

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS December 19, 2017 – 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**
- 9:05 E) **Health & Human Services (see separate HHS agenda)**
- 9:50 **Break**
- 10:00 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File December 6, 2017 – December 18, 2017**  
B) **Approve December 5, 2017 County Board Minutes**  
C) **Approve December 5, 2017 Budget Hearing Minutes**  
D) **Approve Commissioner Warrants**  
E) **Approve November Manual Warrants**  
F) **Approve Auditor Warrants – November Sales & Use Tax**  
G) **Authorize Sale of County Vehicle – Assessor's Office**  
H) **Adopt Resolution: 2018 Liquor License Renewals**  
I) **Approve Appointment of Resident Board Member to HRA Board – Ms. Laurie Johnson**  
J) **Approve Reappointments to the Extension Committee**  
K) **Approve Down Payment on Garn Furnace for LLCC**  
L) **Approve DOC Grant Agreement Application**
- 10:02 3) **Jessica Seibert, County Administrator**  
A) **2016 State Audit - Chuck Knandel, Jr.**  
B) **Organizational Study Presentation - Gary Weiers**  
C) **Rum River, One Watershed, One Plan - Steve Hughes**  
D) **2017 Aquatic Invasive Species Report - Steve Hughes**  
E) **Adopt 2018 Budget, Levy, and Supporting Resolutions**

- 11:15 4) Terry Neff, Environmental Services Director**  
**A) Approve Recycling Agreement with Garrison Disposal**
- 11:30 Break**
- 11:45 5) John Welle, County Engineer**  
**A) Set Public Hearing Date for Adoption of Proposed ATV Ordinance**  
**B) 2017 Construction Project Update**  
**C) 2018 Construction Program Update**
- 12:30 6) Committee Updates**
- 1:00 Adjourn**

The Aitkin County Board of Commissioners met this 5<sup>th</sup> day of December, 2017 at 5:02 p.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the December 5, 2017 agenda.

**APPROVED AGENDA**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: November 28, 2017 to December 5, 2017; B) Approve County Board Minutes: November 28, 2017; C) Approve Motorola Services Agreement 2018; D) Adopt Resolution: FY 2018 and 2019 State Snowmobile Safety Enforcement Grant; E) Approve STS Inspection Contract with Downunder Inspections, LLC (Bryan Hargrave) for 2018; F) Adopt Resolution: 2018 Liquor License Renewals

**CONSENT AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – FY 2018 and 2019 State Snowmobile Safety Enforcement Grant:

**RESOLUTION  
20171205-088  
FY 2018 AND 2019  
STATE  
SNOWMOBILE  
SAFETY  
ENFORCEMENT  
GRANT**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2018 and 2019 Fiscal Years Snowmobile Safety Enforcement Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$11,868.00 for the term of July 1, 2017 through June 30, 2019

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2018 Liquor License Renewals:

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2018 thru December 31, 2018:

**RESOLUTION  
20171205-089  
2018 LIQUOR  
LICENSE  
RENEWALS**

**"ON", "OFF" and "SUNDAY" Sale:**

Bann's Bar & Café Inc., d/b/a **Bann's Bar & Café** – Shamrock Township  
This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Barnacles Resort of MN Inc., d/b/a **Barnacles** – Wealthwood Township  
This establishment has an address of 36569 State Hwy 18, Aitkin, MN 56431

Cuddler Enterprises Inc., d/b/a **Big Sand Bar Resort** – Workman Township  
This establishment has an address of 51866 224<sup>th</sup> Place, McGregor, MN 55760

MacDonald Ent. of Malmo, Inc., d/b/a **Castaways** – Lakeside Township  
This establishment has an address of 32360 215<sup>th</sup> Lane, Isle, MN 56342

Corner Club LLC, d/b/a **Corner Club** – Macville Township

This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township

This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township

**This establishment has an address of 20612 498<sup>th</sup> Lane, McGregor, MN 55760**

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township

This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

Chuhanic Inc, d/b/a **The Joint Bennettville MN** – Hazelton Township

This establishment has an address of 26838 US Hwy 169, Aitkin, MN 56431

Big Sandy Golf Inc., d/b/a **Minnesota National Golf Course** – Workman Township

This establishment has an address of 23247 480<sup>th</sup> St., McGregor, MN 55760

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township

This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

**“OFF” Sale:**

DAM of Aitkin Lakes Inc., d/b/a **Farm Island Store** – Farm Island Township

This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

TJ's Liquor Inc., d/b/a **TJ's Liquor** – Malmo Township

This establishment has an address of 22039 321<sup>st</sup> Ave., Aitkin, MN 56431

**“ON” & “SUNDAY” Sale:**

Kathryn E Eken, d/b/a **Jack's Shack** – Rice River Township

This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

Jessica Seibert, County Administrator and the Board discussed 2018 Elected Officials Salaries. No action was taken.

**2018 ELECTED OFFICIALS SALARIES**

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Voting Equipment Grant Application:

**WHEREAS**, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment, including accessible voting equipment; and

**RESOLUTION 20171205-090 VOTING EQUIPMENT GRANT APPLICATION**

**WHEREAS**, Minnesota last updated much of its voting equipment between 2002 and 2006 meaning that the equipment is rapidly approaching the end of its 10 to 15 year lifespan; and

**WHEREAS**, it's essential for precincts to have functioning voting equipment so that

voters are able to cast their ballot on equipment that is secure, accessible, accurate, and reliable; and

**WHEREAS**, Minnesota’s 90th Legislature authorized \$7 million for the Voting Equipment Grant Account to assist counties, cities, towns, and school districts with the purchase of voting equipment; and

**WHEREAS**, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before December 15, 2017; now, therefore,

**BE IT RESOLVED**, Aitkin County approves its application for funding from the Voting Equipment Grant; and

**BE IT FURTHER RESOLVED**, the County certifies that any funds awarded from the Voting Equipment Grant will be used only to purchase assistive voting technology, an electronic roster system, an electronic voting system, any individual component of an electronic voting system, or any other equipment or technology approved by the Secretary of State.

The Board discussed: AMC, NCLUCB, Mille Lacs Watershed, HRA, and Historical Society.

Motion by Commissioner Pratt seconded by Commissioner Westerlund and carried, all members voting to adjourn the meeting at 6:02 p.m. until Tuesday, December 19, 2017 at 9:00 a.m.

**BOARD  
DISCUSSION**

**ADJOURN**

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

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Jessica Seibert, County Administrator

# AITKIN COUNTY BOARD – BUDGET HEARING

December 5, 2017

The Aitkin County Board of Commissioners met this 5<sup>th</sup> day of December, 2017 at 6:07 p.m. in the County Boardroom with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert, and Administrative Assistant Sue Bingham. The following Department Heads were also present: County Auditor Kirk Peysar, County Assessor Mike Dangers, County Attorney Jim Ratz, County Engineer John Welle, County Recorder Mick Moriarty, Sheriff Scott Turner, County Treasurer Lori Grams, Environmental Services Director Terry Neff, and Land Commissioner Mark Jacobs.

Mark Wedel, Board Chair welcomed everyone, gave a brief explanation of what to expect during the Budget Hearing, and noted that the final levy will be adopted at the December 19, 2017 County Board meeting.

Jessica Seibert, County Administrator presented information on Aitkin County's 2018 proposed budget, including:

- Understanding Property Tax Statements (Video)
- 2018 Budget & Levy
- Proposed Tax Statement
- Projected County Property Tax Statement
- Revenues & Expenditures
- Staffing
- Fund Balance

Diane Landstad, Nordland Township and Sharon DeWitt, Palisade voiced their concerns about the increases on their 2018 proposed property taxes, but acknowledged that the majority of their increases were not due to Aitkin County's proposed 2018 levy.

Board Chair J. Mark Wedel thanked everyone for their comments and for attending the Budget Hearing.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to adjourn the meeting at 6:37 pm.

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

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Jessica Seibert, County Administrator

**CALL TO ORDER**

**BOARD CHAIR  
COMMENTS**

**2018 BUDGET  
AND LEVY  
PRESENTATION**

**PUBLIC COMMENT**

**THANKS**

**ADJOURN**

# Aitkin County

WARRANT REGISTER  
Commissioner Warrants

Approved 12/19/2017  
Pay Date 12/15/2017



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>	
12710	AdventureKEEN 820 Cleveland Street S  Cambridge, MN 55008							
	Warrant # 73081	Total...	283.59	Nature guides and journals	19-521-000-0000-6400	73537		N
			283.59					
89471	Aitkin Co 4-H Council AC EXTENSION SERVICE 209 2ND ST NW ROOM 130 AITKIN, MN 56431							
	Warrant # 73082	Total...	160.00	License Center Plat book sales	01-601-551-0000-5840	5572-5575		N
			160.00					
117	Aitkin County Sheriff 217 2ND ST NW  AITKIN, MN 56431							
	Warrant # 73083	Total...	18.01	Jim Ratz Cell Phone	01-090-000-0000-6250	17-0763		N
			18.01					
170	Aitkin Motor Company 108 2ND ST NE AITKIN, MN 56431							
	Warrant # 73084	Total...	48.73	#55 oil change, tire rotation	01-045-000-0000-6302	15792		N
			48.73					
195	Aitkin Tire Shop  429 7TH AVE NE AITKIN, MN 56431							
			150.00	REPAIR LABOR	03-303-000-0000-6590	0-057375		N
			1,560.00	TIRE	03-303-000-0000-6590	0-057378		N
			518.60	TIRES	03-303-000-0000-6590	0-057385		N
			75.00	REPAIR PARTS	03-303-000-0000-6590	0-057396		N
			80.00	REPAIR LABOR	03-303-000-0000-6590	0-57385		N
			20.00	Tire repair 667	10-923-000-0000-6590	57327		N
	Warrant # 73085	Total...	2,253.60					
13620	American Door Works 2150 Frontage Road S  Waite Park, MN 56387							
			76.50	MCGREGOR SHOP REPAIRS	03-303-000-0000-6298	0-0188163-IN		N

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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
	Warrant #	73086	Total...	76.50				
14005	American Tower Corporation Lockbox 7501 PO Box 7247 Philadelphia, MN 19170-7501							
	Warrant #	73087	Total...	326.19	Jacobson Tower Rent	01-252-000-0000-6231	404597533	N
14587	Anderson/Gabrea 37294 395th St  Aitkin, MN 56431							
	Warrant #	73088	Total...	140.44	Mileage	01-255-000-0000-6208	262.5@.535	N
				49.71	Meal Reimbursement	01-255-000-0000-6208		N
12106	Antoine Electric 42188 336TH LANE  AITKIN, MN 56431							
	Warrant #	73089	Total...	130.50	STS Office light	01-110-000-0000-6231	16439	N
				324.52	PALISADE SHOP	03-303-000-0000-6298	16446	N
90081	ARDC Attn: Sister Mary Matthew Morrisroe 221 West 1st St Duluth, MN 55802							
	Warrant #	73090	Total...	18,661.95	Oct/Nov Settlement 2017	12-930-000-0000-6801		N
				65.48	Wildlife Revenue Sharing	12-930-000-0000-6801		N
				154.76	Public Hunting	12-930-000-0000-6801		N
				3.07	Volstead Lands	12-930-000-0000-6801		N
11960	ASAP Towing 1160 Airpark Drive  Aitkin, MN 56431							
	Warrant #	73091	Total...	132.00	Tow Saturn Ion 17-3415 Forf	01-200-000-0000-6359	5273	N
				132.00				



DKB1  
12/13/2017

12:29PM

Warrant Form WFXX  
Commissioner's Warrant

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					<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
10452	AT&T Mobility PO BOX 6463  CAROL STREAM, IL 60197-6463							
		69.98	Wireless		01-001-000-0000-6250	287259994975		N
						10/18/2017	11/17/2017	
		209.94	Montly Wireless		01-043-000-0000-6250	287250162187		N
						10/18/2017	11/17/2017	
		36.24	IPAD Data Plan		01-049-000-0000-6231	287279507473		N
		108.97	Wireless		01-052-000-0000-6250	287259994975		N
						10/18/2017	11/17/2017	
		34.99	Wireless		01-110-000-0000-6250	287259994975		N
						10/18/2017	11/17/2017	
		62.15	Wireless		01-120-000-0000-6250	287270539560		N
						10/18/2017	11/17/2017	
		1,006.15	Monthly Wireless		01-200-000-0000-6250	287258495419		N
		53.00	Monthly Wireless		01-203-000-0000-6250	287258495419		N
		49.88	Monthly Wireless		01-252-000-0000-6250	287258495419		N
		34.99	Monthly Wireless		01-253-000-0000-6250	287258495419		N
		34.99	PAUL'S IPAD SVC		03-303-000-0000-6254	287266104878X1		N
		142.12	Cell phone		10-923-000-0000-6254	287257204209		N
						10/18/2017	11/17/2017	
		75.80	Cell phone		11-924-000-0000-6250	287257204209		N
						10/18/2017	11/17/2017	
		47.37	Cell phone		21-520-000-0000-6250	287257204209		N
						10/18/2017	11/17/2017	
Warrant #	73092	Total...						
		1,966.57						
86467	Auto Value Aitkin 995 2ND ST NW  AITKIN, MN 56431							
		182.00	AITKIN SHOP SUPPLIES		03-303-000-0000-6298	40110700		N
		90.96	AITKIN SHOP SUPPLIES		03-303-000-0000-6298	40111101		N
		95.50	FILTERS		03-303-000-0000-6590	40110700		N
		62.99	REPAIR PARTS		03-303-000-0000-6590	40111505		N
		182.87	REPAIR PARTS		03-303-000-0000-6590	40111506		N
		151.99	REPAIR PARTS		03-303-000-0000-6590	40111745		N
		13.85	FILTERS		03-303-000-0000-6590	40111830		N
		41.55	FILTERS		03-303-000-0000-6590	40111878		N
		12.99	REPAIR PARTS		03-303-000-0000-6590	40111899		N

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						<u>From Date</u>	<u>To Date</u>	
		6.49	cable for sweeper		19-524-000-0000-6422	40111256		N
	Warrant # 73093	Total...	841.19					
14568	Axon Enterprise, Inc PO BOX 29661 DEPARTMENT 2018 PHOENIX, AZ 85038-9661							
		627.82	Training & hybrid taser cartri		01-200-000-0000-6405	SI1510371		N
		627.82	Training & hybrid taser cartri		01-252-252-0000-6405	SI1510371		N
	Warrant # 73094	Total...	1,255.64					
14044	Boarman Kroos Vogel Group Inc 222 N 2nd St Suite 101  Minneapolis, MN 55401							
		46,376.00	Design Development		06-949-000-0000-6231	44330		N
		34,907.50	Construction Documents		06-949-000-0000-6231	44330		N
		247.55	Expenses		06-949-000-0000-6231	44330		N
	Warrant # 73095	Total...	81,531.05					
456	Bob Barker Company, Inc. PO BOX 890885 CHARLOTTE, NC 28289-0885							
		3,100.00	50 Mattresses		01-252-252-0000-6405	UT1000439570		N
	Warrant # 73096	Total...	3,100.00					
8674	Boyer Trucks 2601 BROADWAY ST NE  MINNEAPOLIS, MN 55413							
		44.63	REPAIR PARTS		03-303-000-0000-6590	1193130		N
	Warrant # 73097	Total...	44.63					
12445	Brandl Chevrolet, Buick GMC 702 2nd Street NE  AITKIN, MN 56431							
		47.57	#9 oil change, tire rotation		01-045-000-0000-6302	305517		N
		50.84	Oil Change, rotate tires #221		01-200-000-0000-6302	305072		N
	Warrant # 73098	Total...	98.41					
9939	Brekke/Dell 14954 480TH ST TAMARACK, MN 55787							
		1,509.50	Timber Bond Refund Rec 2871		10-900-000-0000-2300	Permit 13793		N

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
		233.06	Overappraised refund	10-923-000-0000-6820	Permit 13793		N
	Warrant # 73099 Total...	1,742.56					
246	Brothers Fire & Security  9950 EAST HWY 10 ELK RIVER, MN 55330						
		505.00	2017 annual sprinkler inspecti	01-110-000-0000-6231	23124		N
		837.00	Flow switch over dispatch	01-252-000-0000-6590	105486		N
		382.25	Replace sprinkler head in cell	01-252-000-0000-6590	105525		N
		231.00	Hood Inspections	19-521-000-0000-6231	23027		N
	Warrant # 73100 Total...	1,955.25					
13325	Bruggman/Paul 44204 230th Ave  McGregor, MN 55760						
		1,155.00	November hours worked	01-200-040-0000-6304	33@\$35.00		N
		155.15	November mileage	01-200-040-0000-6304	290@.535		N
		380.00	table top probability wheel	01-200-040-0000-6304	grant approved		N
		28.50	November phone, internet	01-200-040-0000-6304			N
	Warrant # 73101 Total...	1,718.65					
3393	Bruss/Cheryl 50- 2ND AVE SE AITKIN, MN 56431						
		112.00	ACSO Alterations	01-200-000-0000-6231	509781		N
	Warrant # 73102 Total...	112.00					
783	Canon Financial Services, Inc 14904 COLLECTIONS CENTER DRIVE CHICAGO, IL 60693-0149						
		164.08	Copier contract 033	01-043-000-0000-6231	17949124		N
		248.73	Monthly copier 029	01-122-000-0000-6231	17949121		N
		164.95	Copier contract 001	01-200-000-0000-6231	18018255		N
		96.07	Copier contract 32	01-252-000-0000-6231	17949117		N
		140.67	Copier Contract 036	01-257-000-0000-6342	17949126		N
		327.05	Copier contract 34	10-923-000-0000-6405	17949125		N
	Warrant # 73103 Total...	1,141.55					
14090	Caverly, Treasurer/Brandi 41844 State Highway 200  Swatara, MN 55785						

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			<u>OBO#</u> <u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>	
		136.32	Unorg Cem 51-27 Apportionment	04-423-000-0000-6801			N
		19.50	Unorg Cem 51-27 MV Credit	04-423-000-0000-6801			N
		178.96	Unorg Cem 52-27 Apportionment	04-423-000-0000-6801			N
		9.52	Unorg Cem 52-27 MV Credit	04-423-000-0000-6801			N
	Warrant # 73104	Total...	344.30				
5398	CDW Government, Inc SUITE 1515 75 REMITTANCE DR CHICAGO, IL 60675-1515						
		240.00	BitDefender	01-049-000-0000-6231	KXB6558		N
		4,661.08	Antivirus Securty Software	01-049-000-0000-6231	KTN4285		N
		3,744.00	MS GSA Win Svr Std Core 2016	01-049-000-0000-6231	KSX8252		N
		170.00	24" Monitor	01-049-000-0000-6402	KWJ 2651		N
		340.00	(2) viewsonic Monitors	01-122-000-0000-6625	KWJ2643		N
		261.09	MS GSA OFFICE STD 2016	01-255-000-0000-6405	KDW4158		N
		1,044.36	MS OFFICE PROGRAM FOR LAPTOPS	03-308-000-0000-6600	KZG0533		N
	Warrant # 73105	Total...	10,460.53				
10083	Cedarbrook Lumber Comp 1200 CEDAR LANE AITKIN, MN 56431						
		125.93	Screws	21-520-000-0000-6406	90550		N
		642.83	Treated ground contact	21-520-000-0000-6406	90562		N
		429.50	Treated lumber	21-520-000-0000-6406	90590		N
	Warrant # 73106	Total...	1,198.26				
8175	Centurylink PO BOX 2961  PHOENIX, AZ 85062-2961						
		304.56	LD/LOCAL Q4	01-012-000-0000-6250	313645966		N
		17.87	LD/LOCAL	01-040-000-0000-6250	313645966		N
		5.90	LD/LOCAL	01-042-000-0000-6250	313645966		N
		24.32	LD/LOCAL	01-043-000-0000-6250	313645966		N
		4.04	LD/LOCAL	01-044-000-0000-6250	313645966		N
		78.55	LD/LOCAL	01-049-000-0000-6250	313645966		N
		42.74	LD/LOCAL	01-052-000-0000-6250	313645966		N
		36.22	LD/LOCAL	01-090-000-0000-6250	313645966		N
		25.46	LD/LOCAL	01-100-000-0000-6250	313645966		N
		4.35	LD/LOCAL	01-110-000-0000-6250	313645966		N
		60.85	LD/LOCAL	01-120-000-0000-6250	313645966		N

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								<u>To Date</u>		
		86.72	LD/LOCAL			01-122-000-0000-6250	313645966			N
		104.83	LD/LOCAL			01-200-000-0000-6250	313645966			N
		261.20	LD/LOCAL			01-252-000-0000-6250	313645966			N
		6.11	LD/LOCAL			01-253-000-0000-6250	313645966			N
		42.64	LD/LOCAL			01-255-000-0000-6250	313645966			N
		103.49	LC/LOCAL PROBATION			01-257-000-0000-6220	313645966			N
		9.93	LD/LOCAL			01-390-000-0000-6250	313645966			N
		11.38	LD/LOCAL			01-391-000-0000-6250	313645966			N
		1.66	LD/LOCAL			01-601-000-0000-6250	313645966			N
		1.76	LD/LOCAL			01-711-000-0000-6250	313645966			N
		52.57	LD/LOCAL			03-303-000-0000-6254	313645966			N
		1.90	LD/LOCAL			05-400-440-0410-6250	313645966			N
		13.20	LD/LOCAL-HHS			05-400-440-0410-6250	313645966			N
		100.48	LD/LOCAL PH			05-400-440-0410-6250	313645966			N
		4.05	LD/LOCAL			05-420-600-4800-6250	313645966			N
		28.04	LD/LOCAL-HHS			05-420-600-4800-6250	313645966			N
		264.51	LD/LOCAL -IM			05-420-600-4800-6250	313645966			N
		96.14	LD/LOCAL-CS			05-420-640-4800-6250	313645966			N
		5.95	LD/LOCAL			05-430-700-4800-6250	313645966			N
		41.24	LD/LOCAL-HHS			05-430-700-4800-6250	313645966			N
		509.15	LD/LOCAL-SS			05-430-700-4800-6250	313645966			N
		14.90	LD/LOCAL -GIS			10-921-000-0000-6250	313645966			N
		14.80	LD/LOCAL Surveyor			10-921-000-0000-6250	313645966			N
		13.25	LD/LOCAL			10-923-000-0000-6250	313645966			N
	Warrant # 73107	Total...	2,394.76							
8175	Centurylink PO BOX 2961  PHOENIX, AZ 85062-2961									
			31.29	FAX: HWY OFFICE		03-303-000-0000-6254	NOV-DEC			N
	Warrant # 73108	Total...	31.29							
163	Charter Communications PO BOX 3019  MILWAUKEE, WI 53201-3019									
			201.77	Cable TV		01-252-252-0000-6405	0006081111817			N
	Warrant # 73109	Total...	201.77							

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964	Chief Supply Corp PO BOX 602763  Charlotte, NC 28260-2763							
		342.04	Batteries, gloves		01-200-000-0000-6405	294030		N
		8.25	Batteries		01-200-000-0000-6405	294970		N
		342.04	Batteries, gloves		01-252-000-0000-6405	294030		N
		8.25	Batteries		01-252-000-0000-6405	294970		N
	Warrant # 73110 Total...	700.58						
1091	Commissioner Of Revenue MN DEPT. OF REVENUE-SPECIAL TAXES MAIL STATION 3340 SAINT PAUL, MN 55146-3340							
		106.62	SM 20% Share-Current		09-000-000-0000-2044			N
	Warrant # 73111 Total...	106.62						
1457	CPS Technology Solutions, Inc 3949 COUNTY ROAD 116  HAMEL, MN 55340							
		26.40	Dec Printer Maint		01-040-000-0000-6231	373604		N
		11.26	Dec Printer Maint		05-400-440-0410-6300	373604		N
		23.94	Dec Printer Maint		05-420-600-4800-6300	373604		N
		35.20	Dec Printer Maint		05-420-640-4800-6300	373604		N
		35.20	Dec Printer Maint		05-430-700-4800-6300	373604		N
	Warrant # 73112 Total...	132.00						
5583	Crawford Supply Company PO BOX 840016  Kansas City, MO 64184-0016							
		506.52	Commissary Supplies		01-252-252-0000-6408	915616		N
	Warrant # 73113 Total...	506.52						
89541	Culligan 8240 INDUSTRIAL PARK RD  BAXTER, MN 56425							
		10.50	DEC EQUIP RENTAL		03-301-000-0000-6400	STMT		N
		43.50	WATER		03-301-000-0000-6400	438492		N
	Warrant # 73114 Total...	54.00						

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88628	Dalco ATTN: MARSHA(ACCTS PAYABLE) PO BOX 64777 ST PAUL, MN 55164-0777							
		149.76	Toilet Tissue, Towels		01-110-000-0000-6422	3251803		N
		550.66	Paper products for jail		01-252-000-0000-6422	3251804		N
		163.99	SOFTENER SALT (31)		19-524-000-0000-6422	3250017		N
		291.60	SNOW/ICE SALT (24)		19-524-000-0000-6422	3250017		N
	Warrant # 73115 Total...	1,156.01						
88880	Datacomm Computers & Networks Inc 1170 Air Park Dr  AITKIN, MN 56431							
		65.00	Replacement Battery		01-254-000-0000-6625	10186		N
	Warrant # 73116 Total...	65.00						
13857	DEERWOOD TECHNOLOGIES PO BOX 393  DEERWOOD, MN 56444							
		4,413.22	Cisco Maint 2018		01-049-000-0000-6231	16486		N
	Warrant # 73117 Total...	4,413.22						
1333	Dell Marketing L.P. C/O Dell USA L.P. PO Box 802816 Chicago, IL 60680-2816							
		374.95	Car chargers for laptops		01-206-000-0000-6409	10208834884		N
		9,066.80	5 Computers		01-206-000-0000-6409	10204578910		N
	Warrant # 73118 Total...	9,441.75						
10405	Digital Ally, Inc. PO BOX 413183  KANSAS CITY, MO 64141-3183							
		610.00	2 IO Boxes for squads		01-200-000-0000-6302	1097828		N
	Warrant # 73119 Total...	610.00						
1430	Dotzler Power Equipment 315 1ST AVE NW AITKIN, MN 56431							
		64.85	MCGRATH SHOP SUPPLIES		03-303-000-0000-6298	87811		N
		205.90	MCGRATH SHOP SUPPLIES		03-303-000-0000-6298	87814		N

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	Warrant #	73120	Total...	270.75				
7935	East Central Energy PO BOX 75530  Chicago, IL 60675-5530							
	Warrant #	73121	Total...	92.45	OCT-NOV POWER-MCGRATH	03-303-000-0000-6254	70415419	N
7060	Federated Co-Ops Inc. 502 S 2ND ST PRINCETON, MN 55371-1941							
	Warrant #	73122	Total...	499.60	MCGRATH SHOP PROPANE	03-303-000-0000-6297	0-0103884	N
9368	FirstSource 16450 COLLECTIONS CTR DRIVE  CHICAGO, IL 60693							
	Warrant #	73123	Total...	142.45	DRUG SCREEN	03-303-000-0000-6296	FL00188371	N
8622	Frontier  PO BOX 20550 ROCHESTER, NY 14602-0550							
				66.68	JACOBSON	03-303-000-0000-6254	218-752-6591	N
				66.68	MCGREGOR	03-303-000-0000-6254	218-768-4481	N
				66.68	PALISADE	03-303-000-0000-6254	218-845-2607	N
				66.68	MCGRATH	03-303-000-0000-6254	320-592-3580	N
				511.63	Service and LD	19-521-000-0000-6250	2187684653	N
	Warrant #	73124	Total...	778.35				
12500	Frontier Precision, Inc 2020 Frontier Dr  Bismark, ND 58504							
	Warrant #	73125	Total...	216.00	Batteries for GPS	11-924-000-0000-6590	167310	N
1473	Future Forests, Inc 72230 BEAVERTAIL RD ASKOV, MN 55704							
				28,038.15	Spraying for site prep	11-934-000-0000-6231		N



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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	73126	Total...	28,038.15			
11634	Gammello & Pearson PLLC PO BOX 2629  BAXTER, MN 56425						
			105.00	Attorney fees 01-JV-17-1070	01-012-000-0000-6232	60569	N
			1,087.50	Attorney fees 01-JV-17-839	01-012-000-0000-6232	60611	N
			48.15	Atty Expenses 01-JV-17-839	01-012-000-0000-6232	60611	N
			67.50	Atty Fees 01-FA-17-647	01-012-000-0000-6232	60566	N
			165.00	Atty Fees 01-JV-17-614	01-012-000-0000-6232	60565	N
			135.00	Atty Fees 01-FA-17-529	01-012-000-0000-6232	60563	N
			16.05	Atty Expenses 01-FA-17-529	01-012-000-0000-6232	60563	N
			15.00	Atty Fees 01-JV-17-510	01-012-000-0000-6232	60561	N
	Warrant #	73127	Total...	1,639.20			
1754	Garrison Disposal Company, Inc PO BOX 308 AITKIN, MN 56431						
			662.82	Waste removal	01-110-000-0000-6255	30579	N
			356.00	Dumpster jail shower reno	01-252-000-0000-6590	8615	N
			80.73	OCT MCGREGOR SHOP	03-303-000-0000-6254	30164	N
			257.40	Shop & Aitkin Cmpgrd July	21-520-000-0000-6254	30029	N
			257.40	Shop & Aitkin Cmpgrd August	21-520-000-0000-6254	30030	N
			257.40	Shop & Aitkin Cmpgrd Sept	21-520-000-0000-6254	30031	N
			257.40	Shop & Aitkin Cmpgrd Oct	21-520-000-0000-6254	30032	N
			70.20	Shop & Aitkin Cmpgrd Dec	21-520-000-0000-6254	30580	N
	Warrant #	73128	Total...	2,199.35			
14391	GHA Technologies Dept #2090 PO Box 29661  Phoenix, AZ 85038-9661						
			440.00	Desktop scanner for Sarah	01-090-000-0000-6625	9989121	N
			147.00	Foxit Software	11-924-000-0000-6405	9988273	N
	Warrant #	73129	Total...	587.00			
1777	Grand Rapids Veterinary Clinic 405 SE 13TH ST GRAND RAPIDS, MN 55744						
			76.85	Tooth Exam	01-200-019-0000-6231	248294	N
	Warrant #	73130	Total...	76.85			

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2140	Hennepin County Sheriff's Office 350 SOUTH 5TH ST. FINANCE DIVISION-ROOM 30 MINNEAPOLIS, MN 55415							
	Warrant # 73131	Total...	80.00	subpoena 01CR16602	01-090-000-0000-6234	79346		N
			80.00					
2186	Hillyard Inc - Kansas City PO BOX 843775  KANSAS CITY, MO 64184-3775							
	Warrant # 73132	Total...	442.41	Liners & ice melter	01-110-000-0000-6422	602785171		N
			646.29	Janitorial	01-252-000-0000-6422	602785206		N
			1,088.70					
7525	Hometown Bldg Supply PO BOX 341 AITKIN, MN 56431							
	Warrant # 73133	Total...	10.76	Rebar	11-924-000-0000-6406	5052		N
			30.07	12" spikes LLCC	21-520-000-0000-6590	4652		N
			40.83					
14757	Horizon CPO Seminars 2125 Energy Park Dr  St Paul, MN 55108							
	Warrant # 73134	Total...	270.00	CPO Seminar Leitinger	01-390-000-0000-6208			N
			270.00					
11428	Horizon Roofing, INC. 2010 COUNTY ROAD 137  WAITE PARK, MN 56387							
	Warrant # 73135	Total...	973.33	Court House Roof Repairs	01-111-000-0000-6605	BE5051		N
			1,139.29	Court House Roof Repairs	01-111-000-0000-6605	BE5103		N
			2,112.62					
2340	Hyytinen Hardware Hank 312 2ND ST NE AITKIN, MN 56431							
			39.44	Drop cloth, quartz bulbs	01-110-000-0000-6422	1430306		N
			19.68	Chisel, Masonry drill bit	01-110-000-0000-6422	1432679		N
			30.65	Snips, tape, grease	01-110-000-0000-6422	143286		N
			7.37	Drop cloth, key	01-110-000-0000-6422	1433953		N

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		144.89	Paint, Painting supplies	01-110-000-0000-6422	143819		N
		3.18	Squad keys	01-200-000-0000-6302	1434928		N
		7.89	Cut off wheel set for jail shw	01-252-000-0000-6590	1432894		N
		2.40	Screws for jail	01-252-000-0000-6590	1432958		N
		180.98	Alum flashlight & White Fridge	01-392-000-0000-6405	1434638		N
		59.99	MCGRATH SHOP SUPPLIES	03-303-000-0000-6298	1431181		N
		19.99	PALISADE SHOP SUPPLIES	03-303-000-0000-6298	1432403		N
		79.99	AITKIN SHOP SUPPLIES	03-303-000-0000-6298	1432961		N
		38.45	MCGRATH SHOP SUPPLIES	03-303-000-0000-6298	1433873		N
		24.49	JOB SUPPLIES	03-307-000-0000-6260	1430849		N
		10.80	Hardware	19-524-000-0000-6422	1434843		N
		53.91	softener salt	19-524-000-0000-6422	1432983		N
	Warrant # 73136	Total...	724.10				
2386	Information Systems Corp PO BOX 9040 3210 FIECHTNER DR SW FARGO, ND 58106-9040						
		495.00	Canon Maint Agreement	01-042-000-0000-6231	9313		N
		985.00	Maint Agreement Ricoh Scanner	01-100-196-0000-6231	9312	02/13/2019	N
	Warrant # 73137	Total...	1,480.00				
11898	IT Savvy PO Box 3296  Glen Ellyn, IL 60138						
		2,060.20	iMail Licenses 1 year	01-049-000-0000-6231	995654		N
	Warrant # 73138	Total...	2,060.20				
2763	J & H Transfer Station-Lakes Sanitary 19149 360TH ST  MCGREGOR, MN 55760						
		184.53	OCT AITKIN-PRORATED	03-303-000-0000-6254	128659		N
		57.65	DEC PALISADE	03-303-000-0000-6254	128660		N
		92.38	December garbage service	19-521-000-0000-6255	128691		N
	Warrant # 73139	Total...	334.56				
9337	Jackman/David 12627 480th St  TAMARACK, MN 55787						

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		145.00	WORK BOOTS REIMB		03-303-000-0000-6411			N
	Warrant # 73140 Total...	145.00						
2448	Janzen/Carroll Mark 36208 DEER STREET  AITKIN, MN 56431							
		50.00	Vet Van		01-120-000-0000-6350	St Cloud		N
						11/03/2017	11/03/2017	
		50.00	Vet Van		01-120-000-0000-6350	Mpls		N
						11/16/2017	11/16/2017	
	Warrant # 73141 Total...	100.00						
14508	Janzen/Hugh 901 Minnesota Ave S  Aitkin, MN 56431							
		50.00	Vet Van		01-120-000-0000-6350	Mpls		N
						11/18/2017	11/18/2017	
	Warrant # 73142 Total...	50.00						
2424	Jobe/Pete 20778 WENDIGO PK RD GRAND RAPIDS, MN 55744							
		411.36	Timber bond refund Rec JE		10-900-000-0000-2300	Permit 13471		N
	Warrant # 73143 Total...	411.36						
14654	Jones and Magnus, Attorneys at Law 212 Madison Ave Suite 100 Mankato, MN 56001							
		1,852.50	Attorney fees 01-PR-17-186		01-012-000-0000-6232	17609		N
	Warrant # 73144 Total...	1,852.50						
3093	Jones/Stanley Carter 45744 323RD LANE AITKIN, MN 56431							
		9.99	reimb.for Van Wash		01-120-000-0000-6302	11/13/17		N
		50.00	Vet Van		01-120-000-0000-6350	St Cloud		N
						11/06/2017	11/06/2017	
		50.00	Vet Van		01-120-000-0000-6350	St Cloud		N
						11/13/2017	11/13/2017	
	Warrant # 73145 Total...	109.99						

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5503	Keefe Supply Company PO BOX 840100  Kansas City, MO 64184-0100							
		579.78	Groceries		01-252-000-0000-6418	91432		N
		163.90	Commissary		01-252-252-0000-6408	915617		N
	Warrant # 73146 Total...	743.68						
2650	Kingsley/Marlene E 47864 GREAT RIVER ROAD PALISADE, MN 56469							
		75.00	Court Visit		01-012-000-0000-6232	01-PR-17-798		N
		75.00	Court Visit		01-012-000-0000-6232	01-PR-17-927		N
		20.00	mileage		01-012-000-0000-6232	01-PR-17-927		N
		20.00	mileage		01-012-000-0000-6232	01-PR-17-798		N
	Warrant # 73147 Total...	190.00						
8101	Kris Engineering Inc 1988 247TH ST ST CLOUD, MN 56301							
		2,171.64	5' CUTTING EDGES		03-303-000-0000-6590	29209		N
		2,605.92	3' CUTTING EDGES		03-303-000-0000-6590	29209		N
	Warrant # 73148 Total...	4,777.56						
91187	Lake Country Power 8535 PARK RIDGE DR MOUNTAIN IRON, MN 55768-2059							
		61.20	OCT-NOV CSAH 14		03-303-000-0000-6254	141979801		N
		49.16	OCT-NOV CSAH 6		03-303-000-0000-6254	141979901		N
	Warrant # 73149 Total...	110.36						
5767	Lamke/Dennis 39395 540TH LANE PALISADE, MN 56469							
		50.00	drive Vet Van		01-120-000-0000-6350	St Cloud		N
						11/09/2017	11/09/2017	
		50.00	drive Vet Van		01-120-000-0000-6350	Mpls		N
						11/14/2017	11/14/2017	
	Warrant # 73150 Total...	100.00						
11407	Lightning Motor Sports 1115 2ND ST NW  AITKIN, MN 56431							

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		61.12	Repair ATV		10-923-000-0000-6590	17275		N
		42.89	Hook for ATV Hitch		19-524-000-0000-6422	17357		N
	Warrant # 73151	Total...	104.01					
2831	Little Falls Machine Inc 300 LINDBERGH DR S LITTLE FALLS, MN 56345							
		257.92	AITKIN SHOP SUPPLIES		03-303-000-0000-6298	350325		N
		519.48	PLOW SHOES		03-303-000-0000-6590	350325		N
		2,389.30	REPAIR PARTS		03-303-000-0000-6590	350325		N
		16.00	REPAIR PARTS		03-303-000-0000-6590	350387		N
	Warrant # 73152	Total...	3,182.70					
2941	M R Sign Co Inc 1706 1ST AVENUE NORTH  FERGUS FALLS, MN 56537							
		84.39	PALISADE SIGNS		03-303-000-0000-6516	198489		N
		23.88	DIR ARROW		03-303-000-0000-6516	198489		N
		23.88	RIGHT TURN ARROW		03-303-000-0000-6516	198489		N
	Warrant # 73153	Total...	132.15					
2991	Malmo Market 32060 220TH ST AITKIN, MN 56431							
		6.71	MCGRATH SHOP SUPPLIES		03-303-000-0000-6298	30694		N
		31.43	GASOLINE		03-303-000-0000-6513	30693		N
		38.50	GASOLINE		03-303-000-0000-6513	36143		N
		39.44	GASOLINE		03-303-000-0000-6513	36639		N
		34.00	GASOLINE		03-303-000-0000-6513	37052		N
		37.10	GASOLINE		03-303-000-0000-6513	38837		N
		35.13	GASOLINE		03-303-000-0000-6513	39534		N
		26.52	GASOLINE		03-303-000-0000-6513	39677		N
		171.34	November Gas		21-520-000-0000-6511			N
	Warrant # 73154	Total...	420.17					
10824	Maney International Inc 375 S. 33RD AVE PO BOX 765 ST CLOUD, MN 56302							
		208.60	FILTERS		03-303-000-0000-6590	768995		N
	Warrant # 73155	Total...	208.60					

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10200	Marcotte/Anne Marie PO BOX 192  HILL CITY, MN 55748						
		843.16		Mileage June-Oct	01-001-000-0000-6330	1576@.535	N
		562.29		Mileage Oct-Dec	01-001-000-0000-6330	1051@.535	N
		30.33		Meals/AMC Annual Conference	01-001-000-0000-6340		N
	Warrant # 73156	Total...	1,435.78				
11946	McGuire Mechanical PO Box 108  Aitkin, MN 56431						
		10,199.92		HVAC for Basement Remodel	01-111-000-0000-6605	8166	N
		51.08		HVAC for Basement Remodel	01-111-000-0000-6605	8166	N
		91.00		Unhook warmer, cap water lines	01-252-000-0000-6231	8123	N
	Warrant # 73157	Total...	10,342.00				
12927	Midwest Machinery Co. 1120 2nd St NW  Aitkin, MN 56431						
		95.46		Diagnose Stihl saw	01-253-000-0000-6231	1575696	N
		25.71		Fuel conditioner, cap, oil	21-520-000-0000-6590	1582546	N
	Warrant # 73158	Total...	121.17				
1044	Minnesota Forest Resources Partnership Fryberger, Buchanan,Smith & Frederick 302 W SUPERIOR STREET DULUTH, MN 55802						
		916.80		2018 MN Forest Res Partnershp	10-923-000-0000-6240		N
	Warrant # 73159	Total...	916.80				
4580	Mn Dept Of Finance TREASURY DIVISION ACCOUNTING PO BOX 64577 ST PAUL, MN 55164-0577						
		210.00		Marriage Lic Fees Nov 2017	09-000-000-0000-2030		N
	Warrant # 73160	Total...	210.00				
4580	Mn Dept Of Finance TREASURY DIVISION ACCOUNTING PO BOX 64577 ST PAUL, MN 55164-0577						
		420.45		Tif Admin Fee Oct/Nov settleme	09-000-000-0000-2051		N

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	Warrant #	73161	Total...	420.45				
10825	Mn Indep Petroleum Serv Inc 8299 WISE RD BRAINERD, MN 56401							
			154.75	REPROGRAMMED	03-303-000-0000-6298	12901		N
	Warrant #	73162	Total...	154.75				
10795	Moriarty/Michael 503 2ND ST NW  AITKIN, MN 56431							
			275.00	MACO winter conf reg	01-100-000-0000-6241	200001177		N
	Warrant #	73163	Total...	275.00				
8678	Morton Salt Dept. CH 19973  Palatine, IL 60055							
			2,690.86	DE-ICING SALT	03-303-000-0000-6518	5401443140		N
			2,303.04	DE-ICING SALT	03-303-000-0000-6518	5401443141		N
			1,262.20	DE-ICING SALT	03-303-000-0000-6518	5401443980		N
	Warrant #	73164	Total...	6,256.10				
3503	Neff/Terry B. 209 2ND ST NW ROOM 100 AITKIN, MN 56431							
			39.15	Mileage-AMC conference	01-391-000-0000-6330	90@.435		N
			5.00	Parking-AMC conference	01-391-000-0000-6330			N
			14.09	Dinner-AMC Conference	01-391-000-0000-6340	12/3/17		N
	Warrant #	73165	Total...	58.24				
3532	Nelson Lawn & Landscaping 35129 360TH ST  AITKIN, MN 56431							
			375.00	Snow plowing 11/2/17	01-110-000-0000-6231	1105		N
			312.50	Snow plowing 11/9/17	01-110-000-0000-6231	1105		N
			312.50	Snow plowing 11/23/17	01-110-000-0000-6231	1105		N
	Warrant #	73166	Total...	1,000.00				
8436	Northland Parts 293 N MADDY STREET MCGREGOR, MN 55760							
			20.70	MCGREGOR SHOP SUPPLIES	03-303-000-0000-6298	351757		N





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	Warrant # 73167	Total...	20.70				
3583	NPELRA 1012 S Coast Hwy, Suite M OCEANSIDE, CA 92054						
			200.00	Annual Dues	01-052-000-0000-6240	Danielson30996 01/01/2018	N 12/31/2018
	Warrant # 73168	Total...	200.00				
5838	Nw Carlton Co Ambulance District PO BOX 35 CROMWELL, MN 55726						
			1,070.90	Ambulance District Levy	12-931-162-0000-2045	May/June	N
			254.58	Ambulance District Levy	12-931-162-0000-2045	Oct/Nov	N
	Warrant # 73169	Total...	1,325.48				
3712	Office Depot PO BOX 88040 CHICAGO, IL 60680-1040						
			197.84	Toner/Printer Cartridges	01-252-000-0000-6405	980528126001	N
			209.99	Toner/Printer Cartridges	01-252-000-0000-6405	980530424001	N
	Warrant # 73170	Total...	407.83				
3336	Office Of MN. IT Services ROOM 510 ACCOUNTS RECEIVABLE 658 CEDAR STREET ST. PAUL, MN 55155-1608						
			1,300.00	November Useage	01-044-000-0000-6231	DV17110407	N
	Warrant # 73171	Total...	1,300.00				
9908	Office Of The Secretary Of State Notary-Retirement Systems of MN Bldg 60 EMPIRE DRIVE SUITE 100 ST PAUL, MN 55103						
			120.00	Notary APP for Carol Yunker	01-040-021-0000-6241		N
	Warrant # 73172	Total...	120.00				
12088	Official Payments Corporation PO Box 419172 Boston, MA 02241-9172						
			15.00	Tax Elec Payment Fees	01-042-000-0000-5524	INVINT53252	N
	Warrant # 73173	Total...	15.00				

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3757	Packer-Treasurer/Warren UNORG CEM 50-25 405 4TH AVE N, PO BOX 14 PALISADE, MN 56469							
		345.21	Unorg Cem 50-25 Apportionment		04-423-000-0000-6801			N
		23.75	Unorg Cem 50-25 MV Credit		04-423-000-0000-6801			N
		97.31	Public Hunting Grounds		04-423-000-0000-6801			N
	Warrant # 73174	Total...	466.27					
3789	Pan-O-Gold Baking Company P.O. BOX 848 ST CLOUD, MN 56302-0848							
		230.76	Groceries		01-252-000-0000-6418	10002417334030		N
		182.22	Groceries		01-252-000-0000-6418	10002417320024		N
		234.91	Groceries		01-252-000-0000-6418	10002417326014		N
	Warrant # 73175	Total...	647.89					
9671	Pitney Bowes PO BOX 371887  PITTSBURGH, PA 15250-7887							
		74.04	LEASE		03-301-000-0000-6205	3101742453		N
	Warrant # 73176	Total...	74.04					
14289	Pratt/Bill 36991 450th St  Palisade, MN 56469							
		262.69	November Mileage		01-001-000-0000-6330	491@.535		N
	Warrant # 73177	Total...	262.69					
3950	Public Utilities  120 1ST ST NW AITKIN, MN 56431							
		1,767.86	Courthouse		01-110-000-0000-6254	0300000509007		N
						10/16/2017	11/16/2017	
		28.77	Old County Garage		01-110-000-0000-6254	0200050202003		N
						10/16/2017	11/16/2017	
		513.90	Jail West Annex		01-110-000-0000-6254	0200000510000		N
						10/16/2017	11/16/2017	
		239.34	CH Building Coordinator		01-110-000-0000-6254	0200050109016		N
						10/16/2017	11/16/2017	
		81.06	Glarco		01-110-000-0000-6254	0200050186004		N

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		273.36	LA Tool Building			01-110-000-0000-6254	0300050188007	10/16/2017	11/16/2017		N
		24.17	Boat & Water			01-202-000-0000-6254	0200063119006	10/16/2017	11/16/2017		N
		66.29	Sheriff Emerg Storage Garage			01-252-000-0000-6254	0200000507004	10/16/2017	11/16/2017		N
		1,626.56	New Jail			01-252-000-0000-6254	0300000512016	10/16/2017	11/16/2017		N
		5,411.67	New Jail 2			01-252-000-0000-6254	0300000511002	10/16/2017	11/16/2017		N
		50.64	HWY 210 W & CR 28			03-303-000-0000-6254	02-00059455-00				N
		79.51	AITKIN SHOP WATER			03-303-000-0000-6254	02-00063335-00				N
		55.14	HWY 210/169 E & CR 12			03-303-000-0000-6254	02-00063388-00				N
		90.35	HWY 47 & CR 12			03-303-000-0000-6254	02-00064092-00				N
		205.63	Land Dept			21-520-000-0000-6254	0200000348003				N
								10/16/2017	11/16/2017		
		28.43	Mississippi Access			21-520-000-0000-6254	0200063077005				N
								10/16/2017	11/16/2017		
		38.27	Parks Shower Miss Access			21-520-000-0000-6254	0200063077050				N
								10/16/2017	11/16/2017		
Warrant #	73178	Total...	10,580.95								
14665	Rapids Plumbing & Heating, Inc. 25767 US Hwy 2  Grand Rapids, MN 55744										
		293.50	SWATARA SHOP			03-303-000-0000-6298	13514				N
Warrant #	73179	Total...	293.50								
4010	Rasley Oil Company PO BOX 282 AITKIN, MN 56431										
		98.70	Gas			01-200-000-0000-6511	AITCOSHERS				N
		267.70	Gas			01-253-000-0000-6511	AITCOSHERS				N
		37.06	GASOLINE			03-303-000-0000-6513	27917				N
		41.43	GASOLINE			03-303-000-0000-6513	27923				N
		39.84	GASOLINE			03-303-000-0000-6513	27971				N
		29.01	GASOLINE			03-303-000-0000-6513	27980				N
		57.15	GASOLINE			03-303-000-0000-6513	27990				N
		36.13	GASOLINE			03-303-000-0000-6513	28020				N
		56.51	GASOLINE			03-303-000-0000-6513	28029				N

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		42.69	GASOLINE			03-303-000-0000-6513	28103			N
		38.98	GASOLINE			03-303-000-0000-6513	28123			N
		59.09	GASOLINE			03-303-000-0000-6513	28131			N
		36.18	GASOLINE			03-303-000-0000-6513	28149			N
		76.58	GASOLINE			03-303-000-0000-6513	28159			N
		36.18	GASOLINE			03-303-000-0000-6513	28203			N
		61.72	GASOLINE			03-303-000-0000-6513	28214			N
		27.83	GASOLINE			03-303-000-0000-6513	28252			N
		48.26	GASOLINE			03-303-000-0000-6513	28256			N
		25.88	GASOLINE			03-303-000-0000-6513	28265			N
		51.16	GASOLINE			03-303-000-0000-6513	28286			N
		64.70	GASOLINE			03-303-000-0000-6513	28400			N
		54.53	GASOLINE			03-303-000-0000-6513	28456			N
		48.29	GASOLINE			03-303-000-0000-6513	28478			N
		52.68	GASOLINE			03-303-000-0000-6513	28496			N
		75.14	GASOLINE			03-303-000-0000-6513	28509			N
		41.61	GASOLINE			03-303-000-0000-6513	28518			N
		53.62	GASOLINE			03-303-000-0000-6513	28548			N
		69.16	GASOLINE			03-303-000-0000-6513	28579			N
		37.91	GASOLINE			03-303-000-0000-6513	28611			N
		41.60	GASOLINE			03-303-000-0000-6513	28706			N
		38.69	GASOLINE			03-303-000-0000-6513	28710			N
		61.65	GASOLINE			03-303-000-0000-6513	28796			N
		57.86	GASOLINE			03-303-000-0000-6513	28802			N
		50.23	GASOLINE			03-303-000-0000-6513	28815			N
		21.42	GASOLINE			03-303-000-0000-6513	28828			N
		38.65	GASOLINE			03-303-000-0000-6513	28916			N
		76.98	GASOLINE			03-303-000-0000-6513	28919			N
		48.35	GASOLINE			03-303-000-0000-6513	28945			N
		34.06	GASOLINE			03-303-000-0000-6513	28968			N
		37.82	GASOLINE			03-303-000-0000-6513	29010			N
		27.66	GASOLINE			03-303-000-0000-6513	29046			N
		45.42	GASOLINE			03-303-000-0000-6513	29048			N
		984.82	November gas			10-923-000-0000-6511	AITCOL&PS			N
		35.00	Fuel			19-524-000-0000-6511	28978			N
Warrant #	73180	Total...								
			3,265.93							

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4031	Reedsburg Hardware Company P.O. BOX 189 REEDSBURG, WI 53959	1,461.61	SHOP SUPPLIES		03-303-000-0000-6298	6325MN		N
	Warrant # 73181 Total...	1,461.61						
11187	Regents Of The University of Minnesota NW 5960 PO BOX 1450 MINNEAPOLIS, MN 55485-5960	13,205.82	Oct-Dec MOA billing-GAGE		01-601-000-0000-6262	0300019286		N
	Warrant # 73182 Total...	13,205.82						
9499	Reliance Telephone Systems, Inc 1533 42nd St  EAST GRAND FORKS, MN 58201-3757	500.00	Phone cards		01-252-252-0000-6406	D-20319		N
		600.00	Phone cards		01-252-252-0000-6406	D-20381		N
	Warrant # 73183 Total...	1,100.00						
14598	Rickmeyer/Taylor Aitkin County Community Corrections 204 1st St NW Aitkin, MN 56431	51.67	Training - overnight meals		01-257-251-0000-6339			N
	Warrant # 73184 Total...	51.67						
5938	Rieger Logging 61559 CO RD 26 NORTHOME, MN 56661	671.20	Timber bond refund Rec 3163		10-900-000-0000-2300	Permit 13569		N
	Warrant # 73185 Total...	671.20						
14572	Ritter Contracting PO Box 126  McGregor, MN 55760	3,500.00	Axtell Riding Area Work		11-925-000-0000-6231			N
	Warrant # 73186 Total...	3,500.00						
84172	Riverwood Healthcare Center 200 BUNKER HILL DRIVE  AITKIN, MN 56431	49.50	Inmate care 17-2499		01-200-000-0000-6231	80002813		N

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		49.50	Inmate care 17-2525			01-200-000-0000-6231	80002813				N
		49.50	Inmate care 17-2019			01-200-000-0000-6231	80002813				N
		49.50	Inmate care 17-1973			01-200-000-0000-6231	80002813				N
		21.56	Inmate Care AD			01-252-000-0000-6262	80002813				N
		131.67	Inmate Care BL			01-252-000-0000-6262	80002813				N
		58.13	Inmate Care SLM			01-252-000-0000-6262	80002813				N
		127.05	Inmate Care LM			01-252-000-0000-6262	80002813				N
	Warrant # 73187	Total...	536.41								
4139	Roggenkamp-Rakotz/Lisa M 8699 AUTUMN LANE PEQUOT LAKES, MN 56472										
		155.15	Training Mileage			01-090-000-0000-6208	290@.535				N
		42.28	Training - overnight meals			01-090-000-0000-6208					N
	Warrant # 73188	Total...	197.43								
11362	Roscoe/Bernie 32125 OAK AVENUE  AITKIN, MN 56431										
		50.00	Drive Van			01-120-000-0000-6350	St Cloud				N
							11/15/2017			11/15/2017	
	Warrant # 73189	Total...	50.00								
10257	Sadie Llama Designs 23998 US HIGHWAY 169  AITKIN, MN 56431										
		77.50	NO TRESSPASS SIGN FOR PIT ON 5			03-303-000-0000-6516	86132.4133				N
	Warrant # 73190	Total...	77.50								
5791	Sappi 20 N 22nd St  CLOQUET, MN 55720										
		2,231.48	Tibmer Bond refund Rec 3178			10-900-000-0000-2300	Permit 13617				N
	Warrant # 73191	Total...	2,231.48								
12214	Shopko Store Operating Co. LLC PO Box 8461  Carol Stream, IL 60197-8461										
		36.35	Alcohol swabs & distilled wate			01-392-000-0000-6405					N

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	Warrant #	73192	Total...	36.35				
13243	Shred-N-Go, Inc PO Box 147  Wayzata, MN 55391							
				137.06	Shredding services	01-052-000-0000-6231	72782	N
	Warrant #	73193	Total...	137.06				
14762	Softchoice Corporation 16609 Collections Center Dr  Chicago, IL 60693							
				9,784.56	Cisco licenses/maintenance	01-049-000-0000-6625	5213137	N
	Warrant #	73194	Total...	9,784.56				
3200	Star Tribune PO Box 790445  St Louis, MO 63179-0445							
				860.08	Mon-Sun Annual	01-252-252-0000-6405	2155653	N
	Warrant #	73195	Total...	860.08				
8230	State Of Minnesota MN STATE PATROL-CMV SECTION 1110 CENTRE POINTE CV 410 MENDOTA HEIGHTS, MN 55120							
				24.00	DECALS-2018	03-303-000-0000-6590		N
				24.00	B BOBENMOYER-2018	03-303-000-0000-6590		N
	Warrant #	73196	Total...	48.00				
10698	Stericycle, Inc PO Box 6575  Carol Stream, IL 60197-6575							
				30.10	Monthly Steri safe bill	01-110-000-0000-6255	4007465835	N
				19.26	Monthly Steri safe bill	05-400-440-0410-6231	4007465835	N
				40.94	Monthly Steri safe bill	05-420-600-4800-6231	4007465835	N
				60.20	Monthly Steri safe bill	05-430-700-4800-6231	4007465835	N
	Warrant #	73197	Total...	150.50				
4711	Sunnys Citgo PO BOX 10 HILL CITY, MN 55748							
				60.50	GASOLINE	03-303-000-0000-6513	1010357	N

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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>	
		36.83	GASOLINE		03-303-000-0000-6513	1011982		N
	Warrant # 73198 Total...	97.33						
4761	Sysco Minnesota Inc 900 S Hwy 10  St Cloud, MN 56304							
		2,652.76	Groceries		01-252-000-0000-6418	153207971		N
		4,252.73	Groceries		01-252-000-0000-6418	153203651		N
		4,074.87	Groceries		01-252-000-0000-6418	153200323		N
		92.99	Duplicate payment		01-252-000-0000-6418	153157295		N
		851.50	For REC		01-252-252-0000-6405	153207972		N
	Warrant # 73199 Total...	11,738.87						
14763	The Feet People 7837 Excelsior Rd  Baxter, MN 56425							
		245.00	Winter Boots for Veteran		01-120-000-0000-6231	from donations		N
	Warrant # 73200 Total...	245.00						
5173	Thomson Reuters-West Publishing P.O. BOX 6292  CAROL STREAM, IL 60197-6292							
		748.91	Library subscription		10-926-000-0000-6408	837176737		N
	Warrant # 73201 Total...	748.91						
10930	Tidholm Productions PO BOX 251  AITKIN, MN 56431							
		104.00	Envelopes		01-040-000-0000-6405	9596-7019		N
	Warrant # 73202 Total...	104.00						
12788	Timmer Implement of Aitkin 10172 US Hwy 169  Milaca, MN 56353							
		3.50	REPAIR PARTS		03-303-000-0000-6590	IA11753		N
	Warrant # 73203 Total...	3.50						



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				<u>On-Behalf-of-Name</u>				<u>To Date</u>	
13934	Tire Barn 10 MARYHILL LN AITKIN, MN 56431								
		660.00	4 tires, wheel weights 218		01-200-000-0000-6302	41217			N
		613.90	Tires, clean battery #211		01-200-000-0000-6302	41002			N
		35.99	Oil Change #218		01-200-000-0000-6302	41052			N
		582.50	Oil Change, Check brakes #219		01-200-000-0000-6302	41071			N
		91.88	Oil change, rotate tires #206		01-200-000-0000-6302	41105			N
		27.69	balance owed on Dodge Brakes		01-253-000-0000-6302	40875			N
		986.05	Brakes, Thermostat, Shocks		01-253-000-0000-6302	41109			N
		28.50	REPAIR LABOR		03-303-000-0000-6590	41150			N
		772.28	Battery/Starter-Plow Truck		19-524-000-0000-6302	41121			N
	Warrant # 73204	Total...	3,798.79						
11030	Tougas/Janet PO BOX 96 MERRIFIELD, MN 56465								
		30.45	Hill City Check ins		01-257-257-0000-6330	70@.435			N
		21.75	McGregor Check ins		01-257-257-0000-6330	50@.435			N
		48.29	Grand Rapids Treatment Staff		01-257-257-0000-6330	111@.435			N
	Warrant # 73205	Total...	100.49						
5551	Unclaimed Freight North 42190 STATE HWY 210 W AITKIN, MN 56431								
		38.44	Band-aids, wipes, Antibiotic		01-253-000-0000-6405				N
	Warrant # 73206	Total...	38.44						
12718	Up North Riders PO Box 96 McGregor, MN 55760								
		7,759.38	Lawler ATV reimbursement		21-520-000-0000-6802				N
	Warrant # 73207	Total...	7,759.38				11/01/2017	11/16/2017	
4968	Upper Lakes Foods, Inc 801 INDUSTRY AVE CLOQUET, MN 55720								
		1,142.00	Groceries		19-523-000-0000-6418	176297-00			N
	Warrant # 73208	Total...	1,142.00						

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						<u>From Date</u>	<u>To Date</u>	
6097	Verizon Wireless PO BOX 25505 LEHIGH VALLEY, PA 18002-5505							
		15.85	Vet van cell phone		01-120-000-0000-6250	88069036400001		N
		40.77	P&Z Cellular		01-122-000-0000-6250	38069013800001		N
		54.43	Cellular		01-257-257-0000-6215	84210569900001		N
	Warrant # 73209 Total...	111.05						
14597	Walsh/Andrew Aitkin County Community Corrections 204 1st St NW Aitkin, MN 56431							
		115.46	Training, Overnight meals		01-257-251-0000-6339			N
	Warrant # 73210 Total...	115.46						
8605	Wayne's Sanitation Llc 4256 State Hwy 27  WAHKON, MN 56386							
		26.25	GARBAGE: MCGRATH		03-303-000-0000-6254	275462		N
	Warrant # 73211 Total...	26.25						
4655	Westerlund/Chad 27163 STATE HIGHWAY 47 AITKIN, MN 56431							
		5,700.00	Road work 21-2		11-934-000-0000-6231	989167		N
	Warrant # 73212 Total...	5,700.00						
13234	Western EcoSystems Technology, Inc. 415 W 17th St, Suite 200  Cheyenne, NY 82001							
		433.87	Habitat Conservation Plan		11-925-000-0000-6231	56657		N
	Warrant # 73213 Total...	433.87						
11970	Wikelius/Charles 39040 Deer St  Aitkin, MN 56431							
		50.00	Drive Vet Van		01-120-000-0000-6350	St Cloud 11/21/2017		N 11/21/2017
	Warrant # 73214 Total...	50.00						

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Warrant Form WFXX  
Commissioner's Warrant

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5960	Wilmo/Wesley S. 29707 442ND AVE AITKIN, MN 56431									
		50.00	Drive Vet Van			01-120-000-0000-6350	Brainerd			N
		50.00	Drive Vet Van			01-120-000-0000-6350	11/09/2017 Brainerd			11/09/2017 N
							11/28/2017			11/28/2017
Warrant #	73215	Total...	100.00							
8279	Winzer Corporation P O BOX 671482 DALLAS, TX 75267									
		306.74	AITKIN SHOP SUPPLIES			03-303-000-0000-6298	6002410			N
		99.35	AITKIN SHOP SUPPLIES			03-303-000-0000-6298	6003624			N
Warrant #	73216	Total...	406.09							
9063	Workman/Jeff 38714 250TH LN AITKIN, MN 56431									
		50.00	Drive Vet Van			01-120-000-0000-6350	St Cloud			N
		50.00	Drive Vet Van			01-120-000-0000-6350	11/01/2017 Mpls			11/01/2017 N
							11/30/2017			11/30/2017
Warrant #	73217	Total...	100.00							
Warrant Form	WFXX	Total...	312,612.07		416 Transactions					

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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>	
50	Aitkin Body Shop, Inc 421 MINNESOTA AVE NORTH  AITKIN, MN 56431-0000							
		542.71	#18 replace windshield		01-045-000-0000-6302	9522		N
		3,004.29	Repair Deer hit 2012 Chevy		01-200-000-0000-6302	9387		N
		282.26	Windshield Replacement Impala		01-390-000-0000-6302	9432		N
	Warrant # 2487	Total...	3,829.26					
91345	Elvecrog/Roberta C  29097 DAM LAKE STREET AITKIN, MN 56431							
		35.00	Snake River Watershed mtg		01-600-552-0000-6350	11/27/2017		N
	Warrant # 2488	Total...	35.00					
2214	Holder/Maryann & PATRICK HOLDER 28248 PINEWOOD PLACE AITKIN, MN 56431							
		900.00	Back rent for 2017		01-040-021-0000-6301			N
	Warrant # 2489	Total...	900.00					
4641	Holiday Credit Office PO Box 860456  MINNEAPOLIS, MN 55486-0450							
		23.93	November gas		01-052-000-0000-6511	1400000135194		N
		279.79	November Gas		01-120-000-0000-6511	1400000136034		N
	Warrant # 2490	Total...	303.72					
11406	Innovative Office Solutions AB# 1004 PO BOX 249004  Apple Valley, MN 55124-9017							
		70.00	OFFICE SUPPLIES		03-301-000-0000-6400	IN1849883		N
	Warrant # 2491	Total...	70.00					
2810	Larson/Shari S ATTORNEY AT LAW PO BOX 456 MCGREGOR, MN 55760							
		4,206.25	Attorney fees		01-012-000-0000-6232	November 2017		N
		122.81	Atty Expenses		01-012-000-0000-6232	November 2017		N

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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
	Warrant #	2492	Total...	4,329.06				
13691	MEnD Correctional Care, PLLC 1908 Kruchten Court South  Sartell, MN 56377							
			7,226.53	Healthcare for Dec 2017	01-252-000-0000-6262	2988		N
	Warrant #	2493	Total...	7,226.53				
89765	Minnesota Elevator, Inc PO BOX 0129  ST. CLAIR, MN 56080-0129							
			171.64	Dec Monthly service	01-110-000-0000-6231	730020		N
			171.64	Monthly Service	01-252-000-0000-6231	729551		N
	Warrant #	2494	Total...	343.28				
87101	North Homes-Standard 303 SE 1st Street  GRAND RAPIDS, MN 55744							
			502.04	Secure Detention NMB	01-257-255-0000-6204	3642079		N
						09/12/2017	09/14/2017	
			502.04	Secure Detention DS	01-257-255-0000-6204	3642678		N
						10/23/2017	10/25/2017	
			502.04	Secure Detention JRH	01-257-255-0000-6204	3642678		N
						10/29/2017	10/31/2017	
			2,761.22	Secure Detention BKS	01-257-255-0000-6204	3642678		N
						10/16/2017	10/31/2017	
			283.85	Stabilization BKS	01-257-255-0000-6204	3642702		N
						10/31/2017	10/31/2017	
			165.00	Transport to Court MMN	01-257-255-0000-6204	MR10625		N
						09/28/2017	09/28/2017	
			319.00	Transport Med Appt BKS	01-257-255-0000-6204	MR10657		N
						10/19/2017	10/19/2017	
			374.00	Transport to Court BKS	01-257-255-0000-6204	MR10658		N
						10/24/2017	10/31/2017	
			176.00	Transport to Court DS	01-257-255-0000-6204	MR10659		N
						10/25/2017	10/25/2017	
			198.00	Transport to Court JRH	01-257-255-0000-6204	MR10660		N
						10/31/2017	10/31/2017	
	Warrant #	2495	Total...	5,783.19				

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						<u>From Date</u>	<u>To Date</u>	
10412	O'Reilly Auto Parts PO Box 9464  Springfield, MO 65801-9464							
		31.61	Wiper blades #204		01-200-000-0000-6302	1878-379147		N
		14.99	Repair kit 216		01-200-000-0000-6302	1878-377985		N
	Warrant # 2496 Total...	46.60						
3760	Palisade Cooperative Oil Assoc P.O. BOX 95  PALISADE, MN 56469-0000							
		40.00	GASOLINE		03-303-000-0000-6513	385173		N
		44.00	GASOLINE		03-303-000-0000-6513	386540		N
		47.60	GASOLINE		03-303-000-0000-6513	386663		N
		77.20	GASOLINE		03-303-000-0000-6513	387768		N
		49.50	GASOLINE		03-303-000-0000-6513	387903		N
		60.68	Fuel		19-524-000-0000-6511	386392		N
	Warrant # 2497 Total...	318.98						
3912	Peterson/Richard 34486 PIONEER AVENUE  AITKIN, MN 56431-0000							
		50.00	Drive Vet Van		01-120-000-0000-6350	Mpls		N
						11/02/2017	11/02/2017	
	Warrant # 2498 Total...	50.00						
11947	Phoenix Supply 1401 West 94th Street, Suite 1  Bloomington, MN 55431-0000							
		534.00	Inmate supplies		01-252-000-0000-6424	13323		N
		182.85	Inmate supplies		01-252-000-0000-6424	13335		N
	Warrant # 2499 Total...	716.85						
90805	Temco 1038 AIR PARK DR  AITKIN, MN 56431-0000							
		2,500.00	REPAIR LABOR		03-303-000-0000-6590	22063		N
		396.90	REPAIR PARTS		03-303-000-0000-6590	22063		N
	Warrant # 2500 Total...	2,896.90						

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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>	
86235	The Office Shop Inc							
	211 MINNESOTA AVE N AITKIN, MN 56431-0000							
		2,561.86	(14) Swivel Chairs		01-012-000-0000-6625	1036167-0		N
		1,254.91	Conf.Table sections/bev.cart		01-012-000-0000-6625	1036134-0		N
		31.99	Conference table section		01-012-000-0000-6625	1036134-1		N
		368.60	Copy contract		01-040-000-0000-6231	295532-0		N
		26.58	Planner, wall calendar		01-040-000-0000-6405	1036257-1		N
		37.75	Ribbon, planner, ink		01-040-000-0000-6405	1036257-0		N
		14.07	adhesive notes/Mtg notebook		01-040-021-0000-6405	295747-0		N
		23.93	Envelopes for License Center		01-040-021-0000-6405	295467-0		N
		18.65	Pens		01-043-000-0000-6405	1035836-0		N
		65.66	Optical Cordless Mouse		01-090-000-0000-6405	1036123-1		N
		43.84	2 Footrests		01-090-000-0000-6405	1036439-0		N
		200.01	Meter Reading		01-090-000-0000-6625	295665-0		N
		878.00	chairs for Theresa&Tammy		01-090-000-0000-6625	1036348-0		N
		622.19	Chair,Mat,seat rest,binders		01-090-000-0000-6625	1036123-0		N
		9.56	Air Duster		01-110-000-0000-6422	95703-0		N
		8.37	SortKwik		01-122-000-0000-6405	1035940-0		N
		130.91	Calendars		01-200-000-0000-6405	1035340-0		N
		42.60	Calendars		01-200-000-0000-6405	1035778-0		N
		93.30	Return calendars		01-200-000-0000-6405	C1035340-0		N
		9.75	USB Drive #206		01-200-000-0000-6405	295492-0		N
		116.42	Office Supplies		01-200-000-0000-6405	1035884-0		N
		130.91	Calendars		01-252-000-0000-6405	1035340-0		N
		42.60	Calendars		01-252-000-0000-6405	1035778-0		N
		93.30	Return Calendars		01-252-000-0000-6405	C1035340-0		N
		9.75	USB Drive #206		01-252-000-0000-6405	295492-0		N
		116.41	Office Supplies		01-252-000-0000-6405	1035884-0		N
		249.99	Chair		01-257-000-0000-6480	1036460-0		N
		117.58	Invoice paid twice		01-257-000-0000-6480	291468-0		N
		50.00	Laminating		01-390-000-0000-6405	295489-0		N
		4.10	Rubber bands		10-923-000-0000-6405	1035204-0		N
Warrant #	2501	Total...	6,765.23					

5295 Ziegler Inc  
SDS 12-0436  
PO BOX 86  
MINNEAPOLIS, MN 55486-0436

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12/13/2017

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Warrant Form WFXX-ACH  
Commissioner's Warrant

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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>	
		131.12	FILTERS		03-303-000-0000-6590	PC190072097		N
		202.71	REPAIR PARTS		03-303-000-0000-6590	PC190072131		N
Warrant #	2502	Total...						
		333.83						
Warrant Form	WFXX-ACH	Total...		68 Transactions				
		33,948.43						
		Final Total...		484 Transactions				
		346,560.50						







RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>
1	151,235.46	General Fund	30,324.62	120,910.84
3	30,016.40	Road & Bridge	3,559.03	26,457.37
4	810.57	Special Revenue(Unorg R&B,F	-	810.57
5	1,290.66	Health & Human Services	-	1,290.66
6	81,531.05	Debt Service	-	81,531.05
9	737.07	State	-	737.07
10	8,304.47	Trust	4.10	8,300.37
11	38,121.58	Forest Development	-	38,121.58
12	20,210.74	Agency	-	20,210.74
19	3,698.24	Long Lake Conservation Cent	60.68	3,637.56
21	10,604.26	Parks	-	10,604.26
	346,560.50	TOTAL	33,948.43	312,612.07
			TOTAL ACH	TOTAL NON-ACH

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## WARRANT REGISTER

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November Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
2402	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			425.02	Dep Care FSA claims	01-044-904-0000-6360	38530531	0
			332.17	Med FSA Claims	01-044-904-0000-6360	38530531	0
			757.19	Date 11/1/17			
		<b>Warrant # 2402 Total</b>					
2403	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
			44.54	Skype Recording Software	01-052-000-0000-6625		0
			490.82	Seat covers for Vet Van	01-120-000-0000-6302		0
			9.20	Spill Clean up kit for Vet Van	01-120-000-0000-6302		0
			10.99	Amazon Prime- disputing charge	01-200-000-0000-6231		0
			72.53	memory cards, surgical masks	01-200-000-0000-6409		0
			100.00	#217 Reg- MSA Mobile Force Ops	01-200-003-0000-6241		0
			8.56	out of county transport	01-252-000-0000-6108		0
			29.56	Groceries	01-252-000-0000-6418		0
			83.97	oversized tall sweatshirts	01-252-000-0000-6424		0
			13.88	Meals/Circle of Security	05-400-430-0408-6340		0
			25.00	Gift cards/Circle of Security	05-400-430-0408-6406		0
			3.78	Agency- supplies	05-400-440-0410-6405		0
			13.33	Re- design- Lobby TV Mount	05-400-440-0410-6450		0
			21.15	MFWCAA Conf Meals	05-420-600-4800-6340		0
			40.83	MFWCAA Meals	05-420-600-4800-6340		0
			8.05	Agency- supplies	05-420-600-4800-6405		0
			21.14	Replacement key (DJ)	05-420-600-4800-6405		0
			79.00	IM- Wireless microphone (NS)	05-420-600-4800-6405		0
			28.34	Re- design- Lobby TV Mount	05-420-600-4800-6450		0
			32.38	Books (2)- Staff Development	05-430-700-4800-6208		0
			42.43	EMP meals overnight conference	05-430-700-4800-6340		0
			28.99	Erg- desk mount (BC)	05-430-700-4800-6405		0
			11.84	Agency- supplies	05-430-700-4800-6405		0
			41.67	Re- design- Lobby TV Mount	05-430-700-4800-6450		0
			159.00	MH INIT FLEX- Medication Box	05-430-700-4800-6810		0
			20.00	Critter Food	19-522-000-0000-6416		0
			11.99	cleaning towels	19-524-000-0000-6422		0
			374.46	vacuum and light bulbs	19-524-000-0000-6422		0

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<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>	
			96.12	ballasts and bulbs	19- 524- 000- 0000- 6422		0	
			42.78	Trendnet Cabling Equipment	01- 049- 000- 0000- 6402	Amazon	0	
			86.18	iPhone charges & labeling tape	01- 049- 000- 0000- 6405	Amazon	0	
			68.61	hand sanitizer	01- 200- 000- 0000- 6405	Amazon	0	
			258.04	kitchen cart	01- 200- 000- 0000- 6625	Amazon	0	
			36.23	HL10 handset lifter (Pam)	01- 252- 000- 0000- 6405	Amazon	0	
			25.48	oversized sweatshirts	01- 252- 000- 0000- 6424	Amazon	0	
			0.98	Agency- Highlighters	05- 400- 440- 0410- 6405	Amazon	0	
			2.07	Agency- Highlighters	05- 420- 600- 4800- 6405	Amazon	0	
			3.05	Agency- Highlighters	05- 430- 700- 4800- 6405	Amazon	0	
			24.99	Speaker	10- 923- 000- 0000- 6405	Amazon	0	
			96.12	phone chargers and cables	10- 923- 000- 0000- 6405	Amazon	0	
			179.99	slide converter	10- 923- 000- 0000- 6405	Amazon	0	
			54.06	Laminating roll	19- 522- 000- 0000- 6416	Amazon	0	
			206.24	Hotel/MACPZA Conference	01- 122- 000- 0000- 6332	Bemidji	0	
						10/11/17	10/13/17	
			120.86	Hotel/MACPZA Conference	01- 391- 000- 0000- 6332	Bemidji	0	
						10/12/17	10/13/17	
			210.00	arrow fletchings, parts	19- 522- 000- 0000- 6416	NASP	0	
			57.00	IBM HDD 2.5" 15000	01- 049- 000- 0000- 6402	NewEgg	0	
			-29.87	- Returned light bulbs	19- 524- 000- 0000- 6422	Walmart	0	
	<b>Warrant #</b>	<b>2403</b>	<b>Total</b>	<b>3,366.36</b>	<b>Date 11/3/17</b>			
2404	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431						
				78.75	Dep Care FSA claims	01- 044- 904- 0000- 6360	38533730	0
				210.00	Med FSA Claims	01- 044- 904- 0000- 6360	38533730	0
	<b>Warrant #</b>	<b>2404</b>	<b>Total</b>	<b>288.75</b>	<b>Date 11/8/17</b>			
2405	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431						
				0.12	Oct. Mortgage Reg adjustment	01- 040- 000- 0000- 5081		0
				0.14	Oct. deed tax adjustment	01- 042- 000- 0000- 5079		0
				42,554.71	Oct. Deed Tax	09- 000- 000- 0000- 2025		0
				26,970.00	Oct. Mortgage Reg	09- 000- 000- 0000- 2026		0
	<b>Warrant #</b>	<b>2405</b>	<b>Total</b>	<b>69,524.97</b>	<b>Date 11/8/17</b>			

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2406	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2406 Total</b>	172.38	LLCC CC Fee	19- 522- 000- 0000- 6217		0
			172.38	Date 11/13/17			
2407	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2407 Total</b>	19.98	CC Machine Lease Fee	19- 522- 000- 0000- 6217		0
			19.98	Date 11/13/17			
2426	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2426 Total</b>	450.02	Dep Care FSA claims	01- 044- 904- 0000- 6360	38537873	0
			289.23	Med FSA claims	01- 044- 904- 0000- 6360	38537873	0
			739.25	Date 11/15/17			
2427	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2427 Total</b>	20.55	LLCC CC Fee- Bambora	19- 522- 000- 0000- 6217		0
			20.55	Date 11/15/17			
2465	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2465 Total</b>	17,176.87	State General Tax	09- 000- 000- 0000- 2058		0
			17,176.87	Date 11/17/17			
2466	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
			8.53	20 amp fuses for Jeep	01- 043- 000- 0000- 6302		0
			43.98	(4) DP to HDMI cables	01- 049- 000- 0000- 6402		0
			15.40	Mail Labels 3000 count	01- 049- 000- 0000- 6405		0
			537.70	Rack Slid Rails	01- 049- 000- 0000- 6625		0

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<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>		
			<u>Amount</u>	<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>	
			8.00		Parking- AMC conference	01-052-000-0000-6330		0
			-44.54		- return skype recording softwar	01-052-000-0000-6625		0
			39.00		Screen Recorder for Skype	01-052-000-0000-6625		0
			597.00		Oak Ridge Room charges	01-090-000-0000-6208		0
						10/24/17	10/26/17	
			30.00		Gas #220	01-200-000-0000-6511		0
			42.90		Purell disinfectant spray	01-252-000-0000-6405		0
			414.98		Dryer	01-252-000-0000-6610		0
			35.06		Commissary Supplies	01-252-252-0000-6405		0
			20.00		color books	01-252-252-0000-6405		0
			133.35		Commissary Supplies	01-252-252-0000-6405		0
			37.32		Coffee	01-253-000-0000-6405		0
			165.13		Hotel/MACCAC Directors Mtg	01-257-000-0000-6332		0
			3.89		Office Supplies	01-257-022-0000-6406		0
			182.20		Hotel/Training for WTR&ADW	01-257-251-0000-6332		0
			23.00		gas for Emerg.Mgmt meeting	01-280-000-0000-6511		0
			356.24		Lunch bags for EED giveaways	01-391-000-0000-6800		0
			64.25		Gas for Survey Truck	03-303-000-0000-6513		0
			6.41		MCH- HFA Supplies	05-400-430-0408-6406		0
			68.00		IM- NADA license renewal	05-400-440-0410-6239		0
			1.40		(1) 2018 Calendar	05-400-440-0410-6405		0
			76.16		(4) 2018 Planners	05-400-440-0410-6405		0
			48.11		(3) 2018 Planners	05-400-440-0410-6405		0
			0.95		Calculator Ribbon	05-400-440-0410-6405		0
			3.19		Acctg- wireless mounse (CG)	05-400-440-0410-6405		0
			4.95		Agency- 2018 Planner	05-400-440-0410-6405		0
			37.06		Agency- secure (2) shred bins	05-400-440-0410-6450		0
			144.50		IM- NADA license renewal	05-420-600-4800-6239		0
			251.60		lodging/MFWCAA Conference	05-420-600-4800-6332		0
			251.60		lodging/MFWCAA Conference	05-420-600-4800-6332		0
			3.00		(1) 2018 Calendar	05-420-600-4800-6405		0
			49.85		(4) 2018 Planners	05-420-600-4800-6405		0
			87.64		(7) 2018 Planners	05-420-600-4800-6405		0
			25.24		(2) 2018 Planners	05-420-600-4800-6405		0
			2.03		Calculator Ribbon	05-420-600-4800-6405		0
			6.79		Acctg- wireless mounse (CG)	05-420-600-4800-6405		0
			10.52		Agency- 2018 Planner	05-420-600-4800-6405		0
			78.74		Agency- secure (2) shred bins	05-420-600-4800-6450		0

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				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			15.43	(1) 2018 Planner	05-420-640-4800-6405		0
			50.67	(3) 2018 Planners	05-420-640-4800-6405		0
			212.50	IM- NADA license renewal	05-430-700-4800-6239		0
			40.00	Conf Reg (2)	05-430-700-4800-6241		0
			23.00	gas for county car	05-430-700-4800-6335		0
			15.99	SS- Bulletin Board (AR)	05-430-700-4800-6405		0
			20.42	2018 Planner	05-430-700-4800-6405		0
			4.41	(1) 2018 Calendar	05-430-700-4800-6405		0
			106.89	(7) 2018 Planners	05-430-700-4800-6405		0
			98.94	(6) 2018 Planners	05-430-700-4800-6405		0
			74.04	(6) 2018 Planners	05-430-700-4800-6405		0
			28.94	2018 Planner (BC)	05-430-700-4800-6405		0
			2.99	Calculator Ribbon	05-430-700-4800-6405		0
			9.99	Acctg- wireless mounse (CG)	05-430-700-4800-6405		0
			15.47	Agency- 2018 Planner	05-430-700-4800-6405		0
			115.80	Agency- secure (2) shred bins	05-430-700-4800-6450		0
			72.51	Clothing/Formula for child	05-430-710-3640-6020		0
			248.72	Garmin for GPS- Brad	10-923-000-0000-6406		0
			35.00	Leadership Summit- Wendie	19-521-000-0000-6208		0
			35.00	Leadership Summit- Courtney	19-521-000-0000-6208		0
			29.99	Adobe Subscription	19-521-000-0000-6230		0
			20.00	Critter Food	19-522-000-0000-6416		0
			6.99	post it pop up notes	19-522-000-0000-6416		0
			11.98	Ice	19-522-000-0000-6416		0
			25.75	Bandages	19-522-000-0000-6430		0
			29.16	Gel Ice Packs	19-522-000-0000-6430		0
			39.48	Cold Packs	19-522-000-0000-6430		0
			117.35	ServSafe Bk & exam sheets	19-523-000-0000-6420		0
			77.39	Mixing Bowls	19-523-000-0000-6420		0
			267.19	Tires for ATV	19-524-000-0000-6422		0
			8.05	work gloves	19-524-000-0000-6422		0
			8.00	AMC Parking	01-043-000-0000-6330	11/6/17	0
			75.00	BCA- DMT Recert #225	01-200-003-0000-6241	Card 1	0
			75.00	BCA- DMT Recert #204	01-200-003-0000-6241	Card 1	0
	<b>Warrant #</b>	<b>2466</b>	<b>Total</b>	<b>5,889.17</b>	<b>Date 11/17/17</b>		
2467	8410	Bremer Bank					

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<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2467 Total</b>	<b>796.85</b>	Oct.Participant Fees Date 11/22/17	01- 044- 904- 0000- 6231	1209272	0
2468	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2468 Total</b>	<b>244.25</b>	Med FSA claims Date 11/22/17	01- 044- 904- 0000- 6360	38543778	0
2479	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2479 Total</b>	<b>398.80</b>	Dep Care FSA Claims 11.71 Med FSA Claims Date 11/29/17	01- 044- 904- 0000- 6360 01- 044- 904- 0000- 6360	38547743 38547743	0 0
2480	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
			21.10	whiteboard for office	01- 049- 000- 0000- 6405		0
			139.98	Blu- ray players for 2 computer	01- 090- 000- 0000- 6625		0
			56.72	supplies/veterans meeting	01- 120- 000- 0000- 6340		0
			179.97	Toner Cartridge	01- 120- 000- 0000- 6405		0
			64.06	SanDisk flash cards	01- 200- 000- 0000- 6405		0
			24.21	Key Bak (pair)	01- 200- 000- 0000- 6409		0
			3.00	water gallons	01- 252- 000- 0000- 6405		0
			130.47	uniform pants Chase	01- 252- 000- 0000- 6410		0
			153.87	Groceries	01- 252- 000- 0000- 6418		0
			119.34	Jail supplies	01- 252- 000- 0000- 6424		0
			21.00	hacky sack	01- 252- 252- 0000- 6405		0
			14.69	football	01- 252- 252- 0000- 6405		0
			31.40	basketball	01- 252- 252- 0000- 6405		0
			560.60	Prestamped envelopes	01- 252- 252- 0000- 6405		0
			161.75	gloves, safety glasses, ear pl	01- 253- 000- 0000- 6405		0
			59.97	(3) instant read thermometers	01- 390- 000- 0000- 6405		0
			59.80	(4) Canon black ink cartridges	01- 390- 000- 0000- 6405		0



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				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			123.48	Eng Tech coats	03- 302- 000- 0000- 6449		0
			143.97	PH- Car seats (3)	05- 400- 430- 0408- 6406		0
			5.34	Agency- calculator tape & marke	05- 400- 440- 0410- 6405		0
			2.24	Agency- Office supplies	05- 400- 440- 0410- 6405		0
			4.79	Director- Floor Lamp	05- 400- 440- 0410- 6450		0
			50.55	OSS- Desk stands/monitor moun	05- 400- 440- 0410- 6450		0
			44.79	Agency- standing desk (SS)	05- 400- 440- 0410- 6450		0
			26.99	PH- Dual monitor brackets	05- 400- 440- 0410- 6450		0
			82.20	Agency- Chairs (4)	05- 400- 440- 0410- 6450		0
			4.79	Dual monitor mount (SS)	05- 400- 440- 0410- 6450		0
			15.99	OSS- Wall monitor stand	05- 400- 440- 0410- 6450		0
			29.99	PH- wireless mouse/keyboard- BI	05- 400- 440- 0410- 6625		0
			11.36	Agency- calculator tape & marke	05- 420- 600- 4800- 6405		0
			4.75	Agency- Office supplies	05- 420- 600- 4800- 6405		0
			10.18	Director- Floor Lamp	05- 420- 600- 4800- 6450		0
			107.43	OSS- Desk stands/monitor moun	05- 420- 600- 4800- 6450		0
			95.20	Agency- standing desk (SS)	05- 420- 600- 4800- 6450		0
			89.94	IM- monitor mount (JG)	05- 420- 600- 4800- 6450		0
			174.66	Agency- Chairs (4)	05- 420- 600- 4800- 6450		0
			128.43	SS- Chair (BC)	05- 420- 600- 4800- 6450		0
			10.20	Dual monitor mount (SS)	05- 420- 600- 4800- 6450		0
			34.00	OSS- Wall monitor stand	05- 420- 600- 4800- 6450		0
			19.95	Wireless mouse (ET)	05- 420- 640- 4800- 6402		0
			33.97	CS- Flash Drivers (RS)	05- 420- 640- 4800- 6405		0
			164.46	MSSA LODGING	05- 430- 700- 4800- 6332		0
			16.11	EMP Meal- MSSA overnight	05- 430- 700- 4800- 6340		0
			22.76	EMP Meal- MSSA overnight	05- 430- 700- 4800- 6340		0
			16.70	Agency- calculator tape & marke	05- 430- 700- 4800- 6405		0
			6.99	Agency- Office supplies	05- 430- 700- 4800- 6405		0
			14.98	Director- Floor Lamp	05- 430- 700- 4800- 6450		0
			157.98	OSS- Desk stands/monitor moun	05- 430- 700- 4800- 6450		0
			140.00	Agency- standing desk (SS)	05- 430- 700- 4800- 6450		0
			256.86	Agency- Chairs (4)	05- 430- 700- 4800- 6450		0
			128.43	IM- Chair (DJ)	05- 430- 700- 4800- 6450		0
			15.00	Dual monitor mount (SS)	05- 430- 700- 4800- 6450		0
			50.00	OSS- Wall monitor stand	05- 430- 700- 4800- 6450		0
			108.90	Self- HD fire tablet/art suppli	05- 430- 710- 3460- 6065		0
			95.98	SS- Family Car Seat (2)	05- 430- 710- 3640- 6020		0

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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			12.40	SDHC memory card	10-923-000-0000-6406		0
			20.00	critter food	19-522-000-0000-6416		0
			249.00	laserjet printer for shop	21-520-000-0000-6405		0
			182.20	Hotel/Training	01-257-251-0000-6332	111317	0
						11/15/17	11/15/17
			100.00	Fairchild gift card	01-052-000-0000-6298	Paulbecks	0
		<b>Warrant # 2480 Total</b>	<b>4,815.87</b>	<b>Date 11/30/17</b>			
44898	14660	Ferguson Brothers Excavating, Inc. 2050 County Rd 82 NW Alexandria, MN 56308					
		<b>Warrant # 44898 Total</b>	<b>27,010.07</b>	<b>Partial Payment</b>	03-303-000-0000-6519	20174	0
			<b>27,010.07</b>	<b>Date 11/3/17</b>			
44899	13722	Neo Funds by Neopost PO BOX 30193 Tampa, FL 33630-3193					
		<b>Warrant # 44899 Total</b>	<b>4,000.00</b>	<b>Postage</b>	01-044-048-0000-6205		0
			<b>4,000.00</b>	<b>Date 11/7/17</b>			
44900	14714	Carroll/William 301 4th St SE Aitkin, MN 56431					
		<b>Warrant # 44900 Total</b>	<b>3,800.00</b>	<b>Labor- Jail shower repair</b>	01-252-000-0000-6590	11/7/17	0
			<b>210.00</b>	<b>Materials- Jail shower repair</b>	01-252-000-0000-6590	11/7/17	0
			<b>4,010.00</b>	<b>Date 11/8/17</b>			
44901	13713	Young Excavating PO Box 400 Hackensack, MN 56452					
		<b>Warrant # 44901 Total</b>	<b>110,564.24</b>	<b>Partial Payment</b>	03-307-000-0000-6262	20173	0
			<b>110,564.24</b>	<b>Date 11/17/17</b>			
44902	8194	Gladen Construction Inc 40739 US 71 LAPORTE, MN 56461					
		<b>Warrant # 44902 Total</b>	<b>95,527.63</b>	<b>Partial Payment</b>	03-307-000-0000-6262	20175	0
			<b>95,527.63</b>	<b>Date 11/17/17</b>			

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				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
44903	4258	St Louis County Auditor Attn: B. Larson 100 N 5th Ave W, Room 214 DULUTH, MN 55802					
	<b>Warrant #</b>	<b>44903</b>	<b>Total</b>				
			86,900.06	Fiscal Disparity 2nd 1/2	13- 943- 000- 0000- 2068		0
			86,900.06	Date 11/21/17			
44904	170	Aitkin Motor Company 108 2ND ST NE AITKIN, MN 56431					
	<b>Warrant #</b>	<b>44904</b>	<b>Total</b>				
			15,270.00	2013 Black Ford Escape	01- 043- 000- 0000- 6620		0
			15,270.00	Date 11/28/17			
72850	117	Aitkin County Sheriff 217 2ND ST NW AITKIN, MN 56431					
	<b>Warrant #</b>	<b>72850</b>	<b>Total</b>				
				-6.00 - #206 TABS- void W#72850	01- 200- 000- 0000- 6374		0
				6.00 - Date 11/17/17			
		<b>Final Total...</b>	447,498.95	209	<b>Transactions</b>		

# Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	33,153.92	General Fund
3	233,289.67	Road & Bridge
5	4,969.50	Health & Human Services
9	86,701.58	State
10	562.22	Trust
13	86,900.06	Taxes & Penalties
19	1,673.00	Long Lake Conservation Center
21	249.00	Parks
	447,498.95	TOTAL

DKB1  
12/15/17 9:47AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.					Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank						
1	01-040-000-0000-5840			0.24	Receipt Nbr 33804 11/06/2017		Misc Receipts
2	01-040-000-0000-5840			0.89	Receipt Nbr 1422 11/17/2017		Misc Receipts
3	01-040-021-0000-5840			1.22	Receipt Nbr 1236 11/07/2017		Misc Receipts
4	01-040-021-0000-5840			0.64	Receipt Nbr 1236 11/07/2017		Misc Receipts
5	01-042-000-0000-5840			0.77	Receipt Nbr 4693 11/01/2017		Misc Receipts
6	01-042-000-0000-5840			0.13	Receipt Nbr 4706 11/13/2017		Misc Receipts
7	01-042-000-0000-5840			0.13	Receipt Nbr 4719 11/20/2017		Misc Receipts
8	01-042-000-0000-5840			0.06	Receipt Nbr 4721 11/21/2017		Misc Receipts
9	01-043-000-0000-5840			0.77	Receipt Nbr 1045 11/03/2017		Misc Receipts
10	01-043-000-0000-5840			0.26	Receipt Nbr 1045 11/03/2017		Misc Receipts
11	01-043-000-0000-5840			0.14	Receipt Nbr 1045 11/03/2017		Misc Receipts
12	01-043-000-0000-5840			0.26	Receipt Nbr 1045 11/03/2017		Misc Receipts
13	01-043-000-0000-5840			0.32	Receipt Nbr 1045 11/03/2017		Misc Receipts
14	01-049-000-0000-5525			1.72	Receipt Nbr 602 11/06/2017		Label & Listing Sales
15	01-090-000-0000-5840			1.29	Receipt Nbr 1968 11/06/2017		Misc Receipts
16	01-090-000-0000-5840			1.93	Receipt Nbr 1969 11/06/2017		Misc Receipts
17	01-090-000-0000-5840			1.93	Receipt Nbr 1970 11/07/2017		Misc Receipts
18	01-090-000-0000-5840			1.29	Receipt Nbr 1971 11/16/2017		Misc Receipts
19	01-090-000-0000-5840			0.64	Receipt Nbr 1975 11/21/2017		Misc Receipts
20	01-090-000-0000-5840			1.29	Receipt Nbr 1977 11/30/2017		Misc Receipts
21	01-252-000-0000-5840			0.96	Receipt Nbr 3333 11/22/2017		Misc Receipts
22	01-252-252-0000-5872			19.81	Receipt Nbr 3325 11/17/2017		Phone Card Prisoner Welfare(Taxable)
23	01-252-252-0000-5872			88.87	Receipt Nbr 3334 11/22/2017		Phone Card Prisoner Welfare(Taxable)
24	01-252-252-0000-5885			19.60	Receipt Nbr 3318 11/09/2017		Commissary Sales Taxable
25	01-252-252-0000-5885			31.89	Receipt Nbr 3325 11/17/2017		Commissary Sales Taxable
26	01-252-252-0000-5885			10.15	Receipt Nbr 3334 11/22/2017		Commissary Sales Taxable
27	01-252-252-0000-5885			9.87	Receipt Nbr 3336 11/27/2017		Commissary Sales Taxable
53	01-100-000-0000-6311			62.82	November copies sales tax		Sales Tax
54	01-100-000-0000-6312			0.18	November sales tax adjustment		Sales Tax Adjustment
89991	Bremer Bank			260.07	29 Transactions		
1 Fund Total:				260.07	General Fund	1 Vendors	29 Transactions

DKB1  
 12/15/17 9:47AM  
 3 Road & Bridge

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
52	8410 Bremer Bank 03-303-000-0000-6513		1,364.30	November Diesel Tax		Motor Fuel & Lubricants
	8410 Bremer Bank		1,364.30		1 Transactions	
28	89991 Bremer Bank 03-000-000-0000-5855		1.93	Receipt Nbr 2152 11/02/2017		Charges-Individuals
29	03-000-000-0000-5855		1.93	Receipt Nbr 2152 11/02/2017		Charges-Individuals
30	03-000-000-0000-5855		5.79	Receipt Nbr 1020 11/03/2017		Charges-Individuals
31	03-000-000-0000-5855		3.44	Receipt Nbr 1020 11/03/2017		Charges-Individuals
32	03-000-000-0000-5855		0.51	Receipt Nbr 1021 11/07/2017		Charges-Individuals
33	03-000-000-0000-5855		3.86	Receipt Nbr 1022 11/16/2017		Charges-Individuals
34	03-000-000-0000-5855		3.86	Receipt Nbr 1023 11/17/2017		Charges-Individuals
35	03-000-000-0000-5855		0.26	Receipt Nbr 1024 11/27/2017		Charges-Individuals
36	03-000-000-0000-5855		1.93	Receipt Nbr 2168 11/30/2017		Charges-Individuals
	89991 Bremer Bank		23.51		9 Transactions	
3 Fund Total:			1,387.81	Road & Bridge	2 Vendors	10 Transactions

DKB1  
 12/15/17 9:47AM  
 9 State

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
58	4580 Mn Dept Of Finance 09-000-000-0000-2022		104.00	November Birth		Birth/Death Surcharges
59	09-000-000-0000-2022		568.00	November Death		Birth/Death Surcharges
60	09-000-000-0000-2024		78.00	November Childrens		St Share Of Birth Cert.-Children
61	09-000-000-0000-2031		16.50	November Torrens		Real Estate Assurance (Was 5874 And 627
64	09-000-000-0000-2031		3,963.00	November Tax Forfeit		Real Estate Assurance (Was 5874 And 627
62	09-000-000-0000-2036		4,956.00	November State General Fund		Recording Surcharges (Was 5871 & 6281)
63	09-000-000-0000-2036		260.00	Nov.State Gen Fund Surcharge		Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		9,945.50		7 Transactions	
55	3375 Mn Dept Of Health 09-000-000-0000-2027		935.00	November Well		State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		935.00		1 Transactions	
9 Fund Total:			10,880.50	State	2 Vendors	8 Transactions



DKB1  
 12/15/17 9:47AM  
 10 Trust

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
37	89991 Bremer Bank 10-921-000-0000-5840		1.61	Receipt Nbr 3266 11/16/2017		Misc Receipts
38	10-921-000-0000-5840		11.73	Receipt Nbr 3270 11/20/2017		Misc Receipts
39	10-921-000-0000-5840		1.29	Receipt Nbr 3272 11/22/2017		Misc Receipts
56	10-923-000-0000-6311		1.29	November sales tax		Sales Tax
	89991 Bremer Bank		15.92	4 Transactions		
10 Fund Total:			15.92	Trust	1 Vendors	4 Transactions

DKB1  
 12/15/17 9:47AM  
 11 Forest Development

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
57	89991 Bremer Bank 11-925-000-0000-6312		0.29-	November sales tax adjustment		Sales Tax Adjustment
	89991 Bremer Bank		0.29-	1 Transactions		
11 Fund Total:			0.29-	Forest Development	1 Vendors	1 Transactions

DKB1  
 12/15/17 9:47AM  
 19 Long Lake Conservation C

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank						
40 19-521-000-0000-5885			124.82	Receipt Nbr 1551 11/09/2017		Commissary Sales Taxable
41 19-521-000-0000-5885			5.28	Receipt Nbr 1557 11/14/2017		Commissary Sales Taxable
42 19-521-000-0000-5885			5.78	Receipt Nbr 1560 11/21/2017		Commissary Sales Taxable
43 19-521-000-0000-5885			6.08	Receipt Nbr 1561 11/21/2017		Commissary Sales Taxable
89991 Bremer Bank			141.96	4 Transactions		
19 Fund Total:			141.96	Long Lake Conservation Center	1 Vendors	4 Transactions

DKB1  
 12/15/17 9:47AM  
 21 Parks

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
44	89991 Bremer Bank 21-520-000-0000-5510		30.88	Receipt Nbr 3253 11/08/2017		Co. Parks Campground Fees
45	21-520-000-0000-5510		0.90	Receipt Nbr 3260 11/13/2017		Co. Parks Campground Fees
46	21-520-000-0000-5510		4.18	Receipt Nbr 3260 11/13/2017		Co. Parks Campground Fees
47	21-520-000-0000-5510		11.58	Receipt Nbr 3260 11/13/2017		Co. Parks Campground Fees
48	21-520-000-0000-5510		0.56	Receipt Nbr 3260 11/13/2017		Co. Parks Campground Fees
49	21-520-000-0000-5510		5.15	Receipt Nbr 3260 11/13/2017		Co. Parks Campground Fees
50	21-520-000-0000-5510		1.29	Receipt Nbr 3273 11/27/2017		Co. Parks Campground Fees
51	21-520-000-0000-5510		1.29	Receipt Nbr 3273 11/27/2017		Co. Parks Campground Fees
	89991 Bremer Bank		55.83	8 Transactions		
21 Fund Total:			55.83	Parks	1 Vendors	8 Transactions
Final Total:			12,741.80	9 Vendors	64 Transactions	

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	260.07	General Fund	
	3	1,387.81	Road & Bridge	
	9	10,880.50	State	
	10	15.92	Trust	
	11	-0.29	Forest Development	
	19	141.96	Long Lake Conservation Center	
	21	55.83	Parks	
	All Funds	12,741.80	Total	Approved by, .....
				.....
				.....



# Board of County Commissioners Agenda Request

26  
Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** Authorize Sale of County Vehicle - Assessor's Office

- REGULAR AGENDA
- CONSENT AGENDA
- INFORMATION ONLY

**Action Requested:**

- Approve/Deny Motion
- Adopt Resolution (attach draft)

- Direction Requested
- Discussion Item
- Hold Public Hearing\*

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

**Submitted by:**

Mike Dangers *[Signature]*

**Department:**

County Assessor

**Presenter (Name and Title):**

**Estimated Time Needed:**

**Summary of Issue:**

The County owns a 2002 Ford Escape with VIN#1FMYU04192KD33293. This vehicle was used for appraiser field work. It was scheduled to be replaced in 2017 and has been replaced by a newer vehicle.

Please approve the sale of this vehicle on the MinnBid State Surplus Auction site.

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

This vehicle could be retained by the County for use by another department or agency. However, the substantial repair cost makes this option difficult to justify.

**Recommended Action/Motion:**

Approve motion to authorize the sale of this vehicle.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No

Please Explain:



# Board of County Commissioners Agenda Request

2H  
Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** On, Off & Sunday Liquor Licenses for 2018

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  <p style="text-align: center;">Applications for County On, Off &amp; Sunday Liquor Licenses for 2018</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  <p style="text-align: center;">Adopt Resolution to approve Liquor Licenses</p>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner:

20171219-xxx

**2018 Liquor License Renewals**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following liquor licenses for a period from January 1, 2018 thru December 31, 2018:

**"ON", "OFF" and "SUNDAY" Sale:**

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township

This establishment has an address of 20534 487<sup>th</sup> Street, McGregor, MN 55760

Denny's Lakeview Inn LLC, d/b/a **Denny's Lakeview Inn** – Glen Township

This establishment has an address of 33592 300<sup>th</sup> Place, Aitkin, MN 56431

Eagle Point Inc., d/b/a **Eagle Point** – Shamrock Township

This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township

This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

N5 Corporation, d/b/a **Fisherman's Bay** – Workman Township

This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township

This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township

This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Sheryl Marie Ruhnke, d/b/a **Prairie River Retreat** – Shamrock Township

This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township

This establishment has an address of 49463 202<sup>nd</sup> Place, McGregor, MN 55760

Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township

This establishment has an address of 16469 Goshawk Street, McGregor, MN 55760

**"ON" and "SUNDAY" Sale:**

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township

This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

Grill of Glen Inc., d/b/a The Glen Store & Grill – Malmo Township

This establishment has an address of 31993 280<sup>th</sup> St., Aitkin, MN 56431



**“ON” Sale – CLUB:**

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township

This establishment has an address of 36558 410<sup>th</sup> Ave., Aitkin, MN 56431

**“OFF” Sale:**

KRIM15 LLC, d/b/a **Cave Liquors** – Hazelton Township

This establishment has an address of 22852 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township

This establishment has an address of 31993 280<sup>th</sup> St., Aitkin, MN 56431

Grand Rapids Greenhouse Inc., d/b/a **Gould’s Mississippi Landing** – Ball Bluff Township

This establishment has an address of 68298 St. Hwy. 65, Jacobson, MN 55752

Minnewawa Partners LLC, d/b/a **Willey’s Sports Shop & Spirits** – Shamrock Township

This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

**“ON” Sale – WINE:**

Kulifaj Resorts Inc., d/b/a **The Red Door Resort** – Wealthwood Township

This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

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

**FIVE MEMBERS PRESENT**

**All Members Voting**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19th day of December 2017, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 19<sup>th</sup> day of December 2017**

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



Aitkin  
County

# Board of County Commissioners Agenda Request

21  
Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** Appoint Resident Board Member to HRA Board

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

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
------------------------------------	-------------------------------

**Summary of Issue:**

Please see the attached letter from Nancy Houg, Executive Director of the Housing & Redevelopment Authority of Aitkin County, along with Laurie Johnson's application.

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

**Recommended Action/Motion:**

Appoint Ms. Laurie Johnson as Resident Board Member on the HRA Board.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

**HOUSING & REDEVELOPMENT AUTHORITY  
OF  
AITKIN COUNTY**

NANCY J. JOHNSON-HOUG  
Executive Director  
nancy@aitkinhra.org

215 – 3rd St. SE  
Aitkin, MN 56431  
Phone: (218) 927-2151  
Fax: (218) 927-4159

December 7, 2017

DEC 12 2017

Jessica Seibert  
Aitkin County Administrator  
Aitkin County Courthouse  
Aitkin, MN 56431

Dear Jessica,

Enclosed is the application for the HRA Board position that is currently open for a Resident Board member. We have completed the process as detailed in accordance with HRA By-laws. At the recent Regular Meeting of the Aitkin County HRA the application was reviewed with Board and a unanimous vote of recommendation was received. At this time the HRA Board would like to recommend for appointment Ms. Laurie Johnson for the position of Resident Board member.

The Housing Authority By-laws allow for a Resident Board position, it is not a required position, but recommended.

If you have any questions on this process, please feel free to contact me, (218) 927-2151.

Sincerely,



Nancy J. Johnson Houg  
Executive Director  
Housing & Redevelopment Authority of Aitkin County

Enclosures (1)

NJH

cc: file

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County HRA – Resident Member

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

I am a resident of Mary Hill Manor. I enjoy volunteering in support of my community and do currently at the Mustard Seed in Deerwood. I have a working background in insurance, statistics, computers, and class action administration. I was asked if I would like to participate in the board and I think I would enjoy the time and may be able to

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

  
Signature of Applicant

11-27-17  
Date

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

Is this application submitted by appointing authority? Yes  No

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

Please return application to the Aitkin County HRA office, located at  
215 3<sup>rd</sup> St. SE, Aitkin, MN 56431

Name of Applicant: Laurie Johnson

Street Address of Applicant:  
215 3<sup>rd</sup> St SE  
#325  
AITKIN MN 56431

Phone Numbers:  
Day: 651-206-0113  
Evening: \_\_\_\_\_

For Office Use Only

Date Appointed: \_\_\_\_\_

Date of Termination: \_\_\_\_\_

Term #: \_\_\_\_\_



Aitkin  
County

# Board of County Commissioners Agenda Request

25  
Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** Appointments to Extension Committee

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> <p>The Extension Committee has three openings: Commissioner Districts 2, 4, and 5. Joy Janzen, District 2 and David Carlson, District 5 have submitted applications for reappointment. No other applications were received for those two districts. No applications were received for District 4.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Reappoint Joy Janzen as District 2 representative and reappoint David Carlson as District 5 representative on the Extension Committee.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

# NEWS RELEASE

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## AITKIN COUNTY HAS (3) OPENINGS ON THE FOLLOWING COMMITTEE:

**Extension Committee** – Terms are for three years, ending December 31, 2020

**Commissioner District 2 (one opening)**

**Commissioner District 4 (one opening)**

**Commissioner District 5 (one opening)**

Responsible for overseeing the County Extension Department. County Extension covers the areas of nutrition and youth leadership development, including the 4-H program. Meetings are held quarterly. Committee members receive a per diem and mileage reimbursement for each meeting. Terms runs from January 2018 through December 31, 2020.

Applications are being accepted until opening is filled.

To obtain an application please access our Aitkin County website and check for Committee Openings, pick up an application in the West Annex of the courthouse, or request to have one mailed to you.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at a County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Kirk Peysar, County Auditor, at 218-927-7354.

\*\*\*\*\*

Please contact Sue Bingham for any questions concerning this news release that you will not bill to the County. Thank you.

NOV 17 2017

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin Co. Extension Committee

AITKIN COUNTY COMMISSIONER DISTRICT 2

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

I was Extension Educator for Aitkin Co for six years (1968-1974) Nutrition Educator for Aitkin Co. was my title for 22 years. I started the program in 1992 and worked with many groups and all of schools in Aitkin Co.

Joy has been a member of Aitkin Lions and active in many projects for over 10 years. Active in St. John's Lutheran on the financial board

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

Joy Janzen  
Signature of Applicant

11-16-2017  
Date

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

Is this application submitted by appointing authority? Yes  No

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

**Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: Joy Janzen

STREET ADDRESS OF APPLICANT:  
36208 Deer St.  
Aitkin, MN 56431

PHONE NUMBERS:  
DAYS 218-927-6119  
EVENINGS \_\_\_\_\_

**For Office Use Only**

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

NOV 3 2017

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Extension Committee

AITKIN COUNTY COMMISSIONER DISTRICT 5

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

8 years Extension Committee

19 years Project Coordinator 4H Dog project

10 years working for Holiday Station Stores

27 years Palisade Area Lions

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

David Carlson  
Signature of Applicant

11-7-19  
Date

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

Is this application submitted by appointing authority? Yes  No

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

**Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: DAVID CARLSON

STREET ADDRESS OF APPLICANT:  
306 3<sup>rd</sup> AVE  
P.O. Box 133  
Palisade, MN 56469

PHONE NUMBERS:  
DAYS 218-845-2036  
EVENINGS same

For Office Use Only

Date Appointed: \_\_\_\_\_

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_





# Board of County Commissioners Agenda Request

2K  
Agenda Item #

Requested Meeting Date: 12/19/2017

Title of Item: Garn furnace downpayment

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

<b>Submitted by:</b> Land Commissioner	<b>Department:</b> Land Department
---	---------------------------------------

<b>Presenter (Name and Title):</b> Mark Jacobs	<b>Estimated Time Needed:</b> n/a
---	--------------------------------------

**Summary of Issue:**

In order to lock in the 2017 quoted price we must put an \$18,000 (20%) down payment on the Garn wood furnaces for Long Lake Conservation Center, with anticipated installation in 2018.

We will hold the 2017 pricing for 4 standard WHS 2000 V units for Long Lake provided:

- DECTRA receives a PO for such as soon as one can be provided for the standard units. Extras (off peak equipment, headers, flue) can be added later, either under a separate PO or a revised PO, whichever is easiest for Long Lake.
- We receive a \$4,500 deposit for each of the 4 standard units (\$18,000 total) on or before December 25, 2017.
- Delivery would occur in April 2018.
- All four units would include rain caps and air inlet dampers.

The four new units will replace the five 25+ year old units that are requiring a lot of maintenance to keep operating.

The down payment will come from the County Parks account (21-520).

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

IRRRB grant will cover roughly 50% of cost and we are currently seeking other non-tax levy sources (public & private) to fund the balance. I intend to have a funding package to submit to the board early in 2018 that will cover most if not all of the balance.

**Recommended Action/Motion:**

Authorize a \$18,000 down payment on 4 Garn wood stove units from the County Parks account, to be delivered/installed in 2018.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ \$18,000 down payment

Is this budgeted?  Yes  No *Please Explain:*



# Board of County Commissioners Agenda Request

2L  
Agenda Item #

Requested Meeting Date: 12-19-2017

Title of Item: CCA Subsidy/Grant Application

- REGULAR AGENDA
- CONSENT AGENDA
- INFORMATION ONLY

**Action Requested:**

- Approve/Deny Motion
- Adopt Resolution (attach draft)

- Direction Requested
- Discussion Item
- Hold Public Hearing\*

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

**Submitted by:**  
Kameron Genz

**Department:**  
Community Corrections

**Presenter (Name and Title):**

**Estimated Time Needed:**

**Summary of Issue:**

Attached is a packet containing items required for submission to the MN Dept of Corrections including:

1. Letter from MN DOC requesting the Interim Comprehensive Plan
2. Interim Comprehensive Plan for Aitkin County Community Corrections (Due Jan 5, 2018)
3. Budget; required for the Interim Comprehensive Plan
4. Grant Application Agreement for 2018 - 2019 CCA Subsidy/Grant funds

The Community Corrections 2018 proposed budget was previously approved by the Aitkin County Board. On November 17, 2017, the Community Corrections Advisory Board met. Members approved the Interim Comprehensive Plan in its entirety and there was no opposition to the revised CCA Subsidy/Grant Application.

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

**Recommended Action/Motion:**

Therefore, it is respectfully requested the Aitkin Co. Board approve the CCA Subsidy/Grant application and accept the proposed funds. Further, that Chairman and Ms. Siebert sign the application and authorize Community Corrections Director, Kameron Genz, to sign and submit the packet to MN DOC.

**Financial Impact:**

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:



## Central Office

1450 Energy Park Drive • St. Paul, MN 55108  
PH 651.361.7200 • TTY 800.627.3529 • Fax 651.642.0223  
[www.doc.state.mn.us](http://www.doc.state.mn.us)

DATE: July 21, 2017

TO: Dylan Warkentin, Director, Anoka County Community Corrections  
Kay Arola, Director, Arrowhead Community Corrections  
Travis Gransee, DFO Community Corrections  
Deborah West, Kandiyohi County Community Corrections  
Midge Christianson, Director, Region 6W Community Corrections  
Jon Ramlo, Director, Rock-Nobles Community Corrections  
Ann Rivas, Director, Crow Wing County Community Corrections  
Nicole Kern, Morrison County Community Corrections  
Kameron Genz, Aitkin County Community Corrections

FROM: Mary Dombrovski, Director  
Grants and Subsidies Unit

A handwritten signature in cursive script, appearing to read "Mary", is written over the printed name of the sender.

RE: **CCA Interim Plan Requirements**

Last year your CCA jurisdiction submitted a two-year plan for 2015 and 2016, which was approved. This year, you are required to submit an interim or short plan.

- 1) Program and Budget Update (**Due January 5, 2018**)
  - a) Organization chart
  - b) Budget and FTEs by program area
  - c) Salary roster
  - d) Narrative describing any changes in services/programming to the approved plan
  - e) Signature page

Submit **three** copies of each of the above except the signature page, of which we only need an original. **Also send a copy to the DOC District Supervisor in your area.**

Once submitted, DOC staff will review the materials, ask for additional information if needed, and notify you in writing of final approval.



Aitkin County  
Community  
Corrections



**2017**  
**Interim Comprehensive**  
**Plan**

# ADMINISTRATION AND ORGANIZATION OF CORRECTIONAL SERVICES

Aitkin County Community Corrections began its first year of operating as a single county entity in July 2016. A 2016-2017 full Comprehensive Plan was submitted as a result of this organizational change.

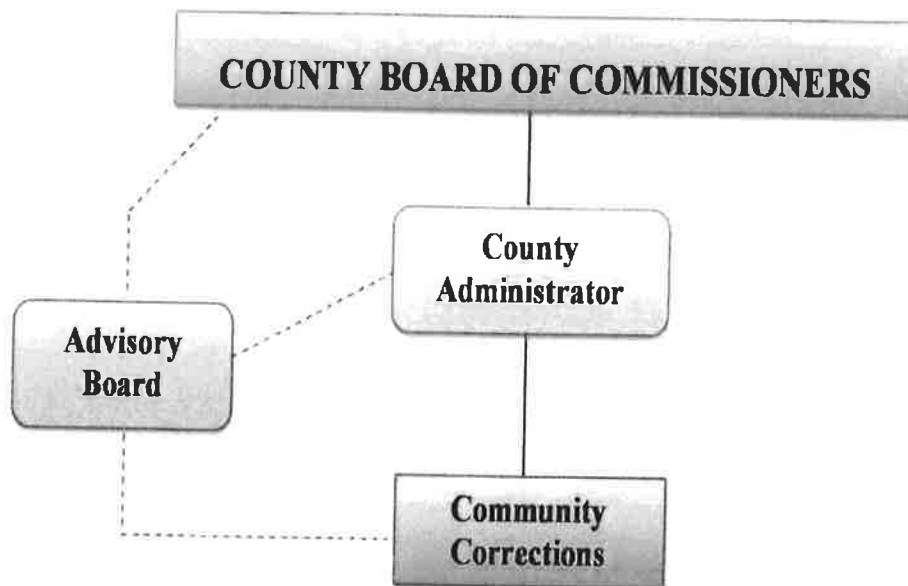
## VISION

It is the vision of Aitkin County Community Corrections to reduce recidivism within our community and work with our local stakeholders and other Minnesota Correctional Agencies to promote positive change among our clientele.

## MISSION

It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services, and actively providing offenders opportunities to become law-abiding citizens.

## CURRENT ORGANIZATIONAL STRUCTURE



### County Commissioners

J. Mark Wedel  
Laurie Westerlund  
Donald Niemi  
Bill Pratt  
Anne Marcotte

District #1  
District #2  
District #3  
District #4  
District #5

**AITKIN COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD**

The Advisory Board is appointed by the Aitkin County Board of Commissioners to oversee the corrections planning process and to take an active role in the development of the Comprehensive Plan. The Plan is then approved by the Board.

<b><u>Members</u></b>	<b><u>Category</u></b>
J. Mark Wedel	Commissioner, Aitkin County
Laurie Westerlund	Commissioner, Aitkin County
Honorable David Hermerding	Judiciary
Sheriff Scott Turner	Law Enforcement
Attorney James Ratz	Prosecution
Attorney Jeff Haberkorn	Defense
Director Cynthia Bennett	Social Services
Cheryl Meld	Education
Nancy Johnson-Houg	Citizen Member
Sharon Richardson	Citizen Minority
Gabrea Anderson	Victim Services
Kameron Genz	Corrections
<b><u>Ex-Officio Advisory Board members</u></b>	
Victor Moen	State Liaison, Minnesota Department of Corrections

**DEPARTMENT BUDGET and FTE BY PROGRAM AREA**

**DEPARTMENT BUDGET**

*See Appendix*

**FTE's BY PROGRAM AREA**

Administrative	1.725
Juvenile Probation	1.0
Adult Probation	4.0
Specialty Court	1.0

**SALARY ROSTER**

<b><u>Position</u></b>	<b><u>Salary Range</u></b>	<b><u>FTEs</u></b>
Administrative Assistant/Corrections Agent Assistant	35,672-52,811	0.725
Corrections Agents	51,729-81,723	5.0
Director	67,808-101,004	1.0

## SERVICES AND PROGRAMMING

Aitkin County is in its second year as a stand-alone community corrections agency after a dissolution of a Joint Powers Agreement with Crow Wing and Morrison Counties. All staff were retained after the dissolution so we made a relatively seamless transition in services. We continue to participate in the Minnesota Association of Community Corrections Act Counties (MACCAC). Below are some of the highlights specific to Aitkin County for 2017.

In spring 2017, the department underwent staffing changes, in that, both the director and the full-time case aide left the employment of this department. The director position was immediately filled but the full-time case aide position was eliminated. In July 2017, a vacant agent position and a new full-time agent position were filled and the eliminated case aide position was replaced with a part-time administrative specialist/corrections agent assistant position and was also filled.

### **MACCAC Quality Assurance Model**

Aitkin County Community Corrections continues to be dedicated to improving and maintaining quality assurance regarding supervision and programming for offenders. We continue to work in maintaining the MACCAC quality assurance model. The model includes four phases, and includes the following five skills sets:

- Professional alliance
- Risk assessments
- Cognitive interventions
- Case planning
- Motivational interviewing

Staff have received training in these five key areas.

Aitkin County continues to provide a 32-hour "Thinking for a Change" group for higher risk adult offenders. Aitkin County is operating Driving with Care, a cognitive-behavioral based program for DWI Offenders.

The Aitkin County Sobriety Court continues to provide needed services to high risk drug and alcohol offenders. We have been able to continue Aitkin's specialty court with county funds and legislatively appropriated grant funds for at-risk specialty courts.

In 2017, Aitkin County agents were trained in the use of the Carey Guides. We continue to utilize and improve delivery of programs and services outlined in the Comprehensive Plan.

### **SIGNED BOARD RESOLUTION/SIGNATURE PAGE**

*See Appendix*





**MINNESOTA DEPARTMENT OF CORRECTIONS  
COMMUNITY CORRECTIONS ACT  
COMPREHENSIVE PLAN BUDGET - REVISED**  
(nearest dollar)

County/Group: Aitkin County Community Corrections

Budget Year: 2018

**Consolidated Budget**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				647,812
Service & Contractual				332,112
Travel				7,200
Training				5,719
Supplies & Materials				11,500
Capital Outlays				0
*Other (specify below)				0
Direct Budgeted Expenses	285,961	551,461	166,921	1,004,343
Use of State Institutions	0	0	0	0
<b>Total Budgeted Expenses</b>	<b>285,961</b>	<b>551,461</b>	<b>166,921</b>	<b>1,004,343</b>

Staff Training Budget (minimum requirement = 2% of Subsidy)

5,719

Minimum County/Group Level of Spending Current Year:  
Percent of County budget

23,631

4%

**Purpose:** Used as an amendment to the original comprehensive plan due to the approval of the State's Biennial Budget.

**Community Corrections Administrator**

Name/Title/Signature: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

**Financial Officer**

Name/Title/Signature: \_\_\_\_\_

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

Telephone: \_\_\_\_\_



**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET - REVISED**  
(nearest dollar)

County/Group: Aitkin County Community Corrections

Budget Year: 2018

**Budget for Subsidy Program: Administration**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				129,663
Service & Contractual				17,354
Travel				2,800
Training				
Supplies & Materials				1,500
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	100,000	31,117	20,200	151,317
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>100,000</b>	<b>31,117</b>	<b>20,200</b>	<b>151,317</b>

**Budget for Subsidy Program: Training**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				5,719
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	5,719			5,719
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>5,719</b>	<b>-</b>	<b>-</b>	<b>5,719</b>

**Budget for Subsidy Program: Adult Facilities**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET - REVISED**  
(nearest dollar)

County/Group: Aitkin County Community Corrections

Budget Year: 2018

**Budget for Subsidy Program: Adult Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				349,981
Service & Contractual				8,345
Travel				2,900
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	152,812	186,414	22,000	361,226
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>152,812</b>	<b>186,414</b>	<b>22,000</b>	<b>361,226</b>

**Budget for Subsidy Program: Court & Field Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

**Budget for Subsidy Program: Evaluation Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET - REVISED**  
(nearest dollar)

County/Group: Aitkin County Community Corrections

Budget Year: 2018

**Budget for Subsidy Program: Jail Programs**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Juvenile Facilities**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Juvenile Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				69,971
Service & Contractual				270,862
Travel				800
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	27,430	309,203	5,000	341,633
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>27,430</b>	<b>309,203</b>	<b>5,000</b>	<b>341,633</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET - REVISED**  
(nearest dollar)

County/Group: Aitkin County Community Corrections

Budget Year: 2018

Budget for Subsidy Program: **Residential Programming**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

Budget for Subsidy Program: **Non-Residential Programming**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

Budget for Subsidy Program: **Parole Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET - REVISED**  
(nearest dollar)

County/Group: Aitkin County Community Corrections

Budget Year: 2018

Budget for Subsidy Program: **Probation Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				34,000
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses			34,000	34,000
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	34,000	34,000

Budget for Subsidy Program: **Service & Contractual**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	0

Budget for Subsidy Program: **Specialty Court (Drug, DWI, ETC)**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				98,197
Service & Contractual				1,551
Travel				700
Training				
Supplies & Materials				10,000
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses		24,727	85,721	110,448
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	24,727	85,721	110,448

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET - REVISED**  
(nearest dollar)

County/Group: Aitkin County Community Corrections

Budget Year: 2018

Budget for Subsidy Program: Supervised Release Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

Budget for Subsidy Program: Other

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

*OTHER SERVICES (FUNDING SOURCE SPECIFIED)		
Program Name	Description	Amount
<b>Total</b>		<b>0</b>

NOTES:

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# Minnesota Department of Corrections

## Grant Application Agreement

### A. COVERSHEET WITH SIGNATURES

<b>1. APPLICATION INFORMATION</b>			
<b>Legal Name of Applicant Organization</b>	AITKIN		
<b>Grant Funds Requested Per Calendar Year</b>	\$285,961		
<b>Grant Time Period</b>	January 1, 2018 – December 31, 2019		
<b>2. OFFICIAL WITH AUTHORITY INFORMATION</b>			
<b>Name of official with authority to sign</b>	Kameron Genz		
<b>Title</b>	Director		
<b>Address</b>	204 1 <sup>st</sup> Street northwest		
<b>City, Zip code + 4</b>	56431		
<b>Phone Number</b>	218-927-7281		
<b>Email</b>			
<b>3. REQUIRED ID NUMBERS AND LOCATION INFORMATION</b>			
<b>SWIFT Vendor Number</b>	197275		
<b>Congressional District(s) (if applicable)</b>	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/> 6 <sup>th</sup> <input type="checkbox"/> 7 <sup>th</sup> <input type="checkbox"/> 8 <sup>th</sup>		
<b>SIGNATURE(s)</b>			
<b>SIGNATURE OF OFFICIAL WITH AUTHORITY TO SIGN:</b>			
			DATE SIGNED _____
<b>4. I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with all provisions including additional state and local regulations and policies governing the funding that apply.</b>			
<b>OTHER GRANTEE REPRESENTATIVE SIGNATURE: (Optional)</b>			
			DATE SIGNED _____
Mark Wedel, Aitkin County Board Chair			
			DATE SIGNED _____
Jessica Seibert, Aitkin County Administrator			
I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with all provisions including additional state and local regulations and policies governing the funding that apply.			

# Minnesota Department of Corrections

2

<b>5. GRANT PROGRAM CONTACT INFORMATION</b>	
<b>Name</b>	Kameron Genz
<b>Title</b>	Director
<b>Organization</b>	Aitkin County Community Corrections
<b>Address</b>	204 1 <sup>st</sup> Street NW
<b>City, ZIP</b>	Aitkin 56431
<b>Phone</b>	218-927-7202
<b>Email</b>	kami.genz@co.aikin.mn.us
<b>6. BUSINESS MANAGER/ACCOUNTING CONTACT INFORMATION</b>	
<b>Name</b>	Kirk Peysar
<b>Title</b>	Auditor
<b>Organization</b>	Aitkin County
<b>Address</b>	209 2 <sup>nd</sup> Street NW, Room 202
<b>City, ZIP</b>	Aitkin 56431
<b>Phone</b>	218-927-7354
<b>Email</b>	kpeysar@co.aitkin.mn.us

# Minnesota Department of Corrections

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## **B. ASSURANCES – MUST BE SUBMITTED WITH APPLICATION AGREEMENT**

**By signing the coversheet, the applicant certifies they have read all application documents, including revised documents, and agrees to comply with all applicable state and local laws, ordinances, rules, regulations, and public policies.**

### **1. Survival of Terms**

The following clauses survive the expiration or cancellation of this award: 5) State Audits; 6) Liability; 7) Government Data Practices; 8) Data Disclosure; and 10) Governing Law, Jurisdiction and Venue.

### **2. Grantee**

For purposes of this agreement “grantee” means the county receiving the subsidy payment pursuant to the provisions of the Community Corrections Act, Minn. Stat. Chpt. 401.

### **3. Grantee’s Duties**

Perform the duties specified in Exhibit A (County Comprehensive Plan) which is attached and incorporated into this grant application. The Grantee shall provide correctional services as outlined under Mn Statute 401 and Mn Rule 2905.

### **4. Financial Reporting**

The Grantee will submit Financial Status Reports on a quarterly basis as directed by the Commissioner of Corrections. Necessary records and accounts, including financial and property controls, will be maintained and made available to the Department of Corrections.

### **5. Time**

The Grantee must comply with all the time requirements described in this grant application agreement. In the performance of this grant, time is of the essence.

### **6. Financial and Administrative Provisions**

Per the Uniform Municipal Contracting Law, grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more.

### **7. State Audits**

Under Minn. Stat. § 16B.98, Subd.8, the Grantee’s books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

### **8. Liability**

Each party of the agreement is responsible for its own acts. This clause shall not be construed to bar any legal remedies grantee may have for the state’s failure to fulfill its obligations pursuant to the award and subsequent awards.

### **9. Government Data Practices**

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under

## Minnesota Department of Corrections

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this grant. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release data pertaining to the grant award the Grantee will notify the state and the parties will coordinate a response.

### **10. Data Disclosure**

Under Minnesota Statutes, section 270C.65, and other applicable laws, the grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

### **11. Worker's Compensation**

Grantee certifies that it is in compliance with Minnesota Statutes, section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the state's obligation or responsibility. (Exemption/Waiver as allowed under law.)

### **12. Governing Law, Jurisdiction and Venue**

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

### **13. Transferability**

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

### **14. Other Provisions:**

#### **A. State's Authorized Representative**

The state's authorized representative, or his/her successor, named on the award information, has the responsibility to monitor the grantee's performance and has the authority to accept the services provided under the grant opportunity.

#### **B. Grant Amendment Requests**

Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.

#### **C. Termination**

This agreement may be terminated as provided in Mn Statute 401.

#### **D. Termination Due to Discontinued or Insufficient Funding**

The State may terminate this grant if it does not obtain funding from the Minnesota Legislature for the Community Corrections Act Subsidy.

## Minnesota Department of Corrections

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### E. Termination for Cause

When the commissioner shall determine that there are reasonable grounds to believe that a county or group of counties is not in substantial compliance with minimum standards, at least 30 days' notice shall be given the county or counties and a hearing conducted by the commissioner to ascertain whether there is substantial compliance or satisfactory progress being made toward compliance. The commissioner may suspend all or a portion of any subsidy until the required standard of operation has been met.

### F. Conflicts of interest

In accordance with the Minnesota Office of Grants Management Policy 08-01, the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflicts of interest, or personal gain.

### G. Return of funds

The grantee must promptly return to the state any funds that have been determined by the state to be ineligible for reimbursement upon review of grant documentation.



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** 2016 State Audit

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 15 to 30 minutes
<b>Summary of Issue:</b>  At Tuesday's meeting Chuck Knandel, Jr. of the State Auditor's Office will discuss Aitkin County's 2016 State Audit with the Board via a conference call.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b>  		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Aitkin  
County

# Board of County Commissioners Agenda Request

3B  
Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** Organizational Study

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 20 to 30 minutes
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**Summary of Issue:**

At Tuesday's meeting Gary Weiers with David Drown Associates will give an Organizational Study presentation to the Board.

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

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*



*Sent via email only*

November 27, 2017

Jessica Seibert  
County Administrator  
Aitkin County  
217 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

Dear Ms. Seibert,

As per your request, DDA Human Resources Inc. is providing you a proposal to conduct an organizational study for Aitkin County.

This planning effort would be designed to help the County Board determine the future organizational structure for the County. The detailed evaluation process is outlined in the attached proposal.

Upon completion of the process, a comprehensive report will be prepared which includes the following components:

- Background information
- Current operational summary
- Organizational options
- Financial modeling of each option
- Recommendations
- Implementation strategies

If you need any additional information, please let me know. Thank you for your interest in this service.

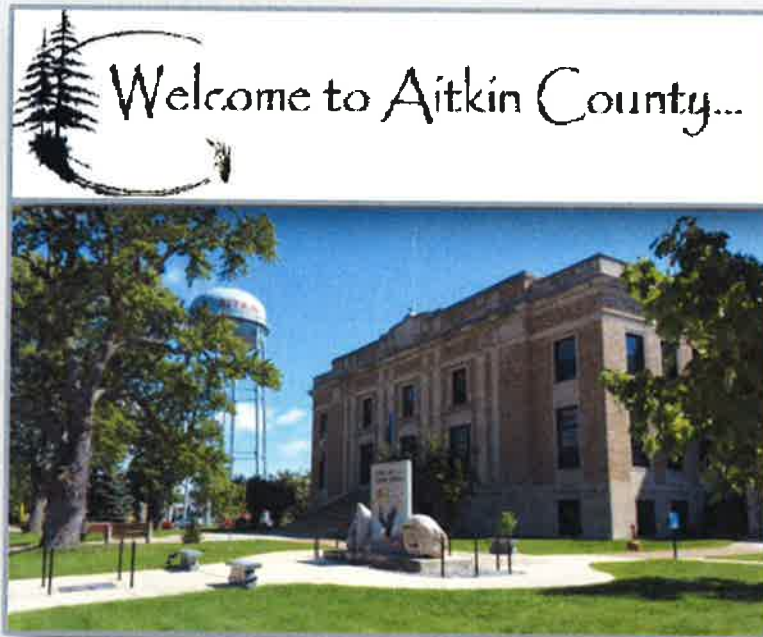
Sincerely,

Gary Weiers  
DDA Human Resources, Inc.

Enclosure



# DDA HUMAN RESOURCES, INC.



## PROPOSAL FOR AITKIN COUNTY ORGANIZATIONAL STUDY

NOVEMBER 27, 2017



**DDA**

Human Resources, Inc.  
*a David Drown Associates Company*

## CONTENTS OF THE PROPOSAL

◆ Description of the Firm	◆ Process Details
◆ Approach to the Process	◆ Items Addressed in the Analysis
◆ Service Team	◆ List of Organizational Study Clients
◆ Timeline	◆ Fee

## DESCRIPTION OF THE FIRM

For 20 years, David Drown Associates (DDA) has provided Financial Solutions, Tax Increment Financing, Economic Development, Executive Searches, Organizational Studies and other services to cities and counties throughout Minnesota. With over 450 local government clients, we have a deep understanding of the workings of local government in Minnesota. Therefore, we comprehensively understand the unique challenges faced by local governments especially in greater Minnesota where we do the vast majority of our work.

## APPROACH TO THE PROCESS

Our approach to conducting this analysis will be to help Aitkin County determine the most cost effective and highest quality organizational structure. We will comprehensively assess the current departmental structure, examine other similarly situated county structures, interview employees selected by the County, review financial information, and develop recommendations and implementation strategies to assure a cost effective, customer oriented service delivery system.

Communication with the County is a high priority. In addition to being on site a significant amount of time, regular updates via phone or email will be provided to the County at every stage of the process.

# SERVICE TEAM

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## Gary Weiers

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Our team will be led by Gary Weiers. He joined DDA in 2013 and has conducted nearly 50 executive searches and numerous organizational studies. Prior to joining DDA, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

Gary will be assisted by Assistant Consultant Liz Judd, but the vast majority of work will be directly performed by Gary. Gary will be the only person that you will see during the course of this study.

## Liz Judd

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Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other organizational studies. Liz will assist with information gathering and assembling data during this process.

# TENTATIVE TIMELINE

*This timeline is tentative. The final timeline will be set after the County Board's decision to proceed.*

ITEM	TASK	COMPLETION DATE
Discussion of Proposal with County	Review Proposal with Board	December 19, 2017
Decision by County Board to proceed		January 9, 2018
Step 1: Review work plan	<ul style="list-style-type: none"> <li>◆ Meet with County designated Committee                             <ul style="list-style-type: none"> <li>◆ Review the scope of the analysis</li> <li>◆ Review timeline and work plan</li> </ul> </li> </ul>	January 24, 2018
Step 2: Information gathering	<ul style="list-style-type: none"> <li>◆ Review current table of organization</li> <li>◆ Study County budget</li> <li>◆ Review financial statements</li> <li>◆ Review all applicable job descriptions</li> <li>◆ Review applicable collective bargaining agreements</li> <li>◆ Review all County facilities</li> <li>◆ Study other pertinent information</li> </ul>	February 9, 2018
Step 3: Information gathering meetings	<ul style="list-style-type: none"> <li>◆ Meet individually with key staff                             <ul style="list-style-type: none"> <li>◆ All department heads</li> <li>◆ All County Commissioners</li> <li>◆ Key departmental management staff</li> <li>◆ Other staff as designated by the County</li> <li>◆ Others as determined by the County</li> </ul> </li> </ul>	February 9, 2018
Step 4: Comparisons	◆ Review organizational structure for similarly situated counties	February 9, 2018
Step 5: Information analysis	◆ Review all collected information	February 23, 2018
Step 6: Review initial findings	◆ Meet with the Administrator and others to review preliminary findings	March 2, 2018
Step 7: Report	<ul style="list-style-type: none"> <li>◆ Complete report</li> <li>◆ Submit to County for final review</li> </ul>	March 16, 2018
Step 8: Presentation of report	◆ Meet with County Board to present report	March 27, 2018

# PROCESS DETAILS

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## ***Step 1: Review Scope***

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Meet with the Committee and Administrator for the following purposes:

- ◆ Review project scope
- ◆ Review project timeline
- ◆ Refine work plan to ensure it meets the expectations of the County

## ***Step 2: Information Gathering***

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During this phase of the project, a substantial amount of pertinent data will be collected for additional review. Data that will be gathered includes:

- ◆ Table of organization
- ◆ Budget
- ◆ Financial statements
- ◆ Any applicable previous studies that have been done
- ◆ Job descriptions of all relevant positions
- ◆ Facility information
- ◆ Other information determined by the County
- ◆ Collective Bargaining Agreements
- ◆ Other relevant information

## ***Step 3: Information Gathering Meetings***

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Individual meetings with approximately 40 people will take place. These discussions will focus on:

- ◆ Effectiveness of current structure
- ◆ Issues with current structure
- ◆ Level of efficiency with current structure
- ◆ Possible organizational structure ideas
- ◆ Obstacles to implementing change
- ◆ Other topics

## ***Step 4: Comparative Data Gathering***

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Assemble and analyze data from other county structures that are similarly sized, organized, and situated.

### ***Step 5: Information Analysis***

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Review of the information gathered in Steps 2-4 will take place. This will include a detailed analysis of the current structure and other possible organizational structures along with financial modeling of the options.

### ***Step 6: Review of Initial Findings***

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An outline of the information will be shared with the Committee, and then DDA will meet with them to review data, options, and financial ramifications. After review, the Committee will provide feedback prior to the development of a final report.

### ***Step 7: Report***

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After receiving feedback from the Committee, DDA will prepare a comprehensive report including the following components:

- ◆ Background information
- ◆ Current operational summary
- ◆ Organizational options
- ◆ Financial modeling of each option
- ◆ Recommendations
- ◆ Implementation strategies

### ***Step 7: Presentation of Report***

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DDA will meet with the County Board to present the final report with recommendations.



## LIST OF COMPLETED ORGANIZATIONAL STUDIES

Year	Entity	Type of Project
2014	Steele, Waseca and Dodge County Service Delivery Authority	Merger of three County Human Services Departments
2014	City of Lester Prairie	Administrator Planning
2015	City of Pequot Lakes	Administrator Planning
2015	City of Gaylord	Organizational Study
2015	Cities of Independence/Maple Plain	Merger Study
2015	Stearns County	Social Services Department Analysis
2015	City of Northfield	Public Works Organizational Study
2015	Murray County	Organizational Study
2016	City of Crosby	Organizational Study
2017	McLeod County	Organizational Study
2017	City of Nisswa	Administrator Planning
2017	City of Big Lake	Organizational Study
2017	City of Maple Lake	Organizational Study
2017	Chisago County	Organizational Study

## FEES

The all-inclusive fee for this service is \$23,000. This includes all consultant expenses and any other related costs to provide the services listed in this proposal.



# Board of County Commissioners Agenda Request

30  
 Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** Rum River 1 Watershed 1 Plan resolution

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Steve Hughes		<b>Department:</b> Aitkin County SWCD
<b>Presenter (Name and Title):</b> Steve Hughes		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> <p>The Rum River Watershed (Mille Lacs Lake) is ready for a coordinated watershed planning effort known as 1 Watershed 1 Plan (1W1P). Aitkin County has the upper portion of the Rum River in Lake Mille Lacs and the watershed near Mille Lacs.</p> <p>1W1P is a progression from Local Water Planning to a larger watershed based plan. If successful, this grant application will result in funding from the Board of Water and Soil Resources to plan and implement water quality projects in the watershed.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> The Aitkin County SWCD recommends support of the 1W1P effort.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Existing staff time Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Existing staff (primarily SWCD) will work with other counties in the watershed to complete a larger watershed plan and to implement water quality projects. Funding will be provided from the State of Minnesota to participating counties for planning and projects.		

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



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

ADOPTED December 19, 2017

By Commissioner: xx

**20171219-0xx**

**Rum River, One Watershed, One Plan Project**

**WHEREAS**, Integrated comprehensive watershed planning is a benefit for the water resources of the Rum River Watershed; and

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

**WHEREAS**, the counties, SWCDs, and WMOs within the Rum River Planning Boundary, have interest in developing a coordinated, major watershed-scale implementation framework for this area; and

**WHEREAS**, the counties, SWCDs, and WMOs within the Rum River Planning Boundary, have a successful history of cooperation for resource protection and restoration via the recently completed Rum River Watershed Restoration and Protection Strategy; and

**WHEREAS**, participating in the One Watershed One Plan will provide funding for plan development and increase efficiency of disbursement of implementation funds through a plan-based disbursement process; and

**WHEREAS**, Aitkin County has an interest in the concept of One Watershed One Plan provided that it does not create an additional bureaucratic layer of water planning and management;

**NOW, THEREFORE, BE IT RESOLVED**, that Aitkin County welcomes the opportunity to collaborate with the counties, SWCDs, and WMOs within the Rum River Planning Boundary for major watershed-scale planning efforts; and

**BE IT FURTHER RESOLVED** that the Aitkin County Board of Commissioners supports an application to the Board of Water and Soil Resources for a planning grant to develop a coordinated, major watershed-scale implementation framework and anticipates entering into a Memorandum of Agreement with the counties, SWCDs, and WMOs within the Rum River Planning Boundary to implement this collaborative effort and be eligible for plan-based implementation funding from BWSR.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19<sup>th</sup> day of December 2017, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 19<sup>th</sup> day of December 2017**

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



# Board of County Commissioners Agenda Request

3D  
Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** Aquatic Invasive Species 2017 report

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Steve Hughes		<b>Department:</b> Aitkin County SWCD
<b>Presenter (Name and Title):</b> Steve Hughes		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> <p>Aitkin County has a very ambitious and successful aquatic invasives species (AIS) program. Education and watercraft inspections are two of the major goals of AIS. The inspection season has ended for 2017 and most of the educational efforts are completed. AIS coordinator Steve Hughes will bring the results to the Aitkin County Board of Commissioners for review and discussion. An AIS committee meets regularly to set budgets and program direction. Two County Commissioners serve on that AIS committee along with numerous other citizens, and staff.</p> <p>A brief AIS summary is attached.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> discussion		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> AIS continues to be funded through a grant to Aitkin County.		

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

Lake name	Big Pine	Big Sandy	Cedar	Clear	Farm Island	Lone	Long	Hammal	Hill	Minne wawa	Ripple	Round	Spirit	Sugar	Wilkins	Other	Totals
Boat Inspections																	
# of fishing boats	94	1384	967	825	2012	233	52	295	105	339	407	429	209	71	46		7468
# of runabouts	7	343	205	115	172	70	13	40	5	46	16	65	27	5	7		1136
# of pontoon boats	13	236	125	124	180	47	7	38	14	71	30	107	31	6	8		1037
# personal watercraft	4	136	49	36	161	21	11	15		26	8	27	31	1	3		529
# of other	1	51	84	37	89	11	2	5	1	7	14	20	8	6	6		342
Total boat inspections	119	2150	1430	1137	2614	382	85	393	125	489	475	648	306	89	70	91	10603
AIS issues found																	
# of boat plug issues	5	17	17	15	17	4		2	1	6		8	12			1	105
# with weeds or other	1		3	7	14					2		3			2		32
# with zebra mussels																	0
# of boats denied launch		1	1		1				1	1		3	6			1	15
Total Ais issues	6	18	21	22	32	4	0	2	2	9	0	14	18	0	2	2	152



# Board of County Commissioners Agenda Request

3E  
Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** Adopt 2018 Budget, Levy, and Supporting Resolutions

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> Please adopt the following resolutions: 1. 2018 Levy 2. 2018 Budgets 3. 2018 Elected Officials Salaries 4. 2018 Commissioner Salaries 5. 2018 ACSW and Snake River Watershed Appropriations 6. 2018 ECRL Levy 7. 2018 Boat & Water Safety Agreement Budget 8. 2018 Non-Levy Budgets 9. 2018 Unorganized Townships 10. Unorganized Road & Bridge Transfers 11. 2017 Ditch Fund Budgets 12. County Ditch and County Development Transfers 13. 2017 Reserve Funds		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED December 19, 2017

By Commissioner:

20171219-xxx

2018 Levy

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2018 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$8,050,046
Road and Bridge Fund	\$2,536,750
Solid Waste	\$225,480
Health & Human Services Fund	\$2,671,783
County Parks	\$15,000
 Total:	 \$13,499,059

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19th day of December 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2017

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

By Commissioner:

**20171219-xxx**

**2018 Budgets**

**BE IT RESOLVED**, that the following 2018 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$13,739,416	\$40,015	\$13,779,431
Road and Bridge	\$12,911,277	\$427,283	\$13,338,560
Health & Human Service	\$6,777,158	\$400,000	\$7,177,158
Parks	\$482,433	(\$11,594)	\$470,839
<b>Total:</b>	<b>\$33,910,284</b>	<b>\$855,704</b>	<b>\$34,765,988</b>

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

**FIVE MEMBERS PRESENT**

All Members Voting

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19th day of December 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2017

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

By Commissioner:

20171219-xxx

**2018 Elected Officials Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2018 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar	\$ 88,589.93 plus \$575.00 one-time lump sum payment
County Treasurer, Lori Grams	\$ 76,097.34 plus \$575.00 one-time lump sum payment
County Recorder, Michael Moriarty	\$ 68,344.66
County Sheriff, Scott Turner	\$101,640.47 plus \$575.00 one-time lump sum payment
County Attorney, Jim Ratz	\$119,494.15 plus \$575.00 one-time lump sum payment

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

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

**FIVE MEMBERS PRESENT**

**All Members Voting**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19th day of December 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2017

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

By Commissioner:

20171219-xxx

**2018 Commissioner Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2018 County Commissioner's salary at \$30,253.00, which is the same rate of pay as 2017. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

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

**FIVE MEMBERS PRESENT**

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19th day of December 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2017

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



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

ADOPTED December 19, 2017

By Commissioner: xx

**20171219-0xx**

**2018 ACSW and Snake River Watershed Appropriations**

**BE IT RESOLVED**, that the budget and appropriation in the amount of \$143,254 be set for 2018 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19<sup>th</sup> day of December 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2017

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

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

ADOPTED December 19, 2017

By Commissioner: xx

**20171219-0xx**

**2018 ECRL Levy**

**BE IT RESOLVED**, that the amount of \$224,577 be budgeted and levied for the year 2018 for the East Central Regional Library.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19<sup>th</sup> day of December 2017, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 19<sup>th</sup> day of December 2017**

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

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

ADOPTED December 19, 2017

By Commissioner: xx

20171219-0xx

**2018 Boat & Water Safety Agreement Budget**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approves the 2018 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$92,687 for a term January 1, 2018 to December 31, 2018.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$150		
Boat & Water Grant	\$27,235		
<b>Totals:</b>	<b>\$27,385</b>	<b>\$65,302</b>	<b>\$92,687</b>

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19<sup>th</sup> day of December 2017, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 19<sup>th</sup> day of December 2017**

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

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

ADOPTED December 19, 2017

By Commissioner: xx

20171219-0xx

2018 Non-Levy Budgets

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2018:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$339,000	\$24,578	\$363,578
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,700,000	\$5,575	\$1,705,575
Forest Resource	\$142,500	\$13,165	\$155,665
Reforestation	\$170,950	\$5,284	\$176,234
Memorial Forest	\$100,265	\$13,851	\$114,116
Forest Road	\$76,300	(\$7,233)	\$69,067
Gravel Pit	\$1,500	(\$1,500)	\$0
Missing Heirs	\$0		\$0
MCIT	\$2,000	(\$2,000)	\$0
Collaborative Grant	\$70,520	(\$10,520)	\$60,000
Environmental Trust	\$15,000		\$15,000
LLCC	\$641,281	(\$6,251)	\$635,030

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19<sup>th</sup> day of December 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2017

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

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

**ADOPTED December 19, 2017**

By Commissioner: xx

**20171219-0xx**

**2018 Unorganized Townships**

**BE IT RESOLVED**, that the following 2018 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$44,500		\$44,500
Unorganized Fire Fund	\$37,450		\$37,450
Unorganized Cemetery	\$2,700		\$2,700

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19<sup>th</sup> day of December 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2017

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

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

ADOPTED December 19, 2017

By Commissioner: xx

**20171219-0xx**

**Unorganized Road & Bridge Transfers**

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

Unorg Township

52-22	\$4,114.38
45-24	\$9,592.50
47-24	\$16,276.38
52-24	\$19,994.09
50-25	\$3,483.75
51-25	\$1,573.15
52-25	\$3,722.88
50-26	\$812.50
48-27	\$6,338.43
49-27	\$11,752.50
50-27	\$602.50
51-27	\$2,939.20
52-27	\$3,955.00

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19<sup>th</sup> day of December 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2017

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

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

ADOPTED December 19, 2017

By Commissioner: xx

**20171219-0xx**

**2017 Ditch Fund Budgets**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2017:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$96		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$0
Co Ditch 24	7-351	\$0		\$0
Co Ditch 28	7-356	\$0		\$2,112
Co Ditch 30	7-352	\$208		\$0
Co Ditch 34	7-357	\$0		\$2,148
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$6,055
St Ditch 63	7-362	\$860		\$0
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$238
Diversion Channel	7-373	\$0		\$0
Co Ditch 23	7-354	\$0		\$1,238
Co Ditch 25	7-355	\$0		\$540
Co Ditch 42	7-360	\$0		\$93
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$0
Co Ditch 43	7-366	\$0		\$0
Co Ditch 29	7-371	\$0		\$0
Co Ditch 38	7-	\$0		\$270
Co Ditch 14	7-	\$0		\$185

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19<sup>th</sup> day of December 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2017

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

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

ADOPTED December 19, 2017

By Commissioner: xx

**20171219-0xx**

**County Ditch and County Development Transfers**

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

None

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

County Ditch 2	\$237.52
County Ditch 14	\$185.00
County Ditch 23	\$1,237.50
County Ditch 25	\$540.00
County Ditch 28	\$2,111.60
County Ditch 34	\$2,148.06
County Ditch 37	\$6,055.00
County Ditch 38	\$270.00
County Ditch 42	\$92.50

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19<sup>th</sup> day of December 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2017

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



By Commissioner: xx

**20171219-0xx**

**2017 Reserve Funds**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in Reserve Funds for fiscal year end 2017:

<b>2017 Reserve Requests</b>			
<b>Department</b>	<b>Current Reserve Balance</b>	<b>2017 Reserve Request</b>	<b>Purpose</b>
Assessor-Computers	\$ 4,413.06	\$ 30,000.00	Mobile Data Program
Assessor-Vehicle	\$ -	\$ -	
IT-Network Equipment	\$ 12,998.59	\$ -	Equipment
IT-Staff Training	\$ 5,500.00	\$ 12,000.00	Training
Elections-Voting Equipment	\$ -	\$ 50,000.00	Election Equipment
Attorney-Murder Trial	\$ 10,000.00	\$ -	Trial Expenses
Sheriff-Technology	\$ 48,050.39	\$ -	Technology Equipment
Sheriff-Posse	\$ 4,754.34	\$ -	Equipment/Training
Sheriff-Forfeiture	\$ 11,831.00	\$ -	
Canine Replacement	\$ 2,000.00	\$ 1,000.00	K-9 Replacement
FBL Vehicle	\$ 17,500.00		
ATV Replacement	\$ 4,000.00	\$ 4,000.00	ATV Replacement
Environmental Services	\$ -	\$ 10,000.00	Scanning Project
Tourism Fund	\$ -	\$ 1,000.00	Walleye Tank Project
Buildings - Capital	\$ -	\$ 10,000.00	Capital Building Repairs
Central Services	\$ -	\$ 78,000.00	Scanning/ Organizational Study/ Security Assessment
<b>TOTAL</b>	<b>\$ 121,047.38</b>	<b>\$ 196,000.00</b>	
<b><u>Health &amp; Human Services</u></b>			
BLDG Account	\$ -	\$ 50,000.00	Building Renovations
		\$ 40,000.00	Heating System work
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 90,000.00</b>	

\*\*Current reserve balances are requested to transfer to fiscal year 2018.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 19<sup>th</sup> day of December 2017, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 19<sup>th</sup> day of December 2017**

---

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

4A

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Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** Recycling Agreement with Garrison Disposal

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

<b>Presenter (Name and Title):</b> Terry Neff, Environmental Services Director	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**  
 Garrison Disposal will be eliminating the every other Saturday attended drop-off recycling locations at Hill City (Sunny's Citgo), Palisade (Coop), Malmo (Malmo Market) and McGrath (18/65 junction). These sites were open for 2 hours at each location - Hill City/Palisade on the first and third Saturdays, and Malmo/McGrath on the second and fourth Saturdays. The sites are being eliminated due to the inability to find drivers to work on Saturdays.

The new recycling locations will be at Hill City (Sunny's Citgo the first and third Saturdays) and Malmo (Malmo Citgo the second and fourth Saturdays). These sites will have a container available from 11:00am on Monday until 1:00pm on Thursday. The opportunity for rural residents to recycle will be increased as a result of the increased days the containers will be at these locations. Although it may not be as convenient for some citizens the opportunity to recycle is increased.

Citizens can still bring their recycling to the Aitkin County Recycling Center 6 days a week and the McGregor Transfer Station 7 days a week.

Another change in the Agreement that was eliminated a few years ago is the Buy Back provision (Section 2,C,6). This section is now deleted.

Attached is the Recycling Agreement - New language is in red and deleted language is in strikethrough.

**Alternatives, Options, Effects on Others/Comments:**  
 Eliminate rural drop off locations. We can continue to look for other locations which will increase the cost of the recycling agreement. Sites must be in an area with a high traffic volume and good lighting to reduce the chance of garbage accumulation.

**Recommended Action/Motion:**  
 Approve the Recycling Agreement with Garrison Disposal to reflect the current recycling drop-off locations.

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

The change in the recycling locations should not have much of an impact on the cost of the recycling contract. It is unknown if there will be more than one collection each week. If there is there will be an added cost but not substantial.

## RECYCLING AGREEMENT

THIS AGREEMENT, is made and entered into this November 23, 2010, by and between the County of Aitkin, a political subdivision of the State of Minnesota, hereinafter "County" and Paul B. Fischer doing business as Garrison Disposal Company, Inc. located at P.O. Box 277, Aitkin, MN 56431, hereinafter "Contractor".

For the purpose of this Agreement, Paul B. Fischer and Garrison Disposal Co., Inc. shall be deemed an independent Contractor, and not an employee of the County. Any and all employees, members or associates of the Contractor or other persons, while engaged in the work or services required to be performed by the Contractor under this Agreement, shall not be considered employees of the County. Any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or the Contractor shall in no way be the obligation or responsibility of the County.

## WITNESSETH:

WHEREAS, County has determined that reduction of the County's solid waste stream through county-wide recycling is in the public interest; and

WHEREAS, County has requested proposals from qualified companies interested in performing county-wide recycling services for the County; and

WHEREAS, the proposal of the Contractor has been received and determined by the County to be the most responsive proposal received at the best services value for the estimated costs; and

WHEREAS, representatives of the County and the Contractor have met to negotiate the detailed terms of this Agreement contained herein;

NOW, THEREFORE, in consideration of the mutual promises and agreements herein set forth, the parties agree as follows:

1. **DEFINITIONS:** The terms used within this Contract shall be defined according to the definitions contained in Attachment A: "Program Definitions" (incorporated herein to this Agreement).
2. **CONTRACTOR'S OBLIGATIONS:**
  - A. **Collection** This collection service element of this Agreement pertains to the installation, maintenance and servicing of the drop-off system for collecting recyclables.
    1. **Residential Recyclable Materials** This collection service element is primarily targeted towards the collection of recyclables derived from residents' (both permanent and seasonal) households.
    2. **Collection of Drop-Off Recyclable Materials** This collection service element pertains only to materials deposited by residents and other users at designated

drop-off centers as listed in Attachment B. This collection element does not pertain to the collection of materials from residents via "curbside collection" programs (pick-up on a house-to-house, or business-to-business basis) that may be offered by haulers as services to their customers.

The County reserves the exclusive right to designate and establish new or alternative designated drop-off centers to be serviced by the Contractor within Aitkin County. The Contractor shall commence servicing alternative designated drop-off centers within thirty (30) days after written notice of said designation.. In the event the County establishes a new designated drop-off center(s), any additional compensation to be paid to the Contractor for servicing said site or sites shall be negotiated and agreed upon before the Contractor shall be obligated to service the same.

3. Rights of Other Haulers Other haulers collecting recyclables, but not under contract with the County, shall be allowed to unload their recyclables at the Aitkin County recycling facility subject to the posted processing / marketing prices or tipping fees (see Section 2.C.6 "Buy Back Operation at the County's Recycling Facility").

Recyclable material from other haulers must be of sufficient quality. Eligible materials received shall be consistent with the list of designated recyclable materials (Attachment C to this Agreement). The Contractor shall retain the rights to establish more specific grades of material categories, inspect recyclable materials from other haulers, and judge the quality of those materials. The Contractor may reject selected categories of materials or full loads if these materials or loads do not meet reasonable quality standards.

The Contractor may establish written recyclable material quality specifications. Before implementation, the County shall first approve these specifications. The County shall retain the right to require adoption of written material specifications.

4. Collection of MSW from Attended Sites The Contractor shall provide garbage removal services, for a posted price as determined by the Contractor, at all attended drop-off sites.
5. Provide and Maintain Containers The Contractor shall be responsible for purchase and installation of compartmentalized roll-off containers, or other suitable substitute containers, with adequate capacity and dimensions to serve the collection program needs.
6. Glass Collection The Contractor shall provide adequate capacity for separate collection and unloading of mixed-color glass.
7. Servicing Containers The Contractor shall provide adequate servicing of the drop-off containers. Full containers shall be promptly removed and replaced by empty containers.
8. Site Clean-Up The Contractor shall clean up all material deposited by residents at the designated drop-off site. No material, debris, litter or other form of solid waste resulting from the recycling program shall be left at the site.

- The Contractor's employees shall handle all containers with reasonable care to avoid damage, shall replace all containers in an upright position, and shall immediately clean up and dispose of any contents thereof that may be spilled.
9. Frequency of Collection from Unattended Drop-Off Sites The Contractor shall remove full containers on an "on-call" basis from unattended drop-off sites.
  10. One-Day Notice for Collection of Unattended Containers The County will require the site host to monitor the unattended recyclables roll-off container(s) to determine when it is full and needs servicing. The site host shall contact the Contractor to request servicing of full container(s). The Contractor shall have one business day from the time of said notice to provide collection of the full container and replacement with an empty container.
  11. Required Use of the Aitkin County Recycling Facility The Contractor shall use the County's recycling facility for transfer and / or processing.
  12. All Full Roll-Off Containers to be Weighed The Contractor shall weigh all full recycling roll-off containers before unloading at the County Recycling Center to obtain the gross weight of the recyclables. Upon unloading, the Contractor shall then weighing the empty containers to obtain tare weights. A net weight shall be calculated and recorded on the weight ticket.
  13. Weights in Other Containers May be Estimated Amounts of recyclables collected in containers other than roll-off boxes (for example, rear-load dumpsters, bins, etc.) may be estimated, rather than weighing each container, using standard industry practices. The methodology for such estimates shall be noted within monthly collection reports.
  14. Collection Records The Contractor shall maintain a log of all collection operations by designated drop-off center. Site-by-site data to be collected shall include, but are not limited to: date and time of collection; mileage; gross, tare and net weight of recyclables collected; relative fullness of each compartment (e.g., paper compartment 90% full; metals / plastic compartment 100% full; and glass compartment 75% full); notes as to level of contamination in the container by compartment; and notes about overall cleanliness of the site (e.g., illegal dumping, etc.).
  15. Monthly and Annual Collection Reports The Contractor shall provide a monthly report to the County including a summary of collection data, in a format specified by the County. Monthly reports shall be due by the 15<sup>th</sup> of each month for data covering the previous month. Monthly collection reports shall provide site-by-site and total data including, but not limited to: frequency of collection; net weight of recyclables; net weight of MSW if an attended site; average fullness by recycling compartment; generalizations about levels of contamination in the recycling containers; and generalizations about the overall cleanliness of the site.
- Monthly and annual collection reports shall provide, at a minimum, data about the source and type of tons collected by the Contractor, including, but not limited to: Aitkin County drop-off recyclables collected pursuant to the collection

requirements of this Contract; Aitkin County residential recyclables collected curbside; Aitkin County non-residential recyclables; and non-Aitkin County recyclables collected outside of the county.

Annual reports shall provide sum totals for each year of data contained in the monthly reports, in a format specified by the County. Annual reports shall be due by February 15 of each year for data covering the previous year.

16. Transition Period Clean-Up Services The Contractor shall provide clean-up of sites that have transitioned away from unattended to attended collections. This additional collection / removal service is expected to be necessary until residents become fully adjusted to the new schedule as proposed in the base program. The County shall first authorize any such special collections on a case-by-case basis. Proposers should include a separate line item cost component in their proposals for these special transition period clean-up services.

**B. Public Relations / Public Education**

1. Brochure The Contractor shall publish a recycling public education brochure that itemizes the list of acceptable and unacceptable materials as specified by the County. The brochure shall also have recyclables preparation instructions for residents. The brochure shall also list the locations and collection schedule for all designated drop-off centers. The Contractor shall provide the County with a draft of the brochure for approval prior to final printing and dissemination.
2. Phone Answering System The Contractor shall implement and maintain a phone answering system that provides answers to residents questions about the County's recycling programs and provides a direct means of communicating service complaints.

The office or answering service shall be in service with continuous supervision during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday and 8:00 a.m. to 12:00 p.m. Saturday. Address and telephone number of such office or answering service and any changes therein shall be the address and telephone number of the Contractor.

3. Relations with Site Hosts The Contractor shall assist the County in maintaining and improving good relations with local site hosts. The Contractor will be encouraged to provide other services or amenities to increase the incentives for hosts of unattended drop-off centers to improve site monitoring.
4. Instructional Signs at Drop-Off Sites The Contractor shall provide and install signs at each designated drop-off site that itemizes the type of recyclable materials acceptable and unacceptable for each commodity. The Contractor shall provide the County with a draft design and mock-up (including actual text) of the signs for County approval before final production and installation.
5. Container Compartment Labels The Contractor shall provide and install labels for each compartment in their recycling container to make clear to residents where each materials belongs. The Contractor shall provide the County with a draft of the compartment labels for approval prior to final printing and installation.

6. Other Public Education Opportunities The Contractor shall be encouraged to seek, develop and implement other public education opportunities to help improve recycling participation, recovery rates and compliance with resident preparation instructions.

C. Processing / Marketing

1. Operation of County Recycling Facility The Contractor shall operate and maintain the County's recycling facility in the City of Aitkin. The County owns the land and building only. Routine operations and maintenance shall be the responsibility of the Contractor. Routine operations and maintenance shall include, but not be limited to: operation / payment of all utilities, regular site / building clean-up, litter control, snow plowing, minor repairs, etc. Major capital improvements shall be the responsibility of the County.

The Contractor shall acquire, install and maintain its own processing equipment at its own expense.

The County recycling facility shall be open to the public for depositing materials during the following hours:

Monday through Friday:	7:30 a.m. to 4:00 p.m.
Saturday:	8:00 a.m. to 12:00 p.m.
Sunday:	Closed
Holidays:	Closed

These are the minimum hours that the County's recycling facility shall be open to the public for purposes of depositing materials at the public drop-off containers. These hours may not reflect the actual operating hours of processing and / or transfer at the recycling facility.

The Contractor shall specify the annual holiday schedule where the County recycling facility will be closed to the public. This holiday schedule should be included in the annual brochure published by the Contractor (see Subsection 2.B.1).

2. Processing or Transfer of Materials from Drop-Off Centers The Contractor shall specify in writing the intended plan of operations for the County's recycling facility including, but not limited to: safety, storage (both inside and outside the building), sorting, baling, and other materials handling (e.g., forklift, bobcat, etc.). The basic components of this facility-operating plan may not be changed without prior written approval by the County.
3. Marketing of Materials The Contractor shall be primarily responsible for securing adequate, long-term, end-markets for recyclable materials collected and processed for the duration of this Recycling Agreement. The only exception is mixed-color glass that will be the responsibility of the County to process and



market. (See Subsection 2.C.4. immediately below, "Interim Storage of Mixed Color Glass".)

4. Interim Storage of Mixed-Color Glass The County shall specify a location where the Contractor may deposit the mixed-color glass for interim storage. The County will take responsibility for the mixed-color glass upon inspection and unloading at the designated interim storage location. No other materials, other than mixed-color glass specified by the County, shall be deposited at the interim storage site.

The Contractor may perform a sort on the glass received from unattended drop-off sites to assure that contaminants (e.g., paper, plastic, metal) are removed so that the glass is unloaded at the interim storage location in relatively pure glass form. As an alternative to this sorting / cleaning of glass, the Contractor may establish additional markets for contaminated glass other than the County specified interim storage site.

The current designated interim storage location for mixed-color glass is the County property in Farm Island Township, immediately north and adjacent to the demolition landfill, west off of Highway 169, approximately five miles south of the City of Aitkin. The County may specify a different interim storage location after the year 2011. Any change in location that results in significant change in hauling costs to the Contractor will be considered a triggering event for renegotiation of the contracted cost of processing / marketing.

5. Processing / Marketing of All Other Recyclables The Contractor shall be responsible for design, installation, and operation of the recyclable materials processing and marketing elements of the County's recycling system (excluding the County Recycling Facility building).

This provision is for all recyclables other than mixed-color glass from attended drop-off sites. (See Subsection 2.C.4. immediately above, "Interim Storage of Mixed Color Glass".)

Processing / marketing services shall include, but are not limited to: securing purchase commitments from markets (including quality specifications); receiving of materials from drop-off centers, interim storage; shipment to markets; and disposal of process rejects. Costs of rejects disposal shall be the responsibility of the Contractor.

Processing / marketing services may include: transfer without further processing; sorting; and densifying (e.g., baling).

6. ~~Buy Back Operation at the County's Recycling Facility The Contractor shall implement a buy back operation at the County's recycling facility to provide for purchase of all specified recyclable materials at a competitive price. The buy back price shall be established by the Contractor by material on a monthly basis and reflect the following factors: market value of the specific material; cost of handling / processing to prepare for market; and competing prices at other similar buy back facilities in the immediate region. The Contractor shall maintain a current buy back price schedule available for distribution to the public and submit~~

~~a copy to the County at the time of any price changes. The buy back price may be a negative price (i.e., tipping fee for certain materials).~~

7. Processing / Marketing Data The Contractor shall maintain ongoing records on the amounts in tons of materials processed, transferred, and marketed, including rejects disposed.
8. Monthly and Annual Processing / Marketing Reports The Contractor shall summarize processing / marketing / disposal data in monthly and annual reports to the County. Monthly reports shall be due by the 15<sup>th</sup> of each month for data covering the previous month.

Monthly and annual processing reports shall provide, at a minimum, data about the source and type of tons processed by: Aitkin County drop-off recyclables collected pursuant to the collection requirements of this Contract; Aitkin County residential recyclables collected curbside via private haulers; Aitkin County non-residential recyclables; and non-Aitkin County recyclables collected outside of the county.

Identities of end-markets may be kept confidential if the Contractor submits a written request under the procedures specified in the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13). Annual reports shall provide sum totals for each year of data contained in the monthly reports. Annual reports shall be due by February 15 of each year for data covering the previous year.

### 3. TERM / TERMINATION OF THE CONTRACT

- A. Two Year Term The initial term of this recycling services Contract shall be for two years, with five, one-year extension options. The initial Contract term shall begin January 1, 2011 and expire December 31, 2012 (extension thru 12/31/19 approved on 5/19/17).
- B. County's One-Year Extension Options The County may request a one-year contract extension if written notice of such request is received by the Contractor by twelve (12) months prior to current expiration date. Granting requests for contract extensions shall be at the sole discretion of the County and shall not be appealed. Contract extensions will provide for the same service levels and pricing as per this Agreement (with any escalators applied as per Section 5.H).
- C. County Retains Right to Extend and Postpone Contract Termination Date The County shall retain the rights to extend the Contract at any time and to postpone the initial Contract termination date, subject to approval by the Contractor.
- D. Termination of Contract Due to Contractor Default The County may, after giving Contractor and the surety seven days written notice and to the extent permitted by laws and regulations, terminate the Contract due to Contractor default. Default can include one or more of the following actions by the Contractor:

1. Failure to Perform the required work as specified in this Agreement, and fails to correct the deficiency within 30 days after receiving written notice from the County. In addition to other services, if the Contractor repeatedly fails to perform the services itemized in Section 4.K "Liquidated Damages", the Contractor may be deemed to be in default of this Agreement.
2. Violation of Any Law or Regulation of any municipal, county, state or federal laws, rules, regulations, ordinances and specifications.
3. Filing for Bankruptcy or Insolvency If Contractor commences a voluntary case under any chapter of the Bankruptcy Code (Title II, United States Code), as now or hereafter in effect, or if Contractor takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to the bankruptcy or insolvency;  
  
If a petition is filed against Contractor under any chapter of the Bankruptcy Code as now or hereafter in effect at the time of filing, or if a petition is filed seeking any such equivalent or similar relief against Contractor under other federal or state law in effect at the time relating to bankruptcy or insolvency.
4. Assignment of this Contract without the prior written approval of the County.
- E. Contractor Termination of the Contract Services Contractor may stop service or terminate the Contract if, through no act or fault of the Contractor, the County Recycling Program is suspended for a period of more than ninety days by the County. Under this circumstance, the Contractor may, upon seven day's written notice to the County, terminate the Agreement and recover from the County payment for completed services.
- F. Program Re-Evaluation The design and performance of the program shall be re-evaluated at the one-year and two-year anniversary dates of the Contract. If program changes are recommended by the County or Contractor that significantly affect service costs, this will be considered a triggering event for renegotiation.

#### 4. LEGAL AND INSURANCE REQUIREMENTS

- A. Ownership and Responsibility of Material Upon collection from the designated drop-off sites, all material in and immediately around the containers (recyclables and contaminants) becomes the property and responsibility of the Contractor. Ownership of the mixed-color glass shall transfer to the County upon unloading at the designated interim storage site as per Section 2.C.4., "Interim Storage of Mixed-Color Glass".
- B. Indemnification The Contractor shall indemnify and hold harmless the County and its officials, agents, and employees from and against all claims, damages, losses, and expenses, including attorney's fees, which the County may suffer or for which it may be held liable, arising out of or resulting from the Contractor's or his agent's or employee's actions or negligence in the performance of this Contract. Prior to the commencement of the Contract, the Contractor shall furnish the County certificates or copies of these policies of insurance in force.

Compliance by the Contractor with the foregoing requirements to carry insurance and furnish certificates thereof shall not relieve the Contractor from liability assumed under any provisions of this Contract.

- C. **Independent Contractor** The Contractor shall be deemed an independent Contractor, and not an employee of the County. Any and all employees, members or associates of the Contractor or other persons, while engaged in the work or services required to be performed by the Contractor, per this Agreement shall not be considered employees of the County. Any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or the Contractor shall in no way be the obligation or responsibility of the County.
- D. **Contractor Performance Bond** The Contractor will be required to furnish financial assurance to compensate the County for losses that may be incurred in the event Contractor fails to faithfully perform Contractor's obligations under this Contract. Said financial assurance shall be equal to the amount of the annual total contract price and shall take the form of a corporate surety bond, or in lieu thereof, an irrevocable letter of credit. Said financial assurance shall stay in effect throughout the contract period.
- Annual contract price, for purposes of this performance bond, shall be based on estimates derived by the County for the first year and actual contract payments for subsequent years.
- E. **Worker's Compensation Insurance** The Contractor shall provide and maintain worker's compensation insurance as required by law.
- F. **Comprehensive General Liability Insurance** Contractor shall provide and maintain at all times while this Contract is in effect Comprehensive General Liability Insurance insuring against liability imposed by law for bodily injury or death, in the minimum sum of \$1,500,000 any one person and in the minimum sum of \$1,500,000 for two or more persons for the same occurrence, and for damage of property in the minimum sum of \$500,000. The County of Aitkin shall be named a coinsured on said policy for incidents arising out of the Contractor's performance of this Agreement, which shall provide that the coverage may not be terminated or changed by the insurer except upon ten days written notice to the County Auditor. All endorsements shall apply to both bodily injury or death and property damage coverages. The Contractor is also required to provide no fault motor vehicle insurance with regard to all motor vehicles used in carrying out the terms of this Contract, in the same amounts specified.
- G. **Auditing** The Contractor shall allow the County to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this recycling program.

The Contractor shall also allow the Legislative Auditor or the State Auditor as appropriate to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this Contract.

- H. **Non-Discrimination** Contractor agrees that Contractor shall not discriminate against any employee, applicant for employment or other person, supplier, or contractor because of race, color, religion, sex, marital status, national origin, disability or public assistance.
- I. **Assignment and Subcontracting** Neither the County nor the Contractor shall assign the Agreement, or any part thereof, nor shall either the County or the Contractor sub-contract this Agreement or any part thereof without the prior written approval of the other party.
- The Contractor may not assign any parts of this Agreement via sale, merger or acquisition of the Contractor's company without the prior written approval of the County. The County, at its sole discretion, may elect to fully enforce the provisions of the Contract, rebid or renegotiate the Contract if the Contractor sells, merges or is acquired. The County shall specify its decision and schedule for how to continue the recycling services as specified in this Agreement within its written response to the Contractor.
- J. **Compliance with All Laws, Rules, Regulations and Licensing Requirements** The Contractor shall comply with all municipal, county, state and federal laws, regulations, ordinances and specifications. The Contractor shall be licensed by Aitkin County as a solid waste hauler and shall pay the required annual County license fees. The Contractor shall obtain all other required municipal and county licenses necessary to collect, handle, store, process, transfer, remove, transport or dispose of solid waste within Aitkin County.
- K. **Liquidated Damages** The County and Contractor agree, in addition to any other remedies available to the County, the County may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligations:
1. **Failure to service and collect full drop-off containers** within the one business day limit as specified in Section 2.A.7 ("Servicing Containers") and Section 2.A.10 ("One-Day Notice for Collection of Unattended Containers") - \$100 per incident
  2. **Failure to provide monthly and annual reports** as specified within Sections 2.A.15 and 2.C.8 - \$200 per incident.
  3. **Failure to submit a copy of buy back price changes as specified within Section 2.C.6** - \$100 per incident.
  4. **Failure to respond to legitimate service complaints** in a reasonable, professional and timely manner - \$50 per incident.
  5. **Failure to appear at a scheduled, attended collection event** - \$100 per incident.
- These amounts are liquidated damages for losses suffered by the County, and not a penalty.
- L. **Dispute Resolution Process** The County and the Contractor agree to first use the following process to resolve disputes about issues related to the performance of this Contract. If an issue arises requiring resolution, either party shall initiate this

dispute resolution process by notifying the other party and scheduling a meeting. The meeting shall serve as a fact finding opportunity to identify the issue, clarify the problem, review this Contract provisions relating to the issue, discuss alternative remedies, and agree upon a means of dispute resolution. The parties shall make a good faith effort to complete the agreed-upon tasks within 30 days of the initial dispute resolution meeting, or specify an alternative schedule and deadline for resolving the issue. This dispute resolution process shall be considered as one alternative to the County declaring the Contractor in default as per Section 3.D of this Agreement. Nothing in this Contract section, Dispute Resolution Process, shall be construed or implied to reduce, eliminate or otherwise affect the rights of the County to use any and all other means of legal remedies.

- M. Contact Persons for Legal Notices** The Contractor identifies Paul Fischer, who shall be designated to receive all notices and communications on behalf of the contracting parties with regard to the Contract. Written notice required to be provided to the County pursuant to this Agreement shall be provided to the County Solid Waste Administrator, Department of Environmental Services, Aitkin County Courthouse, Aitkin, MN 56431. Written notice required to be provided to the Contractor pursuant to this Agreement shall be provided to Paul Fischer.
- N. Disposal of Reject Materials** Reject materials shall be disposed of by the Contractor at a permitted facility and will be subject to any applicable tipping fees.
- O. Performance** Contractor shall see that all work done pursuant to this Agreement is accomplished with work forces and equipment which are adequate to insure the satisfactory collection and disposal of said materials at all times. Failure to perform may be excused only by adverse conditions caused by weather or similar hindrances which on other work might be regarded as "acts of providence".
- P. Conflict of Interest** Neither the Contractor nor its employees either presently have, nor shall acquire interest, direct or indirect, in the Contract in any manner forbidden by law. No County official, or deputy or clerk or employee of such official, shall be directly or indirectly interested in this Contract.
- Q. Severability** This Agreement is subject to the laws of the United States of America, the State of Minnesota and Ordinances of the County of Aitkin. In the event that any provision of this Agreement shall be held to be contrary to law or Ordinance by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision or provisions shall be voided. All other terms and conditions of the Agreement shall continue in full force and effect. The voided provision or provisions may be renegotiated at the written request of either party to this Agreement.
- R. Governing Law** This Agreement shall be deemed to be a contract made in the State of Minnesota and shall be interpreted and construed in all respects in

accordance with the laws of the State of Minnesota applicable to contracts wholly to be performed therein.

- S. **Modification** Any alterations, variations, modification or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, signed by the authorized representatives of the County and Contractor and attached to this Agreement.
- T. **Integration** The Parties agree that the entire Agreement between the Parties is contained herein and that this Agreement, including any and all exhibits attached hereto, supercede all oral Agreements and negotiations between the Parties relating to the subject matter hereof, as well as any previous agreements between the Contractor and the County or either of them relating to the subject matter hereof.

## 5. **PAYMENTS AND RECORDS**

- A. **Monthly Invoices** The Contractor shall submit monthly invoice statements for payments for services rendered, said statements to be submitted to the Aitkin County Department of Environmental Services.
- B. **Service Components** Monthly invoices shall specify the following level of services:
  - 1. **Collection Mileage (Round Trip) for Unattended Drop-Off Sites** to the designated drop-off centers as specified in Attachment B, including "cardboard only" unattended drop-off sites. Round trip miles to each designated unattended drop-off location shall be measured using the shortest truck route from the Garrison Disposal transfer station in Aitkin. These round trip distances shall then be established as the fixed distance for the period of this Contract and not changed without written notification by the Contractor to the County.

The Contractor shall notify the County if any route has seasonal weight limit restrictions that require longer haul distances due to detours on higher capacity roads.
  - 2. **Collection Service Payments for Remote, Attended Drop-Off Sites** The County shall pay the Contractor a set fee per day for collecting recyclables at attended drop-off sites. A minimum of two attended sites shall be serviced the same day. Each attended site shall be serviced at a minimum frequency of every other week. This collection service payment shall not apply to the County Recycling Center.
  - 3. **Processing Fee for Aitkin County Residential Recyclables Processed** The County shall pay the Contractor for processing and marketing of recyclables from Aitkin County only. Recyclables from private commercial accounts shall be eligible for this County processing fee. Material collected from outside Aitkin County shall not be eligible for payment.

Only "processed" glass from unattended drop-off sites is eligible for processing fee payment by Aitkin County. The Contractor shall make a good faith effort to

minimize the glass requiring processing. Other glass (e.g., from attended drop-off sites, including the Aitkin County Recycling Center, curbside collection programs, etc.) that is not sorted by the Contractor at the Aitkin County Recycling Center for purposes of removal of contaminants shall not be included in the request for processing fee payment.

4. Glass Shipping Charges may be assessed back to the County for glass transportation services from the County Recycling Center to the interim glass storage location.
5. Less Revenue (Risk) Share Credit (Charge) The Contractor shall itemize the amount of revenue received from the sale (or charge) of processed recyclable material. The Contractor shall submit actual market sales receipts and truck scale weight tickets, or other suitable documentation as approved by the County. This revenue (risk) share credit (charge) shall include Aitkin County recyclables, residential and commercial, plus materials collected from outside of Aitkin County **that receive a profit such as cardboard, aluminum and office paper**. The Contractor shall make a good faith effort to secure the best value, highest paying markets for recyclable materials. The County may assist the Contractor in securing additional, higher paying markets for recyclable materials.
- C. Payment for Services The County shall pay the Contractors for services rendered as invoiced upon successful completion of all services required, including, but not limited to, monthly reports as specified above in this Contract in sections 2.A.15 and 2.C.8.
- D. Compensation / Prices for Contract Services The County and the Contractor agree that the following prices and revenue share shall be paid by the County and credited back to the County from the Contractor:
  1. Mileage price for contracted collection services at unattended drop-off sites = \$2.26 per (round trip) mile
  2. Collection service fee for attended drop-off sites = prices are per day.
    - \* Hill City/Palisade \$375.00
    - \* McGrath/Malmo \$375.00
  3. Processing price for contracted processing services = \$81.29 per ton
  4. Glass Shipping Charges = \$35 per trip.
  5. Less Revenue (Risk) Share = 30% of revenue from material sales from all tons processed through the County Recycling Center.
- E. Records of Expenses and Revenues The Contractor shall be required to create, establish, maintain and preserve detailed written records listing all expenses and revenues incurred from collection, processing, marketing and transporting of recyclable materials from the designated drop-off centers listed in Attachment B. The above-mentioned records shall be open to the County for inspection during normal working hours of operation and shall be kept by the Contractor for a period of six (6) years following the termination of this Contract.



- F. **Data Practices** The Contractor shall designate a management official as the responsible authority for the Contractor. Records of the Contractor established, maintained and preserved to the Contract shall be maintained and administered in accordance with the requirements of the Minnesota Government Data practices Act. Contractor designates Paul Fischer to be the responsible authority.
- G. **County Record of Complaints** Complaints on service received by the County will be recorded in writing listing time, date, and name along with the address and telephone number of the person making the complaint on forms furnished by the County. A written copy of the complaint listing the nature of complaint and corrective action recommended by the County, shall be submitted to the Contractor. Monthly reports to the County by the Contractor shall identify the complaint and follow-up action taken.
- H. **Inflation Adjustments** The Collection (mileage) and Processing (per ton) fees established in Section 5.D above shall be annually adjusted on January 1<sup>st</sup> at the same rate of the Consumer Price Index (CPI-U; Midwest Region – Urban Index, All items; 1982-84=100).
- I. **Transition Period Clean-Ups** The Contractor shall perform clean-ups of sites closed or transitioned from permanent, unattended drop-off sites to scheduled pick-up, attended sites. Costs of such clean-up will be estimated by the Contractor based on the volume and frequency of material to be collected and removed. The Contractor shall provide such estimates immediately upon request of the County. The County shall retain the right to contract with other haulers for the clean-up services.

In Witness whereof, the Parties hereto set their hands.

By the duly elected or appointed representatives of **AITKIN COUNTY**:

_____	_____
BOARD OF COMMISSIONERS, CHAIRPERSON	Date
_____	_____
AUDITOR	Date
_____	_____
DIRECTOR OF ENVIRONMENTAL SERVICES DEPARTMENT	Date
_____	_____
AITKIN COUNTY ATTORNEY	Date

By the duly appointed representatives of the **CONTRACTOR**.

The Contractor acknowledges by his/her signature on this document that the Contractor has received a copy of this Contract and is in full agreement with the terms as imposed upon the Contractor by this Agreement and that the Contractor will comply with those terms and conditions.

_____	_____
Paul B. Fischer, Owner and President	Date

**Attachment A**  
**PROGRAM DEFINITIONS**

1. **"Attended Drop-Off Sites"** means designated drop-off centers that have staff to supervise and assist residents with recyclables unloading and depositing into the containers. Attended drop-off sites will therefore be required to be on a scheduled basis with hours of operation to be specified by the County in Attachment B.

Attended drop-off sites shall be defined to include disposal services for mixed municipal solid waste (MSW). That is, in addition to recycling containers, the Contractor shall provide garbage removal services at the same attended recycling collections thereby allowing residents to pay for and deposit MSW.

2. **"Buy Back"** means the part of the processing operations at the County's recycling facility whereby the Contractor purchases materials from the public and other haulers.
3. **"Containers"** means compartmentalized, covered roll-off boxes with sufficient compartments to allow separate collection of the recyclable materials specified herein. Other suitable types of container systems may be substituted for roll-off boxes (e.g., rear load dumpsters). Substitute types of containers must be specified in the proposal and must provide: adequate covering to prevent littering and precipitation from getting into the materials; adequate capacity; and ease of access by residents to deposit recyclable materials (e.g., unloading height not too high).
4. **"Contamination"** or **"Contaminants"** means incorrect materials deposited in the containers that are not acceptable as recyclables as defined by the County.
5. **"Contractor"** means the County's contracted recycling service vendor as per this Agreement.
6. **"County Recycling Facility"** means the Aitkin County Recycling Facility located in the City Industrial Park, on County Road 83, in Aitkin, Minnesota.
7. **"Designated Drop-Off Center"** means a specified facility for storage of recyclable materials. These facilities may be attended or unattended and will be located at site locations and schedules as specified by the County.

Attachment B is the current list of designated drop-off centers, including description of specific site locations and schedules of operations.

8. **"Designated Drop-Off Center Host"** or **"Site Host"** means the site sponsor, agency or business. The container may be on or near host's property. If the site is an unattended drop-off center, the site host will designate a contact person responsible for monitoring the recycling container as it fills up.
9. **"Designated Private Recycling Facility"** means a private facility that engages in the processing and marketing of recyclable materials.

10. "End Markets" means the final manufacturing plant or business where the processed recyclables are sold to make a new product (for example, mills). Brokers, intermediate processors and other recycling material reclaimers are not considered end-markets.
11. "Haulers" means solid waste management and / or recycling firms that provide collection services to residents and businesses in or near the Aitkin County region.
12. "Markets" for recyclable material include any person or company that buys (or charges) for recycling of specified materials. "Markets" may include, but are not limited to: end-markets, intermediate processors, brokers and other recycling material reclaimers.
13. "Mixed-Color Glass" Acceptable food and beverage glass jars and bottles (as per Attachment D) as prepared by residents, but not sorted by color. I.e., all colors of glass mixed into one compartment in the containers.
14. "Recyclables Collection" means taking up of all recyclable materials accumulated in containers at designated drop-off centers and the transporting of the recyclable materials to a recycling facility where they can be processed and / or transferred for marketing.
15. "Recyclable Materials" means those "minimum list of materials" identified by the County in Attachment C.
16. "Recycle/Recycling" means the process of collecting, processing and preparing recyclable materials and reusing them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
17. "Recycling Facility" is a general term and means either the County recycling facility a designated private recycling facility.
18. "Rejects" means materials that, after processing by the Contractor, are not marketable as recyclables and must be disposed as mixed municipal solid waste.
19. "Triggering Event for Renegotiation" means any event that allows either the County or the Contractor to initiate renegotiation of the Contract due to systems changes that may effect costs of services.
20. "Unattended Drop-Off Sites" are designated drop-off centers that do not have staff present whereby residents are asked to unload their own recyclables without supervision. Unattended drop-off sites, in general, are open 24-hours per day, seven days per week, as specified by the County in Attachment B.

ATTACHMENT B - LIST OF DESIGNATED DROP-OFF CENTERS

Site No.	City/Location	Establishment (As Host for Site)	Service Type/Materials <sup>(b)</sup>	Minimum Frequency of Service <sup>(c)</sup>
1.	Aitkin/County Courthouse	Aitkin County	Unattended/Cardboard only	On Call
2.	Aitkin/County Recycling Center	County/Contractor	Attended/Full service	Empty as needed (On-site)
3.	Aitkin/High School	High School	Attended/Full service (For school use only)	On Call
4.	Aitkin/Rippleside Elem School	Elementary School	Attended/Full service (For school use only)	On Call
5.	Hill City	<i>Sonny's Citgo</i> (Hwys 200 & 169)	UnaAttended/Full service	Every other week <sup>(c)</sup>
6.	Hill City School	School	Unattended/Cardboard only (For school use only)	On Call
7.	Long Lake Conservation Reserve	Conservation Reserve	Unattended/Full service	On Call
8.	Malmo	<i>Malmo Conoco Citgo</i>	UnaAttended/Full service	Every other week <sup>(c)</sup>
9.	McGrath	<del>1865 Café</del>	<del>Attended/Full service</del>	<del>Every other week<sup>(e)</sup></del>
10.	McGregor School	School	Unattended/Full service (For school use only)	On Call
11.	Palisade	<i>Palisade Supply</i>	Attended/Full service	Every other week <sup>(e)</sup>
12.	Savanna State Park	MN Dept of Natural Resources	Unattended/Full service (For park guests only)	On Call (Seasonal)
13.	Sandy Lake Recreational Area	Army Corps	Unattended/Full service (For park guests only)	On Call

Notes:

- (a) This list of designated drop-off centers was revised by the County in June 2000 to exclude the former sites of Libby Dam and Savanna State Park, and on 2-15-02 to eliminate Jacobson and Tamarack. On 4-23-02 added Savanna State Park and on June 1, 2007 added J&H Transfer Station. 1-1-2011 removed J&H Transfer Station and McGregor Transfer Station. 3-8-16 Added Sandy Lake Recreational Area. The County reserves the exclusive right to add or subtract designated drop-off centers to be serviced by the Contractor.
- (b) "Full Service" means all County-specified materials collected at this drop-off center (see Attachment C for detailed list).
- (c) These UnaAttended drop-off centers are collected every other week ~~shall be open a minimum of two (2) hours per collection.~~ The Contractor shall specify exact schedule (i.e., days of the week, hours, etc. for each site) and submit to the County for approval. Severe weather is understood as a permissible exception to this schedule.

**Attachment C**  
**LIST OF DESIGNATED RECYCLABLE MATERIALS**

Acceptable	Items NOT recyclable	Resident Preparation Instructions
<p><b>Glass</b> Glass bottles and jars (empty) Holding food and beverages only</p>	<p>Ceramic dishes, Dirty bottles, Bottles with caps Dinner Plates. Ovenware Clay pots Drinking glasses, crystal, broken glass Window panes, mirrors Light bulbs</p>	<p>No need to separate by color Remove lids Rinse to remove residue Do not break glass</p>
<p><b>Plastic No. 1 thru 6</b> Plastic bottles (empty – remove caps): Milk, pop, beverage containers, Laundry Soap, cool whip and butter tubs</p>	<p>Plastic Bags, screw on lids, Any type of plastic film Pails, tubs, plates, plastic cups, bowls, caps, lids, Ketchup cups Plastic utensils, screw on lids, dirty bottles, rubber products, Styrofoam cups and packing materials, polyvinyl sheeting, heat shrink wrap</p>	<p>Remove caps, lids Rinse to remove residue Do not try to recycle more than these types of bottles Throw away caps and lids Throw away all other non-plastic  May be mixed with tin and aluminum cans (a)</p>
<p><b>Cans: Aluminum and Tin</b> Steel/tin cans Aluminum cans (emptied) Aluminum pie and meat tins Aluminum foil</p>	<p>Wire strapping, dirty cans, cardboard cans, appliances, power tools or batteries, metalized-look plastics, screw-on lids</p>	<p>Rinse to remove residue No need to remove labels May be mixed with plastics (b)</p>

- Notes:**
- (a) Plastic may be mixed in same recycling container compartment with tin/aluminum cans at discretion of the contractor
  - (b) Tin/aluminum cans may be mixed in same recycling container compartment with plastic at discretion of the contractor

**Attachment C (continued)**  
**LIST OF DESIGNATED RECYCLABLE MATERIALS**

<b>Acceptable</b>	<b>Items NOT recyclable</b>	<b>Resident Preparation Instructions</b>
<p><b>Cardboard</b>                      Corrugated cardboard (cardboard from boxes with fluted center and two side panels) Paperboard (cereal, kleenex, chip and pizza boxes).</p>	<p>Chipboard, packing peanuts, cellulose packing, foil, plastic wrap, egg crate material, milk cartons, wood scraps                      Waxed or coated cardboard                      No meat or juice stained cardboard</p>	<p>Flatten boxes                      Remove plastic or waxed paper liners and all Styrofoam packing materials</p>
<p><b>Paper</b>                      Newspaper, magazines, catalogs, phone books                      Office paper: white or pastel                      Stationary/typing paper                      Envelopes: White, gold, brown, post-it notes, computer paper, Adding machine paper                      Index/tab/time cards, manila folders, note paper, thermal fax paper, NCR (carbonless copy-through paper)</p>	<p>Blue prints, carbon paper, construction paper, copy paper wrappers, food packaging, Metal bindings, plastic covers, Puzzle books, comic books, Rubber bands, paper clips, Adhesive labels and stickers                      Cellophane, foils</p>	<p>Newspaper separate in brown paper bags or bundle with string/twine                      Magazines separate in brown paper bags or bundle with string/twine                      Catalogs may be included in same bags with magazines                      Phone books may be included in same bag with magazines</p>



Aitkin County

# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** Proposed Final ATV Ordinance/Set Public Hearing Date

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

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**  
Five public meetings were held throughout Aitkin County during September and October to inform the public of the draft ATV Ordinance and to receive public input. In addition, written forms were available for the public to show their support for or opposition to the ordinance. A summary of input received from the written forms is shown on a summary sheet in the attachment.

Based on input received, the ATV Committee has met to consider a number of revisions to the draft ordinance. These revisions are shown in the final proposed ordinance in the attachment. Note that there were also a number of formatting/language revisions that are shown in the attachment as well.

If the Board concurs with the final proposed ordinance, the next step is to schedule a public hearing, which is recommended to be held as part of the regular Board of Commissioners meeting on January 23, 2018.

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

**Recommended Action/Motion:**  
County Board action is requested to establish a public hearing date for adoption of the the proposed ordinance.

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



## ATV Ordinance Comments

	Support	Oppose	Oppose Opening Only Gravel Roads	Oppose Other Reason	No Clear Choice Made Comments Only
District 1	6	0	1	0	0
District 2	2	1	14	0	0
District 3	4	1	22	1	2
District 4	47	0	105	0	0
District 5	179	0	13	0	0
Out of County/Misc.	98	1	104	0	3
<b>Totals</b>	<b>336</b>	<b>3</b>	<b>259</b>	<b>1</b>	<b>5</b>

### Notes:

Most of District 5 and first batch of Misc. ballots had only Support or Oppose Options  
 There was one petition with 5 signatures supporting the ordinance with the wording  
 "gravel roads and selected paved roads."

There was one signed ballot from Isle, MN with no boxes selected

The second batch of ballots contained:

10 Support, 127 Oppose Opening Only Gravel Roads  
 and

A petition with over 150 signatures received from Pine Inn, with the wording  
 "gravel roads and selected paved roads."

The third batch of ballots contained:

1 support, 47 Oppose Opening Only Gravel Roads

There were 2 additional signed ballots with no address, indicating Oppose Opening  
 Only Gravel Roads. Those 2 ballots were not included in the tabulations.

# Aitkin County Ordinance

## All-Terrain Vehicle Ordinance

Regulating the use of All-Terrain Vehicles Within  
the Right of Way of ~~Roads Under County Jurisdiction~~ Aitkin County Highways

### **Article 1 Statutory Authority**

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

### **Article 2 Purpose and Intent**

The purpose and intent of this ordinance is as follows:

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

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

### **Article 3 Definitions**

The following definitions apply to this ordinance:

1. **All-Terrain Vehicle Committee** means the committee appointed by the Aitkin County Board of Commissioners.
12. **County** means the County of Aitkin, Minnesota.
23. **County Highways** means county state-aid highways and county roads under the jurisdiction of Aitkin County.
34. **Gravel-surfaced County Highway** means those county highways whose full-width driving surface consists only of loose aggregate material.
35. **Paved County Highways** means those county highways that consist of paved traffic lanes and paved and/or gravel surfaced shoulders.

### **Article 4 Operation**

1. Class 1 all-terrain vehicles may be operated on the extreme right hand side of the traffic lane on the ~~following~~ segments listed in Appendix A for the purpose of accessing businesses that provide services such as food and, fuel, and lodging. Operation shall be in compliance with the regulations contained in Article 6 of this Ordinance.
  - a. ~~County Highway 3 from the Soo Line Recreation Trail to 5<sup>th</sup> Avenue in Palisade~~
  - b. ~~County Highway 7 from the Hill City Connector Trail to US Highway 169~~
  - e. ~~County Highway 8 from the Soo Line Recreation Trail to Country House Lane in McGregor~~
  - d. ~~County Highway 9 from County Highway 79 to south jet. Trunk Highway 65 in McGrath~~
  - e. ~~County Highway 10 from the Soo Line Recreation Trail to 5<sup>th</sup> Avenue in Palisade~~
  - f. ~~County Highway 16 from the Soo Line Recreation Trail to 363<sup>rd</sup> Street in Lawler~~
  - g. ~~County Highway 33 from US Highway 169 to Park Avenue in Hill City~~
  - h. ~~County Highway 66 from US Highway 169 to Water Street in Hill City~~

- i. ~~County Highway 70 from the north jet. Trunk Highway 65 to the south jet. Trunk Highway 65 in Jacobsen~~
- j. ~~County Highway 79 from County Highway 9 to 4<sup>th</sup> Street in McGrath~~
- k. ~~County Highway 82 from Airport Road to east termini of County Highway 82~~

2. Class 1 all-terrain vehicles may be operated on the extreme right hand side of all gravel-surfaced county highways except for any segment of county highway closed to all-terrain vehicle use. Operation shall be in compliance with the regulations contained in Article 6 of this Ordinance.

3. Operation of class 1 all-terrain vehicles on paved county highways shall remain as restricted in Minnesota Statute 84.928 Subdivision 1.

4. The Aitkin County All-Terrain Vehicle Committee may close any segment of county highway authorized for all-terrain vehicle use under this article for non-compliance of the regulations listed in Article 6 and/or safety concerns created by the all-terrain vehicle use.

## **Article 5 Corridor Access Permit**

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

2. The applicant for this permit must be the city council and/or township board(s) in which the corridor is located. The Ppermit application forms are available on the Aitkin County Website is shown in Appendix B of this Ordinance.

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

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

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

are to be reimbursed to the Aitkin County Highway Department by the permit applicant.

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

## **Article 6      General Provisions**

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

1. The maximum speed of operation shall be ~~20~~30 miles per hour.
2. Direction of travel shall be in the same direction as vehicular traffic.
3. Left turns may be made from any part of the road if it is safe to do so under the prevailing conditions.
4. Operation shall not result in the spinning of tires or displacement of aggregate or soil material
5. ~~Groups of~~ Multiple riders shall be in single-file formation.
6. Hours of operation shall be limited to ½ hour before sunrise to ½ hour after sunset.
7. A person 12 years of age but less than 16 years must possess a valid all-terrain safety certificate issued by the commissioner of natural resources and must be accompanied by a person 18 year of age or older who is in possession of a valid driver's license.

## **Article 7      Prohibitions and Enforcement**

1. It shall be unlawful for any person to violate any of the provisions of this Ordinance, or to fail, resist, or refuse to comply with the provisions of this Ordinance.
2. It shall be unlawful for the owner of an all-terrain vehicle, or any person, to allow, permit, or require the operation of such vehicle by another in any manner that would be in violation of this Ordinance.
3. Penalty.
  - a. Any person found to have violated this Ordinance, is guilty of a misdemeanor, punishable by up to a \$1,000 fine and/or 90 days in jail.

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

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

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

#### **Article 8 Interpretation**

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

#### **Article 9 Incorporation**

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

#### **Article 10 Severability**

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

#### **Article 11 Effective Date**

This Ordinance shall be effective and enforceable on \_\_\_\_\_, 2017, and shall be published in the official newspaper(s) of Aitkin County as provided by Minnesota Statutes.

Adopted: \_\_\_\_\_, 2017

\_\_\_\_\_  
Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

Attest: \_\_\_\_\_  
Jessica Seibert  
Aitkin County Administrator

## Appendix A

1. County Highway 3 from the Soo Line Recreation Trail to 5<sup>th</sup> Avenue in Palisade
2. County Highway 7 from the Hill City Connector Trail to US Highway 169
3. County Highway 8 from the Soo Line Recreation Trail to Trunk Highway 210 in McGregor
4. County Highway 9 from County Highway 79 to south jct. Trunk Highway 65 in McGrath
5. County Highway 10 from the Soo Line Recreation Trail to 5<sup>th</sup> Avenue in Palisade
6. County Highway 16 from the Soo Line Recreation Trail to 363<sup>rd</sup> Street in Lawler
7. County Highway 33 from US Highway 169 to Park Avenue in Hill City
8. County Highway 66 from US Highway 169 to Water Street in Hill City
9. County Highway 70 from the north jct. Trunk Highway 65 to the south jct. Trunk Highway 65 in Jacobson
10. County Highway 79 from County Highway 9 to 4<sup>th</sup> Street in McGrath
11. County Highway 82 from Airport Road to east termini of County Highway 82



# Appendix B

## Corridor Access Permit Application

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

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

County Highway No. \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Approve \_\_\_\_\_

Deny \_\_\_\_\_

Date: \_\_\_\_\_

**Aitkin County Board of Commissioners Action**

Approve \_\_\_\_\_

Deny \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Date: \_\_\_\_\_



# Board of County Commissioners Agenda Request

5B  
Agenda Item #

**Requested Meeting Date:** 12-19-17

**Title of Item:** 2017 Construction Project Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b> The attached 2017 Summary of Highway Contracts will be reviewed to give a status update on each project under contract construction during 2017.		
<b>Alternatives, Options, Effects on Others/Comments:</b> None.		
<b>Recommended Action/Motion:</b> None.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

### 2017 Highway Contracts

Contract	Project Number	Project Description	Project Location	Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Comments
<b>Maintenance:</b>								
1	NA	Application of pavement markings	various locations		3/20/2017	\$ 58,640.56	\$ 49,194.51	Final cost: \$49,300.94
2	NA	Application of calcium chloride	various locations		3/20/2017	\$ 251,100	\$ 237,600.00	Final cost: \$244,914.56
3	CP 001-090-030	Gravel Stockiles	various locations		7/3/2017	\$ 344,000	\$ 187,300.00	Anticipated Final Cost: \$184,000
<b>Total:</b>						<b>\$ 653,740.56</b>	<b>\$ 474,094.51</b>	<b>Anticipated Final Total: \$478,215</b>
<b>Construction:</b>								
1	SAP 001-601-020	Mill and Overlay	CSAH 22 to 3.6 miles north	3.6	5/8/2017	\$ 476,004.35	\$ 419,616.16	Anticipated Final Cost: \$478,896
	SAP 001-610-029	Mill and Overlay	CSAH 3 to CSAH 18	11.2		\$ 1,303,992.75	\$ 1,241,336.15	Anticipated Final Cost: \$1,247,576
	SAP 001-615-007	Bridge Replacement, Mill and Overlay	Crow Wing County Line to CSAH 1	6.08		\$ 1,436,627.25	\$ 1,270,332.43	Anticipated Final Cost: \$1,313,286
	CP 01-74-01	Bituminous Overlay/Drainage Improvements	US Hwy 169 to 1.53 miles west	1.53		\$ 417,266.60	\$ 429,639.08	Anticipated Final Cost: \$494,918
2	C.P. 01-53-02	Grading and Aggregate Base	0.78 mile north of CSAH 4 to CSAH 5	2.3	5/22/2017	\$ 1,124,256.75	\$ 934,955.96	Anticipated Final Cost: \$906,724
3	SAP 001-599-039	Culvert (Bridge) Replacement	Haugen Township	0.2	8/7/2017	\$ 102,847.50	\$ 99,477.60	Anticipated Final Cost: \$100,555
<b>Total:</b>						<b>\$ 4,860,995</b>	<b>\$ 4,395,357</b>	<b>Anticipated Final Total: \$4,541,955</b>



# Board of County Commissioners Agenda Request

5c  
Agenda Item #

**Requested Meeting Date:** 12-19-17

**Title of Item:** 2018 Construction Program Update

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**  
The attached 2018 Summary of Highway Contracts will be reviewed to give an outline of projects anticipated to be constructed during the 2018 construction season.

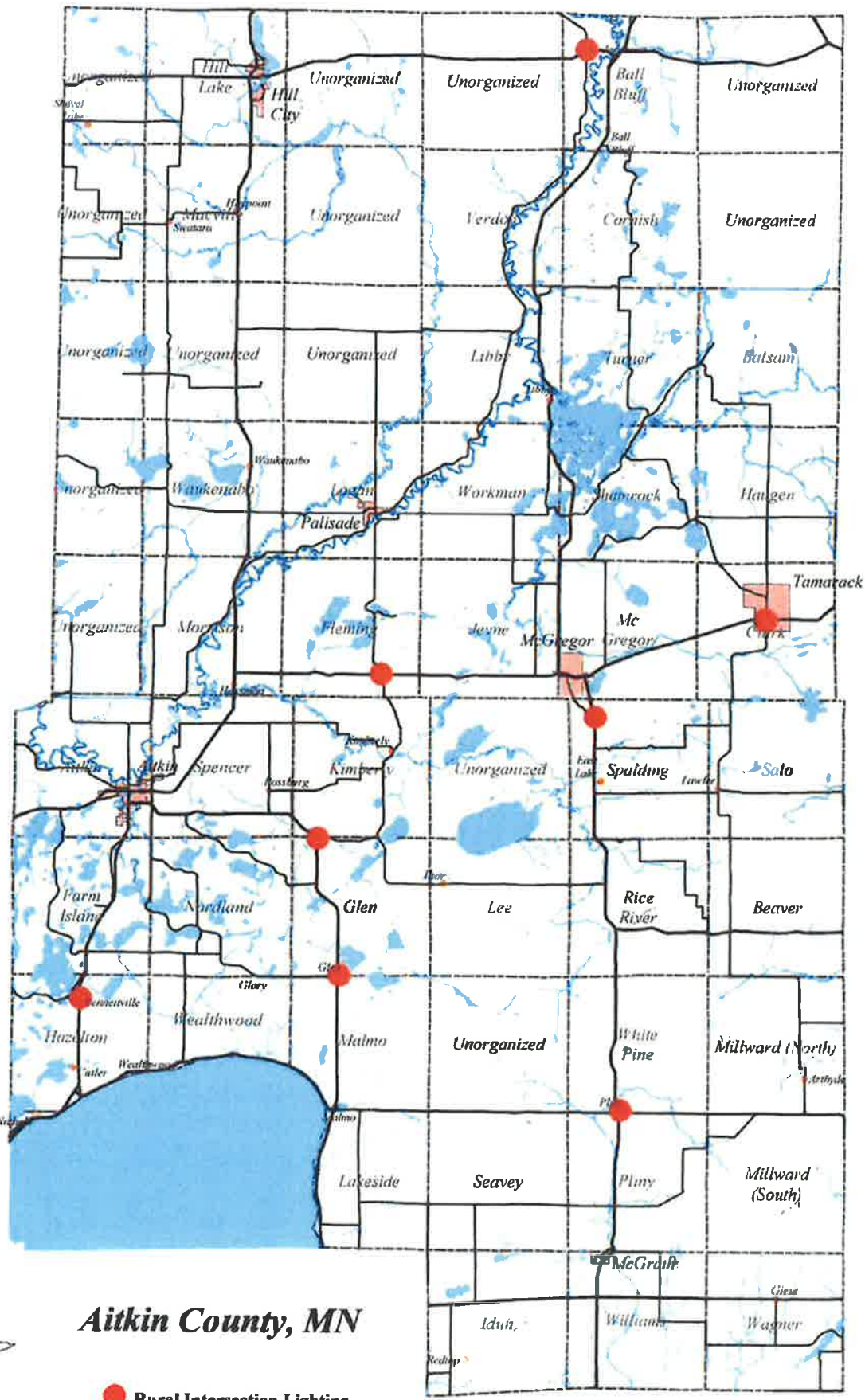
**Alternatives, Options, Effects on Others/Comments:**  
None.

**Recommended Action/Motion:**  
None.

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

### 2018 Highway Contracts

Contract Number	Road Number	Project Number	Project Description	Project Location	Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Comments
<b>Maintenance:</b>									
1		NA	Application of pavement markings	various locations		3/19/2018	\$ 62,150		
2		NA	Application of calcium chloride	various locations		3/19/2018	\$ 260,000		
<b>Total:</b>							<b>\$ 322,150</b>	<b>\$ -</b>	
<b>Construction:</b>									
1	CSAH 6	S.P. 001-606-021	Bit. Mill/Overlay, Tree Clearing, Guardrail	TH 65 to 5.3 miles east	5.3	4/23/2018	\$ 1,144,000		
	CSAH 32	S.A.P. 001-632-006	Aggregate Base and Bituminous Pavement	CSAH 6 to CSAH 31	3.3		\$ 785,000		
	CSAH 8	S.A.P. 001-608-006	Bituminous Mill and Overlay	TH 210 to South First Street	0.87		\$ 180,000		
2	CSAH 12	S.A.P. 001-612-021	Reconstruction	Oriole Avenue to north jct. CSAH 39	2.1	5/7/2018	\$ 1,900,000		
	CSAH 12	S.A.P. 001-612-022	Bituminous Mill and Overlay	375th Avenue to Oriole Avenue	2.7		\$ 375,000		
	CR 53	C.P. 001-653-003	Aggregate Base and Bituminous Pavement	CSAH 4 to CSAH 5	3.23		\$ 843,600		
		C.P. 001-090-031	CSAH 12 right turn lane, bituminous patches	various locations			\$ 150,000		
3	CSAH 3	S.A.P 001-603-018	Reconstruction	6 miles east of CSAH 5 to TH 65	3.2	6/18/2018	\$ 2,700,000		
4		S.P. 001-070-006	Rural Intersection Lighting	See attached map for locations		6/25/2018	\$ 128,000		
5		SAP 001-599-040	Culvert (Bridge) Replacements	Millward Township	0.2	7/16/2018	\$ 150,000		
<b>Total:</b>							<b>\$ 8,355,600</b>	<b>\$ -</b>	



# Aitkin County, MN

● Rural Intersection Lighting



Map prepared by Aitkin County GIS for graphic display purposes only.  
 Aitkin County assumes no liability for any errors, omissions or discrepancies between versions.  
 Date: 10/22/2011



# Aitkin County Board of Commissioners Agenda Request Form

6

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Agenda Item #

**Requested Meeting Date:** December 19, 2017

**Title of Item:** Committee Reports

<input checked="" type="checkbox"/> <b>REGULAR AGENDA</b>	<b>Action Requested by:</b> County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Pratt
Aitkin County CARE Board			Westerlund
Aitkin County Community Corrections Advisory			Wedel and Westerlund
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	1x a month	Niemi and Marcotte
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund
Arrowhead Regional Development Council	Monthly	3 <sup>rd</sup> Thursday	Niemi
ATV Committee	As needed		Pratt and Marcotte
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Thursday	Pratt, Alt. Marcotte
Development Achievement Center	Monthly	3 <sup>rd</sup> Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Wedel and Westerlund
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Westerlund and Pratt
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Pratt and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	Monthly	3 <sup>rd</sup> Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 <sup>rd</sup> Friday	Marcotte
MN Rural Counties Caucus	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2nd Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	2x year		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Niemi
Sobriety Court	Monthly	3 <sup>rd</sup> Tuesday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund