398 JD 624J LOADER	1,799.09	427.72	80.69	2,254.50	53.85	1,318.43	1,022.04	6,956.32
399 CATERPILLAR D5NLGP	6,986.54	500.25		2,596.68	73.78	2,901.22	2,249.02	15,307.49
435 1986 FORD PICKUP-DR	99.41	591.65		71.43		217.79	168.84	1,149.12
436 1996 FORD F150 PICK	261.76	393.06		1,299.23	29.20	566.48	439.13	2,988.86
438 1998 FORD 4X4 SUPER	1,233.03	393.06		1,536.81	7.89	905.67	702.08	4,778.54
440 1999 FORD PICKUP (M	1,407.46	1,203.88		1,888.74	17.89	1,290.47	1,000.37	6,808.81
442 1996 FORD F150 PICK	220.61	393.06		737.59		385.96	299.19	2,036.41
444 2000 FORD F150 4X4	256.22	393.06	16.00	1,256.02	13.42	552.61	428.39	2,915.72
447 2000 CHEVROLET PICK	433.27	393.06		3,740.10		1,304.31	1,011.10	6,881.84
448 2004 FORD F-150 4X4	234.89	393.06		1,929.55		730.49	566.28	3,854.27
449 1998 GMC 4X4 EXT C	413.66	591.65		2,083.68		882.31	683.97	4,655.27
450 2005 CHEV 4X4 EXT C	774.42	1,203.88	406.13	7,907.73	40.35			10,332.51
451 1999 GMC 4X4 PICKUP	802.12	393.06		2,156.09	11.18	960.42	744.52	5,067.39
452 2006 CHEV EXT CAB S	511.46	591.65		9,746.28				10,849.39
453 2008 F250 FORD PICK	499.53	591.65		3,420.70	17.89	1,293.84	1,002.98	6,826.59
454 2008 F150 FORD PICK	576.91	393.06	17.00	3,524.14		1,288.50	998.85	6,798.46
455 2008 F350 FORD SIGN	1,413.23	1,203.88	2,585.45	10,035.90	71.60	4,373.02	3,389.95	23,073.03
456 2008 F350 FORD 1-TO	672.56	1,203.88		3,022.51		1,399.29	1,084.73	7,382.97
457 2003 CHEVROLET 4X4	837.50	393.06	153.83	1,783.34	11.22	908.00	703.89	4,790.84
458 2010 FORD F150 4 DR	426.45	1,447.88		1,459.54		952.26	738.19	5,024.32
459 2010 FORD F150 4DR	459.62	617.65		2,311.04	15.71	972.29	753.72	5,130.03

RUN DATE: 05-08-2012 TIME: 14:06:35  
 Fringe Benefits Included

MN

AITKIN COUNTY HIGHWAY DEPARTMENT  
 EQUIPMENT EXPENSE ANALYSIS  
 FOR THE PERIOD 01-000-2011 THRU 13-999-2011

CA524R V9.81 PAGE 3  
 HIGHWAY COSTING SYSTEM  
 COST ACCOUNTING

REPAIRED EQUIPMENT NUMB DESCRIPTION	REPAIR LABOR & PARTS	INSURANCE & LICENSE PLATES	TIRES TUBES CHAINS	DIESEL & GASOLINE FUEL	OILS & ANTI-FREEZE	UNALLOCATED COSTS	FRINGE BENEFITS	TOTAL EQUIPMENT DOLLARS
460 2011 FORD F350 SD (	195.07	482.00		4,472.13		1,470.77	1,140.14	7,760.11
461 2011 FORD F350 2DR	1,584.68	482.00	505.04	5,632.85		2,343.47	1,816.65	12,364.69
462 2012 CHEVROLET 4 DR	652.79					186.45	144.54	983.78
463 2012 CHEVROLET 4 DR	966.16			70.84		296.20	229.62	1,562.82
498 WATER TANKER SEMI-T	513.95	32.93	40.00			167.63	129.94	884.45
499 RED RIVER TRI-AXLE	1,556.90	100.84	870.45			722.12	559.79	3,810.10
500 RANCO BELLY DUMP	927.33	100.84	80.00			316.53	245.37	1,670.07
501 RED RIVER BELLY DUM	827.61	100.84				265.19	205.58	1,399.22
720 1998 POLARIS 4X4 AT	22.28	7.47						29.75
808 GEC SCALE SET		7.47						7.47
810 HUSQVARNA EZ4217 LA	104.05	15.92						119.97
FINAL TOTAL...	235,691.95	35,591.97	34,427.47	310,787.46	4,473.78	170,866.46	132,453.89	924,292.98
							924,292.98	-- EQUAL

AITKIN COUNTY HIGHWAY DEPARTMENT  
EQUIPMENT RENTAL ANALYSIS  
FOR THE PERIOD 01-000-2011 THRU 13-999-2011

EQUIPMENT NUMB DESCRIPTION	MAINTENANCE	CONTRACT	ADMIN & UNALL	REPAIR EQUIPMENT	INVENTORY	ACCT REC'L & OTHER	TOTAL
10 CASE 1840 SKID S			340.00				340.00
19 ROSCO SWEEP PRO	2,107.00		9,824.50				11,931.50
20 BOBCAT 773 SKID	1,002.77		601.65				1,604.42
28 2007 FELLING TRA				10.00			10.00
39 POTHOLE PATCH TR	5,580.00						5,580.00
40 RAY-GO COMPACTOR	107.50						107.50
41 CIMLINE CRACKSEA	1,040.00						1,040.00
42 INGERSOLL RAND C	1,035.00		69.00				1,104.00
47 SIOUX STEAM CLEA	1,527.50					215.00	1,742.50
122 1997 FORD L9000	5,487.00		17,080.50			1,534.00	24,101.50
123 1997 FORD L9000	15,635.00		13,909.25	118.00		2,330.50	31,992.75
124 1997 FORD L9000	11,859.00		14,543.50	59.00		2,773.00	29,234.50
125 2000 FORD SINGLE	754.00		11,630.00				12,384.00
126 2000 FORD SINGLE	1,044.00		11,890.00			986.00	13,920.00
127 2000 FORD SINGLE	3,770.00		9,135.00			2,494.00	15,399.00
128 2001 STERLING LT	34,279.00		20,782.75	796.50		3,599.00	59,457.25
129 2001 STERLING LT	23,334.50		19,455.25	2,920.50		3,849.75	49,560.00
130 2001 STERLING LT	31,299.50		21,092.50			2,109.25	54,501.25
131 2001 STERLING LT	9,410.50		15,222.00			958.75	25,591.25
132 2007 MACK CV713	29,824.50		20,591.00	767.00		4,897.00	56,079.50
133 2007 MACK CV713	32,922.00		21,372.75	295.00		5,811.50	60,401.25
134 2007 MACK CV713	36,580.00		21,638.25			5,752.50	63,970.75
204 CAT 140G MOTOR G	24,531.00		4,789.00	182.00		11,102.00	40,604.00
207 CAT 140G MOTOR G	29,952.00		2,717.00			1,482.00	34,151.00
208 CAT 140G MOTOR G	36,530.00		3,040.00			260.00	39,830.00
209 CAT 140G MOTOR G	7,176.00		5,668.00	260.00		1,196.00	14,300.00
210 CAT 140G MOTOR G	38,168.00		4,328.00			4,147.00	46,643.00
211 CAT 140G MOTOR G	13,026.00		1,326.00			8,554.00	22,906.00
212 CAT 140G MOTOR G	42,770.00		8,008.00			2,522.00	53,300.00
218 1984 CAT 140G MO	29,393.00		2,120.50			1,638.00	33,151.50
300 PT100G TEREX TRA	11,730.00					11,615.00	23,345.00
350 JD 6430 TRACTOR/			382.50			433.50	32,997.00
366 JOHN DEERE TRACT	24,257.00		127.00			8,636.00	33,020.00
369 SELF PROPEL STEE	240.00						240.00
370 CATERPILLAR 312	9,408.00		861.00	309.75		4,520.25	15,099.00
571 2008 JD 624J WHE	391.50		3,820.50				4,212.00
385 CLARK MICHIGAN L	109.00						109.00
389 FORD 675D TRACTO	8,665.50					1,853.00	10,518.50
391 1997 CAT 938F LO	256.50		283.50				540.00
394 JD 6420 TRACTOR/	28,305.00		178.50	51.00		1,606.50	30,141.00

RUN DATE: 05-08-2012 TIME: 14:12:44 MN

AITKIN COUNTY HIGHWAY DEPARTMENT  
EQUIPMENT RENTAL ANALYSIS  
FOR THE PERIOD 01-000-2011 THRU 13-999-2011

CA522R V9.81 PAGE 2  
HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

EQUIPMENT NUMB DESCRIPTION	MAINTENANCE	ADMIN & UNALL CONTRACT	REPAIR	INVENTORY EQUIPMENT	ACCT REC'L & OTHER	TOTAL
396 JD 642D TRACTOR/	29,631.00	127.50				29,758.50
397 JD TRACTOR LOADE	9,319.50	1,962.00				11,281.50
398 JD 624J LOADER	432.00	1,593.00				2,025.00
399 CATERPILLAR DSNL	9,440.00	2,596.00	177.00		6,814.50	19,027.50
435 1986 FORD PICKUP		762.49				762.49
436 1996 FORD F150 P		1,983.25				1,983.25
438 1998 FORD 4X4 SU		3,170.79				3,170.79
440 1999 FORD PICKUP		4,517.97				4,517.97
442 1996 FORD F150 P		1,351.26				1,351.26
444 2000 FORD F150 4		1,934.72				1,934.72
447 2000 CHEVROLET P		4,566.43				4,566.43
448 2004 FORD F-150		2,557.50				2,557.50
449 1998 GMC 4X4 EX		3,088.99				3,088.99
451 1999 GMC 4X4 PIC		3,362.45				3,362.45
453 2008 F250 FORD P		11,580.78				11,580.78
454 2008 F150 FORD P		10,687.83				10,687.83
455 2008 F350 FORD S		21,684.89				21,684.89
456 2008 F350 FORD 1		11,960.70				11,960.70
457 2003 CHEVROLET 4		5,553.79				5,553.79
458 2010 FORD F150 4		8,547.04				8,547.04
459 2010 FORD F150 4		8,144.97				8,144.97
460 2011 FORD F350 S		13,188.33				13,188.33
461 2011 FORD F350 2		12,840.59				12,840.59
462 2012 CHEVROLET 4		652.79				652.79
463 2012 CHEVROLET 4		1,037.00				1,037.00
498 WATER TANKER SEM	39.00					39.00
FINAL TOTAL...	634,549.77	406,280.46	5,945.75		103,690.00	1,150,465.98

**AITKIN COUNTY, MINNESOTA**  
**LAND AND BUILDINGS**

Year Ended December 31, 2011

Land & Buildings	Year Purchased	Original Cost	Accumulated Value Jan 1st	Land Value	Building Cost	Betterment During Year	Type of Betterment	Accum Value 12/31/2011
Aitkin Shop Industrial Park	1975	362,574.77	907,977.82	6,000.00	901,977.82			907,977.82
Hill City Shop Hill Lake Twp, Sec 22	1974	4,163.04	17,508.63	5,580.00	11,928.63			17,508.63
Jacobson Shop Ball Bluff Twp, Sec 07	1992	106,740.93	108,199.00	1,000.00	107,199.00			108,199.00
Jacobson Salt Shed		22,900.00	39,757.47		331.09			39,757.47
McGrath Shop White Pine Twp, Sec 32	1973	59,555.89	74,457.95	2,600.00	71,857.95	64,200.00	Improvement	138,657.95
McGrath Cold Storage	2003	30,063.97	30,904.06		30,904.06			30,904.06
McGrath Salt Shed	2007	22,900.00	45,988.13		45,988.13			45,988.13
McGregor Shop McGregor Twp, Sec 29	1974	60,716.50	316,607.87	1,707.00	314,900.87			316,607.87
McGregor Salt Shed	2005	86,189.00	122,209.18		122,209.18			122,209.18
Palisade Shop	2003	308,821.00	390,865.64	20,216.60	370,649.04			390,865.64
Palisade Salt Shed	2006	22,900.00	26,494.29		26,494.29			26,494.29
Swatara Shop	2006	334,000.00	442,805.40	11,563.88	431,241.52			442,805.40
Swatara Salt Shed	2008	22,900.00	37,184.56					37,184.56
Fleming Twp, Sec 22 Lot 3, Block 1 Used for Drainage: CSAH #5	1988	5,542.00	5,542.00	5,542.00				5,542.00
Seavey Twp, Sec 21 S 1/2 SW: Brooten Pit	1989	16,000.00	16,000.00	16,000.00				16,000.00
Fleming Twp, Sec 30 NW-SE & N 1/2 SW Wetland Mitigation Site	1995	17,310.67	17,310.67	17,310.67				17,310.67
Hebron - Uno 50-25 W 1/2 - SW 1/4, Sec 11 Wetland Mitigation Site	1995	10,000.00	10,000.00	10,000.00				10,000.00
		1,493,277.77	2,609,812.67	97,520.15	2,435,681.58	64,200.00		2,674,012.67

**AITKIN COUNTY ROAD & BRIDGE FUND**  
**STATEMENT OF REVENUE & EXPENDITURES**  
**December 31, 2011**

	<u>CASH</u> <u>RECEIPTS</u>	<u>REVERSE</u> <u>PREVIOUS YR</u> <u>ACCRUALS</u>	<u>RECORD</u> <u>CURRENT YR</u> <u>ACCRUALS</u>	<u>TRANSFER/</u> <u>ADJUSTMENTS</u>	<u>MODIFIED</u> <u>ACCRUAL</u> <u>BALANCE</u>
<b>TAXES</b>					
Sub-Total	2,097,321.53	0.00	0.00	0.00	2,097,321.53
<b>INTERGOVERNMENTAL REVENUE</b>					
<b>SHARED REVENUE</b>					
State-Aid Reg. Const.	3,864,513.33	227,901.16	250,262.08	(96,817.78)	3,790,056.47
State-Aid Mun. Const.	90,517.97	10,126.12	4,231.15	(4,466.23)	80,156.77
State-Aid Reg. Maint.	1,649,121.30	142,784.30	0.00	0.00	1,506,337.00
State-Aid Mun. Maint.	82,999.00	26,584.00	(12,198.77)	0.00	44,216.23
State-Aid Town Bridge	280,255.76	96,110.50	9,691.86	(15,286.90)	178,550.22
State Aid Bridge Bonding	74,407.90	0.00	0.00	0.00	74,407.90
SP: Federal Construction	284,613.69	5,516.10	0.00	0.00	279,097.59
State-Aid LRIP-Reg Signif	0.00	0.00	0.00	0.00	0.00
State-Aid State Park	257,390.04	0.00	13,546.84	(1,349.88)	269,587.00
Revenue from Other Governments	491,017.78	0.00	0.00	0.00	491,017.78
Transfer from General Fund	310,000.00	0.00	0.00	0.00	310,000.00
<b>CHARGES FOR MATL &amp; SUPPLIES:</b>					
Townships	340,866.81	45,594.95	66,892.55	0.00	362,164.41
Individuals	12,142.78	607.36	250.00	0.00	11,785.42
<b>MISCELLANEOUS REVENUE</b>					
Sales of Mat/Supplies/Land/Equip	164,295.07	0.00	0.00	0.00	164,295.07
<b>TOTAL REVENUES.....</b>	<b><u>9,999,462.96</u></b>	<b><u>555,224.49</u></b>	<b><u>332,675.71</u></b>	<b><u>(117,920.79)</u></b>	<b><u>9,658,993.39</u></b>
<b>EXPENDITURES:</b>					
	<u>CASH</u> <u>DISBURSEMENTS</u>	<u>REVERSE</u> <u>PREVIOUS YR</u> <u>ACCRUALS</u>	<u>CURRENT YR</u> <u>ACCRUALS</u>	<u>TRANSFERS/</u> <u>ADJUSTMENTS</u>	<u>MODIFIED</u> <u>ACCRUAL</u> <u>BALANCE</u>
<b>ADMINISTRATION:</b>					
Personal Services/Fringe Benefits	384,031.38	36,059.79	39,718.49	0.00	387,690.08
Other Services & Charges	50,775.23	4,222.10	0.00	0.00	46,553.13
Supplies	6,036.32	581.50	581.11	0.00	6,035.93
Sub-Total .....	<u>440,842.93</u>	<u>40,863.39</u>	<u>40,299.60</u>	0.00	<u>440,279.14</u>
<b>ENGINEERING/CONSTRUCTION:</b>					
Personal Services/Fringe Benefits	466,773.64	30,296.51	27,634.26	0.00	464,111.39
Other Services & Charges	2,431.07	0.00	0.00	0.00	2,431.07
Supplies	8,211.91	23.66	0.00	0.00	8,188.25
	<u>477,416.62</u>	<u>30,320.17</u>	<u>27,634.26</u>	0.00	<u>474,730.71</u>



**AITKIN COUNTY ROAD & BRIDGE FUND**  
**STATEMENT OF REVENUE & EXPENDITURES**  
**December 31, 2011**

EXPENDITURES: - continued -

	<u>CASH</u> <u>DISBURSEMENTS</u>	<u>REVERSE</u> <u>PREVIOUS YR</u> <u>ACCRUALS</u>	<u>CURRENT YR</u> <u>ACCRUALS</u>	<u>TRANSFERS/</u> <u>ADJUSTMENTS</u>	<u>MODIFIED</u> <u>ACCRUAL</u> <u>BALANCE</u>
<b>MAINTENANCE:</b>					
Personal Services/Fringe Benefits	1,164,913.35	108,293.60	113,033.38	0.00	1,169,653.13
Other Services & Charges	244,422.77	26,165.04	0.00	0.00	218,257.73
Supplies	1,285,063.64	32,335.01	54,319.50	0.00	1,307,048.13
Maintenance Agreements	0.00	610.00	0.00	0.00	(610.00)
	<u>2,694,399.76</u>	<u>167,403.65</u>	<u>167,352.88</u>	<u>0.00</u>	<u>2,694,348.99</u>
<b>CAPITAL INFRASTRUCTURE:</b>					
Other Services & Charges	1,784.28	0.00	1.65	0.00	1,785.93
Professional Service	54,065.69	180.99	725.00	0.00	54,609.70
Contract Payments	6,933,261.24	386,274.98	477,989.47	0.00	7,024,975.73
Utility Moves	18,780.00	0.00	0.00	0.00	18,780.00
Right of Ways	86,754.37	0.00	5,481.17	0.00	92,235.54
	<u>7,094,645.58</u>	<u>386,455.97</u>	<u>484,197.29</u>	<u>0.00</u>	<u>7,192,386.90</u>
<b>EQUIPMENT &amp; FACILITIES:</b>					
Capital Outlay	564,441.82	0.00	130.00	0.00	564,571.82
	<u>564,441.82</u>	<u>0.00</u>	<u>130.00</u>	<u>0.00</u>	<u>564,571.82</u>
<b>OTHER COSTS:</b>					
Refunds (Culverts/Individuals)	0.00	2,000.00	1,500.00	0.00	(500.00)
	<u>0.00</u>	<u>2,000.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>(500.00)</u>
<b>TOTAL EXPENDITURES:</b>	<u><u>11,271,746.71</u></u>	<u><u>627,043.18</u></u>	<u><u>721,114.03</u></u>	<u><u>0.00</u></u>	<u><u>11,365,817.56</u></u>

Year-End Cash Reconciliation

Beg. Balance	3,795,282.16
Plus: Receipts	9,999,462.96
Less: Disbursements	<u>11,271,746.71</u>
	2,522,998.41

Year-End Fund Balance Reconciliation

Beginning Fund Balance	3,722,701.99
Plus: Receipts	9,658,993.39
Less: Disbursements	11,365,817.56
Adjustments to Fund Balance	<u>0.00</u>
Ending Fund Balance 12-31-2011	<u>2,015,877.82</u>

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD PROGRAM MAINTENANCE COSTS  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACCOUNT CODE	CSAH REG	COST/ MILE	CSAH MUN	COST/ MILE	CO	COST/ MILE
11-0000	ROUTINE MAINTENANCE	MA	1,111,727.09	3,055.37	15,117.72	1,531.68	452,692.16	3,284.66
12-0000	REPAIRS & REPLACEMENTS	MB	279,216.63	767.37	2,053.10	208.01	292,147.48	2,119.78
13-0000	BETTERMENTS	MC	11,890.59	32.68	50.01	5.07	19,545.58	141.82
14-0000	SPECIAL WORK	MD	41,337.91	113.61	0.00		33,734.50	244.77
15-0000	SPECIAL AGREEMENTS	ME	0.00		20,073.67	2,033.81	0.00	
	UNALLOCATED EXPENSE		273,232.11		6,889.78		102,218.78	
	ADJUSTMENT TO EQUALIZE DEPRECIATION		1,267.16		31.95		474.06	
TOTAL EXPENSE			1,718,671.49	4,723.44	44,216.23	4,479.86	900,812.56	6,536.15
TOTAL NO. OF MILES			363.860		9.870		137.820	
PRORATION PERCENT			71.463%		1.802%		26.735%	

ROADS	GRAVEL MILES	BITUMINOUS MILES	CONCRETE MILES	TOTAL MILES	State Aid Miles = State Aid Needs Add Regular + Municipal Miles
C.S.A.H. - Regular	142.73	221.13	0.00	= 363.86	
C.S.A.H. - Municipal	0.93	8.94	0.00	= 9.87	Total State-Aid ..... 373.73
County Roads	118.58	19.24	0.00	= 137.82	Total Co. Roads ..... 137.82
			Total Miles...	511.55	Total Miles..... 511.55

**AITKIN COUNTY, MINNESOTA - HIGHWAY DEPARTMENT  
SUMMARY OF COUNTY HIGHWAY INFORMATION  
YEAR ENDED DECEMBER 31, 2011**

<b>SNOW &amp; ICE CONTROL .....</b>	<b>610,889.50</b>
<b>RIGHT-OF-WAY .....</b>	<b>92,038.37</b>
<b>ENGINEERING.....</b>	<b>791,915.35</b>
<b>CONSTRUCTION.....</b>	<b>7,024,975.70</b>
<b>BUILDING &amp; EQUIPMENT .....</b> (Capital Outlay)	<b>564,571.82</b>
<b>BETTERMENTS.....</b>	<b>31,486.18</b>

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD PROGRAM MAINTENANCE COSTS  
FOR THE PERIOD JAN TO DEC 3011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACCOUNT CODE	CSAH REG	COST/ MILE	CSAH MUN	COST/ MILE	CO	COST/ MILE
11-0000	ROUTINE MAINTENANCE	MA						
11-0100	SURFACE MAINTENANCE-GRA	MA1	222,335.53	611.05	2,150.39	217.87	148,880.12	1,080.25
11-0200	SURFACE MAINTENANCE-BIT	MA2	61,376.84	168.68	3,537.83	358.44	14,449.28	104.84
11-0300	CULVERTS & BRIDGES	MA3	41,803.79	114.89	856.41	86.77	17,178.50	124.64
11-0400	VEGETATION CONTROL	MA4	162,680.27	447.10	2,046.13	207.31	63,352.92	459.68
11-0500	SNOW & ICE REMOVAL	MA5	454,784.58	1,249.89	1,534.39	155.46	154,570.53	1,121.54
11-0600	TRAFFIC SERVICES	MA6	168,746.08	463.77	4,992.57	505.83	54,260.81	393.71
TOTAL	11-0000		1,111,727.09	3,055.37	15,117.72	1,531.68	452,692.16	3,284.66
12-0000	REPAIRS & REPLACEMENTS	MB						
12-0100	RESHAPING	MB1	43,394.83	119.26	842.19	85.33	35,253.48	255.79
12-0200	RESURFACING	MB2	203,770.19	560.02	354.76	35.94	240,660.41	1,746.19
12-0300	CULVERTS/BRIDGES/GUARD	MB3	20,396.82	56.06	635.36	64.37	5,907.97	42.87
12-0400	GENERAL REPAIRS	MB4	11,654.79	32.03	220.79	22.37	10,325.62	74.92
TOTAL	12-0000		279,216.63	767.37	2,053.10	208.01	292,147.48	2,119.78
13-0000	BETTERMENTS	MC						
13-0100	NEW CULVERTS/RAILS/TILI	MC1	1,776.85	4.88	50.01	5.07	4,256.84	30.89
13-0200	CUTS & FILLS	MC2	10,113.74	27.80	0.00		15,288.74	110.93
TOTAL	13-0000		11,890.59	32.68	50.01	5.07	19,545.58	141.82
14-0000	SPECIAL WORK	MD						
14-0100	SPECIAL WORK	MD1	41,337.91	113.61	0.00		33,734.50	244.77
TOTAL	14-0000		41,337.91	113.61	0.00		33,734.50	244.77
15-0000	SPECIAL AGREEMENTS	ME						
15-0100	CITY OF AITKIN	ME1	0.00		8,041.75	814.77	0.00	
15-0200	CITY OF HILL CITY	ME2	0.00		1,780.23	180.37	0.00	
15-0300	CITY OF MCGREGOR	ME3	0.00		5,340.70	541.10	0.00	
15-0400	CITY OF PALISADE	ME4	0.00		3,314.92	335.86	0.00	
15-0500	CITY OF TAMARACK	ME5	0.00		1,596.07	161.71	0.00	
TOTAL	15-0000		0.00		20,073.67	2,033.81	0.00	
TOTAL EXPENSE			1,444,172.22	3,969.03	37,294.50	3,778.57	798,119.72	5,791.03
TOTAL NO. OF MILES			363.860		9.870		137.820	

CSAH - Reg.	363.86
CSAH - Mun.	9.87
County Roads	137.82
Total Miles.....	511.55

363.86 = 71.129% % CSAH Reg.	9.87 = 1.929% % CSAH Mun.	137.82 = 26.942% % County Roads
511.55	511.55	511.55

CSAH REG  
MAINTENANCE

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS	ROUTINE	REPAIRS	BETTERMENTS	SPECIAL	SUB-TOTAL	PRORATED	TOTAL	COST/		
ROAD	LENGTH SURFACE	MAINTENANCE	REPLACEMENT	WORK	COSTS	COSTS	COSTS	MILE		
1	6.300	BITUM	22,769.75	790.30	1,020.06	0.00	24,580.11	4,672.03	29,252.14	4,643.20
1	7.400	GRAVEL	25,814.16	2,872.97	380.28	16,520.63	45,588.04	8,665.09	54,253.13	7,331.50
2	22.800	BITUM	48,972.37	7,590.77	2,370.67	0.00	58,933.81	11,201.77	70,135.58	3,076.12
3	14.940	BITUM	63,691.17	2,538.86	125.88	0.00	66,355.91	12,612.52	78,968.43	5,285.70
4	14.400	BITUM	35,041.06	1,879.52	0.00	0.00	36,920.58	7,017.63	43,938.21	3,051.26
5	7.500	BITUM	26,693.82	2,277.13	0.00	0.00	28,970.95	5,506.62	34,477.57	4,597.01
5	19.100	GRAVEL	57,291.05	23,845.04	0.00	5,761.70	86,897.79	16,516.99	103,414.78	5,414.39
6	10.900	BITUM	38,890.81	19,853.25	2,137.97	0.00	60,882.03	11,572.08	72,454.11	6,647.17
7	3.200	BITUM	10,150.29	97.66	0.00	0.00	10,247.95	1,947.87	12,195.82	3,811.19
8	1.300	BITUM	5,452.62	0.00	0.00	0.00	5,452.62	1,036.40	6,489.02	4,991.55
9	0.300	BITUM	932.98	0.00	0.00	0.00	932.98	177.34	1,110.32	3,701.07
10	28.220	BITUM	76,698.12	7,505.47	41.96	0.00	84,245.55	16,012.87	100,258.42	3,552.74
10	6.300	GRAVEL	21,671.72	38,907.57	879.78	5,183.64	66,642.71	12,667.03	79,309.74	12,588.85
11	3.200	BITUM	10,096.28	0.00	0.00	0.00	10,096.28	1,919.04	12,015.32	3,754.79
12	14.600	BITUM	54,062.89	327.24	0.00	0.00	54,390.13	10,338.14	64,728.27	4,433.44
13	5.500	BITUM	12,491.80	458.27	0.00	0.00	12,950.07	2,461.47	15,411.54	2,802.10
13	5.600	GRAVEL	15,408.40	0.00	0.00	177.98	15,586.38	2,962.56	18,548.94	3,312.31
14	10.900	BITUM	25,907.91	1,912.37	52.45	0.00	27,872.73	5,297.88	33,170.61	3,043.18
15	5.200	BITUM	28,508.49	24.58	0.00	0.00	28,533.07	5,423.39	33,956.46	6,530.09
16	8.400	BITUM	22,708.85	164.19	0.00	0.00	22,873.04	4,347.57	27,220.61	3,240.55
17	7.100	BITUM	19,244.48	1,216.69	0.00	0.00	20,461.17	3,889.13	24,350.30	3,429.62
18	12.200	GRAVEL	31,626.82	969.73	255.43	339.78	33,191.76	6,308.88	39,500.64	3,237.76
19	6.800	GRAVEL	18,588.20	1,227.19	0.00	4,089.50	23,904.89	4,543.69	28,448.58	4,183.61
20	5.900	GRAVEL	15,028.04	1,458.10	0.00	0.00	16,486.14	3,133.58	19,619.72	3,325.38
21	6.900	GRAVEL	18,893.47	12,072.54	1,611.20	659.34	33,236.55	6,317.40	39,553.95	5,732.46
22	4.600	BITUM	14,793.51	196.00	0.00	0.00	14,989.51	2,849.11	17,838.62	3,877.96
23	5.300	BITUM	14,091.96	0.00	0.00	0.00	14,091.96	2,678.51	16,770.47	3,164.24
24	4.200	BITUM	9,773.26	681.06	0.00	0.00	10,454.32	1,987.09	12,441.41	2,962.24
25	3.300	GRAVEL	20,566.66	18,204.48	0.00	0.00	38,771.14	7,369.38	46,140.52	13,981.98
26	20.100	GRAVEL	67,105.77	44,037.52	0.00	857.54	112,000.83	21,288.42	133,289.25	6,631.31
27	6.600	GRAVEL	23,950.99	4,699.17	0.00	533.94	29,184.10	5,547.13	34,731.23	5,262.31
28	13.800	BITUM	43,291.05	2,178.64	568.66	0.00	46,038.35	8,750.68	54,789.03	3,970.22
29	2.560	BITUM	7,400.76	284.13	30.06	0.00	7,714.95	1,466.41	9,181.36	3,586.47
29	16.140	GRAVEL	41,413.59	21,783.98	0.00	902.04	64,099.61	12,183.66	76,283.27	4,726.35
30	7.000	GRAVEL	22,643.30	6,184.32	1,899.14	1,448.11	32,174.87	6,115.60	38,290.47	5,470.07
31	2.900	BITUM	5,910.86	0.00	0.00	0.00	5,910.86	1,123.50	7,034.36	2,425.64
32	3.010	BITUM	6,906.81	0.00	0.00	0.00	6,906.81	1,312.80	8,219.61	2,730.77
32	3.290	GRAVEL	14,898.96	164.73	0.00	533.94	15,597.63	2,964.70	18,562.33	5,642.05
34	6.300	GRAVEL	18,486.44	2,154.00	0.00	177.98	20,818.42	3,957.04	24,775.46	3,932.61
35	0.400	GRAVEL	1,802.61	2,967.65	0.00	0.00	4,770.26	906.70	5,676.96	14,192.40
36	1.600	BITUM	5,237.83	1,846.57	26.24	0.00	7,110.64	1,351.55	8,462.19	5,288.87
36	9.400	GRAVEL	30,870.16	42,024.36	438.36	4,151.79	77,484.67	14,727.80	92,212.47	9,809.84
37	2.300	BITUM	7,605.70	1,315.47	0.00	0.00	8,921.17	1,695.68	10,616.85	4,616.02
38	6.100	BITUM	15,803.05	0.00	0.00	0.00	15,803.05	3,003.75	18,806.80	3,083.08
39	5.100	BITUM	17,103.38	1,920.16	0.00	0.00	19,023.54	3,615.88	22,639.42	4,439.10
40	4.900	BITUM	15,434.89	584.95	52.45	0.00	16,072.29	3,054.92	19,127.21	3,903.51
TOTAL			1,111,727.09	279,216.63	11,890.59	41,337.91	1,444,172.22	274,499.28	1,718,671.50	4,723.44

CSAH REG  
ROUTINE MAINTENANCE

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS	ROAD	LENGTH	SURFACE	SURFACE MAINTENANCE GRAVEL	SURFACE MAINTENANCE BITUMINOUS	CULVERTS & BRIDGES	VEGETATION CONTROL	SNOW ICE REMOVAL	TRAFFIC SERVICES	TOTAL COSTS	COST/MILE
	1	6.300	BITUM	1,878.25	2,336.54	538.29	6,197.74	9,517.25	2,301.68	22,769.75	3,614.25
	1	7.400	GRAVEL	12,752.01	853.51	420.65	2,286.46	6,969.40	2,532.13	25,814.16	3,488.40
	2	22.800	BITUM	3,054.55	869.56	1,914.38	6,492.26	31,826.73	4,814.89	48,972.37	2,147.91
	3	14.940	BITUM	3,571.62	13,551.36	1,069.31	10,963.19	22,771.86	11,763.83	63,691.17	4,263.13
	4	14.400	BITUM	1,731.28	1,871.75	324.95	8,461.16	19,858.29	2,793.63	35,041.06	2,433.41
	5	7.500	BITUM	6,054.96	423.43	538.22	6,333.37	11,198.53	2,145.31	26,693.82	3,559.18
	5	19.100	GRAVEL	25,273.17	1,078.40	2,202.23	5,764.99	17,653.51	5,318.75	57,291.05	2,999.53
	6	10.900	BITUM	2,885.31	3,835.64	1,944.18	3,326.56	16,963.70	9,935.42	38,890.81	3,567.96
	7	3.200	BITUM	444.61	332.49	87.66	1,520.08	4,486.43	3,279.02	10,150.29	3,171.97
	8	1.300	BITUM	220.71	1,760.79	90.98	226.53	1,871.79	1,281.82	5,452.62	4,194.32
	9	0.300	BITUM	34.77	8.16	6.44	85.19	412.13	386.29	932.98	3,109.93
	10	28.220	BITUM	5,496.67	5,730.76	1,179.48	13,108.80	41,498.06	9,684.35	76,698.12	2,717.86
	10	6.300	GRAVEL	11,101.36	535.37	263.36	1,961.19	5,680.52	2,129.92	21,671.72	3,439.96
	11	3.200	BITUM	436.21	162.23	275.30	1,186.94	4,476.12	3,559.48	10,096.28	3,155.09
	12	14.600	BITUM	2,476.45	3,958.68	599.30	11,926.74	21,018.82	14,082.90	54,062.89	3,702.94
	13	5.500	BITUM	761.48	377.31	285.03	452.48	7,707.71	2,907.79	12,491.80	2,271.24
	13	5.600	GRAVEL	5,905.66	190.20	694.60	1,168.43	4,662.12	2,787.39	15,408.40	2,751.50
	14	10.900	BITUM	1,372.25	1,183.11	543.10	1,880.76	15,107.41	5,821.28	25,907.91	2,376.87
	15	5.200	BITUM	1,548.62	601.51	601.37	12,193.96	8,303.98	5,120.05	28,508.49	5,482.40
	16	8.400	BITUM	970.47	840.62	426.58	2,319.09	11,535.61	6,616.48	22,708.85	2,703.43
	17	7.100	BITUM	1,032.19	1,682.58	266.32	4,696.61	10,010.32	1,556.46	19,244.48	2,710.49
	18	12.200	GRAVEL	13,600.79	528.94	1,729.22	2,184.66	10,624.06	2,959.15	31,626.82	2,592.36
	19	6.800	GRAVEL	5,770.96	322.64	2,444.02	2,211.98	6,035.04	1,803.56	18,588.20	2,733.56
	20	5.900	GRAVEL	6,536.27	261.82	213.55	1,308.85	5,162.38	1,545.17	15,028.04	2,547.13
	21	6.900	GRAVEL	7,316.71	446.57	419.55	1,836.13	6,609.92	2,264.59	18,893.47	2,738.18
	22	4.600	BITUM	637.65	156.48	125.62	3,799.11	6,447.42	3,627.23	14,793.51	3,215.98
	23	5.300	BITUM	588.96	199.38	107.16	1,499.45	7,249.75	4,447.26	14,091.96	2,658.86
	24	4.200	BITUM	557.43	135.42	685.92	1,698.15	5,856.39	839.95	9,773.26	2,326.97
	25	3.300	GRAVEL	10,102.53	524.55	1,575.50	2,164.50	4,429.51	1,770.07	20,566.66	6,232.32
	26	20.100	GRAVEL	21,522.97	1,611.47	7,073.81	9,742.91	20,521.62	6,632.99	67,105.77	3,338.60
	27	6.600	GRAVEL	10,737.38	494.59	1,914.27	2,359.71	6,363.09	2,081.95	23,950.99	3,628.94
	28	13.800	BITUM	2,119.94	1,647.09	1,057.03	10,910.33	19,596.21	7,960.45	43,291.05	3,137.03
	29	2.560	BITUM	498.09	750.32	661.73	1,115.45	3,763.85	611.32	7,400.76	2,890.92
	29	16.140	GRAVEL	14,733.72	1,233.12	1,691.46	4,350.48	14,548.10	4,856.71	41,413.59	2,565.90
	30	7.000	GRAVEL	8,376.56	487.74	2,835.01	1,979.88	6,847.22	2,116.89	22,643.30	3,234.76
	31	2.900	BITUM	311.68	118.94	275.74	670.21	3,953.86	580.43	5,910.86	2,038.23
	32	3.010	BITUM	598.60	156.94	128.99	350.72	4,441.33	1,230.23	6,906.81	2,294.62
	32	3.290	GRAVEL	8,031.98	171.53	626.53	833.69	2,982.82	2,252.41	14,898.96	4,528.56
	34	6.300	GRAVEL	6,460.34	366.05	1,265.69	2,492.37	5,865.08	2,036.91	18,486.44	2,934.36
	35	0.400	GRAVEL	721.17	60.20	50.87	249.42	523.09	197.86	1,802.61	4,506.53
	36	1.600	BITUM	594.76	337.08	155.94	600.57	2,700.13	849.35	5,237.83	3,273.64
	36	9.400	GRAVEL	10,613.95	978.54	1,803.28	3,205.91	10,514.49	3,753.99	30,870.16	3,284.06
	37	2.300	BITUM	478.04	920.40	202.29	569.22	3,419.04	2,016.71	7,605.70	3,306.83
	38	6.100	BITUM	628.21	915.28	110.52	1,086.94	8,283.15	4,778.95	15,803.05	2,590.66
	39	5.100	BITUM	749.61	2,093.20	150.29	1,749.49	7,200.54	5,160.25	17,103.38	3,353.60
	40	4.900	BITUM	1,044.63	4,135.55	228.07	1,157.61	7,316.20	1,552.83	15,434.89	3,149.98
	TOTAL	363.860		222,335.53	61,376.84	41,803.79	162,680.27	454,784.58	168,746.08	1,111,727.09	3,055.37

CSAH REG  
REPAIRS & REPLACEMENTS

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS			RESHAPING	RESURFACING	CULVERTS BRIDGES GUARD RAILS	GENERAL REPAIRS	TOTAL COSTS	COST/ MILE
ROAD	LENGTH	SURFACE						
1	6.300	BITUM	0.00	0.00	790.30	0.00	790.30	125.44
1	7.400	GRAVEL	1,356.44	588.16	928.37	0.00	2,872.97	388.24
2	22.800	BITUM	7,523.71	0.00	67.06	0.00	7,590.77	332.93
3	14.940	BITUM	1,855.13	138.50	330.05	215.18	2,538.86	169.94
4	14.400	BITUM	1,850.78	0.00	28.74	0.00	1,879.52	130.52
5	7.500	BITUM	0.00	2,226.28	0.00	50.85	2,277.13	303.62
5	19.100	GRAVEL	0.00	23,442.67	124.54	277.83	23,845.04	1,248.43
6	10.900	BITUM	15,650.65	0.00	4,073.88	128.72	19,853.25	1,821.40
7	3.200	BITUM	97.66	0.00	0.00	0.00	97.66	30.52
8	1.300	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
9	0.300	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
10	28.220	BITUM	1,200.13	6,305.34	0.00	0.00	7,505.47	265.96
10	6.300	GRAVEL	63.18	38,206.42	0.00	637.97	38,907.57	6,175.80
11	3.200	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
12	14.600	BITUM	0.00	0.00	38.32	288.92	327.24	22.41
13	5.500	BITUM	164.19	0.00	0.00	294.08	458.27	83.32
13	5.600	GRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
14	10.900	BITUM	1,551.83	0.00	47.90	312.64	1,912.37	175.45
15	5.200	BITUM	0.00	0.00	24.58	0.00	24.58	4.73
16	8.400	BITUM	164.19	0.00	0.00	0.00	164.19	19.55
17	7.100	BITUM	1,216.69	0.00	0.00	0.00	1,216.69	171.36
18	12.200	GRAVEL	182.45	620.33	57.48	109.47	969.73	79.49
19	6.800	GRAVEL	0.00	797.81	0.00	429.38	1,227.19	180.47
20	5.900	GRAVEL	0.00	158.08	0.00	1,300.02	1,458.10	247.14
21	6.900	GRAVEL	3,223.44	8,223.74	309.20	316.16	12,072.54	1,749.64
22	4.600	BITUM	0.00	0.00	196.00	0.00	196.00	42.61
23	5.300	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
24	4.200	BITUM	681.06	0.00	0.00	0.00	681.06	162.16
25	3.300	GRAVEL	0.00	16,900.82	0.00	1,303.66	18,204.48	5,516.51
26	20.100	GRAVEL	1,011.78	34,247.28	7,267.91	1,510.55	44,037.52	2,190.92
27	6.600	GRAVEL	0.00	1,580.80	1,313.31	1,805.06	4,699.17	712.00
28	13.800	BITUM	341.36	0.00	1,521.12	316.16	2,178.64	157.87
29	2.560	BITUM	0.00	273.40	0.00	10.73	284.13	110.99
29	16.140	GRAVEL	52.45	21,606.38	57.48	67.67	21,783.98	1,349.69
30	7.000	GRAVEL	3,471.78	1,036.67	1,438.75	237.12	6,184.32	883.47
31	2.900	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
32	3.010	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
32	3.290	GRAVEL	0.00	164.73	0.00	0.00	164.73	50.07
34	6.300	GRAVEL	0.00	949.26	839.84	364.90	2,154.00	341.90
35	0.400	GRAVEL	0.00	2,967.65	0.00	0.00	2,967.65	7,419.13
36	1.600	BITUM	294.96	1,551.61	0.00	0.00	1,846.57	1,154.11
36	9.400	GRAVEL	0.00	41,784.26	161.12	78.98	42,024.36	4,470.68
37	2.300	BITUM	0.00	0.00	780.87	534.60	1,315.47	571.94
38	6.100	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
39	5.100	BITUM	856.02	0.00	0.00	1,064.14	1,920.16	376.50
TOTAL	363.860		43,394.83	203,770.19	20,396.82	11,654.79	279,216.63	767.37

CSAH REG  
BETTERMENTS

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS

ROAD	LENGTH	SURFACE	NEW CULVERT RAILS TILING	CUTS FILLS	TOTAL COSTS	COST/ MILE
1	6.300	BITUM	1,020.06	0.00	1,020.06	161.91
1	7.400	GRAVEL	0.00	380.28	380.28	51.39
2	22.800	BITUM	0.00	2,370.67	2,370.67	103.98
3	14.940	BITUM	0.00	125.88	125.88	8.43
4	14.400	BITUM	0.00	0.00	0.00	0.00
5	7.500	BITUM	0.00	0.00	0.00	0.00
5	19.100	GRAVEL	0.00	0.00	0.00	0.00
6	10.900	BITUM	262.13	1,875.84	2,137.97	196.14
7	3.200	BITUM	0.00	0.00	0.00	0.00
8	1.300	BITUM	0.00	0.00	0.00	0.00
9	0.300	BITUM	0.00	0.00	0.00	0.00
10	28.220	BITUM	0.00	41.96	41.96	1.49
10	6.300	GRAVEL	0.00	879.78	879.78	139.65
11	3.200	BITUM	0.00	0.00	0.00	0.00
12	14.600	BITUM	0.00	0.00	0.00	0.00
13	5.500	BITUM	0.00	0.00	0.00	0.00
13	5.600	GRAVEL	0.00	0.00	0.00	0.00
14	10.900	BITUM	0.00	52.45	52.45	4.81
15	5.200	BITUM	0.00	0.00	0.00	0.00
16	8.400	BITUM	0.00	0.00	0.00	0.00
17	7.100	BITUM	0.00	0.00	0.00	0.00
18	12.200	GRAVEL	0.00	255.43	255.43	20.94
19	6.800	GRAVEL	0.00	0.00	0.00	0.00
20	5.900	GRAVEL	0.00	0.00	0.00	0.00
21	6.900	GRAVEL	0.00	1,611.20	1,611.20	233.51
22	4.600	BITUM	0.00	0.00	0.00	0.00
23	5.300	BITUM	0.00	0.00	0.00	0.00
24	4.200	BITUM	0.00	0.00	0.00	0.00
25	3.300	GRAVEL	0.00	0.00	0.00	0.00
26	20.100	GRAVEL	0.00	0.00	0.00	0.00
27	6.600	GRAVEL	0.00	0.00	0.00	0.00
28	13.800	BITUM	0.00	568.66	568.66	41.21
29	2.560	BITUM	30.06	0.00	30.06	11.74
29	16.140	GRAVEL	0.00	0.00	0.00	0.00
30	7.000	GRAVEL	0.00	1,899.14	1,899.14	271.31
31	2.900	BITUM	0.00	0.00	0.00	0.00
32	3.010	BITUM	0.00	0.00	0.00	0.00
32	3.290	GRAVEL	0.00	0.00	0.00	0.00
34	6.300	GRAVEL	0.00	0.00	0.00	0.00
35	0.400	GRAVEL	0.00	0.00	0.00	0.00
36	1.600	BITUM	26.24	0.00	26.24	16.40
36	9.400	GRAVEL	438.36	0.00	438.36	46.63
37	2.300	BITUM	0.00	0.00	0.00	0.00
38	6.100	BITUM	0.00	0.00	0.00	0.00
39	5.100	BITUM	0.00	0.00	0.00	0.00
40	4.900	BITUM	0.00	52.45	52.45	10.70

TOTAL  
363.860

1,776.85

10,113.74

11,890.59

32.68



CSAH REG  
SPECIAL WORK

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS				TOTAL COSTS	COST/ MILE
ROAD	LENGTH	SURFACE	SPECIAL WORK		
1	6.300	BITUM	0.00	0.00	0.00
1	7.400	GRAVEL	16,520.63	16,520.63	2,232.52
2	22.800	BITUM	0.00	0.00	0.00
3	14.940	BITUM	0.00	0.00	0.00
4	14.400	BITUM	0.00	0.00	0.00
5	7.500	BITUM	0.00	0.00	0.00
5	19.100	GRAVEL	5,761.70	5,761.70	301.66
6	10.900	BITUM	0.00	0.00	0.00
7	3.200	BITUM	0.00	0.00	0.00
8	1.300	BITUM	0.00	0.00	0.00
9	0.300	BITUM	0.00	0.00	0.00
10	28.220	BITUM	0.00	0.00	0.00
10	6.300	GRAVEL	5,183.64	5,183.64	822.80
11	3.200	BITUM	0.00	0.00	0.00
12	14.600	BITUM	0.00	0.00	0.00
13	5.500	BITUM	0.00	0.00	0.00
13	5.600	GRAVEL	177.98	177.98	31.78
14	10.900	BITUM	0.00	0.00	0.00
15	5.200	BITUM	0.00	0.00	0.00
16	8.400	BITUM	0.00	0.00	0.00
17	7.100	BITUM	0.00	0.00	0.00
18	12.200	GRAVEL	339.78	339.78	27.85
19	6.800	GRAVEL	4,089.50	4,089.50	601.40
20	5.900	GRAVEL	0.00	0.00	0.00
21	6.900	GRAVEL	659.34	659.34	95.56
22	4.600	BITUM	0.00	0.00	0.00
23	5.300	BITUM	0.00	0.00	0.00
24	4.200	BITUM	0.00	0.00	0.00
25	3.300	GRAVEL	0.00	0.00	0.00
26	20.100	GRAVEL	857.54	857.54	42.66
27	6.600	GRAVEL	533.94	533.94	80.90
28	13.800	BITUM	0.00	0.00	0.00
29	2.560	BITUM	0.00	0.00	0.00
29	16.140	GRAVEL	902.04	902.04	55.89
30	7.000	GRAVEL	1,448.11	1,448.11	206.87
31	2.900	BITUM	0.00	0.00	0.00
32	3.010	BITUM	0.00	0.00	0.00
32	3.290	GRAVEL	533.94	533.94	162.29
34	6.300	GRAVEL	177.98	177.98	28.25
35	0.400	GRAVEL	0.00	0.00	0.00
36	1.600	BITUM	0.00	0.00	0.00
36	9.400	GRAVEL	4,151.79	4,151.79	441.68
37	2.300	BITUM	0.00	0.00	0.00
38	6.100	BITUM	0.00	0.00	0.00
39	5.100	BITUM	0.00	0.00	0.00
40	4.900	BITUM	0.00	0.00	0.00
TOTAL	363.860		41,337.91	41,337.91	113.61

CSAH MUN  
MAINTENANCE

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS			ROUTINE MAINTENANCE	REPAIRS REPLACEMENT	BETTERMENTS	SPECIAL AGREEMENTS	SUB-TOTAL COSTS	PRORATED COSTS	TOTAL COSTS	COST/ MILE
ROAD	LENGTH	SURFACE								
1	0.250	BITUM	237.32	31.33	0.00	1,534.69	1,803.34	334.69	2,138.03	8,552.12
3	0.540	BITUM	2,084.32	193.70	0.00	3,314.92	5,592.94	1,038.03	6,630.97	12,279.57
5	0.310	GRAVEL	414.51	88.68	0.00	0.00	503.19	93.39	596.58	1,924.45
6	2.080	BITUM	3,981.78	871.35	50.01	1,596.07	6,499.21	1,206.23	7,705.44	3,704.54
8	1.540	BITUM	2,879.19	0.00	0.00	5,340.70	8,219.89	1,525.58	9,745.47	6,328.23
9	0.520	BITUM	613.67	0.00	0.00	0.00	613.67	113.90	727.57	1,399.17
10	0.580	BITUM	473.44	135.11	0.00	0.00	608.55	112.94	721.49	1,243.95
10	0.620	GRAVEL	467.33	145.10	0.00	0.00	612.43	113.66	726.09	1,171.11
15	0.880	BITUM	2,159.38	4.16	0.00	5,402.09	7,565.63	1,404.15	8,969.78	10,192.93
16	0.500	BITUM	459.90	0.00	0.00	0.00	459.90	85.36	545.26	1,090.52
31	0.680	BITUM	242.91	0.00	0.00	0.00	242.91	45.08	287.99	423.51
33	0.290	BITUM	57.34	0.00	0.00	1,780.23	1,837.57	341.05	2,178.62	7,512.48
41	1.080	BITUM	1,046.63	583.67	0.00	1,104.97	2,735.27	507.66	3,242.93	3,002.71
TOTAL	9.870		15,117.72	2,053.10	50.01	20,073.67	37,294.50	6,921.72	44,216.22	4,479.86

CSAH MUN  
ROUTINE MAINTENANCE

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS

ROAD	LENGTH	SURFACE	SURFACE MAINTENANCE GRAVEL	SURFACE MAINTENANCE BITUMINOUS	CULVERTS & BRIDGES	VEGETATION CONTROL	SNOW ICE REMOVAL	TRAFFIC SERVICES	TOTAL COSTS	COST/ MILE
1	0.250	BITUM	74.45	28.80	14.20	39.50	47.79	32.58	237.32	949.28
3	0.540	BITUM	121.24	1,333.11	30.78	75.10	110.71	413.38	2,084.32	3,859.85
5	0.310	GRAVEL	249.85	17.47	19.78	38.58	53.80	35.03	414.51	1,337.13
6	2.080	BITUM	550.40	661.71	419.31	319.88	492.80	1,537.68	3,981.78	1,914.32
8	1.540	BITUM	261.50	1,074.27	147.89	154.06	185.67	1,055.80	2,879.19	1,869.60
9	0.520	BITUM	60.26	14.13	11.15	36.13	28.31	463.69	613.67	1,180.13
10	0.580	BITUM	112.72	49.17	24.19	104.72	87.51	95.13	473.44	816.28
10	0.620	GRAVEL	121.07	52.80	25.98	71.31	93.99	102.18	467.33	753.76
15	0.880	BITUM	262.00	77.85	77.95	829.28	244.24	668.06	2,159.38	2,453.84
16	0.500	BITUM	57.79	13.54	11.81	34.65	27.01	315.10	459.90	919.80
31	0.680	BITUM	73.06	16.75	31.79	43.99	29.98	47.34	242.91	357.22
33	0.290	BITUM	25.16	5.34	4.04	15.36	5.42	2.02	57.34	197.72
41	1.080	BITUM	180.89	192.89	37.54	283.57	127.16	224.58	1,046.63	969.10
TOTAL	9.870		2,150.39	3,537.93	856.41	2,046.13	1,534.39	4,992.57	15,117.72	1,531.68

CSA# MUN  
REPAIRS & REPLACEMENTS

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS			RESHAPING	RESURFACING	CULVERTS BRIDGES GUARD RAILS	GENERAL REPAIRS	TOTAL COSTS	COST/ MILE
ROAD	LENGTH	SURFACE						
1	0.250	BITUM	0.00	0.00	31.33	0.00	31.33	125.32
3	0.540	BITUM	20.94	0.00	8.28	164.48	193.70	358.70
5	0.310	GRAVEL	0.00	86.58	0.00	2.10	88.68	286.06
6	2.080	BITUM	809.22	0.00	37.57	24.56	871.35	418.92
8	1.540	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
9	0.520	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
10	0.580	BITUM	5.80	129.31	0.00	0.00	135.11	232.95
10	0.620	GRAVEL	6.23	138.87	0.00	0.00	145.10	234.03
15	0.880	BITUM	0.00	0.00	4.16	0.00	4.16	4.73
16	0.500	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
31	0.680	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
33	0.290	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
41	1.080	BITUM	0.00	0.00	554.02	29.65	583.67	540.44
TOTAL	9.870		842.19	354.76	635.36	220.79	2,053.10	208.01

CSAH MUN  
BETTERMENTS

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS

ROAD	LENGTH	SURFACE	NEW CULVERT RAILS TILING	TOTAL COSTS	COST/ MILE
1	0.250	BITUM	0.00	0.00	0.00
3	0.540	BITUM	0.00	0.00	0.00
5	0.310	GRAVEL	0.00	0.00	0.00
6	2.080	BITUM	50.01	50.01	24.04
8	1.540	BITUM	0.00	0.00	0.00
9	0.520	BITUM	0.00	0.00	0.00
10	0.580	BITUM	0.00	0.00	0.00
10	0.620	GRAVEL	0.00	0.00	0.00
15	0.880	BITUM	0.00	0.00	0.00
16	0.500	BITUM	0.00	0.00	0.00
31	0.680	BITUM	0.00	0.00	0.00
33	0.290	BITUM	0.00	0.00	0.00
41	1.080	BITUM	0.00	0.00	0.00
TOTAL	9.870		50.01	50.01	5.07

CSA# MUN  
SPECIAL AGREEMENTS

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS							TOTAL	COST/
ROAD	LENGTH SURFACE	CITY OF AITKIN	CITY OF HILL CITY	CITY OF MCGREGOR	CITY OF PALISADE	CITY OF TAMARACK	COSTS	MILE
1	0.250 BITUM	1,534.69	0.00	0.00	0.00	0.00	1,534.69	6,138.76
3	0.540 BITUM	0.00	0.00	0.00	3,314.92	0.00	3,314.92	6,138.74
5	0.310 GRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	2.080 BITUM	0.00	0.00	0.00	0.00	1,596.07	1,596.07	767.34
8	1.540 BITUM	0.00	0.00	5,340.70	0.00	0.00	5,340.70	3,467.99
9	0.520 BITUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	0.580 BITUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	0.620 GRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	0.880 BITUM	5,402.09	0.00	0.00	0.00	0.00	5,402.09	6,138.74
16	0.500 BITUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	0.680 BITUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33	0.290 BITUM	0.00	1,780.23	0.00	0.00	0.00	1,780.23	6,138.72
41	1.080 BITUM	1,104.97	0.00	0.00	0.00	0.00	1,104.97	1,023.12
TOTAL	9.870	8,041.75	1,780.23	5,340.70	3,314.92	1,596.07	20,073.67	2,033.81

2011 CO  
MAINTENANCE

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS			ROUTINE	REPAIRS	BETTERMENTS	SPECIAL	SUB-TOTAL	PRORATED	TOTAL	COST/
ROAD	LENGTH	SURFACE	MAINTENANCE	REPLACEMENT		WORK	COSTS	COSTS	COSTS	MILE
50	2.950	GRAVEL	8,914.56	5,775.59	0.00	0.00	14,690.15	1,890.16	16,580.31	5,620.44
51	4.770	GRAVEL	18,507.80	2,446.47	1,266.96	0.00	22,221.23	2,859.17	25,080.40	5,257.95
52	1.000	GRAVEL	2,307.13	0.00	0.00	0.00	2,307.13	296.85	2,603.98	2,603.98
53	0.780	BITUM	2,892.63	28.11	0.00	0.00	2,920.74	375.81	3,296.55	4,226.35
53	2.300	GRAVEL	5,669.48	1,304.97	0.00	4,324.91	11,299.36	1,453.87	12,753.23	5,544.88
54	1.800	BITUM	10,143.53	805.94	319.92	0.00	11,269.39	1,450.02	12,719.41	7,066.34
54	4.940	GRAVEL	13,455.45	2,901.70	3,972.09	602.71	20,931.95	2,693.28	23,625.23	4,782.44
55	1.470	GRAVEL	602.83	0.00	0.00	266.97	869.80	111.92	981.72	667.84
56	8.400	GRAVEL	35,120.78	63,192.56	158.08	149.67	98,621.09	12,689.42	111,310.51	13,251.25
57	9.040	GRAVEL	24,324.64	1,704.62	0.00	355.96	26,385.22	3,394.95	29,780.17	3,294.27
58	2.670	GRAVEL	11,643.90	21,638.03	1,159.50	0.00	34,441.43	4,431.53	38,872.96	14,559.16
59	4.280	GRAVEL	10,230.26	357.09	0.00	2,050.01	12,637.36	1,626.03	14,263.39	3,332.57
60	4.000	GRAVEL	10,341.11	1,962.90	0.00	0.00	12,304.01	1,583.14	13,887.15	3,471.79
61	11.230	GRAVEL	37,493.49	49,958.57	0.00	177.98	87,630.04	11,275.22	98,905.26	8,807.24
62	3.640	BITUM	11,488.27	686.83	0.00	0.00	12,175.10	1,566.55	13,741.65	3,775.18
62	4.360	GRAVEL	13,659.82	4,368.13	0.00	3,915.56	21,943.51	2,823.44	24,766.95	5,680.49
63	2.690	GRAVEL	7,381.69	0.00	0.00	5,095.08	12,476.77	1,605.37	14,082.14	5,235.00
64	9.490	GRAVEL	29,889.05	20,598.72	4,539.98	3,884.82	58,912.57	7,580.19	66,492.76	7,006.61
65	8.960	GRAVEL	61,937.67	47,127.94	281.20	760.46	110,107.27	14,167.33	124,274.60	13,869.93
66	1.080	BITUM	3,155.64	0.00	0.00	0.00	3,155.64	406.03	3,561.67	3,297.84
67	5.170	GRAVEL	12,532.98	147.79	0.00	0.00	12,680.77	1,631.62	14,312.39	2,768.35
68	6.500	GRAVEL	13,904.03	853.95	0.00	679.56	15,437.54	1,986.32	17,423.86	2,680.59
69	0.300	BITUM	684.95	0.00	0.00	0.00	684.95	88.13	773.08	2,576.93
70	1.080	BITUM	3,342.99	769.56	0.00	0.00	4,112.55	529.16	4,641.71	4,297.88
71	1.000	GRAVEL	11,480.32	25,588.52	7,847.85	2,038.68	46,955.37	6,041.68	52,997.05	52,997.05
72	1.200	GRAVEL	2,479.89	0.00	0.00	0.00	2,479.89	319.08	2,798.97	2,332.48
73	5.100	GRAVEL	11,541.51	99.56	0.00	9,270.33	20,911.40	2,690.64	23,602.04	4,627.85
74	1.530	BITUM	5,614.37	195.32	0.00	0.00	5,809.69	747.52	6,557.21	4,285.76
74	2.070	GRAVEL	6,920.20	25,223.56	0.00	0.00	32,143.76	4,135.89	36,279.65	17,526.40
75	6.900	GRAVEL	17,604.07	616.08	0.00	0.00	18,220.15	2,344.36	20,564.51	2,980.36
76	2.820	BITUM	8,212.08	152.02	0.00	0.00	8,364.10	1,076.20	9,440.30	3,347.62
77	0.540	BITUM	1,684.63	0.00	0.00	0.00	1,684.63	216.76	1,901.39	3,521.09
79	0.480	BITUM	2,056.89	0.00	0.00	0.00	2,056.89	264.66	2,321.55	4,836.56
80	1.700	GRAVEL	7,196.84	13,011.97	0.00	161.80	20,370.61	2,621.06	22,991.67	13,524.51
81	1.050	BITUM	2,785.57	152.02	0.00	0.00	2,937.59	377.98	3,315.57	3,157.69
82	1.040	BITUM	2,438.34	253.90	0.00	0.00	2,692.24	346.41	3,038.65	2,921.78
83	0.610	BITUM	2,663.71	0.00	0.00	0.00	2,663.71	342.74	3,006.45	4,928.61
88	1.020	GRAVEL	1,316.54	188.57	0.00	0.00	1,505.11	193.66	1,698.77	1,665.46
100	1.500	GRAVEL	1,603.45	0.00	0.00	0.00	1,603.45	206.31	1,809.76	1,206.51
241	0.300	BITUM	786.60	0.00	0.00	0.00	786.60	101.21	887.81	2,959.37
241	2.600	GRAVEL	4,317.93	0.00	0.00	0.00	4,317.93	555.58	4,873.51	1,874.43
5401	1.660	GRAVEL	2,278.24	36.49	0.00	0.00	2,314.73	297.83	2,612.56	1,573.83
6001	1.080	GRAVEL	3,692.39	0.00	0.00	0.00	3,692.39	475.09	4,167.48	3,858.78
7701	1.040	BITUM	2,436.82	0.00	0.00	0.00	2,436.82	313.54	2,750.36	2,644.58
8502	1.150	BITUM	3,957.09	0.00	0.00	0.00	3,957.09	509.15	4,466.24	3,883.69
TOTAL			452,692.16	292,147.48	19,545.58	33,734.50	798,119.72	102,692.86	900,812.58	6,536.15
TOTAL			137.820							

CO  
ROUTINE MAINTENANCE

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS	ROAD	LENGTH	SURFACE	SURFACE MAINTENANCE GRAVEL	SURFACE MAINTENANCE BITUMINOUS	CULVERTS & BRIDGES	VEGETATION CONTROL	SNOW ICE REMOVAL	TRAFFIC SERVICES	TOTAL COSTS	COST/ MILE
	50	2.950	GRAVEL	3,643.15	198.28	264.09	813.54	2,822.32	1,173.18	8,914.56	3,021.88
	51	4.770	GRAVEL	10,280.14	356.88	297.15	1,081.33	4,711.50	1,780.80	18,507.80	3,880.04
	52	1.000	GRAVEL	1,019.38	36.33	29.29	183.23	830.76	208.14	2,307.13	2,307.13
	53	0.780	BITUM	636.05	32.49	31.48	397.16	1,402.62	392.83	2,892.63	3,708.50
	53	2.300	GRAVEL	1,876.07	95.81	142.06	576.44	1,960.75	1,018.35	5,669.48	2,464.99
	54	1.800	BITUM	1,426.59	721.31	1,213.16	2,592.51	3,437.61	752.35	10,143.53	5,635.29
	54	4.940	GRAVEL	3,914.41	535.48	603.02	1,431.51	4,762.07	2,208.96	13,455.45	2,723.78
	55	1.470	GRAVEL	328.41	0.00	0.00	153.28	0.00	121.14	602.83	410.09
	56	8.400	GRAVEL	14,948.95	1,095.44	1,615.24	3,097.84	10,201.49	4,161.82	35,120.78	4,181.05
	57	9.040	GRAVEL	10,691.07	412.39	680.08	2,603.89	7,852.68	2,084.53	24,324.64	2,690.78
	58	2.670	GRAVEL	4,477.39	382.36	465.16	1,589.80	3,381.99	1,347.20	11,643.90	4,361.01
	59	4.280	GRAVEL	4,058.05	177.98	144.66	1,194.03	3,647.43	1,008.11	10,230.26	2,390.25
	60	4.000	GRAVEL	2,952.29	198.76	163.00	447.60	3,541.05	3,038.41	10,341.11	2,585.28
	61	11.230	GRAVEL	14,257.49	1,101.88	1,035.20	4,804.33	12,159.55	4,135.04	37,493.49	3,338.69
	62	3.640	BITUM	729.09	2,475.84	178.55	427.08	6,707.70	970.01	11,488.27	3,156.12
	62	4.360	GRAVEL	6,859.32	349.35	201.85	1,090.61	3,910.96	1,247.73	13,659.82	3,132.99
	63	2.690	GRAVEL	3,301.50	122.74	578.25	409.10	2,336.77	633.33	7,381.69	2,744.12
	64	9.490	GRAVEL	11,777.27	830.94	1,819.11	2,221.71	9,866.84	3,373.18	29,889.05	3,149.53
	65	8.960	GRAVEL	15,588.00	1,672.56	1,580.60	24,579.32	12,942.79	5,574.40	61,937.67	6,912.69
	66	1.080	BITUM	115.23	26.37	20.59	69.41	1,866.15	1,057.89	3,155.64	2,921.89
	67	5.170	GRAVEL	4,093.22	225.63	1,060.58	1,118.94	4,449.28	1,585.33	12,532.98	2,424.17
	68	6.500	GRAVEL	4,163.47	250.34	931.92	1,426.87	5,457.91	1,673.52	13,904.03	2,139.08
	69	0.300	BITUM	28.77	6.35	4.89	81.79	514.39	48.76	684.95	2,283.17
	70	1.080	BITUM	127.08	29.94	23.65	204.80	1,880.69	1,076.83	3,342.99	3,095.36
	71	1.000	GRAVEL	4,807.00	551.25	569.25	1,057.05	2,930.83	1,564.94	11,480.32	11,480.32
	72	1.200	GRAVEL	821.41	40.30	32.32	365.69	983.44	236.73	2,479.89	2,066.58
	73	5.100	GRAVEL	4,264.75	192.78	607.35	1,067.64	4,267.49	1,141.50	11,541.51	2,263.04
	74	1.530	BITUM	557.92	229.06	148.03	782.93	3,127.95	768.48	5,614.37	3,669.52
	74	2.070	GRAVEL	2,417.41	211.16	279.59	853.94	2,274.21	883.89	6,920.20	3,343.09
	75	6.900	GRAVEL	5,728.63	328.20	1,327.84	2,256.07	6,048.49	1,914.84	17,604.07	2,551.31
	76	2.820	BITUM	448.97	168.99	91.99	1,472.56	5,054.43	975.14	8,212.08	2,912.09
	77	0.540	BITUM	74.67	93.51	14.69	205.21	953.99	342.56	1,684.63	3,119.69
	79	0.480	BITUM	102.58	69.12	494.28	59.97	892.41	438.53	2,056.89	4,285.19
	80	1.700	GRAVEL	2,971.88	233.30	196.90	842.73	2,111.92	840.11	7,196.84	4,233.44
	81	1.050	BITUM	147.97	36.44	29.29	248.71	1,858.42	464.74	2,785.57	2,652.92
	82	1.040	BITUM	117.28	241.21	21.47	70.43	1,804.79	183.16	2,438.34	2,344.56
	83	0.610	BITUM	98.21	297.38	69.39	154.50	1,094.68	949.55	2,663.71	4,366.74
	88	1.020	GRAVEL	111.95	25.83	20.26	195.99	801.62	160.89	1,316.54	1,290.73
	100	1.500	GRAVEL	130.13	27.61	20.89	79.44	1,136.55	208.83	1,603.45	1,068.97
	241	0.300	BITUM	203.44	5.52	4.18	15.88	511.03	46.55	786.60	2,622.00
	241	2.600	GRAVEL	1,764.14	47.88	36.22	137.70	1,970.01	361.98	4,317.93	1,660.74
	5401	1.660	GRAVEL	567.94	38.17	29.64	102.24	1,288.79	251.46	2,278.24	1,372.43
	6001	1.080	GRAVEL	1,985.58	62.11	51.25	339.58	990.52	263.35	3,692.39	3,418.88
	7701	1.040	BITUM	117.23	27.28	21.46	199.07	1,804.73	267.05	2,436.82	2,343.10
	8502	1.150	BITUM	148.64	186.73	28.63	249.47	2,018.93	1,324.69	3,957.09	3,440.95
	TOTAL	137.820		148,880.12	14,449.28	17,178.50	63,352.92	154,570.53	54,260.81	452,692.16	3,284.66



CO  
REPAIRS & REPLACEMENTS

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS			RESHAPING	RESURFACING	CULVERTS BRIDGES GUARD RAILS	GENERAL REPAIRS	TOTAL COSTS	COST/ MILE
ROAD	LENGTH	SURFACE						
50	2.950	GRAVEL	0.00	5,021.00	754.59	0.00	5,775.59	1,957.83
51	4.770	GRAVEL	0.00	2,446.47	0.00	0.00	2,446.47	512.89
52	1.000	GRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
53	0.780	BITUM	0.00	28.11	0.00	0.00	28.11	36.04
53	2.300	GRAVEL	0.00	501.69	803.28	0.00	1,304.97	567.38
54	1.800	BITUM	351.74	0.00	415.22	38.98	805.94	447.74
54	4.940	GRAVEL	287.97	327.30	2,091.71	194.72	2,901.70	587.39
56	8.400	GRAVEL	898.84	61,356.35	631.50	305.87	63,192.56	7,522.92
57	9.040	GRAVEL	20.98	789.30	0.00	894.34	1,704.62	188.56
58	2.670	GRAVEL	559.76	20,022.94	0.00	1,055.33	21,638.03	8,104.13
59	4.280	GRAVEL	0.00	0.00	0.00	357.09	357.09	83.43
60	4.000	GRAVEL	0.00	1,211.88	434.86	316.16	1,962.90	490.73
61	11.230	GRAVEL	486.40	46,171.10	0.00	3,301.07	49,958.57	4,448.67
62	3.640	BITUM	294.96	365.72	26.15	0.00	686.83	188.69
62	4.360	GRAVEL	0.00	3,635.86	31.33	700.94	4,368.13	1,001.86
63	2.690	GRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
64	9.490	GRAVEL	18,754.75	892.72	47.03	904.22	20,598.72	2,170.57
65	8.960	GRAVEL	1,688.39	45,439.55	0.00	0.00	47,127.94	5,259.81
66	1.080	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
67	5.170	GRAVEL	0.00	0.00	38.32	109.47	147.79	28.59
68	6.500	GRAVEL	0.00	0.00	534.42	319.53	853.95	131.38
69	0.300	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
70	1.080	BITUM	0.00	769.56	0.00	0.00	769.56	712.56
71	1.000	GRAVEL	11,460.47	13,893.57	0.00	234.48	25,588.52	25,588.52
72	1.200	GRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
73	5.100	GRAVEL	0.00	0.00	99.56	0.00	99.56	19.52
74	1.530	BITUM	195.32	0.00	0.00	0.00	195.32	127.66
74	2.070	GRAVEL	0.00	24,775.32	0.00	448.24	25,223.56	12,185.29
75	6.900	GRAVEL	0.00	0.00	0.00	616.08	616.08	89.29
76	2.820	BITUM	0.00	0.00	0.00	152.02	152.02	53.91
77	0.540	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
79	0.480	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
80	1.700	GRAVEL	0.00	13,011.97	0.00	0.00	13,011.97	7,654.10
81	1.050	BITUM	0.00	0.00	0.00	152.02	152.02	144.78
82	1.040	BITUM	253.90	0.00	0.00	0.00	253.90	244.13
83	0.610	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
88	1.020	GRAVEL	0.00	0.00	0.00	188.57	188.57	184.87
100	1.500	GRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
241	0.300	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
241	2.600	GRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
5401	1.660	GRAVEL	0.00	0.00	0.00	36.49	36.49	21.98
6001	1.080	GRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
7701	1.040	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
8502	1.150	BITUM	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	137.820		35,253.48	240,660.41	5,907.97	10,325.62	292,147.48	2,119.78

CO  
BETTERMENTS

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

TOTAL CLASS					TOTAL	COST/
ROAD	LENGTH	SURFACE	NEW CULVERT RAILS TILING	CUTS FILLS	COSTS	MILE
50	2.950	GRAVEL	0.00	0.00	0.00	0.00
51	4.770	GRAVEL	0.00	1,266.96	1,266.96	265.61
52	1.000	GRAVEL	0.00	0.00	0.00	0.00
53	0.780	BITUM	0.00	0.00	0.00	0.00
53	2.300	GRAVEL	0.00	0.00	0.00	0.00
54	1.800	BITUM	126.67	193.25	319.92	177.73
54	4.940	GRAVEL	3,972.09	0.00	3,972.09	804.07
56	8.400	GRAVEL	158.08	0.00	158.08	18.82
57	9.040	GRAVEL	0.00	0.00	0.00	0.00
58	2.670	GRAVEL	0.00	1,159.50	1,159.50	434.27
59	4.280	GRAVEL	0.00	0.00	0.00	0.00
60	4.000	GRAVEL	0.00	0.00	0.00	0.00
61	11.230	GRAVEL	0.00	0.00	0.00	0.00
62	3.640	BITUM	0.00	0.00	0.00	0.00
62	4.360	GRAVEL	0.00	0.00	0.00	0.00
63	2.690	GRAVEL	0.00	0.00	0.00	0.00
64	9.490	GRAVEL	0.00	4,539.98	4,539.98	478.40
65	8.960	GRAVEL	0.00	281.20	281.20	31.38
66	1.080	BITUM	0.00	0.00	0.00	0.00
67	5.170	GRAVEL	0.00	0.00	0.00	0.00
68	6.500	GRAVEL	0.00	0.00	0.00	0.00
69	0.300	BITUM	0.00	0.00	0.00	0.00
70	1.080	BITUM	0.00	0.00	0.00	0.00
71	1.000	GRAVEL	0.00	7,847.85	7,847.85	7,847.85
72	1.200	GRAVEL	0.00	0.00	0.00	0.00
73	5.100	GRAVEL	0.00	0.00	0.00	0.00
74	1.530	BITUM	0.00	0.00	0.00	0.00
74	2.070	GRAVEL	0.00	0.00	0.00	0.00
75	6.900	GRAVEL	0.00	0.00	0.00	0.00
76	2.820	BITUM	0.00	0.00	0.00	0.00
77	0.540	BITUM	0.00	0.00	0.00	0.00
79	0.480	BITUM	0.00	0.00	0.00	0.00
80	1.700	GRAVEL	0.00	0.00	0.00	0.00
81	1.050	BITUM	0.00	0.00	0.00	0.00
82	1.040	BITUM	0.00	0.00	0.00	0.00
83	0.610	BITUM	0.00	0.00	0.00	0.00
88	1.020	GRAVEL	0.00	0.00	0.00	0.00
100	1.500	GRAVEL	0.00	0.00	0.00	0.00
241	0.300	BITUM	0.00	0.00	0.00	0.00
241	2.600	GRAVEL	0.00	0.00	0.00	0.00
5401	1.660	GRAVEL	0.00	0.00	0.00	0.00
6001	1.080	GRAVEL	0.00	0.00	0.00	0.00
7701	1.040	BITUM	0.00	0.00	0.00	0.00
8502	1.150	BITUM	0.00	0.00	0.00	0.00
TOTAL	137.820		4,256.84	15,288.74	19,545.58	141.82

AITKIN COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD  
FOR THE PERIOD JAN TO DEC 2011

HIGHWAY COSTING SYSTEM  
COST ACCOUNTING

CO  
SPECIAL WORK

TOTAL CLASS

ROAD	LENGTH	SURFACE	SPECIAL WORK	TOTAL COSTS	COST/ MILE
50	2.950	GRAVEL	0.00	0.00	0.00
51	4.770	GRAVEL	0.00	0.00	0.00
52	1.000	GRAVEL	0.00	0.00	0.00
53	0.780	BITUM	0.00	0.00	0.00
53	2.300	GRAVEL	4,324.91	4,324.91	1,880.40
54	1.800	BITUM	0.00	0.00	0.00
54	4.940	GRAVEL	602.71	602.71	122.01
55	1.470	GRAVEL	266.97	266.97	181.61
56	8.400	GRAVEL	149.67	149.67	17.82
57	9.040	GRAVEL	355.96	355.96	39.38
58	2.670	GRAVEL	0.00	0.00	0.00
59	4.280	GRAVEL	2,050.01	2,050.01	478.97
60	4.000	GRAVEL	0.00	0.00	0.00
61	11.230	GRAVEL	177.98	177.98	15.85
62	3.640	BITUM	0.00	0.00	0.00
62	4.360	GRAVEL	3,915.56	3,915.56	898.06
63	2.690	GRAVEL	5,095.08	5,095.08	1,894.08
64	9.490	GRAVEL	3,884.82	3,884.82	409.36
65	8.960	GRAVEL	760.46	760.46	84.87
66	1.080	BITUM	0.00	0.00	0.00
67	5.170	GRAVEL	0.00	0.00	0.00
68	6.500	GRAVEL	679.56	679.56	104.55
69	0.300	BITUM	0.00	0.00	0.00
70	1.080	BITUM	0.00	0.00	0.00
71	1.000	GRAVEL	2,038.68	2,038.68	2,038.68
72	1.200	GRAVEL	0.00	0.00	0.00
73	5.100	GRAVEL	9,270.33	9,270.33	1,817.71
74	1.530	BITUM	0.00	0.00	0.00
74	2.070	GRAVEL	0.00	0.00	0.00
75	6.900	GRAVEL	0.00	0.00	0.00
76	2.820	BITUM	0.00	0.00	0.00
77	0.540	BITUM	0.00	0.00	0.00
79	0.480	BITUM	0.00	0.00	0.00
80	1.700	GRAVEL	161.80	161.80	95.18
81	1.050	BITUM	0.00	0.00	0.00
82	1.040	BITUM	0.00	0.00	0.00
83	0.610	BITUM	0.00	0.00	0.00
88	1.020	GRAVEL	0.00	0.00	0.00
100	1.500	GRAVEL	0.00	0.00	0.00
241	0.300	BITUM	0.00	0.00	0.00
241	2.600	GRAVEL	0.00	0.00	0.00
5401	1.660	GRAVEL	0.00	0.00	0.00
6001	1.080	GRAVEL	0.00	0.00	0.00
7701	1.040	BITUM	0.00	0.00	0.00
8502	1.150	BITUM	0.00	0.00	0.00
<b>TOTAL</b>	<b>137.820</b>		<b>33,734.50</b>	<b>33,734.50</b>	<b>244.77</b>

**AITKIN COUNTY, MINNESOTA**  
**SUMMARY OF COSTS FOR STATE-AID HIGHWAYS**  
**Year Ended December 31, 2011**

**CSAH - CONSTRUCTION - REGULAR**

Description	Project Number	Engineering	Right-Of-Way Costs	Utility Moves	Construction Costs	EOY Unall. Eng.	EOY Fringe Benefits	Total
Shoulder Widening/Agg Base/Bit Pavement	S.A.P. 01-601-18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aggregate Base & Bituminous Surface	S.A.P. 01-603-10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bridge Replacement	S.A.P. 01-603-11	8,546.96	0.00	0.00	1,279,123.17	7,156.39	37,838.82	1,332,665.34
State Highway 232 Turnback	S.A.P. 01-603-13	5,056.01	0.00	0.00	0.00	1,157.91	6,122.36	12,336.28
Bridge Replacement	S.A.P. 01-604-10	1,984.79	0.00	0.00	0.00	363.87	1,923.95	4,272.61
Grading & Aggregate Base	S.A.P. 01-605-09	5,246.40	30,877.36	0.00	0.00	1,546.97	8,179.48	45,850.21
Bituminous Mill and Overlay	S.A.P. 01-606-15	19,439.72	0.00	0.00	1,394,340.99	6,365.18	33,655.37	1,453,801.26
Bituminous Milling/Aggregate Shouldering	S.A.P. 01-610-23	21,418.04	0.00	0.00	1,417,914.42	7,351.99	38,873.08	1,485,557.53
Shoulder Widening/Agg Base/Bit Pavement	S.A.P. 01-612-14	15,861.64	1,641.63	0.00	0.00	3,367.38	17,804.74	38,675.39
Bridge Replacement	S.A.P. 01-615-07	3,781.56	0.00	0.00	0.00	681.78	3,604.82	8,068.16
Grading & Aggregate Base	S.A.P. 01-625-01	1,312.48	0.00	0.00	0.00	233.34	1,233.79	2,779.61
Agg Base & Bituminous Paving	S.A.P. 01-625-02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bridge Replacement	S.A.P. 01-628-13	1,803.61	0.00	0.00	0.00	382.24	2,021.07	4,206.92
Grading & Aggregate Base	S.A.P. 01-632-04	1,872.25	51,942.59	0.00	74.13	1,318.70	6,972.52	62,180.19
Aggregate Base/Shouldering/Bit Paving	S.A.P. 01-632-05	10,826.72	0.00	0.00	706,910.09	1,349.84	7,137.13	726,223.78
Bridge Replacement	S.P. 01-601-17	0.00	0.00	0.00	80.27	14.27	75.46	170.00
Bituminous Paving/Reclamation/Sidewalk	S.P. 01-603-12	13,948.71	0.00	0.00	590.29	2,313.38	12,231.83	29,084.21
Bituminous Base/Surfacing/Shoulders	S.P. 01-607-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grading & Aggregate Base	S.P. 01-610-21	127.73	80.40	0.00	4,476.59	832.89	4,403.88	9,921.49
Grading & Aggregate Base	S.P. 01-610-22	3,451.67	1,735.41	0.00	0.00	1,025.37	5,421.56	11,634.01
Bituminous Pavement	S.P. 01-610-24	4,638.00	0.00	0.00	32,532.44	36.22	191.51	37,398.17
Bridge Replacement	S.P. 01-614-11	948.52	0.00	0.00	(17,357.28)	231.64	1,224.77	(14,952.35)
	TOTAL	120,264.81	86,277.39	0.00	4,818,685.11	35,729.36	188,916.14	5,249,872.81
LESS: FEDERAL FUNDS								
SP 01-601-17								25,835.16
SP 01-610-24								91,878.91
REVISED TOTAL								5,132,158.74

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SAP 01-601-18 Job 118 CSAH 1  
Location: From Mississippi River Bridge to Jct CSAH 22  
Length of Construction: 2.75 Miles  
Type of Work: Shoulder Widening/Aggregate Base/Bituminous Pavement  
Contractor: Anderson Brothers Contract # 20097  
PO Box 668  
Brainerd MN 56401

Total Contract Amount: 1,441,098.47

PREVIOUS YEARS COSTS:

Engineering	128,428.54
Right of Way	26,145.86
Utility Moves	19,118.40
Construction	1,435,370.22
EOY Unallocated Costs	16,161.41
EOY Fringe Benefits	<u>44,606.89</u>

TOTAL: 1,669,831.32

CURRENT YEAR COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	
EOY Fringe Benefits	<u>                    </u>

TOTAL: -

PREVIOUS YEARS FUNDING:

Regular Construction	1,510,630.71
Municipal	
Town Bridge	
Federal	
Local	<u>                    </u>

TOTAL: 1,510,630.71

CURRENT YEAR FUNDING:

Regular Construction	156,527.26
Municipal	
Town Bridge	
Federal	
Local	<u>                    </u>

TOTAL: 156,527.26

TOTAL PROJECT COSTS: 1,669,831.32

TOTAL PROJECT FUNDING: 1,667,157.97

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.:	SAP 01-603-10	Job 1310	CSAH 3
Location:	W County Line to Jct CSAH 29		
Length of Construction:	5.738 Miles		
Type of Work:	Aggregate Base/Bituminous Base/Bituminous Surfacing		
Contractor:	Central Specialties Inc 6325 CR 87 SW Alexandria MN 56308	Contract # 20062	
Total Contract Amount:	1,200,605.12		

PREVIOUS YEARS' COSTS:

Engineering	17,692.83
Right of Way	
Utility Moves	
Construction	1,206,147.29
EOY Unallocated Costs	2,477.97
EOY Fringe Benefits	<u>8,591.71</u>
<b>TOTAL:</b>	<u><u>1,234,909.80</u></u>

CURRENT YEAR COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	
EOY Fringe Benefits	<u>                    </u>
<b>TOTAL:</b>	<u><u>                    </u></u>

PREVIOUS YEARS' FUNDING:

Regular Construction	<u>1,120,509.52</u>
<b>TOTAL:</b>	<u><u>1,120,509.52</u></u>

CURRENT YEAR FUNDING:

Regular Construction	<u>                    </u>
<b>TOTAL:</b>	<u><u>                    </u></u>

TOTAL PROJECT COSTS:	1,234,909.80
TOTAL PROJECT FUNDING:	1,120,509.52
% Completed:	100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.:	SAP 01-603-11	Job 311	CSAH 3
Location:	CSAH 3 Over the Willow River		
Length of Construction:	0.66 Miles		
Type of Work:	Bridge Replacement		
Contractor:	Lunda Construction	Contract #	20112

Total Contract Amount: \$ 1,271,409.84

PREVIOUS YEARS' COSTS:

Engineering	54,821.26
Right of Way	7,932.08
Utility Moves	-
Construction	-
EOY Unallocated Costs	7,371.87
EOY Fringe Benefits	23,891.20
<b>TOTAL:</b>	<b>94,016.41</b>

CURRENT YEAR COSTS:

Engineering	8,546.96
Right of Way	-
Utility Moves	-
Construction	1,279,123.17
EOY Unallocated Costs	7,156.39
EOY Fringe Benefits	37,838.82
<b>TOTAL:</b>	<b>1,332,665.34</b>

PREVIOUS YEARS' FUNDING:

Regular Construction	-
Bridge Bonding	-
<b>TOTAL:</b>	<b>-</b>

CURRENT YEAR FUNDING:

Regular Construction	790,057.85
Bridge Bonding	-
<b>TOTAL:</b>	<b>790,057.85</b>

TOTAL PROJECT COSTS: 1,426,681.75

TOTAL PROJECT FUNDING: 790,057.85

% Completed: 95%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.:                      SAP 01-603-13                      Job 313

Location:                              State Highway 232 Turnback

Length of Construction:

Type of Work:

Contractor:                      Not Let                              Contract #

Total Contract Amount:

PREVIOUS YEARS' COSTS:

Engineering  
Right of Way  
Utility Moves  
Construction  
EOY Unallocated Costs  
EOY Fringe Benefits

---

TOTAL:                                                  -

CURRENT YEAR COSTS:

Engineering                      5,056.01  
Right of Way  
Utility Moves  
Construction  
EOY Unallocated Costs              1,157.91  
EOY Fringe Benefits              6,122.36

TOTAL:                                                12,336.28

PREVIOUS YEARS' FUNDING:

State Turnback

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TOTAL:                                                  -

CURRENT YEAR FUNDING:

State Turnback

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TOTAL:                                                  -

TOTAL PROJECT COSTS:              12,336.28

TOTAL PROJECT FUNDING:              -

% Completed:



Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.:	SAP 01-604-10	Job 410	CSAH 4
Location:	Rice River - CSAH 4		
Length of Construction:			
Type of Work:	Bridge Replacement		
Contractor:	Not Let	Contract	

Total Contract Amount:

PREVIOUS YEARS COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	
EOY Fringe Benefits	
	<u>                    </u>

TOTAL:                     -

CURRENT YEAR COSTS:

Engineering	1,984.79
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	363.87
EOY Fringe Benefits	<u>1,923.95</u>

TOTAL: 4,272.61

PREVIOUS YEARS FUNDING:

Regular Construction	
Municipal	
Town Bridge	
Federal	
Local	
	<u>                    </u>

TOTAL:                     -

CURRENT YEAR FUNDING:

Regular Construction	
Municipal	
Town Bridge	
Federal	
Local	
	<u>                    </u>

TOTAL:                     -

TOTAL PROJECT COSTS: 4,272.61

TOTAL PROJECT FUNDING:

% Completed:

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.:	SAP 01-605-09	Job 509	CSAH 5
Location:	TH 47 to 1.0 Mile North		
Length of Construction:	1.0 Mile		
Type of Work:	Grading/Aggregate Base		
Contractor:	Not let	Contract #	

Total Contract Amount:

PREVIOUS YEARS' COSTS:

Engineering	11,918.74
Right of Way	21,095.45
Utility Moves	
Construction	
EOY Unallocated Costs	2,468.32
EOY Fringe Benefits	<u>12,989.21</u>
 TOTAL:	 <u><u>48,471.72</u></u>

CURRENT YEAR COSTS:

Engineering	5,246.40
Right of Way	30,877.36
Utility Moves	
Construction	
EOY Unallocated Costs	1,546.97
EOY Fringe Benefits	<u>8,179.48</u>
 TOTAL:	 <u><u>45,850.21</u></u>

PREVIOUS YEARS' FUNDING:

Regular Construction	<u>                    </u>
 TOTAL:	 <u><u>                    </u></u>

CURRENT YEAR FUNDING:

Regular Construction	<u>                    </u>
 TOTAL:	 <u><u>                    </u></u>

TOTAL PROJECT COSTS: 94,321.93

TOTAL PROJECT FUNDING:

% Completed:

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SAP 01-606-015 615 CSAH 6  
Location: 5.27 miles west of TH 65 to TH 210  
Length of Construction: 7.55 miles  
Type of Work: Bituminous Mill and Overlay  
Contractor: Anderson Brothers Contract # 20117

Total Contract Amount: \$ 1,446,378.63

PREVIOUS YEARS' COSTS:

Engineering	1,132.97
Right of Way	-
Utility Moves	-
Construction	-
EOY Unallocated Costs	255.73
EOY Fringe Benefits	1,235.93
	<u>1,235.93</u>

TOTAL: 2,624.63

CURRENT YEAR COSTS:

Engineering	19,439.72
Right of Way	
Utility Moves	
Construction	1,394,340.99
EOY Unallocated Costs	6,365.18
EOY Fringe Benefits	33,655.37
	<u>33,655.37</u>

TOTAL: 1,453,801.26

PREVIOUS YEARS' FUNDING:

Regular Construction	-
Municipal Construction	-
Local	-
	<u>-</u>

TOTAL: -

CURRENT YEAR FUNDING:

Regular Construction	875,667.85
Municipal Construction	80,391.85
Local	440,000.00
	<u>440,000.00</u>

TOTAL: 1,396,059.70

TOTAL PROJECT COSTS: 1,456,425.89

TOTAL PROJECT FUNDING: 1,396,059.70

% Completed: 95%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.:	SAP 01-610-23	Job 1023	CSAH 10
Location:	CSAH 10 - between TH 200 - 8.068 miles south of junction		
Length of Construction:	8.068 miles		
Type of Work:	Milling Bituminous Surface/Plant Mix Bituminous Culvert Replacement/Aggregate Shouldering		
Contractor:	Hawkinson Construction	Contract #	20114

Total Contract Amount:           \$ 1,427,021.79

PREVIOUS YEARS' COSTS:

Engineering	4,876.98
Right of Way	-
Utility Moves	-
Construction	-
EOY Unallocated Costs	1,380.37
EOY Fringe Benefits	<u>6,671.20</u>

TOTAL:                                 12,928.55

CURRENT YEAR COSTS:

Engineering	21,418.04
Right of Way	
Utility Moves	
Construction	1,417,914.42
EOY Unallocated Costs	7,351.99
EOY Fringe Benefits	<u>38,873.08</u>

TOTAL:                                 1,485,557.53

PREVIOUS YEARS' FUNDING:

Regular Construction	
Local	<u>-</u>

TOTAL:                                 -

CURRENT YEAR FUNDING:

Regular Construction	1,325,080.70
Local	<u>33,794.73</u>

TOTAL:                                 1,358,875.43

TOTAL PROJECT COSTS:             1,498,486.08

TOTAL PROJECT FUNDING:         1,358,875.43

% Completed:                         100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SAP 01-612-14 Job 1214 CSAH 12  
Location: T.H. 47 to North Junction CSAH 39  
Length of Construction: 2.0 Miles  
Type of Work: Shoulding Widening/Aggregate Base/Bituminous Pavement  
Contractor: Not Let Contract #

Total Contract Amount:

PREVIOUS YEARS' COSTS:

Engineering	12,556.06
Right of Way	-
Utility Moves	-
Construction	-
EOY Unallocated Costs	1,306.73
EOY Fringe Benefits	7,409.32
	<u>7,409.32</u>

TOTAL: 21,272.11

CURRENT YEAR COSTS:

Engineering	15,861.64
Right of Way	1,641.63
Utility Moves	-
Construction	-
EOY Unallocated Costs	3,367.38
EOY Fringe Benefits	17,804.74
	<u>17,804.74</u>

TOTAL: 38,675.39

PREVIOUS YEARS' FUNDING:

Regular Construction	<u>                    </u>
----------------------	-----------------------------

TOTAL:                     

CURRENT YEAR FUNDING:

Regular Construction	<u>                    </u>
----------------------	-----------------------------

TOTAL:                     

TOTAL PROJECT COSTS: 59,947.50

TOTAL PROJECT FUNDING:

% Completed:

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SAP 01-615-07 Job 1507 CSAH No. 15  
Location: Bridge Replacement Over Cedar Creek CSAH 15  
Length of Construction:  
Type of Work: Bridge Replacement Contract #  
Contractor: Not Let

Total Contract Amount:

PREVIOUS YEARS COSTS:

Engineering  
Right of Way  
Utility Moves  
Construction  
EOY Unallocated Costs  
EOY Fringe Benefits

TOTAL:                   -

PREVIOUS YEARS FUNDING:

Regular Construction

TOTAL:                   -

CURRENT YEAR COSTS:

Engineering	3,781.56
Right of Way	-
Utility Moves	-
Construction	-
EOY Unallocated Costs	681.78
EOY Fringe Benefits	3,604.82

TOTAL:                   8,068.16

CURRENT YEAR FUNDING:

Regular Construction

TOTAL:                   -

TOTAL PROJECT COSTS: 8,068.16

TOTAL PROJECT FUNDING: 0.00

% Completed:

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.:	SAP 01-625-01	Job 2501	CSAH 25
Location:	From South County Line to Jct CSAH 23		
Length of Construction:	3.30 Miles		
Type of Work:	Grading/Aggregate Base		
Contractor:	Not Let	Contract #	

Total Contract Amount:

<p>PREVIOUS YEARS' COSTS:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Engineering</td> <td style="text-align: right;">407.56</td> </tr> <tr> <td>Right of Way</td> <td></td> </tr> <tr> <td>Utility Moves</td> <td></td> </tr> <tr> <td>Construction</td> <td></td> </tr> <tr> <td>EOY Unallocated Costs</td> <td style="text-align: right;">16.69</td> </tr> <tr> <td>EOY Fringe Benefits</td> <td style="text-align: right;"><u>215.90</u></td> </tr> <tr> <td> TOTAL:</td> <td style="text-align: right;"> <u><u>640.15</u></u></td> </tr> </table>	Engineering	407.56	Right of Way		Utility Moves		Construction		EOY Unallocated Costs	16.69	EOY Fringe Benefits	<u>215.90</u>	 TOTAL:	 <u><u>640.15</u></u>	<p>CURRENT YEAR COSTS:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Engineering</td> <td style="text-align: right;">1,312.48</td> </tr> <tr> <td>Right of Way</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Utility Moves</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Construction</td> <td style="text-align: right;">-</td> </tr> <tr> <td>EOY Unallocated Costs</td> <td style="text-align: right;">233.34</td> </tr> <tr> <td>EOY Fringe Benefits</td> <td style="text-align: right;"><u>1,233.79</u></td> </tr> <tr> <td> TOTAL:</td> <td style="text-align: right;"> <u><u>2,779.61</u></u></td> </tr> </table>	Engineering	1,312.48	Right of Way	-	Utility Moves	-	Construction	-	EOY Unallocated Costs	233.34	EOY Fringe Benefits	<u>1,233.79</u>	 TOTAL:	 <u><u>2,779.61</u></u>
Engineering	407.56																												
Right of Way																													
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Utility Moves	-																												
Construction	-																												
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<p>PREVIOUS YEARS' FUNDING:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Regular Construction</td> <td style="text-align: right;"><u>                    </u></td> </tr> <tr> <td> TOTAL:</td> <td style="text-align: right;"> <u><u>                    </u></u></td> </tr> </table>	Regular Construction	<u>                    </u>	 TOTAL:	 <u><u>                    </u></u>	<p>CURRENT YEAR FUNDING:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Regular Construction</td> <td style="text-align: right;"><u>                    </u></td> </tr> <tr> <td> TOTAL:</td> <td style="text-align: right;"> <u><u>                    </u></u></td> </tr> </table>	Regular Construction	<u>                    </u>	 TOTAL:	 <u><u>                    </u></u>																				
Regular Construction	<u>                    </u>																												
 TOTAL:	 <u><u>                    </u></u>																												
Regular Construction	<u>                    </u>																												
 TOTAL:	 <u><u>                    </u></u>																												

TOTAL PROJECT COSTS: 3,419.76

TOTAL PROJECT FUNDING:

% Completed:

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SAP 01-625-02 Job 2502 CSAH 25  
Location: From South County Line to Jct CSAH 23  
Length of Construction: 3.30 Miles  
Type of Work: Aggregate Base & Bituminous Paving  
Contractor: Not Let Contract #

Total Contract Amount:

PREVIOUS YEARS' COSTS:

Engineering	79.68
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	5.84
EOY Fringe Benefits	42.43
	<u>          </u>

TOTAL: 127.95

PREVIOUS YEARS' FUNDING:

Regular Construction	<u>          </u>
----------------------	-------------------

TOTAL:           

CURRENT YEAR COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	
EOY Fringe Benefits	
	<u>          </u>

TOTAL:           

CURRENT YEAR FUNDING:

Regular Construction	<u>          </u>
----------------------	-------------------

TOTAL:           

TOTAL PROJECT COSTS: 127.95

TOTAL PROJECT FUNDING:

% Completed:



Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.:	SAP 01-628-13	Job 2813	CSAH 28
Location:	Ripple River		
Length of Construction:			
Type of Work:	Bridge Replacement		
Contractor:	Not Let	Contract #	

Total Contract Amount:

PREVIOUS YEARS' COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	
EOY Fringe Benefits	
TOTAL:	-

CURRENT YEAR COSTS:

Engineering	1,803.61
Right of Way	-
Utility Moves	-
Construction	-
EOY Unallocated Costs	382.24
EOY Fringe Benefits	2,021.07
TOTAL:	4,206.92

PREVIOUS YEARS' FUNDING:

Regular Construction	
TOTAL:	

CURRENT YEAR FUNDING:

Regular Construction	
TOTAL:	

TOTAL PROJECT COSTS: 4,206.92

TOTAL PROJECT FUNDING:

% Completed:

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SAP 01-632-04 Job 3204 CSAH 32  
Location: CSAH 6 to CSAH 31  
Length of Construction: 3.21 Miles  
Type of Work: Grading & Aggregate Base  
Contractor: Not Let Contract #

Total Contract Amount:

PREVIOUS YEARS' COSTS:

Engineering	48,597.53
Right of Way	13,242.90
Utility Moves	-
Construction	-
EOY Unallocated Costs	3,319.85
EOY Fringe Benefits	<u>26,946.88</u>
<b>TOTAL:</b>	<b><u><u>92,107.16</u></u></b>

CURRENT YEAR COSTS:

Engineering	1,872.25
Right of Way	51,942.59
Utility Moves	-
Construction	74.13
EOY Unallocated Costs	1,318.70
EOY Fringe Benefits	<u>6,972.52</u>
<b>TOTAL:</b>	<b><u><u>62,180.19</u></u></b>

PREVIOUS YEARS' FUNDING:

Regular Construction	
Bridge Bonding	<u>                    </u>
<b>TOTAL:</b>	<b><u><u>                    </u></u></b>

CURRENT YEAR FUNDING:

Regular Construction	
Bridge Bonding	<u>                    </u>
<b>TOTAL:</b>	<b><u><u>                    </u></u></b>

TOTAL PROJECT COSTS: 154,287.35

TOTAL PROJECT FUNDING: -

% Completed:

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SAP 01-632-05 Job 3205 CSAH 32  
Location: CSAH 31 to E. County Line  
Length of Construction: 3.081 miles  
Type of Work: Aggregate Base & Shouldering & Bituminous Paving  
Contractor: Anderson Brothers Contract # 20117

Total Contract Amount: 754,037.43

PREVIOUS YEARS' COSTS:

Engineering	819.83
Right of Way	-
Utility Moves	-
Construction	-
EOY Unallocated Costs	185.05
EOY Fringe Benefits	894.34
	<u>          </u>
TOTAL:	<u><u>1,899.22</u></u>

CURRENT YEAR COSTS:

Engineering	10,826.72
Right of Way	-
Utility Moves	-
Construction	706,910.09
EOY Unallocated Costs	1,349.84
EOY Fringe Benefits	7,137.13
	<u>          </u>
TOTAL:	<u><u>726,223.78</u></u>

PREVIOUS YEARS' FUNDING:

Regular Construction	
Local	
	<u>          </u>
TOTAL:	<u><u>          </u></u>

CURRENT YEAR FUNDING:

Regular Construction	421,835.56
Local	310,000.00
	<u>          </u>
TOTAL:	<u><u>731,835.56</u></u>

TOTAL PROJECT COSTS: 728,123.00

TOTAL PROJECT FUNDING: 731,835.56

% Completed: 95%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SP 01-601-17 Job 1527 CSAH No. 1  
Location: CSAH 1 Over Mississippi River Diversion Channel  
Length of Construction: 0.25 Miles  
Type of Work: Bridge Replacement Contract # 20099  
Contractor: Robert R Schroeder Construction Inc  
23948 North Lakeshore Drive  
Glenwood MN 56334

Total Contract Amount: 953,241.83

PREVIOUS YEARS COSTS:

Engineering	47,825.03
Right of Way	
Utility Moves	
Construction	969,329.06
EOY Unallocated Costs	10,160.07
EOY Fringe Benefits	<u>35,100.43</u>

TOTAL: 1,062,414.59

CURRENT YEAR COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	80.27
EOY Unallocated Costs	14.27
EOY Fringe Benefits	<u>75.46</u>

TOTAL: 170.00

PREVIOUS YEARS FUNDING:

Regular Construction	0.00
Federal	<u>835,336.73</u>

TOTAL: 835,336.73

CURRENT YEAR FUNDING:

Regular Construction	201,322.97
Federal	<u>25,835.16</u>

TOTAL: 227,158.13

TOTAL PROJECT COSTS: 1,062,584.59

TOTAL PROJECT FUNDING: 1,062,494.86

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Town Bridge  
Year Ended December 31, 2011

Project No.: SP 01-603-12 Job 312 CSAH 3  
Location: US Hwy 169 to TH 232  
Length of Construction: 5.61 miles  
Type of Work: Bituminous Paving & Culvert/sidewalk replacement  
Reclamation & Concrete curb & gutter  
Contractor: Not Let Contract #

Total Contract Amount:

PREVIOUS YEARS' COSTS:

Engineering	15,345.74
Right of Way	-
Utility Moves	-
Construction	-
EOY Unallocated Costs	3,625.26
EOY Fringe Benefits	17,520.47
	<hr/>

TOTAL: 36,491.47

CURRENT YEAR COSTS:

Engineering	13,948.71
Right of Way	-
Utility Moves	-
Construction	590.29
EOY Unallocated Costs	2,313.38
EOY Fringe Benefits	12,231.83
	<hr/>

TOTAL: 29,084.21

PREVIOUS YEARS' FUNDING:

Regular Construction	
Municipal	
Town Bridge	
Federal	
Local	
	<hr/>

TOTAL:                     

CURRENT YEAR FUNDING:

Regular Construction	
Municipal	
Town Bridge	
Federal	
Local	
	<hr/>

TOTAL:                     

TOTAL PROJECT COSTS: 65,575.68

TOTAL PROJECT FUNDING:

% Completed:

Aitkin County, Minnesota - Highway Department  
 Statement of Construction Costs - CSAH Regular  
 Year Ended December 31, 2011

Project No.: SP 01-607-03 Jobs 701/703 CSAH 7  
 Location: TH 169 to CSAH 29 - 4.5 Miles S of Hill City  
 Length of Construction: 3.2 Miles  
 Type of Work: Bituminous Base/Surfacing/Shoulder

Contractor: Central Specialties Inc Contract # 20062  
 6325 CR 87 SW  
 Alexandria MN 56803

Total Contract Amount: 851,254.43

PREVIOUS YEARS' COSTS:

Engineering	41,905.79
Right of Way	250.00
Utility Moves	
Construction	839,213.34
EOY Unallocated Costs	3,021.43
EOY Fringe Benefits	18,223.80
	<u>                  </u>

TOTAL:                   902,614.36                  

CURRENT YEAR COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	
EOY Fringe Benefits	
	<u>                  </u>

TOTAL:                   -                  

PREVIOUS YEARS' FUNDING:

Regular Construction	221,828.05
Federal	600,000.00
	<u>                  </u>

TOTAL:                   821,828.05                  

CURRENT YEAR FUNDING:

Regular Construction	
Federal	
	<u>                  </u>

TOTAL:                   

TOTAL PROJECT COSTS: 902,614.36

TOTAL PROJECT FUNDING: 821,828.05

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SP 01-610-21 Job 210 CSAH 10  
Location: 11.2 Miles NE of TH 232 to 8.2 Miles S of TH 200  
Length of Construction: 6.8 Miles  
Type of Work: Grading/Aggregate Base  
Contractor: Kern & Tabery Inc Contract # 20095  
222 SE 1st Street Suite 3  
Wadena MN 56482  
Total Contract Amount: 1,695,437.95

PREVIOUS YEARS' COSTS:

Engineering	263,294.64
Right of Way	182,966.96
Utility Moves	58,440.00
Construction	1,845,496.10
EOY Unallocated Costs	46,176.84
EOY Fringe Benefits	142,063.61

TOTAL: 2,538,438.15

CURRENT YEAR COSTS:

Engineering	127.73
Right of Way	80.40
Utility Moves	-
Construction	4,476.59
EOY Unallocated Costs	832.89
EOY Fringe Benefits	4,403.88

TOTAL: 9,921.49

PREVIOUS YEARS' FUNDING:

LRIP	84,388.00
Bridge Bonding	18,209.03
Federal	1,356,350.36
Local	547,862.45

TOTAL: 2,006,809.84

CURRENT YEAR FUNDING:

LRIP	
Bridge Bonding	
Federal	
County-General Fund	

TOTAL:                     

TOTAL PROJECT COSTS: 2,548,359.64

TOTAL PROJECT FUNDING: 2,006,809.84

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SP 01-610-22 Job 1022 CSAH 10  
Location: US Hwy 169 to TH 232  
Length of Construction: 7.12 Miles  
Type of Work: Grading  
Contractor: Not Let Contract #

Total Contract Amount:

PREVIOUS YEARS' COSTS:

Engineering	36,790.03
Right of Way	3,638.21
Utility Moves	-
Construction	-
EOY Unallocated Costs	1,663.98
EOY Fringe Benefits	19,756.99
<b>TOTAL:</b>	<u><u>61,849.21</u></u>

CURRENT YEAR COSTS:

Engineering	3,451.67
Right of Way	1,735.41
Utility Moves	-
Construction	-
EOY Unallocated Costs	1,025.37
EOY Fringe Benefits	5,421.56
<b>TOTAL:</b>	<u><u>11,634.01</u></u>

PREVIOUS YEARS' FUNDING:

Regular Construction	
Municipal	
Town Bridge	
Federal	
Local	
<b>TOTAL:</b>	<u><u>                    </u></u>

CURRENT YEAR FUNDING:

Regular Construction	
Municipal	
Town Bridge	
Federal	
Local	
<b>TOTAL:</b>	<u><u>                    </u></u>

TOTAL PROJECT COSTS: 73,483.22

TOTAL PROJECT FUNDING:

% Completed:



Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - CSAH Regular  
Year Ended December 31, 2011

Project No.: SP 01-610-24 Job 1024 CSAH 10  
Location: 11.2 miles NE of TH 232 to 8.2 miles S of TH 200  
Length of Construction: 6.8 miles  
Type of Work: Bituminous Pavement  
Contractor: Hawkinson Construction Contract # 20101

Total Contract Amount: \$ 1,906,407.75

PREVIOUS YEARS' COSTS:

Engineering	6,943.43
Right of Way	-
Utility Moves	-
Construction	1,745,122.91
EOY Unallocated Costs	6,632.75
EOY Fringe Benefits	<u>32,055.40</u>

TOTAL: 1,790,754.49

PREVIOUS YEARS' FUNDING:

Federal	1,305,094.41
Local	<u>                    </u>

TOTAL: 1,305,094.41

CURRENT YEAR COSTS:

Engineering	4,638.00
Right of Way	-
Utility Moves	-
Construction	32,532.44
EOY Unallocated Costs	36.22
EOY Fringe Benefits	<u>191.51</u>

TOTAL: 37,398.17

CURRENT YEAR FUNDING:

Federal	91,878.91
Local	<u>369,334.84</u>

TOTAL: 461,213.75

TOTAL PROJECT COSTS: 1,828,152.66

TOTAL PROJECT FUNDING: 1,766,308.16

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Town Bridge  
Year Ended December 31, 2011

Project No.:	SP 01-614-11	Job 1011	CSAH 14
Location:	CSAH 14 Over the Prairie River		
Length of Construction:	0.19 Miles		
Type of Work:	Bridge Replacement		
Contractor:	SM Hentges & Sons Inc	Contract # 20094	

Total Contract Amount: 1,288,056.31

PREVIOUS YEARS' COSTS:

Engineering	101,529.26
Right of Way	
Utility Moves	
Construction	1,288,717.52
EOY Unallocated Costs	12,284.88
EOY Fringe Benefits	<u>47,921.60</u>

TOTAL: 1,450,453.26

CURRENT YEAR COSTS:

Engineering	948.52
Right of Way	-
Utility Moves	-
Construction	(17,357.28)
EOY Unallocated Costs	231.64
EOY Fringe Benefits	<u>1,224.77</u>

TOTAL: (14,952.35)

PREVIOUS YEARS' FUNDING:

Regular Construction	
Federal	1,070,930.94
Local	<u>-</u>

TOTAL: 1,070,930.94

CURRENT YEAR FUNDING:

Regular Construction	
Federal	-
Local	<u>107,483.10</u>

TOTAL: 107,483.10

TOTAL PROJECT COSTS: 1,435,500.91

TOTAL PROJECT FUNDING: 1,178,414.04

% Completed: 100%

AITKIN COUNTY, MINNESOTA  
SUMMARY OF COSTS FOR STATE-AID HIGHWAYS  
Year Ended December 31, 2011

CSAH - CONSTRUCTION - TOWN BRIDGE

Description	Project Number	Engineering	Right-of-Way Costs	Utility Moves	Construction Costs	EOY Unall. Eng.	EOY Fringe Benefits	Total
Bridge Replacement - Unorg 48-27	S.A.P. 01-599-31	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bridge Replacement - Unorg 47-24	S.A.P. 01-599-32	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bridge Replacement - Unorg 47-24	S.A.P. 01-599-33	1,706.50	2,173.98	0.00	194,498.26	1,420.07	7,508.50	207,307.31
Rip Rap & Slope Stabilization	S.A.P. 01-599-34	226.91	0.00	0.00	0.00	20.25	107.09	354.25
	TOTAL-----	1,933.41	2,173.98	0.00	194,498.26	1,440.32	7,615.59	207,661.56

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Town Bridge  
Year Ended December 31, 2011

Project No.: SAP 01-599-31 Job 2363  
Location: 432nd Lane - Unorganized Township 48-27  
Length of Construction: 0.04 Miles  
Type of Work: Bridge/Culvert Replacement  
Contractor: Hegman/Kern Excavating Contract # 20093  
US Hwy 169  
Palsade MN 56469  
Total Contract Amount: 60,277.25

PREVIOUS YEARS' COSTS:		CURRENT YEAR COSTS:	
Engineering	10,095.09	Engineering	
Right of Way		Right of Way	
Utility Moves		Utility Moves	
Construction	64,851.99	Construction	
EOY Unallocated Costs	937.83	EOY Unallocated Costs	
EOY Fringe Benefits	<u>4,752.00</u>	EOY Fringe Benefits	<u>                    </u>
<b>TOTAL:</b>	<b><u>80,636.91</u></b>	<b>TOTAL:</b>	<b><u>                    </u></b>

PREVIOUS YEARS' FUNDING:		CURRENT YEAR FUNDING:	
Town Bridge	54,805.00	Town Bridge	10,141.99
Local	<u>10,000.09</u>	Local	<u>                    </u>
<b>TOTAL:</b>	<b><u>64,805.09</u></b>	<b>TOTAL:</b>	<b><u>10,141.99</u></b>

TOTAL PROJECT COSTS: 80,636.91  
TOTAL PROJECT FUNDING: 74,947.08  
% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Town Bridge  
Year Ended December 31, 2011

Project No.:	SAP 01-599-32	Job 9932
Location:	257th Place - Unorganized Township 47-24	
Length of Construction:	0.21 Miles	
Type of Work:	Bridge Replacement	
Contractor:	Dalco Inc PO Box 38 Finlayson MN 55735	Contract # 20091
Total Contract Amount:	381,158.30	

PREVIOUS YEARS' COSTS:

Engineering	64,244.91
Right of Way	-
Utility Moves	-
Construction	394,465.98
EOY Unallocated Costs	4,151.83
EOY Fringe Benefits	<u>9,463.24</u>

TOTAL: 472,325.96

CURRENT YEAR COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	
EOY Fringe Benefits	<u>                    </u>

TOTAL:                     

PREVIOUS YEARS' FUNDING:

Town Bridge	78,507.45
Special Town Bridge	274,092.94
Local	<u>10,000.00</u>

TOTAL: 362,600.39

CURRENT YEAR FUNDING:

Town Bridge	14,134.63
Special Town Bridge	81,975.87
Local	<u>                    </u>

TOTAL: 96,110.50

TOTAL PROJECT COSTS: 472,325.96

TOTAL PROJECT FUNDING: 458,710.89

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Town Bridge  
Year Ended December 31, 2011

Project No.: SAP 01-599-33 Job 9933  
Location: 340th Lane - Farm Island/Aitkin Townships  
Length of Construction: .1 miles  
Type of Work: Bridge Replacement  
Contractor: Landwehr Construction Contract # 20116  
Total Contract Amount: \$ 203,837.12

PREVIOUS YEARS' COSTS:		CURRENT YEAR COSTS:	
Engineering	23,903.16	Engineering	1,706.50
Right of Way	1,820.51	Right of Way	2,173.98
Utility Moves	-	Utility Moves	-
Construction	-	Construction	194,498.26
EOY Unallocated Costs	1,997.35	EOY Unallocated Costs	1,420.07
EOY Fringe Benefits	<u>3,005.51</u>	EOY Fringe Benefits	<u>7,508.50</u>
<b>TOTAL:</b>	<b><u><u>30,726.53</u></u></b>	<b>TOTAL:</b>	<b><u><u>207,307.31</u></u></b>

PREVIOUS YEARS' FUNDING:		CURRENT YEAR FUNDING:	
Town Bridge	-	Special Town Bridge	184,145.26
Local	<u>-</u>	Local	<u>1,653.56</u>
<b>TOTAL:</b>	<b><u><u>-</u></u></b>	<b>TOTAL:</b>	<b><u><u>185,798.82</u></u></b>

TOTAL PROJECT COSTS: 238,033.84  
TOTAL PROJECT FUNDING: 185,798.82  
% Completed: 95%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Town Bridge  
Year Ended December 31, 2011

Project No.:                   SAP 01-599-34                   Job 9934  
Location:                       185th Place - McGregor Township  
Length of Construction:  
Type of Work:                 Bridge/Culvert Replacement  
Contractor:                  Not Let                           Contract #

Total Contract Amount:

PREVIOUS YEARS' COSTS:		CURRENT YEAR COSTS:	
Engineering	5,500.61	Engineering	226.91
Right of Way	-	Right of Way	
Utility Moves	-	Utility Moves	
Construction	-	Construction	
EOY Unallocated Costs	586.96	EOY Unallocated Costs	20.25
EOY Fringe Benefits	<u>2,626.71</u>	EOY Fringe Benefits	<u>107.09</u>
<b>TOTAL:</b>	<b><u><u>8,714.28</u></u></b>	<b>TOTAL:</b>	<b><u><u>354.25</u></u></b>

PREVIOUS YEARS' FUNDING:		CURRENT YEAR FUNDING:	
Regular Construction		Regular Construction	
Municipal		Municipal	
Town Bridge		Town Bridge	
Federal		Federal	
Local	<u>                    </u>	Local	<u>                    </u>
<b>TOTAL:</b>	<b><u><u>                    </u></u></b>	<b>TOTAL:</b>	<b><u><u>                    </u></u></b>

TOTAL PROJECT COSTS:                   9,068.53

TOTAL PROJECT FUNDING:

% Completed:

**AITKIN COUNTY, MINNESOTA**  
**SUMMARY OF COSTS FOR STATE-AID HIGHWAYS**  
**Year Ended December 31, 2011**

**CSAH - CONSTRUCTION - MUNICIPAL**

Description	Project Number	Engineering	Right-of-Way Costs	Utility Moves	Construction Costs	EOY Unali. Eng.	EOY Fringe Benefits	Total
Mill & Bituminous Overlay	S.A.P. 01-633-04	97.04	0.00	0.00	5.91	1.05	5.55	109.55
	TOTAL-----	97.04	0.00	0.00	5.91	1.05	5.55	109.55



Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Municipal  
Year Ended December 31, 2011

Project No.:	SAP 01-633-04	Job 3304	CSAH 33
Location:	US Hwy 169 to Water Street		
Length of Construction:	0.284 Miles		
Type of Work:	Sidewalk & Curb/Gutter Replacement Bituminous Mill/Reclaim & Overlay/Pavement		
Contractor:	Casper Construction	Contract #	20102

Total Contract Amount: 330,000.00

PREVIOUS YEARS' COSTS:

Engineering	11,487.16
Right of Way	24.52
Utility Moves	-
Construction	367,940.88
EOY Unallocated Costs	8,082.99
EOY Fringe Benefits	<u>38,910.74</u>

TOTAL: 426,446.29

CURRENT YEAR COSTS:

Engineering	97.04
Right of Way	-
Utility Moves	-
Construction	5.91
EOY Unallocated Costs	1.05
EOY Fringe Benefits	<u>5.55</u>

TOTAL: 109.55

PREVIOUS YEARS' FUNDING:

Regular Construction	88,078.35
Local - Hill City	-
Municipal Construction	<u>192,396.33</u>

TOTAL: 280,474.68

CURRENT YEAR FUNDING:

Regular Construction	91,094.16
Local - Hill City	31,817.73
Municipal Construction	<u>10,126.12</u>

TOTAL: 133,038.01

TOTAL PROJECT COSTS: 426,555.84

TOTAL PROJECT FUNDING: 413,512.69

% Completed: 100%

AITKIN COUNTY, MINNESOTA  
SUMMARY OF COSTS FOR STATE-AID HIGHWAYS  
Year Ended December 31, 2011

COUNTY FUNDS

Description	Project Number	Engineering	Right-of-Way Costs	Utility Moves	Construction Costs	EOY Unall. Eng.	EOY Fringe Benefits	Total
Grading & Aggregate Base	CP 01-53-02	2,064.96	408.72	0.00	0.00	439.80	2,325.38	5,238.86
Grading & Aggregate Base	CP 01-60-01	1,795.35	6,283.92	18,780.00	1,229,761.31	12,509.46	66,153.67	1,335,283.71
Grading	CP 01-241-01	5,956.41	0.00	0.00	187,586.79	1,427.35	7,546.98	202,517.53
Grading & Aggregate Surfacing	CP 01-63-01	0.00	0.00	0.00	31,617.37	0.00	0.00	31,617.37
Bridge Replacement - CR73	S.A.P. 01-598-12	0.00	0.00	0.00	3,234.53	62.38	329.80	3,626.71
Culvert Replacement/Approach Grading	S.A.P. 01-598-13	375.58	0.00	0.00	167,154.87	1,149.75	6,079.18	174,759.38
	TOTAL-----	10,192.30	6,692.64	18,780.00	1,619,354.87	15,588.74	82,435.01	1,753,043.56

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - County Funds  
Year Ended December 31, 2011

Project No.: CP 01-53-02 Job 5302 CR 53  
Location: 0.78 Miles North of CSAH 4 to CSAH 5  
Length of Construction: 2.3 Miles  
Type of Work: Grading & Aggregate Base  
Contractor: Not Let Contract #

Total Contract Amount:

PREVIOUS YEARS' COSTS:		CURRENT YEAR COSTS:	
Engineering	3,624.73	Engineering	2,064.96
Right of Way		Right of Way	408.72
Utility Moves		Utility Moves	
Construction		Construction	
EOY Unallocated Costs	489.94	EOY Unallocated Costs	439.80
EOY Fringe Benefits	<u>2,664.14</u>	EOY Fringe Benefits	<u>2,325.38</u>
TOTAL:	<u><u>6,778.81</u></u>	TOTAL:	<u><u>5,238.86</u></u>
PREVIOUS YEARS' FUNDING:		CURRENT YEAR FUNDING:	
Local-Tax Levy	<u>6,778.81</u>	Local-Tax Levy	<u>5,238.86</u>
TOTAL:	<u><u>6,778.81</u></u>	TOTAL:	<u><u>5,238.86</u></u>

TOTAL PROJECT COSTS: 12,017.67

TOTAL PROJECT FUNDING: 12,017.67

% Completed:

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - County Funds  
Year Ended December 31, 2011

Project No.:	CP 01-60-01	Job 6001	CR 60
Location:	Kanabec County Line to TH 18		
Length of Construction:	5.08 Miles		
Type of Work:	Grading /Aggregate Base		
Contractor:	Tri-City Paving	Contract #	20111
Total Contract Amount:	\$ 1,212,736.27		

PREVIOUS YEARS' COSTS:

Engineering	46,351.48
Right of Way	92,602.56
Utility Moves	
Construction	9.73
EOY Unallocated Costs	8,566.62
EOY Fringe Benefits	<u>43,020.14</u>

TOTAL: 190,550.53

PREVIOUS YEARS' FUNDING:

Local-Tax Levy	<u>190,550.53</u>
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TOTAL: 190,550.53

CURRENT YEAR COSTS:

Engineering	1,795.35
Right of Way	6,283.92
Utility Moves	18,780.00
Construction	1,229,761.31
EOY Unallocated Costs	12,509.46
EOY Fringe Benefits	<u>66,153.67</u>

TOTAL: 1,335,283.71

CURRENT YEAR FUNDING:

Local-Tax Levy	<u>1,335,283.71</u>
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TOTAL: 1,335,283.71

TOTAL PROJECT COSTS: 1,525,834.24

TOTAL PROJECT FUNDING: 1,525,834.24

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - County Funds  
Year Ended December 31, 2011

Project No.: CP 01-241-01 Job 4101 CR 241  
Location: From US Hwy 169 to 0.6 Miles East  
Length of Construction: 0.6 Miles  
Type of Work: Grading/Aggregate Base/Bituminous Pavement  
Contractor: J.R. Ferche Contract # 20103

Total Contract Amount: \$ 300,097.78

PREVIOUS YEARS' COSTS:

Engineering	16,826.62
Right of Way	3,228.95
Utility Moves	
Construction	138,038.15
EOY Unallocated Costs	4,733.00
EOY Fringe Benefits	<u>24,961.40</u>

TOTAL: 187,788.12

PREVIOUS YEARS' FUNDING:

Local-Tax Levy	<u>187,788.12</u>
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TOTAL: 187,788.12

CURRENT YEAR COSTS:

Engineering	5,956.41
Right of Way	
Utility Moves	
Construction	187,586.79
EOY Unallocated Costs	1,427.35
EOY Fringe Benefits	<u>7,546.98</u>

TOTAL: 202,517.53

CURRENT YEAR FUNDING:

Local-Tax Levy	<u>202,517.53</u>
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TOTAL: 202,517.53

TOTAL PROJECT COSTS: 390,305.65

TOTAL PROJECT FUNDING: 390,305.65

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - County Funds  
Year Ended December 31, 2011

Project No.: CP 01-63-01 Job 6301 CR 63  
Location: TH 232 to TH 65  
Length of Construction: 2.689 Miles  
Type of Work: Grading/Aggregate Surfacing

Contractor: Holte Contracting Contract # 20071  
PO Box 125  
Oslo MN 56744

Total Contract Amount: \$ 189,194.55

PREVIOUS YEARS' COSTS:

Engineering	39,619.65
Right of Way	
Utility Moves	
Construction	186,372.55
EOY Unallocated Costs	3,320.53
EOY Fringe Benefits	<u>20,056.04</u>

TOTAL: 249,368.77

PREVIOUS YEARS' FUNDING:

Local-Tax Levy	<u>249,368.77</u>
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TOTAL: 249,368.77

CURRENT YEAR COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	31,617.37
EOY Unallocated Costs	
EOY Fringe Benefits	<u>                    </u>

TOTAL: 31,617.37

CURRENT YEAR FUNDING:

Local-Tax Levy	<u>31,617.37</u>
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TOTAL: 31,617.37

TOTAL PROJECT COSTS: 280,986.14

TOTAL PROJECT FUNDING: 280,986.14

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - County Funds  
Year Ended December 31, 2011

Project No.:	SAP 01-598-12	Job 9812	CR 73
Location:	CR 73 Over Minnewawa Creek		
Length of Construction:	0.19 Miles		
Type of Work:	Bridge Replacement		
Contractor:	Roth Construction	Contract #	20104
Total Contract Amount:	\$ 104,228.90		

PREVIOUS YEARS' COSTS:		CURRENT YEAR COSTS:	
Engineering	10,083.40	Engineering	
Right of Way	1,799.76	Right of Way	
Utility Moves		Utility Moves	
Construction	110,347.75	Construction	3,234.53
EOY Unallocated Costs	2,007.42	EOY Unallocated Costs	62.38
EOY Fringe Benefits	<u>11,540.12</u>	EOY Fringe Benefits	<u>329.80</u>
<b>TOTAL:</b>	<b><u>135,778.45</u></b>	<b>TOTAL:</b>	<b><u>3,626.71</u></b>

PREVIOUS YEARS' FUNDING:		CURRENT YEAR FUNDING:	
Local-Tax Levy	57,633.46	Local-Tax Levy	3,737.09
Bridge Bonding	<u>-</u>	Bridge Bonding	<u>74,407.90</u>
<b>TOTAL:</b>	<b><u>57,633.46</u></b>	<b>TOTAL:</b>	<b><u>78,144.99</u></b>

TOTAL PROJECT COSTS:	139,405.16
TOTAL PROJECT FUNDING:	135,778.45
% Completed:	100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - County Funds  
Year Ended December 31, 2011

Project No.:	SAP 01-598-13	Job 9813	Co Ditch 42
Location:	CR 73 Over Sandy River		
Length of Construction:	.133 Miles		
Type of Work:	Bridge Replacement		
Contractor:	Landwehr Construction	Contract #	20113
Total Contract Amount:	\$ 165,873.83		

PREVIOUS YEARS' COSTS:

Engineering	8,195.19
Right of Way	12.82
Utility Moves	-
Construction	-
EOY Unallocated Costs	1,121.85
EOY Fringe Benefits	<u>5,311.08</u>

TOTAL: 14,640.94

CURRENT YEAR COSTS:

Engineering	375.58
Right of Way	-
Utility Moves	-
Construction	167,154.87
EOY Unallocated Costs	1,149.75
EOY Fringe Benefits	<u>6,079.18</u>

TOTAL: 174,759.38

PREVIOUS YEARS' FUNDING:

Bridge Bonding	
Local-Tax Levy	<u>14,640.94</u>

TOTAL: 14,640.94

CURRENT YEAR FUNDING:

Bridge Bonding	-
Local-Tax Levy	<u>39,414.99</u>

TOTAL: 39,414.99

TOTAL PROJECT COSTS: 189,400.32

TOTAL PROJECT FUNDING: 54,055.93

% Completed: 95%



AITKIN COUNTY, MINNESOTA  
SUMMARY OF COSTS FOR STATE-AID HIGHWAYS  
Year Ended December 31, 2011

MISCELLANEOUS FUNDS

Description	Project Number	Engineering	Right-of-Way Costs	Utility Moves	Construction Costs	EOY Unall. Eng.	EOY Fringe Benefits	Total
Grading & Aggregate Surfacing	S.A.P. 01-600-14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grading/Agg Base/Bituminous Pavement	S.A.P. 01-600-15	6,246.43	0.00	0.00	276,785.48	2,370.22	12,532.37	297,934.50
Phase II Hill City Trails	S.P. 01-090-01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aitkin Trails	S.P. 01-090-02	18,307.84	12,040.91	0.00	0.00	2,866.42	15,155.95	48,371.12
Aitkin Safe Routes to School	S.P. 01-591-02	422.34	0.00	0.00	192,896.79	3,234.21	17,100.62	213,653.96
	TOTAL-----	24,976.61	12,040.91	0.00	469,682.27	8,470.85	44,788.94	559,959.58

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Misc Funds  
Year Ended December 31, 2011

Project No.: SAP 01-600-14 Job 14  
Location: 400th Place from Jct CSAH 3 to 1 Mile South  
Length of Construction: 1.0 Miles  
Type of Work: Grading & Aggregate Surfacing  
Contractor: Anderson Brothers Contract # 20086  
PO Box 668  
Brainerd MN 56401

Total Contract Amount: 90,292.67

PREVIOUS YEARS' COSTS:

Engineering	22,245.59
Right of Way	
Utility Moves	
Construction	88,798.29
EOY Unallocated Costs	2,081.50
EOY Fringe Benefits	<u>11,233.14</u>

TOTAL: 124,358.52

CURRENT YEAR COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	
EOY Fringe Benefits	

TOTAL: -

PREVIOUS YEARS' FUNDING:

State Park	88,798.29
Unorganized 49-27	7,500.00
Waukenabo Twsp	<u>7,500.00</u>

TOTAL: 103,798.29

CURRENT YEAR FUNDING:

State Park	
Unorganized 49-27	
Waukenabo Twsp	

TOTAL: -

TOTAL PROJECT COSTS: 124,358.52

TOTAL PROJECT FUNDING: 103,798.29

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Misc Funds  
Year Ended December 31, 2011

Project No.: SAP 01-600-15 Job 16  
Location: 326th Lane-Farm Island Township Road  
Length of Construction: 1.05 Miles  
Type of Work: Grading/Aggregate Base/Bituminous Pavement  
Contractor: Anderson Brothers Contract # 20119

Total Contract Amount: 270,936.88

PREVIOUS YEARS' COSTS:

Engineering	2,417.31
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	506.18
EOY Fringe Benefits	<u>2,449.95</u>

TOTAL: 5,373.44

CURRENT YEAR COSTS:

Engineering	6,246.43
Right of Way	
Utility Moves	
Construction	276,785.48
EOY Unallocated Costs	2,370.22
EOY Fringe Benefits	<u>12,532.37</u>

TOTAL: 297,934.50

PREVIOUS YEARS' FUNDING:

State Park	
Waukenabo Twsp	<u>                    </u>

TOTAL: -

CURRENT YEAR FUNDING:

State Park	257,390.04
Waukenabo Twsp	<u>                    </u>

TOTAL: 257,390.04

TOTAL PROJECT COSTS: 303,307.94

TOTAL PROJECT FUNDING: 257,390.04

% Completed: 95%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Misc Funds  
Year Ended December 31, 2011

Project No.: SP 01-090-01 Job 9501/9001  
Location: Adjacent to TH 169 from Greenfield Ave to Henrietta Ave  
Length of Construction: 525 Feet  
Type of Work: Grading/Aggregate Base/Bituminous Surfacing/Aggregate Shouldering  
Contractor: Central Specialties Inc Contract # 20062  
6325 CR 87 SW  
Alexandria MN 56308

Total Contract Amount: 204,922.21

PREVIOUS YEARS' COSTS:

Engineering	36,680.97
Right of Way	75.00
Utility Moves	
Construction	232,065.21
EOY Unallocated Costs	2,738.41
EOY Fringe Benefits	<u>17,485.57</u>

TOTAL: 289,045.16

CURRENT YEAR COSTS:

Engineering	
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	
EOY Fringe Benefits	<u>                    </u>

TOTAL:                     

PREVIOUS YEARS' FUNDING:

Federal	156,960.15
Local	
DNR Grant	<u>30,000.00</u>

TOTAL: 186,960.15

CURRENT YEAR FUNDING:

Federal	
Local	
DNR Grant	<u>                    </u>

TOTAL:                     

TOTAL PROJECT COSTS: 289,045.16

TOTAL PROJECT FUNDING: 186,960.15

% Completed: 100%

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Misc Funds  
Year Ended December 31, 2011

Project No.: SP 01-090-02 Job 9002  
Location: Cuyuna Lakes Trail in City of Aitkin  
Length of Construction: 1.0 Miles  
Type of Work: Bituminous Trail  
Contractor: Not let Contract #

Total Contract Amount:

PREVIOUS YEARS' COSTS:		CURRENT YEAR COSTS:	
Engineering	56,925.83	Engineering	18,307.84
Right of Way	12,168.75	Right of Way	12,040.91
Utility Moves	-	Utility Moves	-
Construction	-	Construction	-
EOY Unallocated Costs	9,624.06	EOY Unallocated Costs	2,866.42
EOY Fringe Benefits	<u>46,561.75</u>	EOY Fringe Benefits	<u>15,155.95</u>
 TOTAL:	 <u><u>125,280.39</u></u>	 TOTAL:	 <u><u>48,371.12</u></u>

PREVIOUS YEARS' FUNDING:		CURRENT YEAR FUNDING:	
Federal	-	Federal	-
Local	-	Local	-
DNR Grant	<u>-</u>	DNR Grant	<u>-</u>
 TOTAL:	 <u><u>-</u></u>	 TOTAL:	 <u><u>-</u></u>

TOTAL PROJECT COSTS: 173,651.51

TOTAL PROJECT FUNDING: -

% Completed:

Aitkin County, Minnesota - Highway Department  
Statement of Construction Costs - Misc Funds  
Year Ended December 31, 2011

Project No.: SP 01-591-02 Job 9102  
Location: Various City Streets in City of Aitkin  
Length of Construction: .796 Miles  
Type of Work: Sidewalk Construction  
Contractor: Roth Construction Contract # 20115

Total Contract Amount: 170,903.70

PREVIOUS YEARS' COSTS:

Engineering	20,062.85
Right of Way	
Utility Moves	
Construction	
EOY Unallocated Costs	3,274.53
EOY Fringe Benefits	<u>15,835.40</u>
<b>TOTAL:</b>	<b><u><u>39,172.78</u></u></b>

CURRENT YEAR COSTS:

Engineering	422.34
Right of Way	-
Utility Moves	-
Construction	192,896.79
EOY Unallocated Costs	3,234.21
EOY Fringe Benefits	<u>17,100.62</u>
<b>TOTAL:</b>	<b><u><u>213,653.96</u></u></b>

PREVIOUS YEARS' FUNDING:

Federal	
Local	
DNR Grant	<u>                    </u>
<b>TOTAL:</b>	<b><u><u>-</u></u></b>

CURRENT YEAR FUNDING:

Federal	160,883.52
Local	
DNR Grant	<u>                    </u>
<b>TOTAL:</b>	<b><u><u>160,883.52</u></u></b>

TOTAL PROJECT COSTS: 252,826.74

TOTAL PROJECT FUNDING: 160,883.52

% Completed: 95%

**AITKIN COUNTY, MINNESOTA - HIGHWAY DEPARTMENT  
STATE-AID BONDS - C.S.A.H. REGULAR  
YEAR ENDED DECEMBER 31, 2011**

**NONE**

**AITKIN COUNTY, MINNESOTA**  
**ADOPTED BUDGET**  
**For Year Ended Dec 31, 2012**

**ESTIMATED REVENUE**

Tax Apportionment	2,312,846.00
State Aid - Regular Construction	2,110,200.00
State-Aid - Municipal Construction	85,000.00
State Aid - Regular Maintenance	1,552,640.00
State Aid - Municipal Maintenance	57,000.00
State Aid - Town Bridge	20,000.00
State Parks	75,000.00
Federal Projects	2,030,000.00
Townships, Individuals, Etc.	2,057,700.00
<b>Total Estimated Revenue</b>	<b>10,300,386.00</b>

**ESTIMATED EXPENDITURES**

*Administration*

Personal Services	394,238.00
Other Services	59,332.00
Supplies & Materials	7,000.00
<b>Total Administration</b>	<b>460,570.00</b>

*Engineering/Construction*

Personal Services	474,297.00
Other Services	9,199.00
Supplies & Materials	8,000.00
<b>Total Engineering/Construction</b>	<b>491,496.00</b>

*Highway Maintenance*

Personal Services	1,248,065.00
Other Services	224,310.00
Supplies & Materials	1,230,675.00
Municipal Maintenance	22,000.00
<b>Total Highway Maintenance</b>	<b>2,725,050.00</b>

*Capital Infrastructure*

Services & Charges	7,075,600.00
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*Equipment & Facilities*

Capital Outlay	362,250.00
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<b>Total Estimated Expenditures</b>	<b>11,114,966.00</b>
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Estimated Fund Balance	(814,580.00)
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Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 9-26-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 10-2-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator and Bobbie Danielson, Human Resources Manager

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**


- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) memos & job descriptions

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**

# AITKIN COUNTY HUMAN RESOURCES

**Bobbie Danielson, HR Manager**  
bobbie.danielson@co.aitkin.mn.us  
**Nicole Visnovec, HR Specialist**  
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306  
Job Hotline 218-927-7393  
Fax 218-927-7374  
www.co.aitkin.mn.us

To: County Commissioners  
From: Bobbie Danielson, HR Manager  
Date: September 26, 2012   
Subject: Personnel Committee Recommendations

The Personnel Committee met on **June 26, 2012**, and unanimously recommended refilling the following position.

### **Assistant County Attorney**

Request to fill one full-time Assistant County Attorney position. Grade J, salary range \$49,254.40 to \$88,774.40. This is a budgeted position, previously held by Ben Smith. His last day was 6/13/2012. Additional information is attached.

This position was discussed at the July 10, 2012, board meeting. Excerpts from the board minutes are shown below.

7/10/12: Jim Ratz, County Attorney, discussed concerns and need to fill the full-time position of Assistant County Attorney. This is a budgeted position that is open due to a resignation. Motion by Cmsr Napstad, seconded by Cmsr Marcotte and carried (4-1 Westerlund), to authorize Human Resources to advertise and gather applications, but the decision to fill the position has been postponed until September.  
*(File note: 19 job applications have been received to date.)*

7/10/12: Jim Ratz, County Attorney, discussed the need to hire a private attorney to help with two large cases. Motion by Cmsr Marcotte, seconded by Cmsr Napstad and carried, all members voting to authorize the County Attorney [to] gather cost information and bring before the Board for approval at a later date.

The Personnel Committee met on **September 25, 2012**, and unanimously recommends refilling the following positions:

### **Financial Worker, HHS Department, and if filled internally, the subsequent vacancy.**

Request to fill one full-time Financial Worker position. Grade P, \$13.34 to \$24.02. This is a budgeted position (50% state reimbursement), currently held by Alisha Alderson. Her last day will be 9/28/12. (Current incumbent is at step 3, \$15.27/hour, new hire will start at \$13.34 to \$14.58/hour DOQ.) Additional information is attached.

### **Maintenance Custodian**

Request to fill one full-time Custodian position. Roy Egstad has verbally resigned, his last day will be 10/05/12. Grade S, \$11.37 to \$20.51. (Current incumbent is at step 9, \$17.10/hour, new hire will start at \$11.37/hour.) Discussion included two part-time versus one full-time. The committee also discussed posting the position internally to expedite process for final ratification by the Board. Additional information is attached.

If you have any questions or concerns prior to the meeting, please feel free to contact me or Patrick. Jim Ratz, Tom Burke, and Bill Thompson will also be available at the board meeting to answer questions.

# Memo

To: Aitkin County Personnel Committee  
From: James P. Ratz, Aitkin County Attorney  
Date: 7/5/2012  
Re: Assistant County Attorney Position

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As you are aware, Ben Smith submitted his resignation on May 30, 2012, with his last day of employment being June 13, 2012. Mr. Smith had been with our office since February 2007 and had a starting salary of \$50,000.00. At the time of Mr. Smith's resignation, he was making \$57,988.33. The Assistant County Attorney position is an exempt position with a hay grade of J. The salary range for a hay grade J employee is \$49,254.40 – \$88,774.40 with a mid-point salary of \$69,014.40.

We request Mr. Smith's position be re-filled based on the following reasons:

1. Case Load

At the time of his resignation, Mr. Smith was assigned 580 cases. The magnitude of these files is not simply in the numbers. It is in the time it takes to prepare the files, such as determining appropriate charges, determining and making an appropriate offer, negotiating any possible settlement with defense counsel, keeping the victim apprised throughout the steps of the file, preparing and arguing motions, researching and writing briefs, determining suitable witnesses to prove the case, meeting with the witnesses prior to trial, and finally trying the case. The span for all of the above is time-sensitive and requires diligence to manage the files successfully.

2. Working with Victims

A victim is a natural person who incurs loss or harm as a result of a crime. Prior to the entry of the factual basis for a plea pursuant to a plea agreement recommendation, the prosecuting attorney must make a reasonable and good faith effort to inform the victim of the contents of the plea agreement recommendation and their right to be present at the sentencing hearing and at the hearing during which the plea is presented to the court and to express any objection of the victim to the agreement or to the proposed disposition. Working with the victims is an important yet time consuming process. While the prosecutor does not have to proceed pursuant to the victim's wishes, their thoughts and feelings are heavily considered in resolution of all files. The prosecutor will often meet or speak with the victim several times prior to resolution of the file or the commencement of trial.

### 3. Trial Preparation

Jury trials are time consuming and very draining. During the jury trial and usually a week to several weeks before, the prosecutor(s) and office staff start to focus primarily on the jury trial. Daily office work often needs to be re-assigned or set aside until the jury trial is complete.

### 4. CSI Effect

There are higher expectations from the trier of fact regarding law enforcement and their role regarding forensic evidence. For the County Attorney's Office, this translates into much greater demands on our efforts to secure forensic evidence for crimes of all types and levels, misdemeanor through felony.

Further, the CSI effect has made litigation increasingly complex. The analysis and incorporation of forensic evidence into trial has added exponential growth to the time committed to trial preparation.

### 5. Fewer State Attorney General's Office Resources

The State Attorney General's Office continues to have fewer and fewer resources allocated to handling appeals and assisting county attorney's offices. Over a period of about 15 years, the State Attorney General's Office has gone from handling all criminal appeals to handling a select few felony appeals. The State has shifted much of the time and expense of appeals to the County. Appellate work is very time consuming, deadline specific, and usually requires the prosecutor to travel to St. Paul for oral arguments. Appellate work is now a very real and significant drain on my office's resources. The local prosecutor's role does not end with the jury trial but continues through months, if not years, of appeals and post-conviction petitions.

### Conclusion and Request

My office and I are acutely aware of the current economic situation and the need to be fiscally sensitive in all decisions having an impact on financial resources. We are, however, also extremely aware and sensitive to the impact crime has on the specific victims and on our constituents.

I sincerely believe that public safety will be placed at increased risk, and justice will be delayed for victims (especially for victims of property-related crimes), if the Assistant County Attorney position is not re-filled. I respectfully request that this committee recommend filling the Assistant County Attorney position. Thank you for your consideration of this important matter.

## County Attorney Workload Data | 2009-2012

*through 6/1/12*

	2009	2010	2011	Current 2012	Projected 2012
Criminal Files Opened	1,092	943	983	489	1,173
Criminal Files Closed	1,385	1,143	1,016	620	1,488
Civil Files Opened	7	13	10	8	19
Civil Files Closed	20	4	11	2	4
CHIPS Files Opened	44	23	25	13	31
CHIPS Files Closed	54	22	33	13	31
Child Support Files Opened	173	57	61	18	43
Child Support Files Closed	342	25	165	3	7
Commitment Files Opened	46	14	18	6	14
Commitment Files Closed	9	11	27	7	16
Forfeiture Files Opened	18	8	21	8	19
Forfeiture Files Closed	17	15	14	8	19
Condemnation Files Opened	0	0	1	0	0
Condemnation Files Closed	0	0	0	0	0

	2010 Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
	2010 Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53



## *Position Description*

# **ASSISTANT COUNTY ATTORNEY**

**Department** Attorney's Office  
**DBM/Grade** To be determined  
**Reports to** County Attorney and Senior Assistant County Attorney  
**FLSA Status** Exempt  
**Union Status** Non-union

### **Final Appointing Authority**

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

### **Job Summary**

To assist the County Attorney in the evaluation, preparation and presentation of cases brought before the District Court for civil or criminal prosecution, and to provide legal advice and assistance to various County officials and agencies.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

1. Evaluates and exercises discretion in criminal investigations, child protection matters, civil commitment screenings, forfeitures, child support, and other matters, identifies appropriate charging or other decisions, recommends appropriate disposition of those matters in accordance with established policies and standards; refers investigations to appropriate agencies as may be required; refers, notifies, consults, advocates, and informs crime victims in accordance with the Victim's Rights Act.
2. Prepares cases for judicial and administrative proceedings or appeals by, including but not limited to, reviewing evidence presented by county agencies, investigating facts, researching law, drafting and editing correspondence, pleadings and other documents, analyzing the opposing position(s), document and record case proceedings for future reference, and writing legal memoranda and briefs



## *Position Description*

3. Represents the County in assigned criminal or civil cases in court or at other hearings by presenting facts, analyzing and introducing evidence, interpreting information and law as it is conveyed during the proceedings, and revising and adapt the County's legal arguments as necessary. Recommends the disposition of cases to judges, referees, arbitrators and administrative law judges.
4. Confers with other staff attorneys and plans trial strategy, analyzes and presents evidence, engages in negotiation of case settlements or other matters of law, and monitors, modifies, and verifies the work of clerical staff in the preparation of legal documents. Supervises the issuance of subpoenas for trial preparation, manages and coordinates the trial process, maintains communication with trial witnesses and victims through pretrial witness interviews, correspondence, and phone calls to convey case status updates and schedule court appearances.
5. Coordinates the flow of information between defense attorneys, law enforcement, social services, and other agencies.
6. Analyzes legislation, case law, legal publications and other relevant literature in order to maintain accurate, current information on legal developments in all areas of law.
7. Counsels, represents and advises law enforcement officers; county officials, departments or agencies; attorneys; corrections workers; and other relevant parties in areas of investigation, trial techniques, criminal and civil law, strategy, and legal issues pertinent to the area of assignment; includes on-call availability after hours or on weekends as assigned to authorize continued detention of suspects, creation of search warrants, and other legal matters as presented.
8. Trains law enforcement officers, other agencies, and public organizations regarding legal issues.
9. Researches and identifies appellate issues on assigned cases by analyzing the facts and proceedings, reviewing court transcripts, and performing legal research, and drafting legal briefs and presenting oral arguments to the appellate court.
10. Composes correspondence and distributes relevant information to law enforcement, defense attorneys, the Court, guardian ad litem, county agencies, victims and other individuals and organizations relating to the status of the case.
11. Attend conferences and continuing education courses as needed.
12. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Requires a Juris Doctorate (J.D.) degree and Minnesota Attorney License issued by the Minnesota Supreme Court.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

All attorneys in the County Attorney's Office rotate weekend and holiday on-call duties. Such on-call duties include twenty-four (24) hour availability to law enforcement officers for authorization for continued detention of suspects, assistance in the creation of search warrants, and advice or consultation as needed. There is currently no additional compensation, remuneration, or consideration for said additional on-call duties.





## *Position Description*

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

#### Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Attorney.
2. Criminal and civil law, rules of procedure, rules of evidence, and their application.
3. Principle methods, materials and practices of legal research, investigation, and writing.
4. Appraisal, interpretation, and application of legal principles and precedents to difficult legal problems.
5. Preparation and presentation necessary to try complex civil or criminal cases and solve complex legal issues.
6. County and departmental policies, procedures, and practices.

#### Skill in:

1. Effective communication, which will allow for presentation of statements of fact, law and argument clearly, logically, and forcefully, both in written and oral form.
2. Effective legal research, analysis, and application of the law.
3. Communicating with and relating calmly, logically and sensitively to crime victims, law enforcement, other attorneys, court personnel, and county departments.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Reading, writing, and speaking English proficiently.

#### Ability to:

1. Work both independently and cooperatively.
2. Communicate effectively, both orally and in writing, in a variety of forums.
3. Analyze, appraise and organize facts, evidence, case law, statutes and rules and to effectively present legal opinions to other county officials, attorneys, judges and juries.
4. Present and argue cases in court, including the ability to deal with unanticipated situations when they arise.
5. Negotiate with adverse parties to settle cases in a manner which promotes the interests of justice.
6. Work effectively with others and manage time and workload effectively.
7. Travel and work in excess of standard hours when necessary.
6. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
7. Maintain confidentiality.

### **Language Skills**

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.



## ***Position Description***

### **Mathematical Skills**

High Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Skills**

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills**

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

County Payroll Software/E-time, Microsoft Word, Outlook, PowerPoint, Jail and/or Dispatch Software, Minnesota County Attorney Practice System (MCAPS), Minnesota Court Information System (MNCIS), Westlaw, Windows media system, and Internet.

### **Ability to Travel**

Periodic travel required for court hearings, trainings, and meetings in and out of Aitkin County.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate. Employees working in this position are exposed to evidence of trauma, violence, and disturbing crimes.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, Elmo visual projector and presentation equipment, scanner, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

### **Physical Activities/Requirements**

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



## ***Position Description***

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

### **Disclaimer**

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

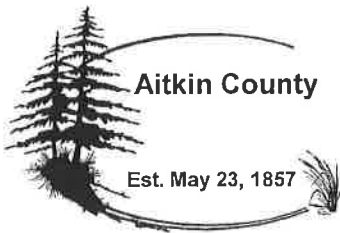
### **Reasonable Accommodation Notice**

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

05/2012

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*"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."*



## **Competencies Defined**

**Ethics** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

**Attendance/Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Safety and Security** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Analytical** – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Design** – Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

**Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Project Management** – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

**Technical Skills** – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Customer Service** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

**Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback, contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Change Management** – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

**Delegation** – Delegates work assignments; matches the responsibility to the person; sets expectations and monitors delegated activities; provides recognition for results.



## ***Position Description***

**Leadership** – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

**Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Cost Consciousness** – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

**Diversity** – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

**Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

**Judgment** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**Motivation** – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

**Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

**Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

**Quantity** – Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

**Adaptability** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Initiative** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

**Innovation** – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

# Aitkin County Health & Human Services

204 First St. NW  
AITKIN, MINNESOTA 56431  
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: September 25, 2012  
TO: Aitkin County Personnel Committee  
FROM: Tom Burke, Director  
RE: Income Maintenance Position

With the resignation of Alisha Alderson, Financial Worker, I am asking to fill this position based on the fact the caseload continues to remain very high along with the complexities of multiple programs. I have attached a copy of the caseload history report we give to the Board each month showing the increased caseloads over the past years. It is apparent that the numbers remain high with little hope of them subsiding anytime soon.

Aitkin County Health and Human Services financial workers are at the center of assisting many individuals/families through a very difficult period. The high number of recipients coupled with the high level of stress they are facing, has only added to the load of the staff and potential burn-out. The demand on getting cases processed for the recipients is magnified as the processing of the cases is highly scrutinized by the state and federal governments. Cases must be entered correctly or the recipients are not eligible to receive services. Tight time frames, mixed with stressed consumers, makes for a very difficult working environment. Our local providers will be impacted if the need for uncompensated care increases due to delays in processing the applications.

I believe it is in the best interest of our consumers that we fill this position. As in the most recent hiring, if in the event we fill this position from within, we would ask for the authorization to fill in behind that person.

## INCOME MAINTENANCE CASELOAD HISTORY

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
2012	MAXIS	1813	1819	1820	1832	1848	1848	1842	1828				
	MNCare	341	346	368	345	309	332	351	352				
	Day Care	72	70	73	72	72	62	63	65				
	Totals	2226	2235	2261	2249	2229	2242	2256	2245				
	Applications-MAXIS	91	62	77	71	94	77	63	85				
2011	MAXIS	1727	1748	1784	1827	1848	1847	1837	1843	1802	1823	1822	1827
	MNCare	521	532	442	381	354	354	336	346	350	343	347	347
	Day Care	72	71	71	80	72	80	87	82	84	81	80	74
	Totals	2320	2351	2297	2288	2274	2281	2260	2271	2236	2247	2249	2248
	Applications-MAXIS	84	79	115	100	84	92	73	100	62	96	84	65
2010	MAXIS	1686	1675	1705	1694	1686	1668	1676	1664	1665	1671	1695	1703
	MNCare	408	417	419	442	439	439	451	477	490	502	522	513
	Day Care	77	74	68	67	67	67	67	63	62	62	67	72
	Totals	2171	2166	2192	2203	2192	2174	2194	2204	2217	2235	2284	2288
	Applications-MAXIS	76	52	75	90	68	64	73	82	68	88	85	73
2009	MAXIS	1556	1578	1611	1628	1627	1620	1636	1629	1638	1644	1658	1687
	MNCare	308	318	322	343	349	356	374	398	400	403	402	399
	Day Care	80	81	82	85	83	83	80	84	82	80	81	78
	Totals	1944	1977	2015	2056	2059	2059	2090	2111	2120	2127	2141	2164
	Applications-MAXIS	93	93	98	91	66	78	89	72	81	84	67	91
2008	MAXIS	1451	1474	1472	1469	1488	1492	1477	1465	1482	1496	1509	1532
	MNCare	238	241	245	256	265	270	286	289	292	295	301	307
	Day Care	52	53	54	58	65	67	69	70	72	77	78	78
	Totals	1741	1768	1771	1783	1818	1829	1832	1824	1846	1868	1891	1917
	Applications-MAXIS	113	68	75	69	86	62	71	79	78	109	62	109

**MAXIS Cases:** Number of unduplicated cases open for all programs except MNCare & Child Care can be open on multiple programs per case.  
**MNCare:** Number of cases open on MNCare that Aitkin County manages. Residents do have the option of having their MNCare cases managed at the State Level.  
**Day Care:** Number of day care cases open.  
**Total:** Total cases open.  
**Applications – MAXIS:** New applications taken during month for MAXIS programs only. Does not include MN Care or Day Care.

## FINANCIAL WORKER SALARY CHART W/BENEFITS

2010 Wage Scale	2012 Start	0.5		1		2		3		4		6	
	Minimum	+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+1 yr Step 6	+2 yr Step 6					
<b>CLASS P</b>	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48						
FICA/Hr	\$ 1.02	\$ 1.07	\$ 1.12	\$ 1.17	\$ 1.22	\$ 1.28	\$ 1.34						
PERA	\$ 0.97	\$ 1.01	\$ 1.06	\$ 1.11	\$ 1.16	\$ 1.21	\$ 1.27						
Single Health	\$ 4.09	\$ 4.09	\$ 4.09	\$ 4.09	\$ 4.09	\$ 4.09	\$ 4.09						
Single Life	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04						
<b>Total Hourly</b>	<b>\$ 19.45</b>	<b>\$ 20.15</b>	<b>\$ 20.88</b>	<b>\$ 21.67</b>	<b>\$ 22.49</b>	<b>\$ 23.31</b>	<b>\$ 24.21</b>						
<b>Total Salary</b>	<b>\$ 40,461.93</b>	<b>\$ 41,919.38</b>	<b>\$ 43,425.03</b>	<b>\$ 45,074.08</b>	<b>\$ 46,770.92</b>	<b>\$ 48,491.66</b>	<b>\$ 50,355.80</b>						

2010 Wage Scale	2012 Start	0.5		1		2		3		4		6	
	Minimum	+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+1 yr Step 6	+2 yr Step 6					
<b>CLASS P</b>	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48						
FICA/Hr	\$ 1.02	\$ 1.07	\$ 1.12	\$ 1.17	\$ 1.22	\$ 1.28	\$ 1.34						
PERA	\$ 0.97	\$ 1.01	\$ 1.06	\$ 1.11	\$ 1.16	\$ 1.21	\$ 1.27						
Family Health	\$ 7.17	\$ 7.17	\$ 7.17	\$ 7.17	\$ 7.17	\$ 7.17	\$ 7.17						
Family Life	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04						
<b>Total Hourly</b>	<b>\$ 22.53</b>	<b>\$ 23.23</b>	<b>\$ 23.96</b>	<b>\$ 24.75</b>	<b>\$ 25.57</b>	<b>\$ 26.39</b>	<b>\$ 27.29</b>						
<b>Total Salary</b>	<b>\$ 46,867.93</b>	<b>\$ 48,325.78</b>	<b>\$ 49,831.43</b>	<b>\$ 51,480.48</b>	<b>\$ 53,177.32</b>	<b>\$ 54,898.06</b>	<b>\$ 56,762.20</b>						

County receives 50% reimbursement

9/12/2012



## **JOB TITLE: ELIGIBILITY TECHNICIAN**

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**Reports to:** Income Maintenance Supervisor  
**Classification:** P  
**FLSA:**  
**Supervision**  
**Exercised:** No

**Department:** Human Services  
**Site:** Family Service  
**Union:** AFSCME  
**Date:** June 26, 2008

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**JOB SUMMARY:** Under general supervision, determine and maintain eligibility for public welfare programs according to State and Federal mandates.

### **MAJOR JOB FUNCTIONS:**

- \*1. Knowledge of Federal, State and County policy, to advise at interview time, in written correspondence and phone contact of programs that would be available to clients. (15%)
- \*2. Interview and determine eligibility, gather and verify factual information, process and make independent decisions regarding all areas of financial human services programs. (23%)
- \*3. Maintain ongoing cases to insure that eligibility continues to exist and that all federal, state and local laws and regulations are complied with monthly, semi-annually and annually. (22%)
- \*4. Identify and make referrals and coordinate services to best serve the clients, to other agencies such as Sheriff's Department for fraud, Social Services Department, Public Health, Social Security, Arrowhead Transit, AEOA and HUD Housing. (10%)
- \*5. Continued education is essential to keep up with legislative policy changes as federal and state policy dictates. (15%)
- \*6. Perform other work related duties independently, which include: Advocate for clients with Managed Care Representatives and other companies, Coordinate Team Meetings, Set-up & Participate in Home Visits, Staff Outreach Sites, Present Orientation Information, Participate in Student Education and Career Fairs. Make independent judgments of legal court documents that pertain to each individual client (divorce decrees, tax forms, Etal.). Work with vendors on behalf of the clients. (15%)

### **ADDITIONAL RESPONSIBILITIES:**

1. Lead worker on rotation basis when supervisor is out of the agency.
2. Assist in training new workers and interns.
3. Present pertinent information at Agency conferences and appeals.
4. Compose correspondence and fraud financial statements as needed.
5. Respond to complaints of clients.
6. Testify for court actions on our case loads.
7. Prism access and referrals.
8. Cost effective health insurance and TPL entering of information.
9. Nursing home and GRH consult.

10. Child Care.

**MINIMUM REQUIREMENTS:**

1. Three years of clerical experience or experience working with the public, or some combination of the two totaling three years.  
OR
2. Two years of clerical experience in a social services/human services agency.  
OR
3. Two years of study at an accredited two or four years college or university or similar institution, with emphasis in the behavioral sciences, business, or closely related subjects.  
OR
4. Successful completion of the technical college Public welfare Financial Worker Diploma program  
OR
5. Successful completion of the technical college Public Welfare Financial Worker certificate program will substitute for one year of the required clerical experience or experience working with the public.
6. Valid MN's driver's license.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

1.
  2. *Type of knowledge of facts, rules, things, procedures, etc. necessary for the job:*  
Knowledge of interviewing techniques and skills in conducting interviews.  
Knowledge of agency programs, operations, policies and procedures.  
Knowledge of available community resources.  
Knowledge of the MAXIS data information system.  
Knowledge of human behavior.
3. *The abilities and skills necessary for the job:*  
Ability to establish and maintain effective working relationships with clients, public, co-workers and agency administration.  
Ability to organize and coordinate job activities.  
Ability to make decisions.  
Ability to remain objective.  
Ability to accurately and rapidly process detailed information.  
Ability to establish and maintain accurate and systematic records.  
Ability to express ideas clearly and ability to comprehend and follow complex written and verbal instructions.  
Ability to communicate effectively, both orally and in writing.  
Ability to interpret legal documents, complex rules, manual materials and bulletins as they apply to income maintenance programs.

**Working Conditions/Physical Requirement:**

This position requires indoor work in an office setting where there is noise and activity.

This position requires a variety of sitting, standing, bending, and lifting in a multi-level building.

**Other:** The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(The a above two paragraphs are mandatory for each job description).

## AITKIN COUNTY BUILDINGS & MAINTENANCE

**Bill Thompson, Supervisor  
Aitkin County Courthouse  
209 2nd St. N.W., Rm 115  
Aitkin, MN 56431  
Phone: (218) 927-7363  
Fax: (218) 927-7374**

September 19<sup>th</sup>, 2012

To: Patrick Wussow, County Administrator

From: Bill Thompson, Maintenance Supervisor

Subject: Fill Full-Time Court house Maintenance Custodian position

Roy Egstad, full-time Maintenance Custodian, will be retiring on October 5, 2012. This position is currently assigned to clean the courthouse. I am requesting to refill the position as a full-time position. It is a Grade S job class and the current incumbent is on step 9, \$17.10/hour. The replacement starting hourly rate would be \$11.37 per hour.

Currently, this position is assigned to clean the courthouse and west annex offices, including floor and carpet care. It is also responsible for light repairs and entry glass cleaning.

In the past, we had full time Maintenance Custodians scheduled to work afternoon shifts in the courthouse, jail, and HHS building. When the last two full-time Maintenance Custodian positions became vacant, the positions were refilled with part-time staff. The courthouse and west annex are larger areas to maintain than the jail and HHS building. I have received many compliments over the years on how attractive and well-kept the courthouse is for an older building. Again, I am requesting the position be refilled as a full-time position.

Thank you for your consideration in this matter.

Enclosed: Current job description for this position.

# AITKIN COUNTY ADMINISTRATION

*\* Previous Memo*

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

**TO: Personnel Committee**

**FROM: Patrick Wussow, County Administrator**  
**Bill Thompson, Maintenance Supervisor**

**RE: Recommend Replacing Full Time Maintenance Custodian Position**

**DATE: April 20, 2012 \***

Staff would like to fill the Maintenance Custodian Position recently vacated by Mike Bauer.

Budgeted positions	Typical Shift
Maintenance Supervisor	(7:30-4:30)
Utility/Maintenance Custodian	(8:00-4:30)
Maintenance Custodian	(2:00-10:30)
Maintenance Custodian (currently vacant)	(2:00-10:30)
P PT Maintenance Custodian	(2:00-9:30)
(Two PT employees rotating days)	

History – In January of 2010 the County Board authorized hiring two maintenance custodians as Permanent Part-time positions (P PT). These two positions replaced one full-time employee that retired at the end of 2009. The PPT employees work a seven hour shift versus the eight hour shift, additionally the PPT employees only work two or three days a week. Finally we have several employees on call to fill in for vacations, sick, etc.

Compensation – The Pay Grade is S with an hourly rate from \$11.37-20.51. The starting hourly rate would be \$11.37.

The County has realized a savings with the reduced hours of pay and in benefits as the P PT typically does not qualify for health insurance.

Private Alternative – Staff obtained a quote from a private firm that has worked with the County in the past. Their quote to clean the Court House is included with this memo and is for discussion.

Staff has reviewed three options and would like to update the Personnel Committee and discuss the alternative of replacing the open position with P PT, Full Time, or a Private firm.

Option one: Private Firm

Cost: Quoted \$803.10

Pros: Cost savings.

Cons: Unknown cleaning ability? Less staff available to work on projects (waxing, etc.), not allowed in Jail or H & HS for security reasons.

Option two: Permanent Part-Time (P PT)

Cost: Salary difference savings of five hours a week at starting pay of \$11.37, no Health Insurance or VEBA, and reduced other benefits result in an \$8,000 –15,000 savings.

Pros: Reduced taxes as expenses are reduced

Cons: Reports are coming in that P PT work has been less reliable due to lack of consistency

Option three: Full Time

Cost: Savings of about \$5,000 from current Full time employee (\$11.37 per 40 hour work week, plus benefits versus \$14.94 of six year employee).

Pros: Same set up as it was a month ago.

Cons: Same set up as it was a month ago.

## **JOB TITLE: Maintenance Custodian**

**Reports to:** County Administrator

**Classification:** S

**FLSA:** Non-exempt

**Supervision Exercised:** None

**Department:** Administration

**Site:** Courthouse Complex

**Union:** AFSCME CH

**Date:** August 2002

### **JOB SUMMARY:**

Under general supervision, provides building custodial, and grounds keeping services so that public buildings and grounds are clean and in a productive working condition; performs related work as required.

### **MAJOR JOB FUNCTIONS:**

- \*1. Clean courthouse complex including county jail, Health and Human Services, License Center, Extension and Road and Bridge. (95%)
- \*2. Assist in grooming and clearing the lawn area surrounding the courthouse complex buildings. (2%)
- \*3. Secure the buildings by locking doors and windows. (1%)
- \*4. Assist in overseeing community service workers, temporary part time personnel, and inmates allowed to leave the jail to help with special projects. (2%)

### **OTHER RESPONSIBILITIES:**

- 1. Perform other work-related duties as assigned/required.
- 2. Follow oral and written instruction.
- 3. Exercise confidentiality as it relates to the position and the various county departments.
- 4. Knowledge of OSHA regulations and safe operation of tools and equipment.

### **MINIMUM REQUIREMENTS:**

- 1. One year experience working as a custodian or in a maintenance work environment preferred.
- 2. High school diploma or GED equivalent.
- 3. Valid MN's driver's license.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- 1. Verbal and written skills.
- 2. Perform tasks so that the workplace is a safe, sanitary, and attractive place to work by sweeping, mopping, vacuuming, shampooing, buffing, and dusting halls, stairwells, rooms, and offices by using modern cleaning equipment.
- 3. Maintain an attractive lawn area surrounding courthouse complex by mowing and raking the lawn, and shoveling or plowing snow off sidewalks and parking areas using various tools and equipment.
- 4. Order various cleaning and maintenance supplies and inventory.
- 5. Empty and dispose of all garbage and recycling.
- 6. Perform other maintenance duties as assigned.

**PERIPHERAL DUTIES:**

1. Follow county policies and procedures.
2. Maintain a safe work environment.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This position requires indoor and outdoor work where the work may be dirty and hazardous at times; subject to cuts, shock hazard, strong chemicals, burns, possible injury by power tools and subject to noise and vibrations from machinery. Physical demands of the position include, but are not limited to, long hours of standing, heavy lifting, climbing, balancing, stooping, kneeling, and crouching.

While performing the duties of this position, the employee is required to read, walk, use hands and fingers to operate objects, tools, and equipment. Finger and manual dexterity and motor coordination are required for the majority and variety of jobs performed.

While performing the duties of this position, the employee may be required to lift and carry objects weighing over fifty pounds.

**OTHER:**

The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\* Essential for purposes of the Americans with Disability Act.