

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS January 23, 2018 – BOARD AGENDA

- 9:00 1) Anne Marcotte, County Board Chair
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
- 9:02 E) Health & Human Services (see separate HHS agenda)
- 9:30 Break
- 9:45 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 January 2, 2018 to January 22, 2018
 - B) Approve January 2, 2018 County Board Minutes
 - 1. End of 2017 Board
 - 2. Beginning of 2018 Board
 - C) Approve Commissioner Warrants
 - 1. January 12th
 - 2. January 26th
 - D) Approve December Manual Warrants
 - E) Approve Auditor Warrants - December Sales & Use Tax
 - F) Approve Auditor Warrants – RE Tax Settlement Payments
 - G) Schedule 2018 Board of Appeal & Equalization Meeting
 - H) Accept \$100 Donation to K-9 Unit from Granite Electronics
 - I) Approve Request to Fill Committee Vacancies:
 - 1. Natural Resource Advisory Committee
 - 2. Extension Committee
 - J) Set date/time for Public Hearing – APT Peat Lease Agreement
 - K) Authorize Board Chair Signature on Letter of Authorization for Central Planes Aviation
 - L) Approve Fire Protection Contract with City of Palisade
 - M) Approve Affidavit for Duplicate of Lost Warrant – Auditor's Office
 - N) Adopt Resolution: Federal Participation in Construction Agreement
 - O) Adopt Resolution: In Support of HF 492
 - P) Approve Proposal for Asbestos Abatement Package
- 9:47 3) Jessica Seibert, County Administrator
- A) 2018 Legislative Session – Representative Dale Lueck
 - B) BKV Group / Contegry – Facilities Update

- C) Consider Organizational Structure Proposal
- D) Consider City of Aitkin Storm Water Project

Note: If necessary the County Administrator will break for the 11:00 a.m. Public Hearing and resume afterwards

- 11:00 4) John Welle, County Engineer
 - A) 11:00 a.m. Public Hearing – Proposed ATV Ordinance
 - B) Approve Equipment Purchase – Two 4WD ³/₄ Ton Pickup Trucks

- 11:45 5) Terry Neff, Environmental Services Director
 - A) Approve Proposed 2018 FBL and Water Lab Fee Schedule

- 12:00 Break

- 12:30 6) Mark Jacobs, Land Commissioner
 - A) Approve FSC Recertification Proposal
 - B) Approve Garn Furnace Proposal - LLCC

- 1:00 7) Jessica Seibert, County Administrator
 - A) ANGELS Funding – Curt Lugert
 - B) AMC Legislative Conference
 - C) Aitkin County Appointment Requests for:
 - 1. NE MN Regional Emergency Communication Board (ECB)
 - 2. NE MN Regional Advisory Committee (RAC)

- 1:20 8) Committee Updates

- 1:50 Adjourn

AITKIN COUNTY BOARD

January 2, 2018

281

The Aitkin County Board of Commissioners met this 2nd day of January, 2018 at 9:04 a.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 Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the January 2, 2018 amended agenda. Agenda Item 5D) Adopt (2) Sponsoring Resolutions: City of Aitkin Trails, was removed from the Consent Agenda and placed on the Regular Agenda for discussion, and Agenda Items 6I) Adopt Resolution: Set Public Hearing Date for Land Classification, and 7.5) Support Northland Counseling Center Grant Application, were added to the agenda.

**APPROVED
AGENDA**

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: December 19, 2017 to January 1, 2018; B) Approve County Board Minutes: December 19, 2017; C) Acknowledge County Administrator's Approval of Year End Matters: Two Health & Human Services Auditor's Vouchers in the amount of (1) \$74,515.81 and (2) \$34,898.49.

**CONSENT
AGENDA**

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting to adjourn the 2017 County Board at 9:05 a.m.

**ADJOURN 2017
BOARD**

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

Jessica Seibert, County Administrator

AITKIN COUNTY BOARD

January 2, 2018

County Administrator Jessica Seibert called the 2018 County Board meeting to order this 2nd day of January, 2018 at 9:05 a.m. with the following members present: Commissioners J. Mark Wedel, Laurie Westerlund, Donald Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Commissioner Niemi nominated Commissioner Wedel for Board Chair for the year 2018. Commissioner Wedel seconded the nomination. Commissioner Pratt nominated Commissioner Marcotte for Board Chair. Commissioner Westerlund seconded the nomination. There were no further nominations. Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting to cease nominations. Nominations closed. Roll call vote. Motion carried (3-2 Niemi, Wedel) in favor of Commissioner Marcotte. Commissioner Marcotte is named 2018 Board Chair.

NOMINATION OF BOARD CHAIR

Commissioner Niemi nominated Commissioner Wedel for Vice Chair. Commissioner Wedel seconded the nomination. Commissioner Marcotte nominated Commissioner Westerlund for Board Chair. Commissioner Pratt seconded the nomination. There were no further nominations. Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting to cease nominations. Nominations closed. Roll call vote. Motion carried (3-2 Niemi, Wedel) in favor of Commissioner Westerlund. Commissioner Westerlund is named Vice Chair for the year 2018.

NOMINATION OF VICE CHAIR

Motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to approve the Consent Agenda as follows: A) Approve Commissioner Warrants: General Fund \$219,215.32, Road & Bridge \$87,191.73, Health & Human Services \$4,009.17, Trust \$12,276.30, Forest Development \$10,560.48, Long Lake Conservation Center \$7,411.36, Parks \$5,665.38 for a total of \$346,329.74; B) Approve Auditor Warrants – RE Tax Overpays: Taxes & Penalties \$3,246.85; C) Reaffirm Annual Code of Ethics

CONSENT AGENDA

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – City of Aitkin Trail Project 1 of 2:

WHEREAS, the City of Aitkin desires to submit a grant application for the Federal Highway Administration (FHWA) Transportation Alternatives Program (TAP) for the Cuyuna Lakes Trail – Tank Trail Segment project, and

**RESOLUTION
20180102-001
CITY OF AITKIN
TRAIL PROJECT
1 OF 2**

WHEREAS, the FHWA TAP grant requires that Aitkin County act as the project sponsor for this project.

THEREFORE BE IT RESOLVED, that Aitkin County agrees to act as the sponsoring agency for the Cuyuna Lakes Trail – Tank Trail Segment project and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that John Welle, Aitkin County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – City of Aitkin Trail Project 2 of 2:

WHEREAS, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, Aitkin County is the sponsoring agency for the transportation alternatives project identified as Cuyuna Lakes Trail – Tank Trail Segment.

THEREFORE BE IT RESOLVED, that the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting to set the 2018 County Board meeting schedule for the second and fourth Tuesdays of each month, with the exception of December. In December the Board will meet on the second and third Tuesdays.

The County Board reviewed the bids submitted for the “Official Newspaper.” Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to adopt resolution – 2018 Official County Newspaper:

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

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting to approve resolution - 2018 Board of Commissioners Meeting Procedures & Rules of Business:

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

**RESOLUTION
20180102-002
CITY OF AITKIN
TRAIL PROJECT
2 OF 2**

**2018 BOARD
MEETING
SCHEDULE**

**RESOLUTION
20180102-003
2018 OFFICIAL
COUNTY
NEWSPAPER**

**RESOLUTION
20180102-004
2018 BOARD OF**

AITKIN COUNTY BOARD

January 2, 2018

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

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

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

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2018 Committee Appointments:

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2018:

Aitkin Airport Commission (2)	J. Mark Wedel John Welle
Aitkin County Care Board	Laurie Westerlund
Aitkin County Community Corrections Advisory Board (2)	J. Mark Wedel Anne Marcotte
Aitkin County Water Planning Task Force	J. Mark Wedel
Aitkin Economic Development Administration (AEDA)	J. Mark Wedel
AMC Delegates (8)	County Board County Administrator Environmental Services Director HHS Director
Aquatic Invasive Species (AIS)	J. Mark Wedel Bill Pratt
Arrowhead Counties Association (2)	Don Niemi Laurie Westerlund
Arrowhead Economic Opportunity Agency	Laurie Westerlund Don Niemi, Alt.
Arrowhead Regional Development Center (ARDC)	Don Niemi Laurie Westerlund, Alt.
Assessor for Unorganized Townships	Mike Dangers
ATV Committee (2)	Bill Pratt Laurie Westerlund

**COMMISSIONERS
MEETING
PROCEDURES &
RULES OF
BUSINESS**

**RESOLUTION
20180102-005
2018 COMMITTEE
APPOINTMENTS**

AITKIN COUNTY BOARD

January 2, 2018

Big Sandy Lake Management Plan (1+Alternate)	Bill Pratt Anne Marcotte, Alt.
Budget Committee 2019 (2)	J. Mark Wedel Laurie Westerlund
Development Achievement Center (Liaison) (1+Alternate)	Laurie Westerlund Don Niemi, Alt.
East Central Regional Library Board (1+ Alternate)	Don Niemi Bill Pratt, Alt.
Economic Development (2)	Bill Pratt Don Niemi
Emergency Management	J. Mark Wedel
Environmental Assessment Worksheet (2)	Anne Marcotte Bill Pratt
Extension Committee (1 + Alternate)	Laurie Westerlund Anne Marcotte, Alt.
Facilities/Technology Committee (2)	J. Mark Wedel Anne Marcotte
Fairgrounds Custodian	Kirk Peysar
H&HS Advisory Committee (Liaison) (2)	J. Mark Wedel Bill Pratt
Historical Society (Liaison)	J. Mark Wedel
Housing & Redevelopment Authority of Aitkin County (HRA) (Liaison)	Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board (2)	Bill Pratt Mark Jacobs
Labor Management Committee (1+Alternate)	J. Mark Wedel Laurie Westerlund, Alt.
Lakes & Pines (1+Alternate)	Don Niemi Anne Marcotte, Alt.
Law Library	Don Niemi
McGregor Airport Commission (2)	Bill Pratt William Bedor
MCIT Representative (1 + Alternate)	Laurie Westerlund Jessica Seibert, Alt.
Mille Lacs Fisheries Input Group	Laurie Westerlund

AITKIN COUNTY BOARD

January 2, 2018

Mille Lacs Watershed (1 + Alternate)	Laurie Westerlund Don Niemi, Alt.
Mississippi Headwaters Board (1+Alternate)	Anne Marcotte Bill Pratt, Alt.
MN Rural Counties (1+Alternate)	Don Niemi Bill Pratt, Alt.
Natural Resources Advisory Committee (2)	Anne Marcotte Bill Pratt
NE MN Office Job Training	Don Niemi
Northeast MN ATP (2)	Don Niemi John Welle
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Bill Pratt Laurie Westerlund, Alt.
Northern Counties Land Use Coordinating Board (NCLUCB) (1+Alternate)	Anne Marcotte Bill Pratt, Alt.
Ordinance Committee (2)	Bill Pratt Anne Marcotte
Personnel/Insurance Committee (2)	J. Mark Wedel Anne Marcotte
Planning Commission	Laurie Westerlund
Snake River Watershed Management Board	Don Niemi
Sobriety Court	J. Mark Wedel
Solid Waste Task Force (2)	Laurie Westerlund Bill Pratt
Toward Zero Deaths	J. Mark Wedel
Tri-County Community Health Services Board	Laurie Westerlund

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Minimum Salaries for Elected Officials:

WHEREAS, Minnesota Statutes require that at a January meeting during the year in which candidates may file for various county offices, the County Board shall set by resolution the minimum salary to be paid for the following term,

**RESOLUTION
20180102-006
MINIMUM**

AITKIN COUNTY BOARD

January 2, 2018

NOW, THEREFORE BE IT RESOLVED, that the minimum salaries of elected officials are hereby established for the next term as follows:

County Attorney	\$80,000
County Auditor	\$70,000
County Recorder	\$60,000
County Sheriff	\$75,000
County Treasurer	\$65,000

Jessica Seibert, County Administrator asked for approval of budgeted Proposal for Aitkin County Organizational Study by David Drown & Associates for \$23,000.00. This was remanded to the Personnel Committee for further discussion.

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting to choose four of MRC legislative agenda items as Aitkin County priorities:

1. Support AMC Mental Health Bonding Proposal
2. Bring Adequate Reliable Broadband Access to All Corners of the State
3. Support County Relief for Potential Tax Court Success by Utilities Challenging DOR Rates
4. Support Beaver Control Cost-Share

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve 2018 MRC membership dues of \$2,300.00.

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Set Public Hearing Date for Land Classification:

WHEREAS, MN Statue 282.01 allows the County Board to classify tax-forfeited lands either to be retained in public ownership for public benefits or returned to private ownership, and

WHEREAS, MN Statute 282.01 requires that a public hearing be held to receive comments and recommendations about the pending classifications.

THEREFORE, BE IT RESOLVED, the Aitkin County Board of Commissioners hereby sets a public hearing for March 13th, 2018 at 10:00 AM at the Aitkin County Courthouse for the classification of the following parcels of tax-forfeited lands.

Land Classification 2017 Forfeitures

#	PIN #	Legal	Sec	Twsp.	Rge	Classification Recommends
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SALARIES FOR ELECTED OFFICIALS

ORGANIZATIONAL STUDY

MRC LEGISLATIVE PRIORITIES

2018 MRC MEMBERSHIP

RESOLUTION 20180102-007 SET PUBLIC HEARING DATE FOR LAND CLASSIFICATION

AITKIN COUNTY BOARD

January 2, 2018

1	58-1-004400	McGrath Lot 5 Blk 4	5	43	23	non conservation
2	58-1-007400	McGrath Lots 11 & 12 Blk 6	5	43	23	non conservation
3	25-0-054500	W 1/2 SE 1/4	33	44	23	conservation
4	28-0-029100	NE NE	19	44	24	conservation
5	16-0-037000	NW-NW	26	44	25	non conservation
6	16-0-038400	SE-NE	26	44	25	non conservation
7	09-0-032505	N 1/2 of S 1/2 of S 1/2 of Lot 6	19	46	25	non conservation
8	09-0-032507	S 1/2 of N 1/2 of N 1/2 of Lot 6	19	46	25	non conservation
9	24-1-085600	Allie's Duck Pass Lot 1 Blk 2	11	46	26	non conservation
10	24-1-123006	Kellars Addition Pt Lot 1 Blk 4 As in Doc 332705	15	46	26	non conservation
11	07-0-005401	pt W200 ft of SW-SW as in Doc 350908	3	46	27	non conservation
12	15-1-064600	Oppegads Original Townsite Kimberly S 75 ft Lots 1,2, 3 Blk 1	14	47	25	non conservation
13	15-1-065500	Oppegads Original Townsite Kimberly Lot 11 Blk 1	14	47	25	non conservation
14	15-1-065600	Oppegads Original Townsite Kimberly Lot 12 Blk 1	14	47	25	non conservation
15	01-0-041201	pt of NW-NW lying W of CSAH 15	20	47	27	non conservation
16	01-1-127200	Riverside Point Lot 64	16	47	27	conservation
17	01-1-127300	Riverside Point Lot 65	16	47	27	conservation
18	01-1-127400	Riverside Point Lot 66	16	47	27	conservation
19	01-1-127700	Riverside Point Lot 69	16	47	27	conservation
20	01-1-127800	Riverside Point Lot 70	16	47	27	conservation
21	01-1-127900	Riverside Point Lot 71	16	47	27	conservation

AITKIN COUNTY BOARD

January 2, 2018

22	05-0-021702	E 1/2 of E 1/2 of E 1/2 of NE-SE less .38 ac and less BN RR ROW	17	48	22	non conservation
23	61-1-014200	Tingdales Original Townsite of Tamarack Lot 22 Blk 3	15	48	22	non conservation
24	61-1-014300	Tingdales Original Townsite of Tamarack Lot 23 Blk 3	15	48	22	non conservation
25	61-1-014600	Tingdales Original Townsite of Tamarack Lot 26 Blk 3	15	48	22	non conservation
26	61-1-014700	Tingdales Original Townsite of Tamarack Lot 27 Blk 3	15	48	22	non conservation
27	22-0-043801	Part of SW-NW lying N of Hwy 210 less pt S of N 560 pt	28	48	23	non conservation
28	22-0-043900	Pt SE NW N of Hwy	28	48	23	non conservation
29	59-1-033000	Rodenberg Plat in Town of McGregor Lots 11 & 12 Blk 4	30	48	23	non conservation
30	08-0-055102	W 1/2 SW-SE	33	48	25	non conservation
31	23-0-007600	SE-NE	5	48	26	non conservation
32	23-1-066801	River Park W 200 ft of S 100 of N 400 ft of Outlot C	11	48	26	non conservation
33	51-1-043100	Bon-Aire Estates Lot 4 Blk 1	16	48	27	non conservation
34	29-0-046905	Part E 150 ft Lot 4 in Doc 224883	22	49	23	non conservation
35	29-1-095000	Indian Portage Lot 19 Blk 14	20	49	23	non conservation
36	29-1-208800	Sheshebe Point 2nd Addition Lot 61	22	49	23	non conservation
37	29-1-208900	Sheshebe Point 2nd Addition Lot 62	22	49	23	non conservation
38	29-1-270900	Sheshebe Point 3rd Addition Lot 18 Blk 32	22	49	23	non conservation
39	29-1-508803	Floes Addition Part Outlot A in Doc	22	49	23	non conservation

AITKIN COUNTY BOARD

January 2, 2018

		224883				
40	03-0-024200	N 20 Rods of Lot 3	15	50	22	non conservation
41	20-0-016300	SW-NE	11	51	26	non conservation
42	20-1-063200	County Auditors Plat of Swatara Lot 3 Blk 4	20	51	26	non conservation
43	20-1-065900	County Auditors Plat of Swatara Lot 12 Blk 5	20	51	26	non conservation

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve submitting the full application for Small City Development Program grant at a cost of \$750.00, which is budgeted through the Tourism and Development Fund, and to schedule a Public Hearing on February 13, 2018 at 10:00 a.m. in the Boardroom of the Aitkin County Courthouse.

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve letter of support for Northland Counseling Center and their pursuit of a grant through the Mental Health Innovation Grant Program, and to authorize Board Chair signature.

The Board reported on the following: ARDC, HRA, Facilities, and ACA.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 10:46 a.m. until Tuesday, January 23, 2018 at 9:00 a.m.

Anne M. Marcotte, Chair
Aitkin County Board of Commissioners

Jessica Seibert, County Administrator

**SMALL CITY
DEVELOPMENT
PROGRAM
APPLICATION**

**NORTHLAND
COUNSELING
CENTER**

**BOARD
DISCUSSION**

ADJOURN

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Board of County Commissioners Agenda Request

30

Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Consider Organizational Structure Plan Proposal

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Jessica Seibert, County Administrator	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 10 min.
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Summary of Issue:

At the last regular Board meeting the Commissioners instructed staff to discuss the organizational structure plan proposal with the Personnel Committee and collect feedback from counties that had worked with David Drown & Assoc. Attached are feedback from counties, feedback from several department heads, and a proposal from Springsted that was received after the last Board meeting.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve/Deny organizational structure plan proposal.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ 23,000.00
 Is this budgeted? Yes No *Please Explain:*
 2017 reserve funds have been previously approved for this purpose.

From: Hammes, Stephen [mailto:Stephen.Hammes@co.stearns.mn.us]
Sent: Monday, January 08, 2018 4:38 PM
To: jessica.seibert@co.aitkin.mn.us
Subject: response on dda

1. DDA came in to perform a review of the Human Service Department. It examined front end operations, clerical roles and the new service delivery model the department is moving to.
2. They performed well.
3. They confirmed the model that we are moving to.
4. Most of them were things that were achievable and relevant.
5. I think we would.

If you want a copy of their study let me know. Any other questions feel free to contact me.

From: Pat Melvin [mailto:pmelvin@arlingtonmn.com]
Sent: Monday, January 08, 2018 2:00 PM
To: Jessica Seibert
Subject: RE: DDA Proposal

Jessica:

See responses below.

Pat Melvin,

City Administrator



204 Shamrock Drive
Arlington, MN 55307
Phone: 507-964-2378
Cell: (612) 385-7162
Fax: 507-964-5973
www.arlingtonmn.com
pmelvin@arlingtonmn.com

1. What type of work did you hire DDA to perform and what type of information was your county hoping to gather through this study? Conducted an analysis of the current organizational structure and through interviews with staff and additional research on Counties DDA put together a report of recommended organizational changes.
2. Were your expectations met? Gary Weirs did a great job, especially navigating some of the more difficult issues such as elected vs. appointed department heads and making recommendations to transfer staff from one department to another. The report was done on time and presented well to the Board.
3. Have you already, or do you see the potential to create efficiencies in your county as a result of the study? Based on the Report which Gary authored some of the recommended changes have started to be implemented and will result in greater efficiency. Going forward the Report will serve as a guide for future changes to the structure of McLeod County as retirements and other changes occur.

4. Did you feel the recommendations from DDA were relevant and realistic? Yes, the proposed changes better align departments with their primary purpose, remove some of the politics from decision making and bring McLeod County up to speed with structural changes that have already occurred in other Counties.
5. Would you recommend this type of study and DDA to other counties? Yes, I would.
6. Any other information you would like me to know? My wife works for David Drown and Associates but works independent of Gary Weirs and was not involved in the Report that was done for McLeod County. David Drown and Associates was recommended to me while at McLeod County by several other County Administrators at the time the County was looking for a consultant.

From: Bruce A. Messelt [mailto:Bruce.Messelt@chisagocounty.us]

Sent: Monday, January 08, 2018 1:15 PM

To: 'Jessica Seibert'

Subject: RE: DDA Proposal

1. What type of work did you hire DDA to perform and what type of information was your county hoping to gather through this study?
Chisago County hired DDA to perform an organizational/leadership assessment of its Health and Human Services Department
2. Were your expectations met?
Yes. DDA worked with us to constrain our project to key leadership/organizational questions, allowing us to undertake the project for an affordable amount and tight project timeline.
3. Have you already, or do you see the potential to create efficiencies in your county as a result of the study?
Direct efficiency, was not our objective, per se. Though the recommended ORG and leadership changes we are now making will make this Department run better and more efficiently. Focus was on organizational/department leadership effectiveness. DDA hit the mark here.
4. Did you feel the recommendations from DDA were relevant and realistic?
YES, especially since DDA had to navigate and balance external stakeholder (i.e. vendors and community) considerations with those emanating from internal (i.e. employees and supervisors), Board, Department and County Administration/HR stakeholders.
5. Would you recommend this type of study and DDA to other counties?
Yes, though a more thorough and comprehensive study would also have been potentially helpful. However, the cost difference (\$5K versus \$20K+), timeline (3-4 weeks versus 2+ months), and level of engagement (key stakeholders versus all employees), made such infeasible for this first effort.
6. Any other information you would like me to know?
We worked with Gary Weirs due to his content expertise, though I am confident most all of DDA Associates could have done an admirable job.

From: Elmquist, Jim [mailto:Jim.Elmquist@co.dodge.mn.us]

Sent: Monday, January 08, 2018 1:40 PM

To: Jessica Seibert

Subject: RE: DDA Proposal

1. What type of work did you hire DDA to perform and what type of information was your county hoping to gather through this study?
DDA did not help us with directly with an organizational plan, they helped us with some TIF and Tax Abatement work along with some project management regarding Human Services work which is probably relevant to the reference given. It was during the startup of MNPrairie.
2. Were your expectations met? Yes
3. Have you already, or do you see the potential to create efficiencies in your county as a result of the study?
NA
4. Did you feel the recommendations from DDA were relevant and realistic?
Always been very good to work with. Gary was very good.
5. Would you recommend this type of study and DDA to other counties? I would work with them on a number of projects. We appreciated their work.
6. Any other information you would like me to know? They have always been very responsive and good to work with

Jessica Seibert

From: John Welle <jwelle@co.aitkin.mn.us>
Sent: Friday, January 05, 2018 10:43 AM
To: 'Jessica Seibert'
Subject: Organizational study comments

Jessica:

As requested, following are some comments regarding the need for an organizational study.

- During the process to fill the County Surveyor position earlier this year, there was much discussion and debate about reorganizing this position including who the position reports to, who reports to this position, and how the position/work unit would be funded. Although a conclusion had been reached to create a new department consisting of this position and several support staff, this decision was reversed during the hiring process to essentially maintain the status quo with the understanding that the upcoming organizational study would provide guidance not only for this staff, but for the entire organization.
- As part of the government center building project, I had many discussions with the previous administrator about conducting an organizational study prior to determining the layout of the new building to ensure that the new building would be designed for the organizational structure going forward rather than for the past organizational structure. Although the previous administrator agreed this would be the proper approach, the study piece never materialized. However, the building layout was designed from the beginning to attempt to accommodate the most likely reorganizational outcome with the seven current departments being situated into two work areas. With the new building scheduled for construction this year, I think it is more important than ever to proceed with the organization study to provide a roadmap for how to transition operations in the new building. Once the individual departments occupy the new structure, I believe there will be some issues with the operations initially, for example, how the receptionists in the various departments will respond to customers at the counter without knowing what services they are seeking. I would think over time this issue will be resolved by cross training current employees and ultimately replacing receptionist positions with positions that can answer questions not only from one department, but from all departments in that work area. This is the vision that has been shared on many occasions, but the organizational study is needed to provide the unified guidance so the affected departments have a common understanding.
- The study is needed simply because we are a unique county with unique services, and there likely isn't a precise model among other counties that we could adopt. So we need the assistance of a professional with broader experience to give an outside view of organizational structure options that may work well for us. Simply put, none of us internally have the expertise or knowledge to conduct this study, so the \$23,000 expenditure for the study is without question the most effective and efficient way to do it. In addition, the organization study will likely affect all departments, so the only way to get a truly unbiased recommendation is to hire an outside professional.
- Speaking broadly, every organization needs to have a master plan to guide their operations to make sure everyone in the organization understands the role they play. The organization structure is a big part of this master plan. When roles are questioned or competed for, as we have currently in the variety of positions, it leads to disharmony and inefficiencies in the organization. This is precisely the root of many of the conflicts we have as an organization. We have never had a common vision or a master plan as an organization, and as a result our services overlap, are fragmented and are less efficient than they could be. The workplace atmosphere created by having a common vision where everyone understands their role will make Aitkin County a better place to work, which will lead to a more productive workforce.
- From a financial perspective, we need to assure that our organizational structure is optimally efficient to assure that our services are provided at the lowest cost possible. Currently, our structure is nowhere near being optimally efficient, so if there is a desire to be more efficient, there should be no dispute about the need for an

organizational study. If we aren't willing as an organization to support the organizational study, our talk about being more efficient is simply rhetoric and is a disservice to the taxpayers. If we truly want to become more efficient and deliver better services for less cost, we need to actually implement some significant changes, and optimizing our organizational structure is at the top of the list.

- As our organization will see many of its employees retire in the coming years, it is imperative to have an organizational restructuring plan in place to work toward. Organizational changes will certainly bring challenges, but implementation will be made much easier if done over the long term taking advantage of open positions.

I think it's accurate to say that many of the initiatives that are discussed broadly by county staff and policy makers in our county eventually lead back to our lack of an efficient, up-to-date organizational structure. I remain hopeful that we will have the fortitude to proceed with the organizational study you proposed for the long term benefit of our citizens and our workforce.

John Welle, P.E.
Aitkin County Engineer
1211 Airpark Drive
Aitkin, MN 56431
Office: 218-927-7469
Fax: 218-927-2356
Email: jwelle@co.aitkin.mn.us

Q: What kind of benefits do you see for organizational evaluation and possible changes?

A: Courthouse offices and systems were developed over 100 years of change. These offices "evolved" from catalysts/responses to changes:

- Personnel (loss, personal in-house talents, etc.),
- Laws (programs, funding sources, etc.),
- Controversy (misuse of power, financial loss, etc.),
- Redundancy (planned and unplanned),
- Technology (spreadsheets, GIS, Databases, internet, self service),
- Public expectations,
- etc.

Seldom are these systems developed by carefully planned activity. There are a lot of similarities to retrofitting an old building to meet the 21st century needs. The organizational evaluation is a unique opportunity, a once in a century perspective, of how would we have provided goods and services to the public if we were starting from scratch; very similar to designing a new building.

Accounting:

In a digital age we are not only retaining but are generating a lot of filing cabinets of unnecessarily copies. We would be aghast if gas stations, banks, Amazon, etc. resorted to this level of "all" paper accounting. There are no efficiencies, streamlining, digital check depositing, receipting, etc. An objective, outside, view is necessarily. People taking a digital record, printing out a statement, highlighting it, walking it to an office so that it can be entered into another digital program, printed, signed, separated into two copies, and re-walked to the origin is a sign of an archaic system. Writing it in a hardbound book with carbon copies should not be an option.

Interoffice dependencies and data flow. These are possible examples although things may actually be different/ I don't work in those offices and an evaluation has not been done:

- Zoning creates building permits, assessors use those records to evaluate assessment changes
- Assessors physically look at nearly all properties and see changes in the field but may not share all of those changes with zoning for violations (i.e., building without a permit, or exceeding permit violations, commercial operations)
- Communication of data between offices are often printouts and not digital format
- Separate databases maintained by offices
- Recorder's office records change in ownership, which triggers a need for septic compliance (chap. 7080). Is zoning notified?
- Recorder's offices have records of access and easements but that information is not tied to properties which make enforcing setbacks difficult.
- SWCD and zoning share shoreland and wetland enforcement responsibilities but are physically a mile apart requiring citizens to travel.

Self Service: The greatest improvement for the average citizen is their ability to obtain public data where and when it is convenient (esp. without subscriptions). The definition of public data is clear and defined in statute. Any opportunity to remove a county employee from interceding, collecting, or disseminating that data is a benefit to the public; both in convenience and in tax savings.

My thought...individual offices fail to see the County as a whole but as separate entities. "It is not my job" should not be a mindset of an office because failure to interconnect negatively affects the success of other offices. The interconnectivity of action in one office that impacts another would be important outcome of such an organizational evaluation. In the end, even if County offices stay the same, the interdependence should be brought to light through such an evaluation. Could work flow and building flow be unified under a single concept? What an opportunity!

The use of an outside consultant is necessary because:

1. It removes internal bias, turf protection, narrow mindedness for change
2. Larger world experiences that could benefit Aitkin
 - a. Other Counties may be more effective
 - b. New thinking brought in
 - c. Broader experience, bigger world
 - d. It would force conversations and the ability to explain internal minutia

From Cynthia Bennett:

Organizational Structure is the framework that helps employees do their job. Organizational structure provides for efficiency in tons of ways including making it easier to delegate responsibilities, hold individuals accountable and effect change. Some other efficiencies include streamlining operations, improving decision making so that decisions are made at the lowest level possible, improving employee performance and improving customer service. Bottom line... this all means saving tax payer dollars. Sometimes you have to spend some money to save money or make money in the long run.

We can argue that we shouldn't fix something that isn't broken however let's take that a step further into a functional example.

A farmer used to plow his field with a horse and wooden plow. Did it work? Yes it did. Was it broke? No. Did it need fixing? Not necessarily. But then the tractor came along with other tools/methods that could help farmers be more productive. Once there were other ways to conduct his business the farmer would be foolish to not at least examine those options. When looking he might even discover other less expensive ways than buying a tractor to make shifts that will improve his operations. In the end, the farmer can decide whether or not he wants to buy a tractor, apply something else, or continue on in status quo. At least he knows he has looked at all options. So in AC how does this apply?

Units split between 2 departments is challenging and creates an instability for the unit. (Employees need to report to one person)

Operational processes that are split between departments create fragmentation. (HR and payroll)

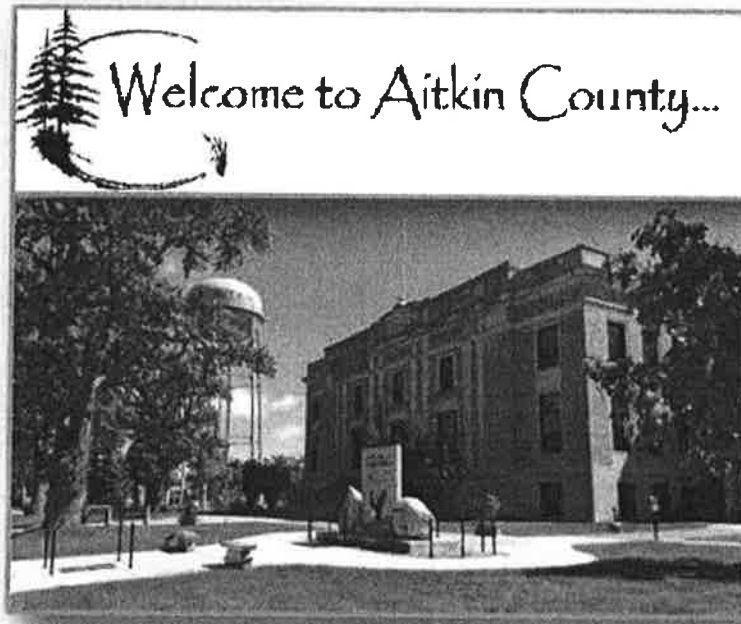
Units that are not given the leadership to perform at their necessary level cause frustration and a breach in team structure. (maintenance not having an engineer type person as lead)

Departments working in silos is cost prohibitive and causing leakage of finances (auditors treasurers not cross trained)

These are all horribly inefficient ways to conduct business.

The protection of turf or "don't fix it is it ain't broke" attitude is not good rationale to refrain from assessing structure and operations. We should ALWAYS be doing quality improvement which IS looking for ways to be more efficient, to streamline functions and to implement better workflows. In fact we have a responsibility to our tax payers and consumers to do so.

DDA HUMAN RESOURCES, INC.



PROPOSAL FOR AITKIN COUNTY ORGANIZATIONAL STUDY

NOVEMBER 27, 2017



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

Gary Weiers

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

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

PROCESS DETAILS

Step 1: Review Scope

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

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

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

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

Step 5: Information Analysis

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

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

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

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.

Aitkin County, Minnesota Organizational Structure Review & Analysis Study

Work Plan

December 2017

Objective(s)

The purpose of this study is to review the organizational structure, programming, operations, and related variables that promote the efficiency, effectiveness, and needs of Aitkin County. The review and analysis will exclude departments headed by an elected official, but include the following departments:

- Administration
- Assessor
- Community Corrections
- County Surveyor
- Court Administration
- Economic Development & Forest Industry Coordinator
- Environmental Services/Planning & Zoning
- Geographic Information Systems
- Health & Human Services
- Highway Department
- Human Resources
- License Center
- Long Lake Conservation Center
- Maintenance
- U of M Extension/4H
- Veteran Services

As part of this review and analysis, an employee survey will be undertaken to solicit input on the operation of the County under the existing organizational structure and to seek areas where improvements can be made.

Work Plan and Scope of Services

1. Confirm Scope, Objectives and Timing

This task includes a pre-study meeting with the County Administrator. The following subtasks will be completed:

1.1 Finalize Project Design – The first study activity will be to:

- 1.1 Identify communication channels and reporting relationships and responsibilities of project staff
- 1.2 Review and confirm study time lines
- 1.3 Review and confirm products to be delivered including expectations regarding the form and scope

The meeting(s) will also help establish the desired working relationship between the County and the consulting team. This will include day-to-day interactions with the staff responsible for managing services provided under the management contract.

- 1.2 Review Work Plan – The work plan objectives, scope, and approach will be reviewed as well as consultant assignments and specific schedules for the project tasks. We will also prepare "Information Requests" listing key documents to be collected and will identify individuals for interviews.
- 1.3 Arrange Logistics/Administrative Support – Matters to be addressed include schedules for interviews and data collection, work space and support requirements, specific dates for status reports and meetings, contact persons in the departments, any remaining contractual matters, etc.
- 1.4 Introductory Meeting with Department Heads– An introductory meeting with County department heads will be held to explain the purpose of the study, the steps to be taken, their role in the study and to answer any questions they have in relationship to Springsted and/or the study.

2. Data Collection

- 2.1 The purpose of the Data Collection task is to collect all information needed to evaluate the County's organizational structure, operational policies, procedures and practices, current staffing levels and deployment, departmental budgets, program workloads and service delivery issues, including the necessity for and responsiveness of County services. Information collection techniques will include interviews, document review, consultant observations and survey data.
 - 2.1.1. Obtain and analyze the background information. This may include, but is not limited to, a review of the following:
 - 2.1.1.1. Current organizational chart (County overall and individual departments)
 - 2.1.1.2. Adopted mission, goals, objectives, performance standards
 - 2.1.1.3. Strategic Plan
 - 2.1.1.4. Existing succession plans, and/or relevant data to determine additional County succession planning needs
 - 2.1.1.5. Staffing levels by position/department
 - 2.1.1.6. Position descriptions
 - 2.1.1.7. Department work plans
 - 2.1.1.8. To the extent available, current workload and workload trend information
 - 2.1.1.9. Services and service levels including detailed performance measures, if available
 - 2.1.1.10. Any recent employee and customer service surveys which have been administered
 - 2.1.1.11. Other relevant information
 - 2.1.2. Documents specified in the consultant's "Information Request"
 - 2.1.3. Conduct confidential individual interviews with the County Administrator and each member of the County Board of Commissioners. The interviews will help identify concerns, clarify duties and responsibilities, document current practices, solicit input and answer specific questions regarding departmental organization and operations to assure that a variety of concerns and perspectives are identified, considered and evaluated.
 - 2.1.4. Meeting with Department Heads – Confidential interviews will be held with affected County Department heads to solicit their input, to gain an understanding of current operations, to discuss their ideas regarding the County overall and departmental organization and operations
 - 2.1.5. Conduct focus group meetings with representative groups of employees. We will conduct meetings with four representative employee focus groups selected by the County. These focus group meetings will provide an opportunity for employee input into the analysis.
 - 2.1.6. We will also develop and administer an electronic employee survey. The survey tool will be administered to gain insight into how employees view the County, its organizational, administrative, and operating structure, and policies.

3. Document and Review Existing Organization and Structure

- 3.1 With the information from prior tasks, the consultant team will analyze information collected and develop the factual profile that will include the following distinct but interactive steps:
 - 3.1.1 Review the information obtained through interviews, employee survey, document reviews and organize by issue
 - 3.1.2 Analyze the information to identify omissions or inconsistencies and collect additional information, as needed
 - 3.1.3 Evaluate existing organizational structure, practices and principles and service delivery against generally accepted practices and principles of similar service providing operations and emerging best practices. The analysis process will include "brainstorming" sessions among our team to take full advantage of the experience and perspective of each consultant. A profile will be developed containing the following:
 - 3.1.3.1 The organization, staffing, and reporting relationships within each department and between departments
 - 3.1.3.2 The objectives, priorities and programs of each affected department
 - 3.1.3.3 To the extent available, the current workload and workload trend information
 - 3.1.3.4 The services and service levels provided by each department
 - 3.1.3.5 The communications and workflow within each department and between departments
 - 3.1.3.6 The use of existing resources
 - 3.1.3.7 The results of the employee focus groups and survey
 - 3.1.4 The profile will be reviewed with the County Administrator. Based on this review, the profile will be amended as appropriate, and will be included in the final report.

4 Initial Assessment and Directions

- 4.1 Concurrent with Task 3, the project team will develop initial observations and findings including:
 - 4.1.1 Is the organizational structure of the County and each department logical and organized to maximize efficiency and effectiveness?
 - 4.1.2 Is there an adequate mix of staff skill sets and capabilities to handle the work?
 - 4.1.3 Are the roles of each affected department clearly established and accepted?
 - 4.1.4 Are there efficiencies or improvements that can be achieved through the consolidation of processes and/or the elimination of redundancies, etc.?
 - 4.1.5 Are there areas where responsibility/accountability does not exist or where it is unclear where the responsibility/accountability lies?
 - 4.1.6 Is the current organizational structure flexible and able to respond effectively to changes in service demand?
 - 4.1.7 Are there any duplication of effort and non-value-added activities present?
 - 4.1.8 Is there a structured process for objective-setting, priority-setting and service delivery planning and, if so, is it effective?
 - 4.1.9 Are there performance measures currently in use and how are they applied to improve operations year-to-year?
 - 4.1.10 Other opportunities that are identified through stakeholder feedback or other research

5 Conduct Detailed Organizational Management Analysis

5.1 The detailed analysis phase will form the key part of our review process and recommendations for improvement. These will include specific recommendations for the following as appropriate:

- 5.1.1 Organization structure
- 5.1.2 Reporting relationships
- 5.1.3 Interdepartmental working relationships
- 5.1.4 Management/Supervisory spans of control
- 5.1.5 Communications
- 5.1.6 Decision making
- 5.1.7 Service orientation and delivery
- 5.1.8 Benchmarks and performance measures
- 5.1.9 Strategic Alignment Opportunities:
 - 5.1.9.1 Efficiencies that can be achieved through the strategic alignment of departments, offices and/or through the elimination of redundancies, etc.

6 Prepare and Issue Report of Findings

Springsted will prepare a Report of Finding which will include the consulting team's findings and conclusions. We will present the Final Report of Findings to the County in a regular or workshop setting.

Time Frames

Springsted estimates that we will complete the study as described in this work plan within eight weeks of receiving the notice to proceed. This completion time is based on timely receipt of data and turnaround of information needed to complete the study and the availability of County staff for required meetings.

Expectations

At a minimum, the following information will be needed to complete the study:

- Organization Management Required Information
 - The current County organizational structure
 - Organizational chart for each Department (if available)
 - Current staffing levels
 - Strategic goals and objectives, if available
 - Historical data relating to work load and work flow, if available
 - Current benchmark data if available
 - Previously conducted studies that may be relevant to the study objectives listed above
 - Other relevant data as needed and requested

Compensation Summary

We would complete this study, based on the scope of services described in this proposal, for the lump sum fee of \$28,750 which includes all direct and indirect costs. This cost assumes all the department head, employee focus groups, and County Commissioner interviews can be completed in one trip. We would be glad to discuss any amendments to the proposed scope of services Aitkin County may desire to best fit its needs and to negotiate an appropriate corresponding change in our proposed fee.

Springsted would invoice for the work based on the schedule shown in the table below.

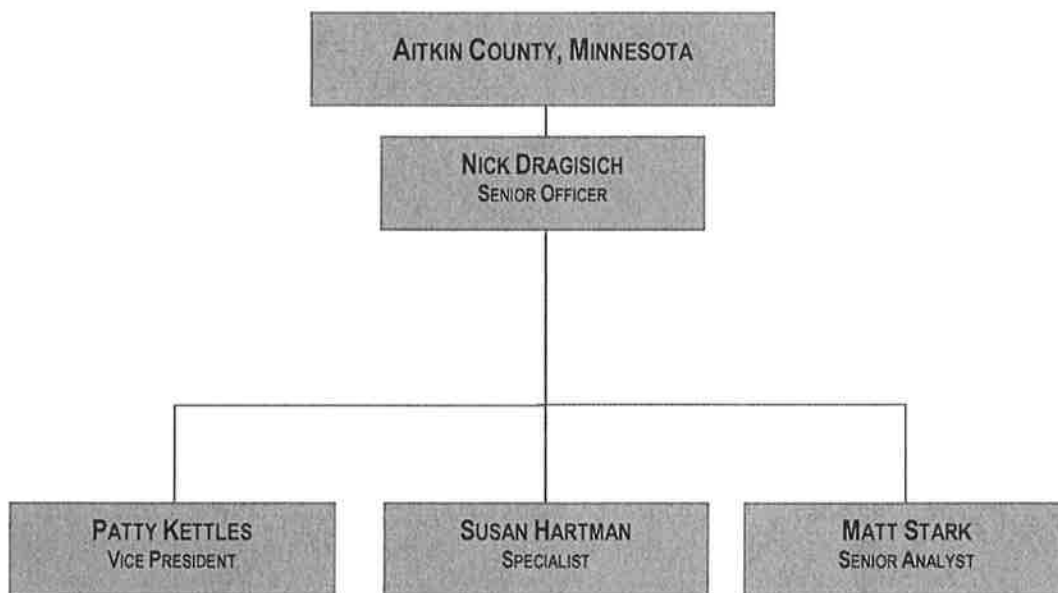
Time of Invoice	Percent Invoiced	Cumulative Percent Invoiced
Completion of Task 3	60%	60%
Completion of Task 6	30%	100%

Should the County request and authorize any other additional work outside the scope of services described in this proposal we would invoice the County at our standard hourly fees plus any related out-of-pocket expenses.

2018 Standard Hourly Fee Schedule	
Title	Rate
Principal & Senior Officer	\$260
Officer & Project Manager	\$215
Senior Associate	\$160
Support Staff	\$ 75

Project Team

Our staff's breadth of experience and depth of expertise are two of our most important characteristics in providing high-quality service to clients. Many of our staff have backgrounds in municipal and county government, education or with development firms and non-profit organizations, so they share our clients' perspectives in developing solutions. Each client draws on the talents of many members of our staff. We assign a specific client service team to ensure primary responsibility for each project. The teams are comprised of qualified individuals who are experienced in the specific challenges confronting you. The staff assigned to this project is experienced in conducting organizational management studies. The teams are free to draw upon the expertise of our entire staff.



Nicholas R. "Nick" Dragisich, PE

Executive Vice President



Mr. Nick Dragisich from our St. Paul, Minnesota office will be the senior officer responsible for overall project management.

Mr. Dragisich is team leader for Springsted's Management Consulting Services team. He has over 28 years of management experience, including service as a city administrator and city engineer. He joined Springsted Incorporated as a Management Consultant in 2000 and became the team leader for Management Consulting Services in 2003. Mr. Dragisich has been directly responsible for or involved in numerous utility expense and cost analysis studies as well as in the development of Excel[®]-based computer models for utilities in Minnesota, Iowa, Kansas, Maryland, Missouri, Nebraska, North Carolina, North Dakota, Virginia, Washington, and Wisconsin. He holds a master's degree in business administration, a bachelor's degree in civil engineering and is a licensed professional engineer in Minnesota and Washington. He is also a Municipal Advisor Representative Series 50 qualified.

Patricia L. “Patty” Kettles, CIPMA

Vice President



Ms. Kettles has over 22 years of experience working with Springsted clients on various projects, including performing utility rate analyses and financial feasibilities, financing options, capital improvement programming and debt management. Ms. Kettles has been directly responsible for or involved in numerous utility expense and cost analysis studies as well as in the development of Excel®-based computer models for entities in Minnesota, Iowa, Kansas, Maryland, Missouri, Nebraska, North Carolina, North Dakota, Virginia, and Wisconsin. Ms. Kettles holds a master's in business administration and a bachelor's degree in finance. She is also a Municipal Advisor Representative Series 50 qualified.

Susan Hartman

Specialist



Ms. Susan Hartman is a member of our Management Consulting Services Group, specializing in the areas of financial studies and cost allocation. Ms. Hartman has an extensive background in public sector finance. She served as a finance director in two Minnesota cities and as Director of Budget and Management Services for the City of Minneapolis where she was part of the team that updated the City of Minneapolis' indirect cost allocation plan. She holds a bachelor's degree in accounting.

Matthew T. “Matt” Stark

Senior Analyst



Mr. Matt Stark from our St. Paul, Minnesota office is a member of our Management Consulting Services Group. With the firm since 2002, he applies his analytical expertise to new challenges within the fields of operational finance, organizational management and human resources and economic development. He provides technical and analytical assistance on financial planning models, assists and advises clients on employee classification and compensation systems, performs cost-benefit analyses on economic development projects and is a key player for our Scientific Surveys. Mr. Stark holds a degree in physics from Penn State University.

Similar Projects:

Springsted has performed a significant number of similar studies for clients throughout the United States. We are currently working on several similar studies including:

- Chicago Metropolitan Agency for Planning, Illinois - Organizational Structure Review and Compensation Study
- Fauquier County Water and Sanitation Authority, Virginia – Organizational Management Study
- City of Le Sueur, Minnesota – Community Center Organizational and Funding Analysis Study
- City of Ingleside, Texas – Operational and Organizational Assessment

A representative list of similar projects is provided below.

- City of Duluth, Minnesota - Consolidation of Streets & Facilities Maintenance Study
- Laguna Woods Village, California – Organizational Management Study
- City of Hibbing, Minnesota – Public Utilities Financial and Organizational Management Study
- Pointe Coupee Parish, Louisiana – Organizational Management Study
- Cities of Albertville and Otsego, Minnesota – Shared Fire Services Study
- City of Kannapolis, North Carolina – Staffing Study
- City of North Branch, Minnesota - Consolidation of North Branch Municipal Water and Light with the City
- City of Elon, North Carolina – Staffing Study
- City of Spring Park, Minnesota – Organizational Management Study
- City of Delano, Minnesota – Consolidation of Department of Public Works and Delano Public Utilities
- City of Salisbury, North Carolina – Staffing Study
- Villages of Ossining and Briarcliff Manor and Town of Ossining, New York - Public Works Analysis
- City of Marshfield, Wisconsin – Operational Review
- City of Thief River Falls, Minnesota - Effectiveness and Efficiency Review and Analysis Water and Electric Utility
- City of Ramsey, Minnesota - Organizational Study and Review

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Aitkin County

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

January 12th

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>No.</u>	<u>Vendor Name</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
1	DEPT			Commissioners		
10452	AT&T Mobility 01-001-000-0000-6250	AP	70.18	FOUNDATION ACCOUNT	287259994975	Telephone
10452	AT&T Mobility		70.18	1 Transactions		
10200	Marcotte/Anne Marie 01-001-000-0000-6330	AP	233.80	Mileage 12/15- 12/20	437@.535	Transportation & Travel & Parking
10200	Marcotte/Anne Marie		233.80	1 Transactions		
3473	NACO 01-001-000-0000-6241		450.00	Aitkin county Membership dues	200308	Registration Fee
3473	NACO		450.00	1 Transactions		
14289	Pratt/Bill 01-001-000-0000-6340	AP	10.84	Meal- AMC Conference		Meals (Overnight)
	01-001-000-0000-6330	AP	308.16	December mileage	576@.535	Transportation & Travel & Parking
14289	Pratt/Bill		319.00	2 Transactions		
1	DEPT Total:		1,072.98	Commissioners	4 Vendors	5 Transactions
12	DEPT			Court Administration		
8175	Centurylink 01-012-000-0000-6250	AP	294.78	LD/LOCAL Q1	313645966	Telephone
8175	Centurylink		294.78	1 Transactions		
12	DEPT Total:		294.78	Court Administration	1 Vendors	1 Transactions
40	DEPT			Auditor		
86222	Aitkin Independent Age 01-040-000-0000-6230	AP	1,981.00	Financial Statements 12/31/16	1014	Printing, Publishing & Adv
	01-040-021-0000-6230	AP	36.00	License Ctr/Serv Dir/Age	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age		2,017.00	2 Transactions		
208	American Solutions For Business 01-040-000-0000-6405	AP	92.07	8 5/8 tinted window envelopes	03337472	Office & Computer Supplies
208	American Solutions For Business		92.07	1 Transactions		
8175	Centurylink					

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula					Service Dates	Paid On Bhf #	On Behalf of Name
	01-040-000-0000-6250		AP	9.67	LD/LOCAL		313645966	Telephone
	01-040-021-0000-6250		AP	305.03	Local Calls		314154028	License Center- Phone
8175	Centurylink			314.70		2 Transactions		
2386	Information Systems Corp							
	01-040-000-0000-6231			873.40	App Extend.licenses/Maint.Agre		24644	Services, Labor, Contracts
					03/01/2018	02/28/2019	0	
2386	Information Systems Corp			873.40		1 Transactions		
2966	MACO							
	01-040-000-0000-6240			360.00	2018 Dues			Dues
2966	MACO			360.00		1 Transactions		
3195	MCCC, MI 33							
	01-040-000-0000-6241			4,675.00	2018 IFS Support		2Y1801005	Registration Fee
	01-040-000-0000-6241			300.00	IFS Enhancement Fund		2Y1801005	Registration Fee
3195	MCCC, MI 33			4,975.00		2 Transactions		
3518	Voyageur Press Of Mcgregor/The							
	01-040-000-0000-6230	AP		1,261.40	Financial Statements 12/31/16		37071	Printing, Publishing & Adv
3518	Voyageur Press Of Mcgregor/The			1,261.40		1 Transactions		
40	DEPT Total:			9,893.57	Auditor		7 Vendors	10 Transactions
41	DEPT				Internal Audit			
12780	CliftonLarsonAllen, LLP							
	01-041-000-0000-6231	AP		11,000.00	1st Billing year end 12/31/17		1683336	Services, Labor, Etc
12780	CliftonLarsonAllen, LLP			11,000.00		1 Transactions		
41	DEPT Total:			11,000.00	Internal Audit		1 Vendors	1 Transactions
42	DEPT				Treasurer			
8175	Centurylink							
	01-042-000-0000-6250	AP		6.04	LD/LOCAL		313645966	Telephone
8175	Centurylink			6.04		1 Transactions		
2386	Information Systems Corp							
	01-042-000-0000-6231			873.40	App Extend.licenses/Maint.Agre		24644	Services, Labor, Contracts

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
				<u>On Behalf of Name</u>
2386 Information Systems Corp		873.40	03/01/2018 02/28/2019 1 Transactions	0
2966 MACO 01-042-000-0000-6240		360.00	2018 Dues	Dues
2966 MACO		360.00	1 Transactions	
86235 The Office Shop Inc 01-042-000-0000-6405	AP	185.79	Calculator	1038329-0
86235 The Office Shop Inc		185.79	1 Transactions	Office & Computer Supplies
42 DEPT Total:		1,425.23	Treasurer	4 Vendors 4 Transactions
43 DEPT			Assessor	
10452 AT&T Mobility 01-043-000-0000-6250	AP	209.94	MONTHLY WIRELESS	287250162187
10452 AT&T Mobility		209.94	1 Transactions	Telephone
783 Canon Financial Services, Inc 01-043-000-0000-6231	AP	164.08	Copier Contract-033	18058850
783 Canon Financial Services, Inc		164.08	1 Transactions	Services, Labor, Contracts
8175 Centurylink 01-043-000-0000-6250	AP	43.36	LD/LOCAL	313645966
8175 Centurylink		43.36	1 Transactions	Telephone
3018 Marshall & Swift-Boeckh, LLC 01-043-000-0000-6405		644.20	Commercial Book renewal	2964201
3018 Marshall & Swift-Boeckh, LLC		644.20	1 Transactions	Office, Film & Computer Supplies
4030 Region IV MAAO 01-043-000-0000-6240		100.00	2018 MAAO DUES	
4030 Region IV MAAO		100.00	1 Transactions	Dues & License Renewal
43 DEPT Total:		1,161.58	Assessor	5 Vendors 5 Transactions
44 DEPT			Central Services	
248 Association of Mn Counties				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
248 Association of Mn Counties		2018 ANNUAL DUES	48943	Assoc of MN Counties
		1 Transactions		
783 Canon Financial Services, Inc		Copier Contract- 031	18058849	Services, Labor, Contracts
783 Canon Financial Services, Inc	AP			
		1 Transactions		
8175 Centurylink		LD/LOCAL	313645966	Telephone
8175 Centurylink	AP			
		1 Transactions		
44 DEPT Total:		Central Services	3 Vendors	3 Transactions
45 DEPT		Motor Pool		
90762 Aitkin Co License Center		tabs- 207 T&C	931784	Auto & Trailer License, Taxes, Plates
01- 045- 000- 0000- 6374		16.00		
01- 045- 000- 0000- 6374		16.00	938312	Auto & Trailer License, Taxes, Plates
01- 045- 000- 0000- 6374		16.00	942170	Auto & Trailer License, Taxes, Plates
01- 045- 000- 0000- 6374		16.00	948222	Auto & Trailer License, Taxes, Plates
01- 045- 000- 0000- 6374		16.00	949877	Auto & Trailer License, Taxes, Plates
01- 045- 000- 0000- 6374		16.00	949878	Auto & Trailer License, Taxes, Plates
01- 045- 000- 0000- 6374		16.00	952523	Auto & Trailer License, Taxes, Plates
01- 045- 000- 0000- 6374		16.00	952524	Auto & Trailer License, Taxes, Plates
01- 045- 000- 0000- 6374		16.00	956536	Auto & Trailer License, Taxes, Plates
01- 045- 000- 0000- 6374		16.00	956537	Auto & Trailer License, Taxes, Plates
90762 Aitkin Co License Center		160.00		
		10 Transactions		
45 DEPT Total:		Motor Pool	1 Vendors	10 Transactions
49 DEPT		Information Technologies		
10452 AT&T Mobility		DATA PLAN FOR IPAD	287279507473	Programming, Services, Contracts
10452 AT&T Mobility	AP			
		1 Transactions		
8175 Centurylink		LD/LOCAL	313645966	Telephone
8175 Centurylink	AP			
		1 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
49 DEPT Total:		Information Technologies	2 Vendors	2 Transactions
83.09				
52 DEPT		Administration/Personnel Dept		
10452 AT&T Mobility				
01-052-000-0000-6250	AP	FOUNDATION ACCOUNT	287259994975	Telephone
10452 AT&T Mobility				1 Transactions
108.97				
8175 Centurylink				
01-052-000-0000-6250	AP	LD/LOCAL	313645966	Telephone
8175 Centurylink				1 Transactions
51.46				
2386 Information Systems Corp				
01-052-000-0000-6231		App Extend.licenses/Maint.Agre	24644	Services, Labor, Contracts
		03/01/2018 02/28/2019	0	
2386 Information Systems Corp				1 Transactions
1,689.00				
13412 Pemberton, Sorlie, Rufer & Kershner PLLI				
01-052-000-0000-6232	AP	Attorney Services	20146317-000M	Attorney Services
13412 Pemberton, Sorlie, Rufer & Kershner PLLI				1 Transactions
820.90				
820.90				
52 DEPT Total:		Administration/Personnel Dept	4 Vendors	4 Transactions
2,670.33				
90 DEPT		Attorney		
485 Beltrami Co Sheriff's Office				
01-090-000-0000-6234	AP	Subpoena 11CR162144	5291	Co Sheriff Services
485 Beltrami Co Sheriff's Office				1 Transactions
60.00				
60.00				
8175 Centurylink				
01-090-000-0000-6250	AP	LD/LOCAL	313645966	Telephone
8175 Centurylink				1 Transactions
32.40				
32.40				
10185 Centurylink Communications Inc				
01-090-000-0000-6250	AP	Toll Free Charges	320295974	Telephone
10185 Centurylink Communications Inc				1 Transactions
1.06				
1.06				
89541 Culligan				
01-090-000-0000-6213	AP	monthly water supply	150X00935106	Drug & Forfeiture Ms387.213
79.50				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
1/8/18 9:41AM
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
89541 Culligan				
		1 Transactions		
86235 The Office Shop Inc				
01-090-000-0000-6405	AP	Wrist rest	1037037-0	Office & Computer Supplies
86235 The Office Shop Inc				
		1 Transactions		
5173 Thomson Reuters- West Publishing				
01-090-000-0000-6406	AP	November Information Charges	837269338	Law Publ. & Subscriptions
01-090-000-0000-6406	AP	November Subscription charges	837369871	Law Publ. & Subscriptions
5173 Thomson Reuters- West Publishing				
		2 Transactions		
90 DEPT Total:		Attorney	6 Vendors	7 Transactions
100 DEPT		Recorder		
8175 Centurylink				
01-100-000-0000-6250	AP	LD/LOCAL	313645966	Telephone
8175 Centurylink				
		1 Transactions		
2386 Information Systems Corp				
01-100-195-0000-6231		App Extend.licenses/Maint.Agre	24644	Services, Labor, Contracts- Land Records
		03/01/2018 02/28/2019	0	
01-100-196-0000-6231		App Extend.licenses/Maint.Agre	24644	Services, Labor, Contracts- Recorder's
		03/01/2018 02/28/2019	0	
2386 Information Systems Corp				
		2 Transactions		
2966 MACO				
01-100-000-0000-6240		2018 Dues		Dues
2966 MACO				
		1 Transactions		
100 DEPT Total:		Recorder	3 Vendors	4 Transactions
110 DEPT		Courthouse Maintenance		
90762 Aitkin Co License Center				
01-110-000-0000-6374		tabs- 2005 Ford F150	949879	Auto & Trailer
90762 Aitkin Co License Center				
		1 Transactions		
8239 Ameripride Linen & Apparel Services				
01-110-000-0000-6422	AP	mop dry & mop dry handle	2200995494	Janitorial Supplies

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8239 Ameripride Linen & Apparel Services		39.45			
			1 Transactions		
10452 AT&T Mobility					
01-110-000-0000-6250	AP	34.99	FOUNDATION ACCOUNT	287259994975	Phone
10452 AT&T Mobility		34.99			
			1 Transactions		
8175 Centurylink					
01-110-000-0000-6250	AP	3.18	LD/LOCAL	313645966	Phone
8175 Centurylink		3.18			
			1 Transactions		
88628 Dalco					
01-110-000-0000-6422		278.49	towels, toilet tissue,roll tow	3265121	Janitorial Supplies
88628 Dalco		278.49			
			1 Transactions		
11889 Honeywell International Inc.					
01-110-000-0000-6231		3,108.97	Q1 Maintenance	5242549623	Services, Labor, Contracts
11889 Honeywell International Inc.		3,108.97			
			1 Transactions		
89765 Minnesota Elevator, Inc					
01-110-000-0000-6231		178.27	January monthly service	733637	Services, Labor, Contracts
89765 Minnesota Elevator, Inc		178.27			
			1 Transactions		
11120 Nardini Fire Equipment Co.,Inc					
01-110-000-0000-6231	AP	295.00	Alarm System inspection	00063484	Services, Labor, Contracts
11120 Nardini Fire Equipment Co.,Inc		295.00			
			1 Transactions		
3950 Public Utilities					
01-110-000-0000-6254	AP	1,644.01	Courthouse		Utilities & Heating
01-110-000-0000-6254	AP	28.31	Old County Garage		Utilities & Heating
01-110-000-0000-6254	AP	500.61	Jail West Annex		Utilities & Heating
01-110-000-0000-6254	AP	238.21	CH Building Coordinator		Utilities & Heating
01-110-000-0000-6254	AP	92.26	Glarco		Utilities & Heating
01-110-000-0000-6254	AP	280.94	LA Tool Building		Utilities & Heating
3950 Public Utilities		2,784.34			
			6 Transactions		
4070 Riley Auto Supply					
01-110-000-0000-6422		24.99	FHP Powerated Belt	594211	Janitorial Supplies
4070 Riley Auto Supply		24.99			
			1 Transactions		

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
110 DEPT Total:		6,763.68	Courthouse Maintenance	10 Vendors 15 Transactions
111 DEPT			Buildings	
246 Brothers Fire & Security				
01- 111- 000- 0000- 6605	AP	1,180.00	Replace sprinkler heads	105853 Building & Structures
246 Brothers Fire & Security		1,180.00		1 Transactions
111 DEPT Total:		1,180.00	Buildings	1 Vendors 1 Transactions
120 DEPT			Service Officer	
90762 Aitkin Co License Center				
01- 120- 000- 0000- 6374		16.00	tabs- 2016 Dodge Vets Van	952892 Auto & Trailer License
90762 Aitkin Co License Center		16.00		1 Transactions
10452 AT&T Mobility				
01- 120- 000- 0000- 6250	AP	62.15	FOUNDATION ACCOUNT	287270539560 Telephone
10452 AT&T Mobility		62.15		1 Transactions
10981 Bakken/Glen A.J.				
01- 120- 000- 0000- 6350	AP	50.00	Drive Vet Van	St Cloud Per Diem
			12/13/2017	12/13/2017 0
10981 Bakken/Glen A.J.		50.00		1 Transactions
8175 Centurylink				
01- 120- 000- 0000- 6250	AP	48.44	ID/LOCAL	313645966 Telephone
8175 Centurylink		48.44		1 Transactions
10185 Centurylink Communications Inc				
01- 120- 000- 0000- 6250	AP	4.32	Toll Free Charges	320295974 Telephone
10185 Centurylink Communications Inc		4.32		1 Transactions
14508 Janzen/Hugh				
01- 120- 000- 0000- 6350	AP	50.00	Drive Vet Van	Brainerd Per Diem
			12/16/2017	12/16/2017 0
01- 120- 000- 0000- 6350	AP	50.00	Drive Vet Van	Mpls Per Diem
			12/14/2017	12/14/2017 0
14508 Janzen/Hugh		100.00		2 Transactions

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
5767 Lamke/Dennis 01- 120- 000- 0000- 6350	AP	50.00	Drive Vet Van 12/29/2017 12/29/2017	St Cloud 0
5767 Lamke/Dennis		50.00	1 Transactions	Per Diem
10234 Miller/Conrad 01- 120- 000- 0000- 6350	AP	50.00	Drive Vet Van 12/08/2017 12/08/2017	Mpls 0
10234 Miller/Conrad		50.00	1 Transactions	Per Diem
10677 Olsen/Gerald D 01- 120- 000- 0000- 6350	AP	50.00	Drive Vet Van 12/07/2017 12/07/2017	St Cloud 0
10677 Olsen/Gerald D		50.00	1 Transactions	Per Diem
11362 Roscoe/Bernie 01- 120- 000- 0000- 6302	AP	25.00	Vet Van Tire Repair Reimbursem 12/21/2017 12/21/2017	12/21/17 0
01- 120- 000- 0000- 6350	AP	50.00	Drive Vet Van 12/15/2017 12/15/2017	St Cloud 0
01- 120- 000- 0000- 6350	AP	50.00	Drive Vet Van 12/21/2017 12/21/2017	St Cloud 0
11362 Roscoe/Bernie		125.00	3 Transactions	Per Diem
6097 Verizon Wireless 01- 120- 000- 0000- 6250	AP	13.67	Vet Van Cell Phone	880690364
6097 Verizon Wireless		13.67	1 Transactions	Telephone
3518 Voyageur Press Of Mcgregor/The 01- 120- 000- 0000- 6230		81.00	Ad- Veterans Benefits December	37085
3518 Voyageur Press Of Mcgregor/The		81.00	1 Transactions	Printing, Publishing & Adv
11970 Wikelius/Charles 01- 120- 000- 0000- 6350	AP	50.00	Drive Vet Van 12/05/2017 12/05/2017	Brainerd 0
11970 Wikelius/Charles		50.00	1 Transactions	Per Diem
5960 Wilmo/Wesley S. 01- 120- 000- 0000- 6350	AP	50.00	Drive Vet Van	St Cloud
				Per Diem

Aitkin County



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DKB1
1/8/18 9:41AM
1 General Fund

Vendor No.	Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
5960	Wilmo/Wesley S.			50.00	12/19/2017 12/19/2017	0	
					1 Transactions		
120	DEPT Total:			750.58	Service Officer	14 Vendors	17 Transactions
121	DEPT				Housing & Redevelopment		
11113	Anderson/Edward						
	01-121-000-0000-6350	AP		35.00	HRA MEETING	10/11/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA MEETING	11/30/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA MEETING	12/27/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA MEETING	8/23/17	Per Diem
11113	Anderson/Edward			140.00		4 Transactions	
13164	Turner/Evelyn						
	01-121-000-0000-6350	AP		35.00	HRA Meeting	10/11/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA Meeting	11/30/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA Meeting	12/27/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA Meeting	8/23/17	Per Diem
13164	Turner/Evelyn			140.00		4 Transactions	
10017	Tveit/Galen						
	01-121-000-0000-6350	AP		35.00	HRA Meeting	10/11/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA Meeting	11/30/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA Meeting	12/27/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA Meeting	8/23/17	Per Diem
10017	Tveit/Galen			140.00		4 Transactions	
11355	Williams/Ihleen E						
	01-121-000-0000-6350	AP		35.00	HRA Meeting	10/11/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA Meeting	11/30/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA Meeting	12/27/17	Per Diem
	01-121-000-0000-6350	AP		35.00	HRA Meeting	8/23/17	Per Diem
11355	Williams/Ihleen E			140.00		4 Transactions	
121	DEPT Total:			560.00	Housing & Redevelopment	4 Vendors	16 Transactions
122	DEPT				Planning & Zoning		
90762	Aitkin Co License Center						

Aitkin County



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Vendor	Name	Rpt	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
No.						Service Dates	Paid On Bhf #	On Behalf of Name
	01-122-000-0000-6374				16.00	VEHICLE TABS- 2002 ALERO		Auto & Trailer License, Taxes, Plates
	01-122-000-0000-6374				16.00	VEHICLE TABS- 2012 ESCAPE		Auto & Trailer License, Taxes, Plates
	01-122-000-0000-6374				16.00	VEHICLE TABS- 2004 TAURUS		Auto & Trailer License, Taxes, Plates
90762	Aitkin Co License Center				48.00	3 Transactions		
8175	Centurylink							
	01-122-000-0000-6250	AP			71.63	LD/LOCAL	313645966	Telephone
8175	Centurylink				71.63	1 Transactions		
2386	Information Systems Corp							
	01-122-000-0000-6231				2,571.80	App Extend.licenses/Maint.Agre	24644	Services, Labor, Contracts, Programming
						03/01/2018 02/28/2019	0	
2386	Information Systems Corp				2,571.80	1 Transactions		
6097	Verizon Wireless							
	01-122-000-0000-6250	AP			39.01	Monthly cell phone charges	380690138	Telephone
6097	Verizon Wireless				39.01	1 Transactions		
122	DEPT Total:				2,730.44	Planning & Zoning	4 Vendors	6 Transactions
123	DEPT					Coroner		
2939	McGee P.A./M.B.							
	01-123-000-0000-6231	AP			3,000.00	2017 Medical Exam Services	2854	Coroner Fees
2939	McGee P.A./M.B.				3,000.00	1 Transactions		
4507	Sorensen Root Thompson Funeral Home							
	01-123-000-0000-6330	AP			3,250.00	Transports to Ramsey Med Ctr	7/1- 12/24/17	Transportation For Autopsy
4507	Sorensen Root Thompson Funeral Home				3,250.00	1 Transactions		
123	DEPT Total:				6,250.00	Coroner	2 Vendors	2 Transactions
200	DEPT					Enforcement		
10452	AT&T Mobility							
	01-200-000-0000-6250	AP			1,008.61	FOUNDATION ACCOUNT	287258495419	Telephone
10452	AT&T Mobility				1,008.61	1 Transactions		
8175	Centurylink							
	01-200-000-0000-6250	AP			141.03	LD/LOCAL	313645966	Telephone

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Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
						Service Dates	Paid On Bhf #	On Behalf of Name
8175 Centurylink					141.03	1 Transactions		
10185 Centurylink Communications Inc								
	01-200-000-0000-6250	AP			7.04	Toll Free Charges	320295974	Telephone
10185 Centurylink Communications Inc					7.04	1 Transactions		
10715 Civil Air Patrol Magazine								
	01-200-000-0000-6405	AP			195.00	1/2 Page Ad	2705420	Office Supplies
10715 Civil Air Patrol Magazine					195.00	1 Transactions		
10502 Defensive Edge Training & Consulting,Inc								
	01-200-003-0000-6241				450.00	Armorers Course #209	1961	Registration Fee
10502 Defensive Edge Training & Consulting,Inc					450.00	1 Transactions		
4681 Streichers								
	01-200-000-0000-6409	AP			67.93	cuff keys, flashlight	I1293728	Deputy Supplies
4681 Streichers					67.93	1 Transactions		
13934 Tire Barn								
	01-200-000-0000-6302	AP			57.98	#202 Oil change,tire rotation	41522	Car Maintenance
13934 Tire Barn					57.98	1 Transactions		
13848 WYATT'S TOWING								
	01-200-000-0000-6359	AP			177.00	Tow Jeep Cherokee 17- 3500	12/13/17	Wrecker Service
13848 WYATT'S TOWING					177.00	1 Transactions		
200 DEPT Total:					2,104.59	Enforcement	8 Vendors	8 Transactions
202 DEPT						Boat & Water		
3950 Public Utilities								
	01-202-000-0000-6254	AP			22.77	Boat & Water		Utilities
3950 Public Utilities					22.77	1 Transactions		
202 DEPT Total:					22.77	Boat & Water	1 Vendors	1 Transactions
203 DEPT						Snowmobile		
10452 AT&T Mobility								
	01-203-000-0000-6250	AP			53.00	FOUNDATION ACCOUNT	287258495419	Telephone

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10452 AT&T Mobility				
		53.00	1 Transactions	
203 DEPT Total:		53.00	1 Vendors	1 Transactions
252 DEPT		Snowmobile		
10452 AT&T Mobility		Corrections		
01- 252- 000- 0000- 6250	AP	49.88	FOUNDATION ACCOUNT	287258495419 Telephone
10452 AT&T Mobility		49.88	1 Transactions	
8175 Centurylink				
01- 252- 000- 0000- 6250	AP	259.68	LD/LOCAL	313645966 Telephone
8175 Centurylink		259.68	1 Transactions	
10185 Centurylink Communications Inc				
01- 252- 000- 0000- 6250	AP	7.04	Toll Free Charges	320295974 Telephone
10185 Centurylink Communications Inc		7.04	1 Transactions	
163 Charter Communications				
01- 252- 252- 0000- 6405		183.19	Cable TV	Prisoner Welfare
163 Charter Communications		183.19	1 Transactions	
11889 Honeywell International Inc.				
01- 252- 000- 0000- 6590	AP	980.62	boiler damper position switch	5242575105 Repair & Maintenance Supplies
01- 252- 000- 0000- 6590	AP	1,282.44	Replace damper motor	5242575107 Repair & Maintenance Supplies
11889 Honeywell International Inc.		2,263.06	2 Transactions	
5756 KEEPRS, Inc				
01- 252- 000- 0000- 6410	AP	219.98	Uniform shirts for Chase	364753 Clothing Allowance
5756 KEEPRS, Inc		219.98	1 Transactions	
3789 Pan- O- Gold Baking Company				
01- 252- 000- 0000- 6418	AP	153.18	Groceries	10002417355020 Groceries
01- 252- 000- 0000- 6418	AP	165.30	Groceries	10002417362022 Groceries
3789 Pan- O- Gold Baking Company		318.48	2 Transactions	
3950 Public Utilities				
01- 252- 000- 0000- 6254	AP	67.25	Sheriff Storage Garage	Utilities & Heating
01- 252- 000- 0000- 6254	AP	1,508.69	New Jail	Utilities & Heating
01- 252- 000- 0000- 6254	AP	4,985.11	New Jail 2	Utilities & Heating

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
3950 Public Utilities		6,561.05		
			3 Transactions	
4681 Streichers				
01-252-000-0000-6410	AP	105.99	Uniform/equipment for Chase	11293763 Clothing Allowance
4681 Streichers		105.99	1 Transactions	
4761 Sysco Minnesota Inc				
01-252-000-0000-6418	AP	3,560.04	Groceries	153220819 Groceries
01-252-000-0000-6418	AP	3,585.49	Groceries	153223541 Groceries
4761 Sysco Minnesota Inc		7,145.53	2 Transactions	
252 DEPT Total:		17,113.88	Corrections	10 Vendors 15 Transactions
253 DEPT			Sentence to Serve	
10452 AT&T Mobility				
01-253-000-0000-6250	AP	34.99	FOUNDATION ACCOUNT	287258495419 Telephone
10452 AT&T Mobility		34.99	1 Transactions	
8175 Centurylink				
01-253-000-0000-6250	AP	4.61	LD/LOCAL	313645966 Telephone
8175 Centurylink		4.61	1 Transactions	
253 DEPT Total:		39.60	Sentence to Serve	2 Vendors 2 Transactions
255 DEPT			General Crime Victim Grant	
8175 Centurylink				
01-255-000-0000-6250	AP	17.79	LD/LOCAL	313645966 Telephone
8175 Centurylink		17.79	1 Transactions	
255 DEPT Total:		17.79	General Crime Victim Grant	1 Vendors 1 Transactions
257 DEPT			Community Corrections	
8175 Centurylink				
01-257-000-0000-6220	AP	99.90	LC/LOCAL PROBATION	313645966 Telephone
8175 Centurylink		99.90	1 Transactions	
3195 MCCC, MI 33				
01-257-000-0000-6249		2,717.19	2018 CSTS user enhancement fee	2Y1801004 Software License Fees

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Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01- 257- 000- 0000- 6249			1,500.00	2018 MCCC Corr.user group Fee		2Y1801004		Software License Fees	
3195	MCCC, MI 33				4,217.19						2 Transactions
13056	McKenzie/Jill	01- 257- 022- 0000- 6406	AP		25.00	Holiday Gift Cards				Sobriety Crt Expenses	
13056	McKenzie/Jill				25.00						1 Transactions
87101	North Homes- Standard	01- 257- 255- 0000- 6204	AP		567.70	BKS stabilization unit		3644150		Juvenile Detention	
						11/01/2017	11/03/2017	0			
87101	North Homes- Standard				567.70						1 Transactions
3810	Paulbeck's County Market	01- 257- 022- 0000- 6406	AP		23.33	cookies and ice for party		9277299		Sobriety Crt Expenses	
3810	Paulbeck's County Market				23.33						1 Transactions
86235	The Office Shop Inc	01- 257- 000- 0000- 6405	AP		20.99	Office Supplies		1038013- 0		Office Supplies	
		01- 257- 000- 0000- 6342	AP		166.79	Contract Paper Meter charges		296202- 0		Office Equipment Rental/Contracts	
86235	The Office Shop Inc				187.78						2 Transactions
11030	Tougas/Janet	01- 257- 257- 0000- 6330	AP		108.75	December mileage		250@.435		Mileage	
11030	Tougas/Janet				108.75						1 Transactions
257	DEPT Total:				5,229.65	Community Corrections		7 Vendors			9 Transactions
280	DEPT					Emergency Management					
10185	Centurylink Communications Inc	01- 280- 000- 0000- 6250	AP		1.22	Toll Free Charges		320295974		Telephone	
10185	Centurylink Communications Inc				1.22						1 Transactions
280	DEPT Total:				1.22	Emergency Management		1 Vendors			1 Transactions
390	DEPT					Environmental Health (FBL)					
90762	Aitkin Co License Center	01- 390- 000- 0000- 6374			16.00	VEHICLE TABS- 2012 IMPALA				Auto & Trailer License	

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
90762 Aitkin Co License Center		16.00	1 Transactions	
8175 Centurylink				
01-390-000-0000-6250	AP	5.56	LD/LOCAL	313645966 Telephone
8175 Centurylink		5.56	1 Transactions	
390 DEPT Total:		21.56	Environmental Health (FBL)	2 Vendors 2 Transactions
391 DEPT			Solid Waste	
90762 Aitkin Co License Center				
01-391-000-0000-6374		16.00	VEHICLE TABS- 2016 ESCAPE	Auto & Trailer License
90762 Aitkin Co License Center		16.00	1 Transactions	
8175 Centurylink				
01-391-000-0000-6250	AP	6.83	LD/LOCAL	313645966 Telephone
8175 Centurylink		6.83	1 Transactions	
5472 Newshopper				
01-391-000-0000-6230	AP	350.00	Ad- Recycling Opportunities	6634 Printing, Publishing & Adv
5472 Newshopper		350.00	1 Transactions	
391 DEPT Total:		372.83	Solid Waste	3 Vendors 3 Transactions
600 DEPT			Ag Society, Soil & Water, Ag Inspect	
3402 Mississippi Headwaters Board				
01-600-552-0000-6847		1,500.00	2018 Appropriation	Mississippi Headwaters Board
3402 Mississippi Headwaters Board		1,500.00	1 Transactions	
600 DEPT Total:		1,500.00	Ag Society, Soil & Water, Ag Inspect	1 Vendors 1 Transactions
601 DEPT			Extension	
89471 Aitkin Co 4- H Council				
01-601-551-0000-5840	AP	80.00	book sales License center R193	5576, 5822 4- H Plat Book Sales
01-601-551-0000-5840	AP	400.00	book sales Recorders. R106	5738- 5740 4- H Plat Book Sales
89471 Aitkin Co 4- H Council		480.00	2 Transactions	
8175 Centurylink				
01-601-000-0000-6250	AP	0.95	LD/LOCAL	313645966 Telephone

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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8175	Centurylink				
			0.95	1 Transactions	
601	DEPT Total:		480.95	Extension	2 Vendors 3 Transactions
711	DEPT			Economic Development	
8175	Centurylink				
	01- 711- 000- 0000- 6250	AP	1.27	LD/LOCAL	313645966 Telephone
8175	Centurylink		1.27		1 Transactions
711	DEPT Total:		1.27	Economic Development	1 Vendors 1 Transactions
1	Fund Total:		90,385.37	General Fund	161 Transactions

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Vendor No.	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
301	DEPT		R&B Administration		
89541	Culligan				
	03- 301- 000- 0000- 6400	AP	WATER	440171	Supplies And Materials
89541	Culligan				
					1 Transactions
3247	MCEA				
	03- 301- 000- 0000- 6296		2018 MCEA FULL MEMBERSHIP	JOHN WELLE	Meeting Expense/Physicals
3247	MCEA				
					1 Transactions
3385	Mn Transportation Alliance				
	03- 301- 000- 0000- 6296		2018 MEMBERSHIP DUES RENEWAL	P18- 1020	Meeting Expense/Physicals
3385	Mn Transportation Alliance				
					1 Transactions
3963	Quale/Michael J				
	03- 301- 000- 0000- 6296		MEALS- 2018 MCEC CONFERENCE		Meeting Expense/Physicals
	03- 301- 000- 0000- 6296		2018 MCEC- FULL CONFERENCE REGI		Meeting Expense/Physicals
3963	Quale/Michael J				
					2 Transactions
301	DEPT Total:		R&B Administration	4 Vendors	5 Transactions
					3,317.31
303	DEPT		R&B Highway Maintenance		
50	Aitkin Body Shop, Inc				
	03- 303- 000- 0000- 6590	AP	REPAIR LABOR	9471	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	AP	REPAIR PARTS	9471	Repair & Maintenance Supplies
50	Aitkin Body Shop, Inc				
					2 Transactions
90762	Aitkin Co License Center				
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1F9FS1425M1072	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FD8W3B66BEA79	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FDWF36Y88EE41	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FTEF26N9GPB86	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FTEX1E81AKE10	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FTEX1EM3EKE13	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FTFW1E82AFC37	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FTNF215X8ED04	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FTPW14V37KC86	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FTPX12VX8FB81	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FTPX14V37KD14	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		2018 VEHICLE REGISTRATION	1FTRF145X5NA52	Repair & Maintenance Supplies

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1FTRX14W58FC07 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1FTSF30S7XEE77 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1GB3KZCG1CF120 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1GC2KXCG1CZ176 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1GCEK14V93Z248 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1GTEK19B26Z186 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1HTGRSJT1CJ634 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1HTGRSJT3CJ634 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1HTGRSJT5CJ634 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1HTGRSJT7CJ634 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1M2AG11C17M066 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1M2AG11C37M066 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1M2AG11CX7M066 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1M2AX09C5GM031 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1M2AX09C7GM031 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1M2AX09C9GM031 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1R9BD423XS1051 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	1R9BSE608PL008 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	2471 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	2FTRF18W04CA57 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	2FZHAZAS31AJ37 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	2FZHAZAS91AJ37 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	2FZHDJBB0YAB12 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	2FZHDJBB2YAB12 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	4KNFT2431EL162 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	4ZYBD423211000 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	5FTDA242321017 Repair & Maintenance Supplies
03-303-000-0000-6590		16.00	2018 VEHICLE REGISTRATION	5FTDA292871027 Repair & Maintenance Supplies
90762 Aitkin Co License Center		640.00	40 Transactions	
8693 ASV, LLC				
03-303-000-0000-6590	AP	1,003.08	REPAIR PARTS	434906 Repair & Maintenance Supplies
8693 ASV, LLC		1,003.08	1 Transactions	
10452 AT&T Mobility				
03-303-000-0000-6254	AP	34.99	PAUL'S IPAD SVC	287266104878X1 Utilities
10452 AT&T Mobility		34.99	1 Transactions	
86467 Auto Value Aitkin				

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
03-303-000-0000-6590	AP	9.02	FILTERS	40112263 Repair & Maintenance Supplies
03-303-000-0000-6590	AP	19.98	REPAIR PARTS	40112363 Repair & Maintenance Supplies
03-303-000-0000-6298	AP	244.98	MCGRATH SHOP SUPPLIES	40112431 Shop Maintenance
03-303-000-0000-6590	AP	15.99	REPAIR PARTS	40112495 Repair & Maintenance Supplies
03-303-000-0000-6590	AP	66.98	REPAIR PARTS	40112537 Repair & Maintenance Supplies
03-303-000-0000-6590	AP	39.99	REPAIR PARTS	40112541 Repair & Maintenance Supplies
03-303-000-0000-6298	AP	493.95	AITKIN SHOP SUPPLIES	40112704 Shop Maintenance
86467 Auto Value Aitkin		810.91		7 Transactions
7053 Bill's Sportsman's Service				
03-303-000-0000-6298	AP	7.95	AITKIN SHOP SUPPLIES	0-01302 Shop Maintenance
7053 Bill's Sportsman's Service		7.95		1 Transactions
8175 Centurylink				
03-303-000-0000-6254	AP	54.00	LD/LOCAL	313645966 Utilities
03-303-000-0000-6254	AP	31.29	FAX: HWY OFFICE	DEC-JAN Utilities
8175 Centurylink		85.29		2 Transactions
7935 East Central Energy				
03-303-000-0000-6254	AP	168.86	NOV-DEC POWER- MCGRATH	70415419 Utilities
7935 East Central Energy		168.86		1 Transactions
7060 Federated Co- Ops Inc.				
03-303-000-0000-6297	AP	624.50	MCGRATH SHOP PROPANE	0-0104276 Shop Fuel
03-303-000-0000-6297	AP	705.10	MCGREGOR SHOP PROPANE	102106378 Shop Fuel
7060 Federated Co- Ops Inc.		1,329.60		2 Transactions
8622 Frontier				
03-303-000-0000-6254		66.68	JACOBSON	218-752-6591 Utilities
03-303-000-0000-6254		66.68	MCGREGOR	218-768-4481 Utilities
03-303-000-0000-6254		66.68	PALISADE	218-845-2607 Utilities
03-303-000-0000-6254		66.68	MCGRATH	320-592-3580 Utilities
8622 Frontier		266.72		4 Transactions
13468 G & K Services				
03-303-000-0000-6298	AP	21.37	SHOP LAUNDRY	6043152818 Shop Maintenance
13468 G & K Services		21.37		1 Transactions
1959 H & L Mesabi Inc				

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
1959 H & L Mesabi Inc	AP	3,586.52	REPAIR PARTS	0- 98669 Repair & Maintenance Supplies
		3,586.52		1 Transactions
14323 Kraemer/Duane	AP	145.00	WORK BOOT REIMBURSEMENT	210541 Safety Footwear
14323 Kraemer/Duane		145.00		1 Transactions
91187 Lake Country Power	AP	60.52	NOV- DEC CSAH 14	141979801 Utilities
	AP	49.50	NOV- DEC CSAH 6	141979901 Utilities
91187 Lake Country Power		110.02		2 Transactions
2941 M R Sign Co Inc	AP	710.59	RESIDENT E- 911 SIGNS	198674 Signs & Posts
2941 M R Sign Co Inc		710.59		1 Transactions
14788 MDI Worldwide	AP	522.00	FLAGGER SIGN	0- 0516966 Signs & Posts
	AP	348.00	ROAD CLOSED	0- 0516966 Signs & Posts
	AP	522.00	ROAD WORK AHEAD	0- 0516966 Signs & Posts
	AP	522.00	ONE LANE ROAD	0- 0516966 Signs & Posts
14788 MDI Worldwide		1,914.00		4 Transactions
12927 Midwest Machinery Co.	AP	409.64	REPAIR PARTS	1586041 Repair & Maintenance Supplies
	AP	859.25	REPAIR PARTS	1588312 Repair & Maintenance Supplies
12927 Midwest Machinery Co.		1,268.89		2 Transactions
8678 Morton Salt	AP	1,421.52	DE- ICING SALT	5401462847 De- Icing Salt
	AP	2,955.36	DE- ICING SALT	5401464256 De- Icing Salt
	AP	1,283.64	DE- ICING SALT	5401465863 De- Icing Salt
	AP	2,609.22	DE- ICING SALT	5401465864 De- Icing Salt
8678 Morton Salt		8,269.74		4 Transactions
8691 Northland Hydraulic Service	AP	500.00	REPAIR LABOR	9332 Repair & Maintenance Supplies
	AP	320.96	REPAIR PARTS	9332 Repair & Maintenance Supplies
	AP	18.72	REPAIR PARTS	9341 Repair & Maintenance Supplies

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3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
8691 Northland Hydraulic Service		839.68	3 Transactions	
8436 Northland Parts				
03-303-000-0000-6298	AP	16.99	MCGREGOR SHOP SUPPLIES	352912 Shop Maintenance
03-303-000-0000-6590	AP	37.98	REPAIR PARTS	353419 Repair & Maintenance Supplies
03-303-000-0000-6590	AP	14.99	REPAIR PARTS	353716 Repair & Maintenance Supplies
8436 Northland Parts		69.96	3 Transactions	
3760 Palisade Cooperative Oil Assoc				
03-303-000-0000-6513	AP	46.00	GASOLINE	389069 Motor Fuel & Lubricants
03-303-000-0000-6513	AP	58.00	GASOLINE	389070 Motor Fuel & Lubricants
03-303-000-0000-6513	AP	42.00	GASOLINE	389394 Motor Fuel & Lubricants
03-303-000-0000-6513	AP	41.00	GASOLINE	389976 Motor Fuel & Lubricants
03-303-000-0000-6590	AP	34.52	REPAIR PARTS	390399 Repair & Maintenance Supplies
3760 Palisade Cooperative Oil Assoc		221.52	5 Transactions	
3950 Public Utilities				
03-303-000-0000-6254	AP	49.09	HWY 210 W & CR 28	02-00059455-00 Utilities
03-303-000-0000-6254	AP	80.20	AITKIN SHOP: WATER	02-00063335-00 Utilities
03-303-000-0000-6254	AP	52.63	HWY 210/169 E & CR 12	02-00063388-00 Utilities
03-303-000-0000-6254	AP	86.40	HWY 47 & CR 12	02-00064092-00 Utilities
3950 Public Utilities		268.32	4 Transactions	
4711 Sunnys Citgo				
03-303-000-0000-6513	AP	37.39	GASOLINE	1014700 Motor Fuel & Lubricants
03-303-000-0000-6513	AP	31.99	GASOLINE	1016862 Motor Fuel & Lubricants
03-303-000-0000-6513	AP	50.83	GASOLINE	1017783 Motor Fuel & Lubricants
03-303-000-0000-6513	AP	45.54	GASOLINE	1019604 Motor Fuel & Lubricants
4711 Sunnys Citgo		165.75	4 Transactions	
90805 Temco				
03-303-000-0000-6590	AP	8.00	REPAIR PARTS	22121 Repair & Maintenance Supplies
03-303-000-0000-6298	AP	20.78	AITKIN SHOP SUPPLIES	22146 Shop Maintenance
90805 Temco		28.78	2 Transactions	
8605 Wayne's Sanitation Llc				
03-303-000-0000-6254	AP	52.51	GARBAGE: MCGRATH	276551 Utilities
8605 Wayne's Sanitation Llc		52.51	1 Transactions	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5295	Ziegler Inc				
	03-303-000-0000-6590	AP	REPAIR PARTS	PC190072752	Repair & Maintenance Supplies
5295	Ziegler Inc		79.92		
			79.92		
				1 Transactions	
303	DEPT Total:		25,179.58	R&B Highway Maintenance	26 Vendors 100 Transactions
307	DEPT			R&B Capital Infrastructure	
8694	Department of Transportation				
	03-307-000-0000-6260	O	666.28	JOB COST TRANSFERS	P00008809 Professional Services
8694	Department of Transportation		666.28		
				1 Transactions	
5556	MN Board Of Water & Soil Resources				
	03-307-000-0000-6260		500.00	WETLAND BANK 2018 ANNUAL FEE	Professional Services
5556	MN Board Of Water & Soil Resources		500.00		
				1 Transactions	
5128	Widseth Smith & Nolting Inc				
	03-307-000-0000-6260	AP	4,633.00	PROFESSIONAL SERVICES	119503 Professional Services
	03-307-000-0000-6260	AP	2,288.00	PROFESSIONAL SERVICES	121457 Professional Services
5128	Widseth Smith & Nolting Inc		6,921.00		
				2 Transactions	
307	DEPT Total:		8,087.28	R&B Capital Infrastructure	3 Vendors 4 Transactions
3	Fund Total:		36,584.17	Road & Bridge	109 Transactions

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4 Special Revenue(Unorg R&

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
422 DEPT				Unorganized Fire
1010 City Of Aitkin				
04- 422- 000- 0000- 6801		4,014.45	2018 Fire Protection	48- 27 Appropriations
1010 City Of Aitkin		4,014.45	1 Transactions	
173 City Of Hill City				
04- 422- 000- 0000- 6801		980.81	2018 Fire Protection	51- 27 Appropriations
04- 422- 000- 0000- 6801		2,660.36	2018 Fire Protection	52- 25 Appropriations
04- 422- 000- 0000- 6801		2,846.26	2018 Fire Protection	52- 27 Appropriations
173 City Of Hill City		6,487.43	3 Transactions	
175 City Of McGregor				
04- 422- 000- 0000- 6801		1,904.68	2018 Fire Protection	47- 24 Appropriations
175 City Of McGregor		1,904.68	1 Transactions	
176 City Of Palisade				
04- 422- 000- 0000- 6801		4,643.00	2018 Fire Protection	49- 27 Appropriations
04- 422- 000- 0000- 6801		1,436.00	2018 Fire Protection	50- 25 Appropriations
04- 422- 000- 0000- 6801		1,437.00	2018 Fire Protection	50- 26 Appropriations
04- 422- 000- 0000- 6801		307.00	2018 Fire Protection	50- 27 Appropriations
04- 422- 000- 0000- 6801		261.00	2018 Fire Protection	51- 25 Appropriations
176 City Of Palisade		8,084.00	5 Transactions	
7001 Town Of Ball Bluff Treasurer				
04- 422- 000- 0000- 6801		149.84	2018 Fire Protection	51- 22 Appropriations
04- 422- 000- 0000- 6801		12,043.00	2018 Fire Protection	52- 22 Appropriations
04- 422- 000- 0000- 6801		1,369.29	2018 Fire Protection	52- 24 Appropriations
7001 Town Of Ball Bluff Treasurer		13,562.13	3 Transactions	
422 DEPT Total:		34,052.69	Unorganized Fire	5 Vendors 13 Transactions
4 Fund Total:		34,052.69	Special Revenue(Unorg R&B,Fir	13 Transactions

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5 Health & Human Services

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
400	DEPT					Public Health Department					
8175	Centurylink	05-400-440-0410-6250	AP		0.99	LD/LOCAL		313645966		Telephone	
		05-400-440-0410-6250	AP		13.90	LD/LOCAL-HHS		313645966		Telephone	
		05-400-440-0410-6250	AP		96.72	LD/LOCAL PH		313645966		Telephone	
8175	Centurylink				111.61						3 Transactions
10185	Centurylink Communications Inc	05-400-440-0410-6250	AP		5.02	Toll Free Charges		320295974		Telephone	
10185	Centurylink Communications Inc				5.02						1 Transactions
2386	Information Systems Corp	05-400-440-0410-6239			279.49	App Extend.licenses/Maint.Agre		24644		Software Fees/License Fees	
						03/01/2018	02/28/2019	0			
2386	Information Systems Corp				279.49						1 Transactions
3195	MCCC, MI 33	05-400-440-0410-6239			48.00	IFS Enhancement Fund		2Y1801005		Software Fees/License Fees	
		05-400-440-0410-6239			774.24	IFS General Support		2Y1801005		Software Fees/License Fees	
		05-400-440-0410-6239			21.17	2018 JIC Dues		2Y1801005		Software Fees/License Fees	
3195	MCCC, MI 33				843.41						3 Transactions
400	DEPT Total:				1,239.53	Public Health Department					4 Vendors 8 Transactions
420	DEPT					Income Maintenance					
8175	Centurylink	05-420-600-4800-6250	AP		2.04	LD/LOCAL		313645966		Telephone	
		05-420-600-4800-6250	AP		28.67	LD/LOCAL-HHS		313645966		Telephone	
		05-420-600-4800-6250	AP		257.93	LD/LOCAL-IM		313645966		Telephone	
		05-420-640-4800-6250	AP		71.63	LD/LOCAL-CS		313645966		Telephone	
8175	Centurylink				360.27						4 Transactions
10185	Centurylink Communications Inc	05-420-600-4800-6250	AP		10.34	Toll Free Charges		320295974		Telephone	
10185	Centurylink Communications Inc				10.34						1 Transactions
2386	Information Systems Corp	05-420-600-4800-6239			576.44	App Extend.licenses/Maint.Agre		24644		Software Fees/License Fees	
						03/01/2018	02/28/2019	0			

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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
2386 Information Systems Corp				
		576.44	1 Transactions	
3195 MCCC, MI 33				
05-420-600-4800-6239		99.00	IFS Enhancement Fund	2Y1801005 Software Fees/License Fees
05-420-600-4800-6239		1,596.87	IFS General Support	2Y1801005 Software Fees/License Fees
05-420-600-4800-6239		43.68	2018 JIC Dues	2Y1801005 Software Fees/License Fees
3195 MCCC, MI 33		1,739.55	3 Transactions	
420 DEPT Total:		2,686.60	Income Maintenance	4 Vendors 9 Transactions
430 DEPT			Social Services	
8175 Centurylink				
05-430-700-4800-6250	AP	3.16	LD/LOCAL	313645966 Telephone
05-430-700-4800-6250	AP	44.31	LD/LOCAL- HHS	313645966 Telephone
05-430-700-4800-6250	AP	477.26	LD/LOCAL- SS	313645966 Telephone
8175 Centurylink		524.73	3 Transactions	
10185 Centurylink Communications Inc				
05-430-700-4800-6250	AP	15.98	Toll Free Charges	320295974 Telephone
10185 Centurylink Communications Inc		15.98	1 Transactions	
2386 Information Systems Corp				
05-430-700-4800-6239		890.87	App Extend.licenses/Maint.Agre	24644 Software Fees/License Fees
			03/01/2018 02/28/2019 0	
2386 Information Systems Corp		890.87	1 Transactions	
3195 MCCC, MI 33				
05-430-700-4800-6239		153.00	IFS Enhancement Fund	2Y1801005 Software Fees/License Fees
05-430-700-4800-6239		2,467.89	IFS General Support	2Y1801005 Software Fees/License Fees
05-430-700-4800-6239		67.50	2018 JIC Dues	2Y1801005 Software Fees/License Fees
3195 MCCC, MI 33		2,688.39	3 Transactions	
430 DEPT Total:		4,119.97	Social Services	4 Vendors 8 Transactions
5 Fund Total:		8,046.10	Health & Human Services	25 Transactions

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6 Debt Service

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
949 DEPT		Courthouse Addition		
14044 Boarman Kroos Vogel Group Inc				
06-949-000-0000-6231	AP	Construction Documents	44454	Services, Labor, Contracts
06-949-000-0000-6231	AP	Consultant Civil Consultant	44454	Services, Labor, Contracts
06-949-000-0000-6231	AP	Expenses	44454	Services, Labor, Contracts
14044 Boarman Kroos Vogel Group Inc		3 Transactions		
12922 Institute for Environmental Assessment				
06-949-000-0000-6231	AP	Asbestos Inspection	00025061	Services, Labor, Contracts
06-949-000-0000-6231	AP	Lead based paint sampling	00025061	Services, Labor, Contracts
06-949-000-0000-6231	AP	Microbial sampling	00025061	Services, Labor, Contracts
12922 Institute for Environmental Assessment		3 Transactions		
949 DEPT Total:		Courthouse Addition	2 Vendors	6 Transactions
6 Fund Total:		Debt Service		6 Transactions

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9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
				<u>Paid On Bhf #</u>	
0	DEPT				
	4580 Mn Dept Of Finance				
	09-000-000-0000-2030	AP	90.00		State Fees, Assessments & Surcharges
	4580 Mn Dept Of Finance		90.00		
				1 Transactions	
0	DEPT Total:		90.00	Undesignated	1 Vendors 1 Transactions
9	Fund Total:		90.00	State	1 Transactions

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10 Trust

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
900 DEPT		Timber Permit Bonds		
13447 Futurewood				
10-900-000-0000-2300		1,815.10 timbr permit bond refund R2369	13193	Timber Permit Bonds
10-900-000-0000-2300		969.00 timbr permit bond refund R3194	13823	Timber Permit Bonds
10-900-000-0000-2300		1,245.75 timbr permit bond refund R3208	13829	Timber Permit Bonds
13447 Futurewood		4,029.85 3 Transactions		
12589 Haapoja/George				
10-900-000-0000-2300		590.66 timbr permit bond refund R3242	13959	Timber Permit Bonds
12589 Haapoja/George		590.66 1 Transactions		
5791 Sappi				
10-900-000-0000-2300		4,174.80 timbr permit bond refund R3104	13944	Timber Permit Bonds
5791 Sappi		4,174.80 1 Transactions		
900 DEPT Total:		8,795.31 Timber Permit Bonds	3 Vendors	5 Transactions
921 DEPT		Co. Development		
8175 Centurylink				
10-921-000-0000-6250	AP	2.38 LD/LOCAL - GIS	313645966	Telephone
10-921-000-0000-6250	AP	9.85 LD/LOCAL Surveyor	313645966	Telephone
8175 Centurylink		12.23 2 Transactions		
2386 Information Systems Corp				
10-921-000-0000-6405		367.40 App Extend.licenses/Maint.Agre	24644	Office Supplies
		03/01/2018 02/28/2019	0	
10-921-000-0000-6405		367.40 App Extend.licenses/Maint.Agre	24644	Office Supplies
		03/01/2018 02/28/2019	0	
2386 Information Systems Corp		734.80 2 Transactions		
9355 Northern Counties Land Use Coord Board				
10-921-000-0000-6801		2,000.00 2018 DUES		Appropriations
9355 Northern Counties Land Use Coord Board		2,000.00 1 Transactions		
921 DEPT Total:		2,747.03 Co. Development	3 Vendors	5 Transactions
923 DEPT		Forfeited Tax Sales		
90762 Aitkin Co License Center				

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
10- 923- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 667	Auto & Trailer License
10- 923- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 799	Auto & Trailer License
10- 923- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 798	Auto & Trailer License
10- 923- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 303	Auto & Trailer License
10- 923- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 315	Auto & Trailer License
10- 923- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 586	Auto & Trailer License
10- 923- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 394	Auto & Trailer License
90762 Aitkin Co License Center		112.00		7 Transactions
195 Aitkin Tire Shop				
10- 923- 000- 0000- 6590	AP	140.00	TRAILER TIRES	57437 Repair & Maintenance Supplies
195 Aitkin Tire Shop		140.00		1 Transactions
10452 AT&T Mobility				
10- 923- 000- 0000- 6254	AP	119.97	CELL PHONE CHARGES	287257204209 Utilities
10452 AT&T Mobility		119.97		1 Transactions
8175 Centurylink				
10- 923- 000- 0000- 6250	AP	22.71	LD/LOCAL	313645966 Telephone
8175 Centurylink		22.71		1 Transactions
4641 Holiday Credit Office				
10- 923- 000- 0000- 6511	AP	1,622.23	November billing	1400000134961 Gas And Oil
4641 Holiday Credit Office		1,622.23		1 Transactions
4010 Rasley Oil Company				
10- 923- 000- 0000- 6511	AP	965.52	December Gas	AITCOL&PS Gas And Oil
4010 Rasley Oil Company		965.52		1 Transactions
5791 Sappi				
10- 923- 000- 0000- 6820		6,243.16	overappraised refund	13944 Refunds & Reimbursements
5791 Sappi		6,243.16		1 Transactions
10930 Tidholm Productions				
10- 923- 000- 0000- 6405	AP	96.84	folding land sale notices	0000 6814 Office Supplies
10930 Tidholm Productions		96.84		1 Transactions
923 DEPT Total:		9,322.43	Forfeited Tax Sales	8 Vendors 14 Transactions

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10 Fund Total:		20,864.77	Trust	24 Transactions

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11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
90762	Aitkin Co License Center 11- 924- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 66		Auto & Trailer License
	11- 924- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 224		Auto & Trailer License
	11- 924- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 666		Auto & Trailer License
90762	Aitkin Co License Center		48.00		3 Transactions	
10452	AT&T Mobility 11- 924- 000- 0000- 6250	AP	63.99	CELL PHONE CHARGES	287257204209	Telephone
10452	AT&T Mobility		63.99		1 Transactions	
86235	The Office Shop Inc 11- 924- 000- 0000- 6405	AP	43.98	ink for shop survey printer	1037470- 0	Office Supplies
86235	The Office Shop Inc		43.98		1 Transactions	
924	DEPT Total:		155.97	Forest Resource	3 Vendors	5 Transactions
925	DEPT			Reforestation		
13234	Western EcoSystems Technology, Inc. 11- 925- 000- 0000- 6231	AP	345.20	Bat Surveys	56857	Services, Labor, Contracts
13234	Western EcoSystems Technology, Inc.		345.20		1 Transactions	
925	DEPT Total:		345.20	Reforestation	1 Vendors	1 Transactions
935	DEPT			Forest Road		
90762	Aitkin Co License Center 11- 935- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 908		Auto & Trailer License
	11- 935- 000- 0000- 6374		16.00	VEHICLE TABS UNIT 65		Auto & Trailer License
90762	Aitkin Co License Center		32.00		2 Transactions	
935	DEPT Total:		32.00	Forest Road	1 Vendors	2 Transactions
11	Fund Total:		533.17	Forest Development		8 Transactions

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19 Long Lake Conservation C

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			LLCC Administration		
11419	Beaudry Propane					
	19- 521- 000- 0000- 6254	AP	470.03	Propane- Instructor Residence	457501	Utilities
	19- 521- 000- 0000- 6254	AP	473.04	Propane- Director's Residence	457502	Utilities
	19- 521- 000- 0000- 6254	AP	683.43	Propane- Dining Hall	457503	Utilities
11419	Beaudry Propane		1,626.50	3 Transactions		
783	Canon Financial Services, Inc					
	19- 521- 000- 0000- 6231	AP	106.01	Contract Charges- 037	18058864	Services, Labor, Contracts
783	Canon Financial Services, Inc		106.01	1 Transactions		
1829	Goble's Sewer Service Inc.					
	19- 521- 000- 0000- 6231	AP	637.50	Pump North Star Lodge	7179	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		637.50	1 Transactions		
521	DEPT Total:		2,370.01	LLCC Administration	3 Vendors	5 Transactions
522	DEPT			LLCC Education		
11715	Granite Electronics					
	19- 522- 000- 0000- 6416	AP	1,063.00	program and test radios (23)	153005557- 1	Education Supplies
11715	Granite Electronics		1,063.00	1 Transactions		
86235	The Office Shop Inc					
	19- 522- 000- 0000- 6416	AP	532.67	Education Supplies	296122- 0	Education Supplies
86235	The Office Shop Inc		532.67	1 Transactions		
522	DEPT Total:		1,595.67	LLCC Education	2 Vendors	2 Transactions
524	DEPT			LLCC Maintenance		
88628	Dalco					
	19- 524- 000- 0000- 6422	AP	130.97	Disinfectant	3235675	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422	AP	51.69	Paper Towels	3244533	Janitorial Services/Supplies
88628	Dalco		182.66	2 Transactions		
3760	Palisade Cooperative Oil Assoc					
	19- 524- 000- 0000- 6511	AP	76.00	Fuel	389836	Gas And Oil
	19- 524- 000- 0000- 6511	AP	43.59	Fuel	391348	Gas And Oil

Aitkin County



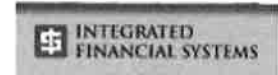
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
1/8/18 9:41AM
19 Long Lake Conservation C

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
3760 Palisade Cooperative Oil Assoc		119.59	2 Transactions	
524 DEPT Total:		302.25	LLCC Maintenance	2 Vendors 4 Transactions
19 Fund Total:		4,267.93	Long Lake Conservation Center	11 Transactions

DKB1
1/8/18 9:41AM
21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520 DEPT		Parks		
90762 Aitkin Co License Center				
21- 520- 000- 0000- 6374		16.00 VEHICLE TABS UNIT 317		Auto & Trailer License
21- 520- 000- 0000- 6374		16.00 VEHICLE TABS UNIT 313		Auto & Trailer License
21- 520- 000- 0000- 6374		16.00 VEHICLE TABS UNIT 306		Auto & Trailer License
21- 520- 000- 0000- 6374		16.00 VEHICLE TABS UNIT 452		Auto & Trailer License
21- 520- 000- 0000- 6374		16.00 VEHICLE TABS UNIT 315		Auto & Trailer License
21- 520- 000- 0000- 6374		16.00 VEHICLE TABS UNIT 395		Auto & Trailer License
21- 520- 000- 0000- 6374		16.00 VEHICLE TABS UNIT 314		Auto & Trailer License
90762 Aitkin Co License Center		112.00	7 Transactions	
188 Aitkin Sno- Drifters Snowmobile				
21- 520- 000- 0000- 6802		13,342.41 1ST GIA PAYMENT		Trail Grants- State
188 Aitkin Sno- Drifters Snowmobile		13,342.41	1 Transactions	
10452 AT&T Mobility				
21- 520- 000- 0000- 6250	AP	39.99 CELL PHONE CHARGES	287257204209	Telephone
10452 AT&T Mobility		39.99	1 Transactions	
1805 Giese Sno- Cruisers Trail Assn.				
21- 520- 000- 0000- 6802		7,198.61 1st GIA Payment		Trail Grants- State
1805 Giese Sno- Cruisers Trail Assn.		7,198.61	1 Transactions	
12514 GMPT				
21- 520- 000- 0000- 6240		225.00 2018 Membership Dues		Dues/Assoc Fees
12514 GMPT		225.00	1 Transactions	
2060 Haypoint Jackpine Savages				
21- 520- 000- 0000- 6802		22,798.68 1st GIA Payment		Trail Grants- State
2060 Haypoint Jackpine Savages		22,798.68	1 Transactions	
3176 Mille Lacs Trails, Inc.				
21- 520- 000- 0000- 6802		20,244.93 1st GIA Payment		Trail Grants- State
3176 Mille Lacs Trails, Inc.		20,244.93	1 Transactions	
3950 Public Utilities				
21- 520- 000- 0000- 6254	AP	194.81 Land Department		Utilities
21- 520- 000- 0000- 6254	AP	22.33 Mississippi Access		Utilities
21- 520- 000- 0000- 6254	AP	358.71 Shower at Mississippi Access		Utilities

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
1/8/18 9:41AM
21 Parks

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3950 Public Utilities			3 Transactions	
4800 Tamarack Sno- Flyers				
21- 520- 000- 0000- 6802		1st GIA Payment		Trail Grants- State
4800 Tamarack Sno- Flyers			1 Transactions	
520 DEPT Total:		Parks	9 Vendors	17 Transactions
21 Fund Total:		Parks		17 Transactions
Final Total:		204 Vendors	375 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	90,385.37	General Fund
3	36,584.17	Road & Bridge
4	34,052.69	Special Revenue(Unorg R&B,Fire
5	8,046.10	Health & Human Services
6	130,646.26	Debt Service
9	90.00	State
10	20,864.77	Trust
11	533.17	Forest Development
19	4,267.93	Long Lake Conservation Center
21	93,239.37	Parks
All Funds	418,709.83	Total

Approved by,

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Aitkin County

WARRANT REGISTER



December 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>
2481	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 2481 Total	489.00	29- 1- 238000 NSF per 3	13- 943- 000- 0000- 2001	Soitzky	0
			489.00	Date 12/5/17			
2482	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 2482 Total	46.00		01- 000- 000- 0000- 2317		0
			-350.00	deposit- App#2017- 002705	01- 122- 000- 0000- 5135		0
			1,150.00	Permit Refunds	01- 122- 000- 0000- 6820		0
			846.00	Date 12/6/17			0
2483	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 2483 Total	-0.02	adjust ACH#2479	01- 044- 904- 0000- 6360		0
			189.86	Dep Care FSA Claims	01- 044- 904- 0000- 6360	38549314	0
			1,700.00	Med FSA Claims	01- 044- 904- 0000- 6360	38549314	0
			1,889.84	Date 12/6/17			0
2484	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
		Warrant # 2484 Total	0.04	November Mtg Reg adjustment	01- 040- 000- 0000- 5081		0
			0.09	November deed tax adjustment	01- 042- 000- 0000- 5079		0
			24,818.68	November Deed Tax	09- 000- 000- 0000- 2025		0
			21,591.71	November Mtg Reg	09- 000- 000- 0000- 2026		0
			46,410.52	Date 12/7/17			0
2485	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 2485 Total	19.98	CC Machine Lease Fee	19- 522- 000- 0000- 6217		0
			19.98	Date 12/11/17			
2486	8410	Bremer Bank					

Aitkin County

WARRANT REGISTER



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>
		101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 2486 Total	66.66	LLCC Credit Card Fee	19- 522- 000- 0000- 6217		0
			66.66	Date 12/11/17			
2503	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431					
			23.78	(2) logitech wireless mouse	01- 122- 000- 0000- 6625		0
			55.17	telephone recording jacks	01- 200- 000- 0000- 6409		0
			295.00	#220 MSA Winter Conference	01- 200- 003- 0000- 6241		0
			9.99	Detergent	01- 252- 000- 0000- 6424		0
			90.00	Gift Certs- EED Essay winners	01- 391- 036- 0000- 6416		0
			15.98	Personal charge on card	03- 301- 000- 0000- 6400		0
			25.86	WIC- Supplies	05- 400- 410- 0413- 6406		0
			52.64	Director- Surface Supplies	05- 400- 440- 0410- 6402		0
			1.60	Acctg- replacement cord(CG)	05- 400- 440- 0410- 6405		0
			6.36	Acctg- Printer Toner (CG)	05- 400- 440- 0410- 6405		0
			2.88	Agency- Power Strip (SS)	05- 400- 440- 0410- 6405		0
			4.27	Agency- Tape	05- 400- 440- 0410- 6405		0
			6.15	Agency- Post its	05- 400- 440- 0410- 6405		0
			11.36	OSS- Fax Toner	05- 400- 440- 0410- 6405		0
			239.84	Director- Surface Book 2	05- 400- 440- 0410- 6450		0
			18.03	Sales tax- refund requested	05- 400- 440- 0410- 6450		0
			91.20	Agency- Standing Desks (3)	05- 400- 440- 0410- 6450		0
			91.20	Agency- Standing Desks (3)	05- 400- 440- 0410- 6450		0
			56.00	Lobby- TV	05- 400- 440- 0410- 6450		0
			44.80	PH Waiting Room- TV	05- 400- 440- 0410- 6450		0
			4.16	PH Waiting Room- TV mount	05- 400- 440- 0410- 6450		0
			42.88	OSS- Standing Desks (BS,PS)	05- 400- 440- 0410- 6450		0
			108.56	Director- Surface Supplies	05- 420- 600- 4800- 6402		0
			3.30	Acctg- replacement cord(CG)	05- 420- 600- 4800- 6405		0
			13.13	Acctg- Printer Toner (CG)	05- 420- 600- 4800- 6405		0
			5.94	Agency- Power Strip (SS)	05- 420- 600- 4800- 6405		0
			8.80	Agency- Tape	05- 420- 600- 4800- 6405		0
			12.69	Agency- Post its	05- 420- 600- 4800- 6405		0
			23.43	OSS- Fax Toner	05- 420- 600- 4800- 6405		0
			494.67	Director- Surface Book 2	05- 420- 600- 4800- 6450		0

Aitkin County

WARRANT REGISTER



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>
			37.18	Sales tax- refund requested	05-420-600-4800-6450		0
			188.09	Agency- Standing Desks (3)	05-420-600-4800-6450		0
			188.09	Agency- Standing Desks (3)	05-420-600-4800-6450		0
			115.50	Lobby- TV	05-420-600-4800-6450		0
			92.40	PH Waiting Room- TV	05-420-600-4800-6450		0
			8.58	PH Waiting Room- TV mount	05-420-600-4800-6450		0
			88.43	OSS- Standing Desks (BS,PS)	05-420-600-4800-6450		0
			430.35	Re- Design- Computer Kiosk (2)	05-420-630-4800-6801		0
			167.78	Director- Surface Supplies	05-430-700-4800-6402		0
			5.09	Acctg- replacement cord(CG)	05-430-700-4800-6405		0
			20.29	Acctg- Printer Toner (CG)	05-430-700-4800-6405		0
			9.17	Agency- Power Strip (SS)	05-430-700-4800-6405		0
			13.60	Agency- Tape	05-430-700-4800-6405		0
			19.60	Agency- Post its	05-430-700-4800-6405		0
			36.20	OSS- Fax Toner	05-430-700-4800-6405		0
			764.49	Director- Surface Book 2	05-430-700-4800-6450		0
			57.47	Sales tax- refund requested	05-430-700-4800-6450		0
			290.68	Agency- Standing Desks (3)	05-430-700-4800-6450		0
			290.68	Agency- Standing Desks (3)	05-430-700-4800-6450		0
			178.49	Lobby- TV	05-430-700-4800-6450		0
			142.79	PH Waiting Room- TV	05-430-700-4800-6450		0
			13.25	PH Waiting Room- TV mount	05-430-700-4800-6450		0
			136.67	OSS- Standing Desks (BS,PS)	05-430-700-4800-6450		0
			96.92	initial clothing- FC	05-430-710-3810-6057		0
			20.90	USPS	19-521-000-0000-6205		0
			29.99	Adobe Subscription	19-521-000-0000-6230		0
			29.50	Thank you cards	19-521-000-0000-6405		0
			20.00	Critter Food	19-522-000-0000-6416		0
			14.98	Field Markers	19-522-000-0000-6416		0
			12.49	Pencils	19-522-000-0000-6416		0
			69.00	Portable PA	19-522-000-0000-6416		0
			123.53	hood/microwave- Director's Res.	19-525-085-0000-6600		0
			9.99	LED Bulbs	19-525-085-0000-6600		0
			249.98	Dishwasher- Instructor's Res.	19-525-085-0000-6600		0
			203.89	Toner Cartridges	01-120-000-0000-6405	Amazon	0
			205.95	VISA gift card for Veteran	01-120-000-0000-6231	CVS	0
			10.00	Parking/AMC Conference	01-001-000-0000-6330	Marcotte	0
			244.98	Hotel/AMC Conference	01-001-000-0000-6332	Marcotte	0

Aitkin County

WARRANT REGISTER



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>
			244.98	Hotel/AMC Conference	01- 391- 000- 0000- 6332	Neff	0
			244.98	Hotel/AMC Conference	01- 001- 000- 0000- 6332	Pratt	0
			4.00	Parking/AMC Conference	01- 052- 000- 0000- 6330	Seibert	0
			244.98	Hotel/AMC Conference	01- 052- 000- 0000- 6332	Seibert	0
			13.01	Meal/AMC Conference	01- 052- 000- 0000- 6340	Seibert	0
			244.98	Hotel/AMC Conference	01- 001- 000- 0000- 6332	Westerlund	0
	Warrant #	2503	Total	7,493.57	Date 12/14/17		
2504	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			564.17	Dep Care FSA Claims	01- 044- 904- 0000- 6360	38553611	0
			719.43	Med FSA Claims	01- 044- 904- 0000- 6360	38553611	0
	Warrant #	2504	Total	1,283.60	Date 12/14/17		
2505	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			20.55	LLCC CC Fee- Bambora	19- 522- 000- 0000- 6217		0
	Warrant #	2505	Total	20.55	Date 12/15/17		
2506	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			3,019.03	Dep Care FSA Claims	01- 044- 904- 0000- 6360	38558483	0
			481.79	Med FSA Claims	01- 044- 904- 0000- 6360	38558483	0
	Warrant #	2506	Total	3,500.82	Date 12/20/17		
2507	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			789.15	November participant fee	01- 044- 904- 0000- 6231	1213282	0
	Warrant #	2507	Total	789.15	Date 12/22/17		
2508	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			758.64	07- 1- 119300 NSF per 3	13- 943- 000- 0000- 2001	Walsh	0

Aitkin County

WARRANT REGISTER



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>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	2508		Total	758.64	Date 12/27/17		
2523	5462	Bremer Bank (Elan ACH)					
		ELAN ACH AITKIN, MN 56431					
			72.83	Hotel/Nemojet	01-001-000-0000-6332		0
			6.00	Parking/DOR fractional homeste	01-043-000-0000-6330		0
			13.37	postage for returned hardware	01-049-000-0000-6205		0
			374.95	TV/Mount- Central Svcs/Court	01-049-000-0000-6402		0
			169.99	USP Battery	01-049-000-0000-6402		0
			19.90	2 mini DP to DP cables	01-049-000-0000-6402		0
			10.83	USB Speakers for Attny	01-090-000-0000-6625		0
			705.33	Gift cards/Christmas cards	01-120-000-0000-6231		0
			100.00	gift card for Veteran's widow	01-120-000-0000-6231		0
			100.00	gift card for Veteran's widow	01-120-000-0000-6231		0
			100.00	2 gift certificates	01-120-000-0000-6231		0
			265.00	R.Sovde UofMN continuing ED	01-122-000-0000-6208		0
			625.00	S.Westerlund- UofM septic insta	01-122-000-0000-6208		0
			20.79	CR2032 Batteries	01-200-000-0000-6405		0
			335.25	Hotel/MSA winter Conf. #220	01-200-003-0000-6332		0
			4.19	extension cable for Pam	01-252-000-0000-6405		0
			63.86	Groceries	01-252-000-0000-6418		0
			201.11	Monitor/Mount Dispatch	01-252-000-0000-6625		0
			8.25	inmate supplies	01-252-252-0000-6405		0
			49.00	USPS- Stamps	01-252-252-0000-6405		0
			213.19	Tv and Inmate games	01-252-252-0000-6405		0
			6.00	Groceries for REC	01-252-252-0000-6405		0
			252.37	Smart UPS for dispatch	01-254-000-0000-6625		0
			31.50	Gas for county vehicle- Neff	01-391-000-0000-6511		0
			375.00	Booth- Sportsman Show	01-700-909-0000-6800		0
			190.00	2018 Mn county Eng Conference	03-301-000-0000-6296		0
			31.41	Lobby re- design- front desk	05-257-000-0000-6605		0
			13.04	Lobby re- design- Adhesive remo	05-257-000-0000-6605		0
			5.71	Lobby re- design- front desk	05-390-000-0000-6605		0
			2.37	Lobby re- design- Adhesive remo	05-390-000-0000-6605		0
			127.00	C&TC- 12 Shutterfly licenses	05-400-430-0403-6405		0
			606.25	C&TC- Berenstain Bear Books	05-400-430-0403-6416		0
			83.96	MCH- supplies	05-400-430-0408-6406		0

Aitkin County

WARRANT REGISTER



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>
			509.50	(50) Red Cross baby kits	05- 400- 430- 0408- 6406		0
			81.59	MCH- Silicone Spoons	05- 400- 430- 0408- 6406		0
			-18.03	- tax refund on Surface Bk CB)	05- 400- 440- 0410- 6402		0
			24.15	Agency- Computer supplies(BS,P)	05- 400- 440- 0410- 6402		0
			9.73	Agency- Pencils	05- 400- 440- 0410- 6405		0
			1.75	Agency- Pens	05- 400- 440- 0410- 6405		0
			2.91	Computer monitor cord (PS)	05- 400- 440- 0410- 6405		0
			3.70	Agency- command strips/hooks	05- 400- 440- 0410- 6405		0
			2.32	Agency- Supplies	05- 400- 440- 0410- 6405		0
			11.83	wireless desktop (BS,PS)	05- 400- 440- 0410- 6450		0
			144.00	Agency- Standing desks	05- 400- 440- 0410- 6450		0
			44.80	OSS- Standing Desk	05- 400- 440- 0410- 6450		0
			39.98	Lobby re- design- front desk	05- 400- 440- 0410- 6605		0
			16.58	Lobby re- design- Adhesive remo	05- 400- 440- 0410- 6605		0
			6.00	Employee Parking Reimbursemer	05- 420- 600- 4800- 6330		0
			-37.18	- tax refund on Surface Bk CB)	05- 420- 600- 4800- 6402		0
			49.81	Agency- Computer supplies(BS,P)	05- 420- 600- 4800- 6402		0
			20.07	Agency- Pencils	05- 420- 600- 4800- 6405		0
			3.62	Agency- Pens	05- 420- 600- 4800- 6405		0
			5.99	Computer monitor cord (PS)	05- 420- 600- 4800- 6405		0
			16.95	IM- Notary Stamp (DJ)	05- 420- 600- 4800- 6405		0
			7.64	Agency- command strips/hooks	05- 420- 600- 4800- 6405		0
			4.79	Agency- Supplies	05- 420- 600- 4800- 6405		0
			24.41	wireless desktop (BS,PS)	05- 420- 600- 4800- 6450		0
			296.98	Agency- Standing desks	05- 420- 600- 4800- 6450		0
			92.40	OSS- Standing Desk	05- 420- 600- 4800- 6450		0
			82.81	Lobby re- design- front desk	05- 420- 600- 4800- 6605		0
			34.37	Lobby re- design- Adhesive remo	05- 420- 600- 4800- 6605		0
			58.00	Lobby re- design- crayons	05- 420- 630- 4800- 6801		0
			53.97	Lobby re- design- Picture Frames	05- 420- 630- 4800- 6801		0
			17.99	Lobby re- design- Picture Frame	05- 420- 630- 4800- 6801		0
			-57.47	- tax refund on Surface Bk CB)	05- 430- 700- 4800- 6402		0
			76.97	Agency- Computer supplies(BS,P)	05- 430- 700- 4800- 6402		0
			20.34	SS- Ergonomic keyboard (AF)	05- 430- 700- 4800- 6402		0
			31.01	Agency- Pencils	05- 430- 700- 4800- 6405		0
			5.59	Agency- Pens	05- 430- 700- 4800- 6405		0
			9.26	Computer monitor cord (PS)	05- 430- 700- 4800- 6405		0
			11.80	Agency- command strips/hooks	05- 430- 700- 4800- 6405		0

Aitkin County

WARRANT REGISTER



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>
			7.40	Agency- Supplies	05- 430- 700- 4800- 6405		0
			37.72	wireless desktop (BS,PS)	05- 430- 700- 4800- 6450		0
			458.97	Agency- Standing desks	05- 430- 700- 4800- 6450		0
			142.79	OSS- Standing Desk	05- 430- 700- 4800- 6450		0
			559.98	SS- standing desks (KH, KL)	05- 430- 700- 4800- 6450		0
			125.65	Lobby re- design- front desk	05- 430- 700- 4800- 6605		0
			52.14	Lobby re- design- Adhesive remo	05- 430- 700- 4800- 6605		0
			59.99	SS- Car Seat	05- 430- 710- 3640- 6020		0
			194.00	annual website fee	19- 521- 000- 0000- 6230		0
			20.00	Critter Food	19- 522- 000- 0000- 6416		0
			383.97	Floor Finish	19- 524- 000- 0000- 6422		0
			33.63	Floor stripper pads	19- 524- 000- 0000- 6422		0
			5.98	dust mop frame	19- 524- 000- 0000- 6422		0
			38.14	floor buffer pads	19- 524- 000- 0000- 6422		0
			1,014.99	Honda Generator	21- 520- 000- 0000- 6610		0
			125.00	Labor relations winter confere	01- 052- 000- 0000- 6241	Bobbie	0
						2/2/18	2/2/18
			127.00	Dupe charge- 12 Shutterfly lic.	05- 400- 430- 0403- 6405	credit coming	0
			11.37	Meal/GRH Training	05- 420- 600- 4800- 6340	Day Meal	0
			92.00	MH- INIT Flex- surgery anesthesi	05- 430- 700- 4800- 6810	SA#58914030	0
	Warrant #	2523	Total	10,385.10	Date 12/28/17		
2524	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			5,279.01	Dep Care FSA Claims	01- 044- 904- 0000- 6360	38562090	0
			126.58	Med FSA Claims	01- 044- 904- 0000- 6360	38562090	0
	Warrant #	2524	Total	5,405.59	Date 12/28/17		
44905	14660	Ferguson Brothers Excavating, Inc. 2050 County Rd 82 NW Alexandria, MN 56308					
			44,578.46	partial payment	03- 303- 000- 0000- 6519	20174	0
	Warrant #	44905	Total	44,578.46	Date 12/4/17		
44906	13228	Hardrives, Inc. 14475 Quiram Drive Rogers, MN 55374- 9461					

Aitkin County

WARRANT REGISTER



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>
		Warrant # 44906 Total	236.38	partial payment	03- 307- 000- 0000- 6262	20172	0
			236.38	Date 12/4/17			
44907	14660	Ferguson Brothers Excavating, Inc. 2050 County Rd 82 NW Alexandria, MN 56308					
		Warrant # 44907 Total	44,955.57	partial payment	03- 303- 000- 0000- 6519	20174	0
			44,955.57	Date 12/19/17			
44908	14786	Oak Sales Inc PO Box 16 Nisswa, MN 56486					
		Warrant # 44908 Total	18,000.00	down payment on 4 Garn Units	21- 520- 000- 0000- 6231	92	0
			18,000.00	Date 12/20/17			
44909	13722	Neo Funds by Neopost PO BOX 30193 Tampa, FL 33630- 3193					
		Warrant # 44909 Total	4,000.00	Postage	01- 044- 048- 0000- 6205		0
			4,000.00	Date 12/22/17			
44910	14790	Mitchell/Shirley 6960 Hyde Dr. Unit 5 San Diego, CA 92119					
		Warrant # 44910 Total	4,000.00	1/2 undivided int./S27,T48,R25	10- 923- 000- 0000- 6820	SE- SE	0
			4,000.00	Date 12/28/17			
44911	5398	CDW Government, Inc SUITE 1515 75 REMITTANCE DR CHICAGO, IL 60675- 1515					
		Warrant # 44911 Total	4,275.00	RSA Tokens- 25 hard/25 soft	01- 049- 000- 0000- 6231	LFF7349	0
			4,275.00	Date 12/29/17			
44912	3703	Frontier Precision, Inc 2852 North 7th Street St Cloud, MN 56303					
		Warrant # 44912 Total	9,990.00	Trimble M# DR 2" total station	11- 924- 000- 0000- 6406	168369	0
			9,990.00	Date 12/29/17			

Aitkin County

WARRANT REGISTER



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>
44913	111	Aitkin Co Soil & Water 130 SOUTHGATE DRIVE AITKIN, MN 56431					
	Warrant #	44913	Total	137,234.50	2017 2nd 1/2 Invasive species	01-122-000-0000-5306	0
				137,234.50	Date 12/29/17		
44914	13494	Denley/Deeon 32692 355th Ave Aitkin, MN 56431					
	Warrant #	44914	Total	226.00	24-0-021411 Abatement per 3	13-943-000-0000-2001	Denley 0
				12.00	24-0-021412 Abatement per 3	13-943-000-0000-2001	Denley 0
				16.00	24-0-021303 Abatement per 3	13-943-000-0000-2001	Denley 0
				218.00	24-0-021411 Abatement per 3	13-943-000-0000-2004	Denley 0
				178.00	24-0-021411 Abatement per 3	13-943-000-0000-2004	Denley 0
				16.00	24-0-021303 Abatement per 3	13-943-000-0000-2004	Denley 0
				666.00	Date 12/29/17		
44915	14791	Swanson/Michael 5695 Foxboro Ln Wyoming, MN 55092					
	Warrant #	44915	Total	78.00	39-0-062100 Abatement per 3	13-943-000-0000-2001	Swanson 0
				74.00	39-0-062100 Abatement per 3	13-943-000-0000-2004	Swanson 0
				66.00	39-0-062100 Abatement per 3	13-943-000-0000-2004	Swanson 0
				218.00	Date 12/29/17		
108061	14759	SHAW INTEGRATED SOLUTIONS MAIL DROP - 999 PO BOX 630862 CINCINNATI, OH 45263-0862					
	Warrant #	108061	Total	-236.69	- LOBBY- REDESIGN FLOORING	05-257-000-0000-6605	redep.108061 0
				-43.03	- LOBBY- REDESIGN FLOORING	05-390-000-0000-6605	redep.108061 0
				-301.24	- LOBBY- REDESIGN FLOORING	05-400-440-0410-6605	redep.108061 0
				-667.02	- LOBBY- REDESIGN FLOORING	05-420-600-4800-6605	redep.108061 0
				-903.71	- LOBBY- REDESIGN FLOORING	05-430-700-4800-6605	redep.108061 0
				2,151.69	Date 12/13/17		
108063	87144	Zahn/Rae 215 2ND ST SE CROSBY, MN 56441					
				-1.00	- redeposit test payment	05-430-710-3160-6020	0

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Aitkin County

WARRANT REGISTER



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>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	108063			1.00 - Date 12/13/17			
		Total					
		Final Total...	345,360.24	210	Transactions		

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	165,609.03	General Fund
3	89,976.39	Road & Bridge
5	6,864.53	Health & Human Services
9	46,410.39	State
10	4,000.00	Trust
11	9,990.00	Forest Development
13	2,131.64	Taxes & Penalties
19	1,363.27	Long Lake Conservation Center
21	19,014.99	Parks
	345,360.24	TOTAL

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Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

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

December Sales + Use Tax

DKB1
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 1 General Fund

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
89991 Bremer Bank				
1 01-040-021-0000-5840		0.61	Receipt Nbr 295 12/12/2017	Misc Receipts
2 01-040-021-0000-5840		2.25	Receipt Nbr 295 12/12/2017	Misc Receipts
3 01-042-000-0000-5840		2.06	Receipt Nbr 119 12/01/2017	Misc Receipts
4 01-042-000-0000-5840		0.13	Receipt Nbr 380 12/18/2017	Misc Receipts
5 01-042-000-0000-5840		0.13	Receipt Nbr 440 12/19/2017	Misc Receipts
6 01-043-000-0000-5840		0.77	Receipt Nbr 119 12/01/2017	Misc Receipts
7 01-043-000-0000-5840		0.26	Receipt Nbr 119 12/01/2017	Misc Receipts
8 01-043-000-0000-5840		0.51	Receipt Nbr 119 12/01/2017	Misc Receipts
9 01-043-000-0000-5840		0.51	Receipt Nbr 119 12/01/2017	Misc Receipts
10 01-043-000-0000-5840		0.77	Receipt Nbr 374 12/15/2017	Misc Receipts
11 01-043-000-0000-5840		0.35	Receipt Nbr 374 12/15/2017	Misc Receipts
12 01-043-000-0000-5840		0.26	Receipt Nbr 797 12/29/2017	Misc Receipts
13 01-043-000-0000-5840		0.26	Receipt Nbr 797 12/29/2017	Misc Receipts
14 01-043-000-0000-5840		0.26	Receipt Nbr 797 12/29/2017	Misc Receipts
15 01-090-000-0000-5840		0.64	Receipt Nbr 126 12/01/2017	Misc Receipts
16 01-090-000-0000-5840		1.29	Receipt Nbr 181 12/06/2017	Misc Receipts
17 01-090-000-0000-5840		1.29	Receipt Nbr 182 12/06/2017	Misc Receipts
18 01-090-000-0000-5840		1.29	Receipt Nbr 320 12/13/2017	Misc Receipts
19 01-090-000-0000-5840		0.64	Receipt Nbr 478 12/20/2017	Misc Receipts
20 01-090-000-0000-5840		1.93	Receipt Nbr 590 12/27/2017	Misc Receipts
21 01-090-000-0000-5840		0.64	Receipt Nbr 591 12/27/2017	Misc Receipts
22 01-090-000-0000-5840		0.64	Receipt Nbr 592 12/27/2017	Misc Receipts
23 01-090-000-0000-5840		1.29	Receipt Nbr 593 12/27/2017	Misc Receipts
24 01-090-000-0000-5840		0.64	Receipt Nbr 595 12/27/2017	Misc Receipts
25 01-090-000-0000-5840		0.64	Receipt Nbr 595 12/27/2017	Misc Receipts
26 01-090-000-0000-5840		1.93	Receipt Nbr 789 12/29/2017	Misc Receipts
52 01-040-000-0000-6405		1.00	December sales tax adjustment	Office & Computer Supplies
50 01-100-000-0000-6311		71.46	December copies sales tax	Sales Tax
51 01-100-000-0000-6312		0.46-	December sales tax adjustment	Sales Tax Adjustment
89991 Bremer Bank		93.99	29 Transactions	
1 Fund Total:		93.99	General Fund	1 Vendors 29 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
8410 Bremer Bank				
41 03-303-000-0000-6513		1,368.00	December Diesel Tax	Motor Fuel & Lubricants
8410 Bremer Bank		1,368.00	1 Transactions	
89991 Bremer Bank				
27 03-000-000-0000-5855		3.44	Receipt Nbr 224 12/08/2017	Charges- Individuals
28 03-000-000-0000-5855		5.79	Receipt Nbr 224 12/08/2017	Charges- Individuals
29 03-000-000-0000-5855		1.93	Receipt Nbr 264 12/11/2017	Charges- Individuals
30 03-000-000-0000-5855		0.13	Receipt Nbr 284 12/12/2017	Charges- Individuals
31 03-000-000-0000-5855		1.93	Receipt Nbr 298 12/12/2017	Charges- Individuals
32 03-000-000-0000-5855		1.93	Receipt Nbr 300 12/12/2017	Charges- Individuals
33 03-000-000-0000-5855		1.93	Receipt Nbr 444 12/19/2017	Charges- Individuals
34 03-000-000-0000-5855		1.93	Receipt Nbr 660 12/28/2017	Charges- Individuals
35 03-000-000-0000-5855		1.93	Receipt Nbr 796 12/29/2017	Charges- Individuals
89991 Bremer Bank		20.94	9 Transactions	
3 Fund Total:		1,388.94	Road & Bridge	2 Vendors 10 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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9 State

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
42	4580 Mn Dept Of Finance 09-000-000-0000-2022		December Birth		Birth/Death Surcharges
43	09-000-000-0000-2022	148.00	December Death		Birth/Death Surcharges
44	09-000-000-0000-2024	540.00	December Childrens		St Share Of Birth Cert.- Children
45	09-000-000-0000-2031	111.00	December Torrens		Real Estate Assurance (Was 5874 And 627
46	09-000-000-0000-2031	6.00	December Tax Forfeit		Real Estate Assurance (Was 5874 And 627
47	09-000-000-0000-2036	240.00	December State General Fund		Recording Surcharges (Was 5871 & 6281)
48	09-000-000-0000-2036	4,651.50	December Leg. Surcharge		Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance	370.00		7 Transactions	
	4580 Mn Dept Of Finance	6,066.50			
49	3375 Mn Dept Of Health 09-000-000-0000-2027		December State Well		State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health	1,190.00		1 Transactions	
	3375 Mn Dept Of Health	1,190.00			
9 Fund Total:		7,256.50	State	2 Vendors	8 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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10 Trust

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank					
36	10-921-000-0000-5840	0.22	Receipt Nbr 3277 12/05/2017		Misc Receipts
37	10-921-000-0000-5840	77.56	Receipt Nbr 3288 12/19/2017		Misc Receipts
38	10-921-000-0000-5840	1.93	Receipt Nbr 3290 12/21/2017		Misc Receipts
89991 Bremer Bank		79.71	3 Transactions		
10 Fund Total:			79.71	Trust	1 Vendors 3 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
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 19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank				
39 19- 521- 000- 0000- 5885		65.43 Receipt Nbr 477 12/20/2017		Commissary Sales Taxable
89991 Bremer Bank		65.43	1 Transactions	
19 Fund Total:		65.43	Long Lake Conservation Center	1 Vendors 1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
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21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank				
40	21- 520- 000- 0000- 5510		Receipt Nbr 3282 12/13/2017		Co. Parks Campground Fees
89991	Bremer Bank		1 Transactions		
21 Fund Total:			1.93	Parks	1 Vendors
Final Total:			8,886.50	8 Vendors	52 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	93.99	General Fund	
	3	1,388.94	Road & Bridge	
	9	7,256.50	State	
	10	79.71	Trust	
	19	65.43	Long Lake Conservation Center	
	21	1.93	Parks	
	All Funds	8,886.50	Total	Approved by,
			
			

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Aitkin County

2F



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

RE Tax Settlement Payments

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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12 Agency

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
931	DEPT		Towns		
1010	City Of Aitkin 12-931-156-0000-2045	DTG	67,946.83 3rd Tax Settlement		Payable To Village Of Aitkin
1010	City Of Aitkin		67,946.83	1 Transactions	
173	City Of Hill City 12-931-157-0000-2045	DTG	7,997.42 3rd Tax Settlement		Payable To Village Of Hill City
173	City Of Hill City		7,997.42	1 Transactions	
1025	City Of McGrath- Treasurer 12-931-158-0000-2045	DTG	588.88 3rd Tax Settlement		Payable To Village Of Mcgrath
1025	City Of McGrath- Treasurer		588.88	1 Transactions	
175	City Of Mcgregor 12-931-159-0000-2045	DTG	10,568.77 3rd Tax Settlement		Payable To Village Of Mcgregor
175	City Of Mcgregor		10,568.77	1 Transactions	
176	City Of Palisade 12-931-160-0000-2045	DTG	8,026.19 3rd Tax Settlement		Payable To Village Of Palisade
176	City Of Palisade		8,026.19	1 Transactions	
178	City Of Tamarack 12-931-161-0000-2045	DTG	1,514.04 3rd Tax Settlement		Payable To Village Of Tamarack
178	City Of Tamarack		1,514.04	1 Transactions	
13110	Lake Minnewawa Lake Improvement Dist 12-931-163-0000-2045	AP	1,077.60 3rd Tax Settlement		Payable To Lake Minnewawa LID
13110	Lake Minnewawa Lake Improvement Dist		1,077.60	1 Transactions	
7000	Town Of Aitkin Treasurer 12-931-101-0000-2045	DTG	15,582.85 3rd Tax Settlement		Payable To Aitkin Twp
7000	Town Of Aitkin Treasurer		15,582.85	1 Transactions	
7001	Town Of Ball Bluff Treasurer 12-931-102-0000-2045	DTG	5,667.98 3rd Tax Settlement		Payable To Ball Bluff Twp
7001	Town Of Ball Bluff Treasurer		5,667.98	1 Transactions	
7002	Town Of Balsam Treasurer 12-931-103-0000-2045	DTG	182.81 3rd Tax Settlement		Payable To Balsam Twp

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7002 Town Of Balsam Treasurer				
		182.81	1 Transactions	
7003 Town Of Beaver Treasurer				
12- 931- 104- 0000- 2045	DTG	3,114.19	3rd Tax Settlement	Payable To Beaver Twp
7003 Town Of Beaver Treasurer		3,114.19	1 Transactions	
7004 Town Of Clark Treasurer				
12- 931- 105- 0000- 2045	DTG	2,699.55	3rd Tax Settlement	Payable To Clark Twp
7004 Town Of Clark Treasurer		2,699.55	1 Transactions	
7005 Town Of Cornish Treasurer				
12- 931- 106- 0000- 2045	DTG	554.72	3rd Tax Settlement	Payable To Cornish Twp
7005 Town Of Cornish Treasurer		554.72	1 Transactions	
7006 Town Of Farm Island Treasurer				
12- 931- 107- 0000- 2045	DTG	18,999.16	3rd Tax Settlement	Payable To Farm Island Twp
7006 Town Of Farm Island Treasurer		18,999.16	1 Transactions	
7007 Town Of Fleming Treasurer				
12- 931- 108- 0000- 2045	DTG	9,292.49	3rd Tax Settlement	Payable To Fleming Twp
7007 Town Of Fleming Treasurer		9,292.49	1 Transactions	
7008 Town Of Glen Treasurer				
12- 931- 109- 0000- 2045	DTG	6,932.81	3rd Tax Settlement	Payable To Glen Twp
7008 Town Of Glen Treasurer		6,932.81	1 Transactions	
7009 Town Of Haugen Treasurer				
12- 931- 110- 0000- 2045	DTG	1,942.85	3rd Tax Settlement	Payable To Haugen Twp
7009 Town Of Haugen Treasurer		1,942.85	1 Transactions	
7010 Town Of Hazelton Treasurer				
12- 931- 111- 0000- 2045	DTG	13,693.03	3rd Tax Settlement	Payable To Hazelton Twp
7010 Town Of Hazelton Treasurer		13,693.03	1 Transactions	
4879 Town Of Hill Lake Clerk- Treas				
12- 931- 112- 0000- 2045	DTG	5,231.07	3rd Tax Settlement	Payable To Hill Lake Twp
4879 Town Of Hill Lake Clerk- Treas		5,231.07	1 Transactions	
7011 Town Of Idun Treasurer				

DKB1
1/16/18
12 Agency

3:29PM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
7011 Town Of Idun Treasurer 12- 931- 113- 0000- 2045	DTG	2,749.56 2,749.56	3rd Tax Settlement 1 Transactions	Payable To Idun Twp
7012 Town Of Jevne Treasurer 12- 931- 114- 0000- 2045	DTG	4,044.88 4,044.88	3rd Tax Settlement 1 Transactions	Payable To Jevne Twp
7013 Town Of Kimberly Treasurer 12- 931- 115- 0000- 2045	DTG	9,282.24 9,282.24	3rd Tax Settlement 1 Transactions	Payable To Kimberly Twp
7014 Town Of Lakeside Treasurer 12- 931- 116- 0000- 2045	DTG	14,206.29 14,206.29	3rd Tax Settlement 1 Transactions	Payable To Lakeside Twp
7015 Town Of Lee Treasurer 12- 931- 117- 0000- 2045	DTG	1,043.96 1,043.96	3rd Tax Settlement 1 Transactions	Payable To Lee Twp
7016 Town Of Libby Treasurer 12- 931- 118- 0000- 2045	DTG	1,307.19 1,307.19	3rd Tax Settlement 1 Transactions	Payable To Libby Twp
7017 Town Of Logan Treasurer 12- 931- 119- 0000- 2045	DTG	7,747.37 7,747.37	3rd Tax Settlement 1 Transactions	Payable To Logan Twp
7018 Town Of Macville Treasurer 12- 931- 120- 0000- 2045	DTG	1,720.33 1,720.33	3rd Tax Settlement 1 Transactions	Payable To Macville Twp
7019 Town Of Malmo Treasurer 12- 931- 121- 0000- 2045	DTG	6,749.47 6,749.47	3rd Tax Settlement 1 Transactions	Payable To Malmo Twp
7020 Town Of Mcgregor - Treasurer 12- 931- 122- 0000- 2045	DTG	252.15 252.15	3rd Tax Settlement 1 Transactions	Payable To Mcgregor Twp

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
7021 Town Of Millward Treasurer 12- 931- 141- 0000- 2045	DTG	714.94	3rd Tax Settlement	Payable To Millward Twp
7021 Town Of Millward Treasurer		714.94	1 Transactions	
7022 Town Of Morrison Treasurer 12- 931- 123- 0000- 2045	DTG	8,234.71	3rd Tax Settlement	Payable To Morrison Twp
7022 Town Of Morrison Treasurer		8,234.71	1 Transactions	
7023 Town Of Nordland Treasurer 12- 931- 124- 0000- 2045	DTG	18,345.60	3rd Tax Settlement	Payable To Nordland Twp
7023 Town Of Nordland Treasurer		18,345.60	1 Transactions	
7024 Town Of Pliny Treasurer 12- 931- 125- 0000- 2045	DTG	917.62	3rd Tax Settlement	Payable To Pliny Twp
7024 Town Of Pliny Treasurer		917.62	1 Transactions	
7025 Town Of Rice River Treasurer 12- 931- 126- 0000- 2045	DTG	4,378.76	3rd Tax Settlement	Payable To Rice River Twp
7025 Town Of Rice River Treasurer		4,378.76	1 Transactions	
7026 Town Of Salo Treasurer 12- 931- 127- 0000- 2045	DTG	2,958.72	3rd Tax Settlement	Payable To Salo Twp
7026 Town Of Salo Treasurer		2,958.72	1 Transactions	
7027 Town Of Seavey Treasurer 12- 931- 128- 0000- 2045	DTG	1,526.32	3rd Tax Settlement	Payable To Seavey Twp
7027 Town Of Seavey Treasurer		1,526.32	1 Transactions	
7028 Town Of Shamrock Treasurer 12- 931- 129- 0000- 2045	DTG	19,247.18	3rd Tax Settlement	Payable To Shamrock Twp
12- 931- 129- 0000- 2045	DTG	1,077.60-	To Lake Improv.District	Payable To Shamrock Twp
7028 Town Of Shamrock Treasurer		18,169.58	2 Transactions	
7029 Town Of Spalding Treasurer 12- 931- 130- 0000- 2045	DTG	1,992.48	3rd Tax Settlement	Payable To Spalding Twp
7029 Town Of Spalding Treasurer		1,992.48	1 Transactions	
7030 Town Of Spencer Treasurer 12- 931- 131- 0000- 2045	DTG	11,630.30	3rd Tax Settlement	Payable To Spencer Twp

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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1/16/18 3:29PM
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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
7030	Town Of Spencer Treasurer			1 Transactions	
7031	Town Of Turner Treasurer				
	12- 931- 132- 0000- 2045	DTG	2,030.70	3rd Tax Settlement	Payable To Turner Twp
7031	Town Of Turner Treasurer		2,030.70	1 Transactions	
7032	Town Of Verdon Treasurer				
	12- 931- 133- 0000- 2045	DTG	2,318.46	3rd Tax Settlement	Payable To Verdon Twp
7032	Town Of Verdon Treasurer		2,318.46	1 Transactions	
7033	Town Of Wagner Treasurer				
	12- 931- 134- 0000- 2045	DTG	3,934.27	3rd Tax Settlement	Payable To Wagner Twp
7033	Town Of Wagner Treasurer		3,934.27	1 Transactions	
7034	Town Of Waukenabo Treasurer				
	12- 931- 135- 0000- 2045	DTG	5,611.62	3rd Tax Settlement	Payable To Waukenabo Twp
7034	Town Of Waukenabo Treasurer		5,611.62	1 Transactions	
7035	Town Of Wealthwood Treasurer				
	12- 931- 136- 0000- 2045	DTG	4,870.35	3rd Tax Settlement	Payable To Wealthwood Twp
7035	Town Of Wealthwood Treasurer		4,870.35	1 Transactions	
7036	Town Of White Pine Treasurer				
	12- 931- 137- 0000- 2045	DTG	1,155.47	3rd Tax Settlement	Payable To White Pine Twp
7036	Town Of White Pine Treasurer		1,155.47	1 Transactions	
7037	Town Of Williams Treasurer				
	12- 931- 138- 0000- 2045	DTG	2,675.20	3rd Tax Settlement	Payable To Williams Twp
7037	Town Of Williams Treasurer		2,675.20	1 Transactions	
7038	Town Of Workman - Treasurer				
	12- 931- 139- 0000- 2045	DTG	2,573.63	3rd Tax Settlement	Payable To Workman Twp
7038	Town Of Workman - Treasurer		2,573.63	1 Transactions	
931	DEPT Total:		324,755.41	Towns	47 Vendors 48 Transactions
932	DEPT			Schools	
393	Isd 1 Aitkin- Treasurer				
	12- 932- 000- 0000- 6801	DTG	79,536.08	3rd Tax Settlement	Appropriations

DKB1
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12 Agency

3:29PM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
393	Isd 1 Aitkin- Treasurer			1 Transactions	
			79,536.08		
1985	Isd 182 Crosby- Treasurer				
	12- 932- 000- 0000- 6801	DTG	18.04	3rd Tax Settlement	Appropriations
1985	Isd 182 Crosby- Treasurer			1 Transactions	
			18.04		
392	Isd 2 Hill City- Treasurer				
	12- 932- 000- 0000- 6801	DTG	23,190.04	3rd Tax Settlement	Appropriations
392	Isd 2 Hill City- Treasurer			1 Transactions	
			23,190.04		
1983	Isd 2165 Hinckley Finlayson- Treasurer				
	12- 932- 000- 0000- 6801	DTG	9,875.95	3rd Tax Settlement	Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer			1 Transactions	
			9,875.95		
1979	ISD 2580 East Central- Treasurer				
	12- 932- 000- 0000- 6801	DTG	1,966.97	3rd Tax Settlement	Appropriations
1979	ISD 2580 East Central- Treasurer			1 Transactions	
			1,966.97		
395	ISD 4 McGregor- Treasurer				
	12- 932- 000- 0000- 6801	DTG	62,382.09	3rd Tax Settlement	Appropriations
395	ISD 4 McGregor- Treasurer			1 Transactions	
			62,382.09		
1982	Isd 473 Isle- Treasurer				
	12- 932- 000- 0000- 6801	DTG	13,982.40	3rd Tax Settlement	Appropriations
1982	Isd 473 Isle- Treasurer			1 Transactions	
			13,982.40		
1981	Isd 577 Willow River- Treasurer				
	12- 932- 000- 0000- 6801	DTG	1,238.81	3rd Tax Settlement	Appropriations
1981	Isd 577 Willow River- Treasurer			1 Transactions	
			1,238.81		
394	Isd 698 Floodwood- Treasurer				
	12- 932- 000- 0000- 6801	DTG	406.93	3rd Tax Settlement	Appropriations
394	Isd 698 Floodwood- Treasurer			1 Transactions	
			406.93		
1984	Isd 95 Cromwell- Wright- Treasurer				
	12- 932- 000- 0000- 6801	DTG	2.04	3rd Tax Settlement	Appropriations
1984	Isd 95 Cromwell- Wright- Treasurer			1 Transactions	
			2.04		

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
932 DEPT Total:		192,599.35	Schools	10 Vendors	10 Transactions
12 Fund Total:		517,354.76	Agency		58 Transactions
Final Total:		517,354.76	57 Vendors	58 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
12	517,354.76	Agency
All Funds	517,354.76	Total

Approved by,
.....
.....



Board of County Commissioners Agenda Request

2G

Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Schedule 2018 County Board of Appeal and Equalization Meeting

- 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

Department:

County Assessor

Presenter (Name and Title):

Estimated Time Needed:

Summary of Issue:

Please see attached memo and documents.

Alternatives, Options, Effects on Others/Comments:

The date and time of this meeting needs to be set now so the public notices can be prepared.

Recommended Action/Motion:

Motion to approve scheduling this meeting on June 12, 2018 at 4:00pm.

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:




**OFFICE OF
AITKIN COUNTY ASSESSOR**
209 2nd ST N.W. Room 111
AITKIN, MINNESOTA 56431
Phone: 218/927-7327 – Fax: 218/927-7379
assessor@co.aitkin.mn.us

MEMO

January 4, 2018

To: County Board of Commissioners
Jessica Seibert, County Administrator

From: Mike Dangers, County Assessor 

Re: 2017 County Board of Appeal and Equalization Meeting Date and Time

The County Board needs to set the 2018 County Board of Appeal and Equalization (CBOAE) meeting time in accordance with Minnesota Statute 274.14. Attached to this document is a copy of this Statute, minutes from the 2017 CBOAE and a copy of the scheduling pages of the Minnesota Property Tax Administrator's Manual. A calendar of June 2018 is also attached.

The Board must either convene on a Saturday or convene on a weekday with appointment times available after 7:00pm. The Board may schedule the initial meeting on any date between Saturday June 9 and Saturday June 16. Last year, the CBOAE convened on Tuesday, June 14 at 4:12pm and adjourned at 5:00pm. Two appeals were made at this meeting. The staff does not expect a significant change in the number of appeals this year.

Taxpayers can contact the Assessor's Office to get an appointment for this meeting. If the Board wishes to require appointments as done in past years, the Notices of Valuation and Classification shall clearly state that appointments are required. Then the Board has the option to adjourn prior to 7pm if walk-in appeals are not allowed. If the Board does allow for walk-in appeals the day of the meeting, the meeting would need to stay open until 7pm.

The Board is encouraged to schedule the meeting to best satisfy the needs of the taxpayers. The Tuesday afternoon meeting times have worked well for taxpayers and staff. The recommendation is to schedule this meeting time at 4:00pm on Tuesday June 12, 2018.

Please contact Mike with any questions.

274.14 LENGTH OF SESSION; RECORD.

The board must meet after the second Friday in June on at least one meeting day and may meet for up to ten consecutive meeting days. The actual meeting dates must be contained on the valuation notices mailed to each property owner in the county as provided in section 273.121. For this purpose, "meeting days" is defined as any day of the week excluding Sunday. At the board's discretion, "meeting days" may include Saturday. No action taken by the county board of review after June 30 is valid, except for corrections permitted in sections 273.01 and 274.01. The county auditor shall keep an accurate record of the proceedings and orders of the board. The record must be published like other proceedings of county commissioners. A copy of the published record must be sent to the commissioner of revenue, with the abstract of assessment required by section 274.16.

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

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

**BOARD OF APPEAL AND EQUALIZATION
JUNE 13, 2017
OFFICE OF COUNTY AUDITOR**

The Aitkin County Board of Commissioners met this 13th day of June, 2017 at 4:12 p.m. with Auditor Kirk Peysar, County Assessor Mike Dangers, County Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Anne Marcotte, Bill Pratt, County Administrator Jessica Seibert, and Administrative Assistant Sue Bingham.

Staff present – Lori Tibbetts

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, to approve the BAE agenda.

Oath, Introduction and General Information

The following persons appeared, wrote letters, or telephoned regarding appeal and equalization of property:

Loren and Jodie Miller

29-1-139100 and 29-0-032904

Information presented: Property was purchased in 2016 for \$300,000 in an arm's-length transaction. They feel assessed value and sales ratio are too high.

Action: Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried. All voted to reduce the value of 29-1-139100 by \$15,000.

Ronald and Darlene Smith

29-1-490000 & 29-0-009301

Written appeal.

Information presented 29-1-490000: Owners are comparing taxes assessed and the assessed market value to the neighboring lot that they feel is superior to theirs.

Action: Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried. All voted to reduce the 2017 assessed market value from \$147,100 to \$132,600, as recommended by the County Assessor.

Information presented 29-0-009301: 2016 valuation was increased in part due to a neighboring sale. Owners feel property is inferior and the valuation is too high.

Action: Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried.
All voted no change, as recommended by the County Assessor.

Motion by County Auditor Peysar, seconded by Commissioner Westerlund and carried, all
members voting yes to adjourn the meeting at 5:00 p.m.


J. Mark Wedel, Chair
Aitkin County Board of Commissioners

ATTEST:


Kirk Peysar
Aitkin County Auditor

SEAL

State Board of Equalization

County Boards of Appeal and Equalization

What is the purpose and function of the CBAE?

- The County Board of Appeal and Equalization (CBAE) is the **second** avenue in the appeals process.
- A property owner must first appeal to the Local Board of Appeal and Equalization before being eligible to appear at the county board (as per Minnesota Statutes, section **274.01**).

When does the CBAE meet?

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

State Board of Equalization

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

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

Who makes up the CBAE?

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

What are the duties of the CBAE?

- The board's major duty is to compare the returns of the assessment of property in the towns or districts and equalize them so that each tract of real property and each article or class of a person's property is entered on the assessment list at its market value.
- In order to equalize property values, the board may raise or lower the value of any such property.

June 2018

calendarsdownload.com

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



Board of County Commissioners Agenda Request

24
Agenda Item #

Requested Meeting Date: 01/23/18

Title of Item: K-9 Donation

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

**provide copy of hearing notice that was published*

Submitted by: Sheriff Scott Turner	Department: Sheriff's Office
--	--

Presenter (Name and Title): Sheriff Scott Turner	Estimated Time Needed:
--	-------------------------------

Summary of Issue:

Granite Electronics has made a generous donation of \$100 to our K-9 unit. (see letter)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Accept donation.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



535 North 31st Ave
St Cloud, MN 56303

PHONE 320-252-1887
Fax 320-259-5997



MOTOROLA
SOLUTIONS

Radio Solutions Channel Partner

Friday, December 29th, 2017

Scott Turner, Sheriff
Aitkin Co Sheriff's Office
217 2nd St NW room 185
Aitkin, MN 56431

Scott;

Enclosed find a check for \$100.00. It is a donation to Loki with the Aitken County Sheriff's Office.

Sincerely,

A handwritten signature in cursive script that reads "Andy Faith".

Andy Faith
Granite Electronics, Inc.



Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Request to Fill Committee Vacancies

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: There are currently two committees with vacancies that need to be filled: 1. Natural Resources Advisory Committee - Please see the attached applications and memo from Mark Jacobs 2. Extension Committee - Please see the attached application and email from Commissioner Pratt		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve all three reappointments for Natural Resources Advisory Committee and approve appointment of Becky Joerger as the District 4 representative on Extension Committee.		
Financial Impact: 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>		

NEWS RELEASE

AITKIN COUNTY HAS THREE OPENINGS ON THE FOLLOWING COMMITTEE:

Natural Resources Advisory Committee

- District 1 (One opening)
- District 2 (One opening)
- District 3 (One opening)

Terms are for 4 years, beginning in January

Per diem and mileage @ County rate

Meets 2nd Monday of the month

Approximately 11 meetings per year

- usually evenings @ 6:30 PM at Long Lake Conservation Center
- including at least one daytime field tour

Advises the County Board on matters relating to...

Forest management

- Forest Planning
- Timber Harvesting
- Environmental Issues (wildlife, water quality, invasive species, etc.)

Recreation management

- Campgrounds
- Recreation trails
- Long Lake Conservation Center

Land Asset management

- Classification of Tax Forfeited lands
- Land Sales/Exchanges/Easements
- Extraction/mining

Applications will be accepted until Noon on January 12, 2018, or until filled. Applications can be found on the Aitkin County website, picked up in the West Annex of the Courthouse, or mailed to you if requested.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at their January 23, 2018 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Mark Jacobs, Aitkin County Land Commissioner, at 218-927-7364.

Please contact Sue Bingham at 218-927-3093 for any questions concerning this news release that you will not bill to the County. Thank you.

Mark Jacobs
Aitkin County
Land Commissioner



To: County Board
CC: County Administrator
Date: 1/16/2018
Re: NRAC Candidates

I recommend appointment of the 3 candidates for open positions on the Natural Resources Advisory Committee...

Judy Blomberg - District 1
Carroll Janzen - District 2
Franklin Turnock - District 3

Thank you.

A handwritten signature in black ink, appearing to be "Mark Jacobs". The signature is stylized with loops and a long horizontal stroke extending to the left.

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

DEC 21 2017

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resource Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT 1

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

Employment: Blomberg del Co, Palaris, Family Service, Auditor's Office - now retired

Community: Lions, Church ^{Committee} Officers, Rides for Health, Meals on Wheels, Riverwood Patient Family Advisory Council

Graduated from Aitkin HS - took courses at Brainerd Community College - Blender Training
Have been serving on this committee

Also have a Grand Friend at Kippiside

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

Judith (Judy) Blomberg

12/22/17
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 Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Judith (Judy) Blomberg

STREET ADDRESS OF APPLICANT:
37184 215 Hwy 169
Aitkin, MN 56431

PHONE NUMBERS:
DAYS 218-927-6646 - Home
EVENINGS 218-839-3250 - Cell

For Office Use Only

Date Appointed: _____ Date of Term Expiration: _____ Term #: _____

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

NATURAL RESOURCE 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)

- FORMER AITKIN COUNTY EMPLOYER (33 1/2 yrs) 1970-2003
- 29 1/2 WITH COUNTY HWY DEPT.
- 4 WITH COUNTY RECORDER'S OFFICE

- PAST MEMBER OF AC PARK BOARD

- CURRENT MEMBER OF AC NATURAL
RESOURCE COMMITTEE

I AM WILLING TO SERVE AGAIN IF THERE
ARE NO OTHER APPLICANTS FOR DIST. 2

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

Carroll M. Janzen
Signature of Applicant

12-22-17
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 Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: CARROLL M. JANZEN

STREET ADDRESS OF APPLICANT:
36208 - DEER ST.
AITKIN, MN
56431

PHONE NUMBERS:
DAYS 218-927-6119
EVENINGS SAME

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

N. R. A. C.

AITKIN COUNTY COMMISSIONER DISTRICT 3

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)

ON The Committee AT This Time
would like To serve another Term.

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

Franklin Turnock

Signature of Applicant

1-8-18

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 2nd Street NW – Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Franklin Turnock

STREET ADDRESS OF APPLICANT:

13196 340th St
McGregor Mn 55760

PHONE NUMBERS:

DAYS 768 2713
EVENINGS Call 718 838 2515

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

NEWS RELEASE

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) – filled 12-19-17

Commissioner District 4 (one opening)

Commissioner District 5 (one opening) – filled 12-19-17

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 Noon on December 8, 2017, or until openings are filled.

To obtain an application please access the link below, pick up an application in the West Annex of the courthouse, or call 218-927-3093.

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.

From: Bill Pratt [<mailto:bill.pratt@co.aitkin.mn.us>]
Sent: Monday, January 01, 2018 11:14 AM
To: Jessica Seibert
Subject: Committee Application

Jessica

Attached is an application for the extension committee from Becky Joerger. She has shown interest in serving on the committee and Susanne Hendricks suggested her. I have talked to Commissioner Marcotte since Becky actually lives in District 5 and she is OK with her representing District 4 since her district has representation. No one from District 4 has expressed interest at this point.

Unless there is something that needs to be clarified, or there is something I am not aware of, I would like this added to the consent agenda for the board meeting on January 23rd.

Thank you,
Bill Pratt
Aitkin County Commissioner
District #4
bill.pratt@co.aitkin.mn.us
218-330-1759 (cell)

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 4

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 grew up on a dairy and beef farm and worked on it for many years. I was involved in 4-H and FFA and now my son is in 4-H. I enjoy volunteering at school and in the community. I've shown animals at the county fairs and was the fair president in the past. I'm a 4-H volunteer and Sunday school teacher.

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

Rebecca Joerger
Signature of Applicant

12-26-17
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 Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: Rebecca Joerger

STREET ADDRESS OF APPLICANT:

36089 Grove Street
Palisade, MN 56469

PHONE NUMBERS:

DAYS 218-821-5475
EVENINGS 218-821-5475

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____



Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: 1/23/2018

Title of Item: Set date for public hearing APT peat lease (44-24, 47-25)

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

Submitted by: Land Commissioner	Department: Land Department
---	---------------------------------------

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

Summary of Issue:

MN Statute 282.04 requires a public hearing to consider requests to lease County tax-forfeited land for peat harvesting.

I request that the public hearing be held on 2/13/2018 at 11:00 AM in the Aitkin County Courthouse to consider the American Peat Technology request to lease sites in Seavey and Kimberly Townships.

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:*

Peat Lease Request: American Peat Technology

Peatland

 State Owned Peat Resource Requested for Lease

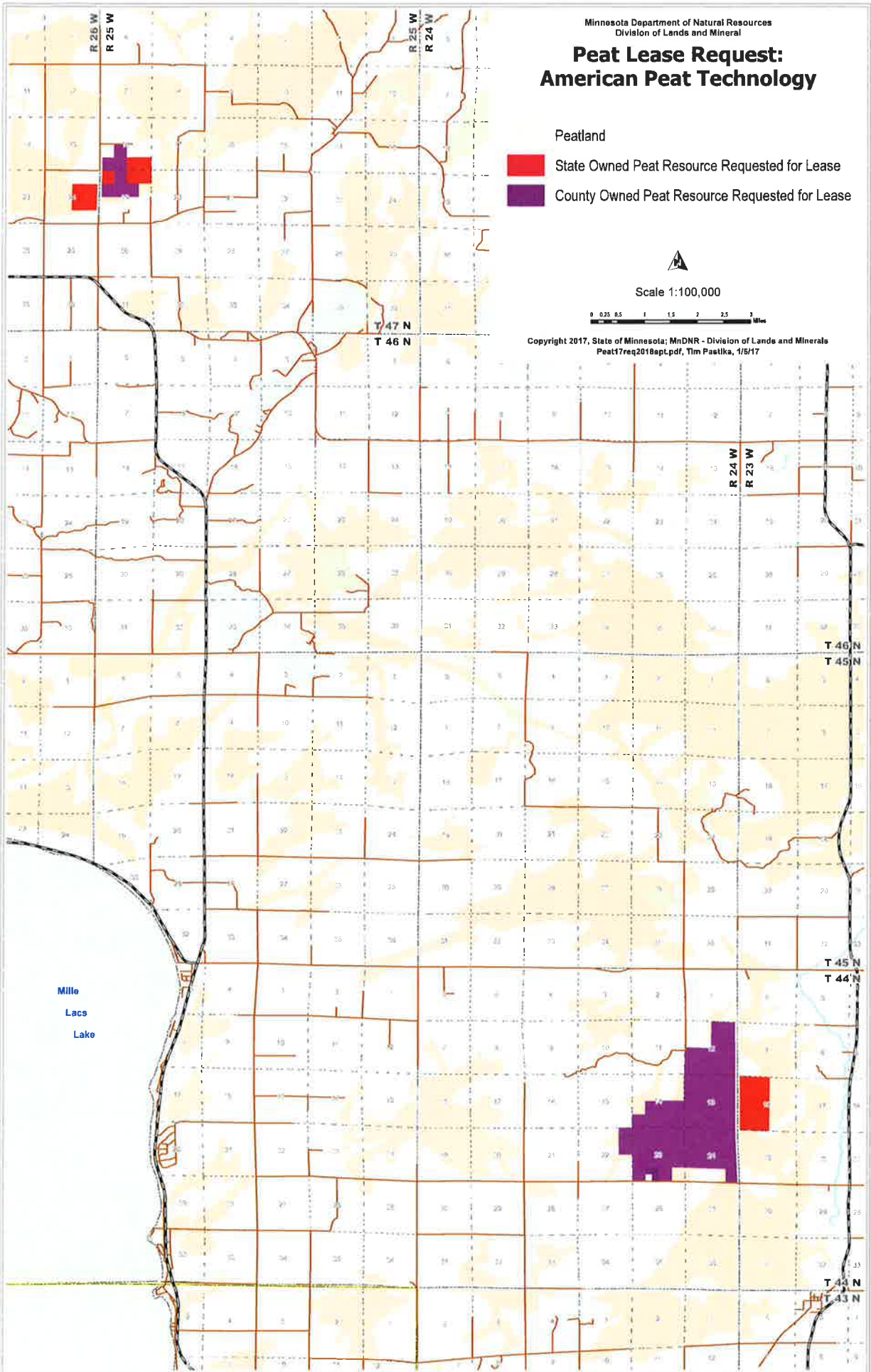
 County Owned Peat Resource Requested for Lease



Scale 1:100,000



Copyright 2017, State of Minnesota; MnDNR - Division of Lands and Minerals
Peat17req2018apt.pdf, Tim Paetika, 1/5/17





Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Central Planes Aviation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>The County is in receipt of a request from John Ricard, CEO Central Planes Aviation Inc. to spray, by means of aerial application, to control army tent caterpillars. The County Board is being asked to authorize the County Board Chair to sign a letter authorizing the operation under a congested area permit for the FAA and Department of Agriculture.</p> <p>Included for your review is a copy of the request from Mr. Ricard, along with the FAA format being followed for the permit, and a copy of the proposed authorization letter.</p> <p>Since 2013 the Board has authorized this request and the County has received no complaints.</p> <p>Action requested is to authorize the County Board Chair to sign the letter of authorization.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Authorize Board Chair's signature on proposed letter.		
Financial Impact: 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>		

Central Planes Aviation Inc
39115 Co Road 186
Sauk Centre, Mn. 56378
320-352-3013

JAN 02 2018

Aitkin County Commissioners,

My name is John Ricard. I am the owner of Central Planes Aviation Inc. based at the Sauk Centre Airport. In the last few years, the area around some of the lakes in central Minnesota have been overrun by army worms that are quite destructive to land owners trees. Some of the lake associations have contacted us to do some spraying for these insects. We did some areas in Crow Wing Co., Stearns Co., Aitkin Co., and Todd Co., the last few years, and would like to again include Aitkin County for the year 2018.

The Chemical that we use is a BT product called Dipel DF. The DNR is using this chemical for the Gypsy moth program in northern Minnesota. This chemical is only affective on worms that eat leaves and will not harm wildlife or fish. It is also cleared on organic crops.

To do this type of control we have to operate under a congested area permit approved by the FAA and the Department of Agriculture.

We need a written approval from the governing body of each Co. that we can include in our application, and send to the Minneapolis Flight Standards District Office (612) 253-4507, for approval.

We ask that the Board review our request at your next meeting. I would need the same form that you supplied for me in 2017, signed by one of the board members.

Also Included is the FAA format that we are following for the permit. I've highlighted the area that involves the Counties approval.

Central Planes Aviation Inc. has been doing aerial application in Central Mn. since 2003, and is fully insured and licensed. Aitkin County will not be held liable for any actions of my company. Any questions please feel free to call (320) 352-3013.

Sincerely: John Ricard 
CEO - Central Planes Aviation Inc.

11/24/15

8900.1 CHG 46

VOLUME 3 GENERAL TECHNICAL ADMINISTRATION

CHAPTER 52 PART 137 AGRICULTURAL AIRCRAFT OPERATIONS

Section 2 Evaluate a Part 137 Congested Area Operations Plan

3-4256 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. 1332.

3-4257 OBJECTIVE. The objective of this task is to determine that a public aircraft or Title 14 of the Code of Federal Regulations (14 CFR) part 137 operator can conduct agricultural dispensing operations safely over a congested area, according to an approved plan. Successful completion of this task results in either approval or disapproval of an operator's proposed plan.

3-4258 GENERAL. Agricultural aircraft may operate over congested areas when:

- The local Flight Standards District Office (FSDO) has approved the congested area plan (CAP), and
- The appropriate official or governing body of the political subdivision over which the aircraft is to be operated has approved the operation in writing.

A. Appropriate Officials. An appropriate elected public official or governing body can include any of the following:

- 1) Mayor,
- 2) City Manager,
- 3) City Council,
- 4) County Board of Supervisors,
- 5) County Commissioner, or
- 6) Any other similar elected public official.

B. Public Notice. If time allows, the public notice required by part 137, § 137.51(b)(2) should be given at least 48 hours before dispensing operations begin. The form that the public notice takes is up to the operator. Newspaper ads, radio announcements, television announcements, or door-to-door handbills are all acceptable methods.

NOTE: The approving FSDO/aviation safety inspector (ASI) must verify that the applicant (whether a certificated operators or public aircraft operator) has shown with documentation the method by which they will give public notice in accordance with § 137.51(b)(2).

C. Contents of CAP. Consider the following when reviewing the plan of operation required by § 137.51(b)(3) and submitted by the operator.

1) The CAP must include an aerial photograph, large-scale map, or computer-generated map or diagram of the area to be worked. Whichever depiction is used, it should be appropriately marked to show all obstructions that could be expected to present a hazard during the operation and the areas that could be used for an emergency landing and dumping of agricultural materials.

2) The photograph, map, or diagram must be current, preferably within the preceding 24 months, to be considered representative of the area. If current photographs or diagrams are not available, Realtor's maps may be used to supplement. The important aspect is not to accept maps that are not drawn to scale. Maps should also be of sufficient detail to be useful in making a determination concerning the safety of the operation with regard to persons and property on the surface. Submissions that are of such a large scale that details of the area to be sprayed cannot be discerned should be discouraged.

D. Assisting Operators. Occasionally agricultural aircraft operators may request Federal Aviation Administration (FAA) assistance in determining whether an area is congested or not. Before the FAA can determine this, the site will have to be checked. The FAA cannot, of course, check every area an operator wants to service, but in some cases, an operator needs legitimate assistance. The inspector must use judgment in determining the status of an area as congested or not. If the inspector has any doubt, he or she should consult with other inspectors or regional counsel for any precedent.

3-4259 SINGLE-ENGINE AIRCRAFT. When CAPs are conducted using single-engine aircraft, the inspector shall require the operator to arrange with appropriate officials of the area concerned to take such measures as are necessary to conduct the operation safely. These may include blocking off streets and other areas that could be used in an emergency landing or similar precautionary measures required in the interest of public safety. Before approving any operator's plan of operation, the inspector shall determine that the plan complies with the emergency landing requirements contained in § 137.51(b)(4)(iii).

3-4260 MULTI-ENGINE AIRCRAFT.

A. Takeoff Performance. If the operator intends to take off over a congested area, they must show in the CAP that the airplane can meet the accelerate-stop requirements of § 137.51(b)(5)(i). If the aircraft cannot meet these requirements, the operator must state in the written plan of operation that no takeoff will be made over a congested area during dispensing operations.

B. Critical Engine Inoperative. The operator must show in the CAP that the airplane can meet the climb requirements specified in § 137.51(b)(5)(ii).

3-4261 RESTRICTED CATEGORY AIRCRAFT. Title 14 CFR part 21, or the operating limitations established for the airplane, may not require a flight manual for restricted category aircraft. Therefore, performance information may be found in the applicable military technical order, operating limitations, placards, flight test performance data established by the aircraft manufacturer, or any combination thereof. In addition, performance information provided by a Designated Engineering Representative (DER) is satisfactory. If such performance information has not previously been established for the airplane to be used or, if any doubt exists concerning the authenticity of the

information presented by the operator, a Manufacturing Inspection District Office (MIDO) should be contacted to arrange for an engineering flight test in order to obtain the required performance data.

A. Load Jettisoning. Aircraft, other than a helicopter, must be equipped with a device capable of jettisoning at least one-half of the aircraft's maximum authorized load of agricultural material within 45 seconds (refer to § 137.53(c)(2)).

B. Data Not Determined. If such data have not been determined for the aircraft or, if any doubt exists concerning meeting this requirement, the inspector should have the operator conduct an in-flight load jettisoning demonstration.

C. Test Conditions. The aircraft must be loaded with any suitable material (lime, sand, water, etc.), and the demonstration shall be observed by the inspector from the ground. The discharge of material from the aircraft should be timed to determine compliance with the 45-second jettisoning requirement.

D. Preventing Inadvertent Jettisoning. Section 137.53(c)(2) requires that aircraft conducting agricultural operations over congested areas must have a means of preventing inadvertent jettisoning of the tank or hopper. This can be accomplished with a device such as:

- 1) Spring-loaded cover over a pull lever,
- 2) "T" handle or pull ring in a spring-loaded shield,
- 3) A push-pull device fastened with frangible safety wire, or
- 4) Other equivalent devices.

3-4262 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of part 137 and FAA policies and qualification as an ASI.

B. Coordination. This task may require coordination with the airworthiness unit, the Regional Counsel, and state, county, or local authorities.

3-4263 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 1, 61, 91, and 137.
- Advisory Circular (AC) 137-1, Certification Process for Agricultural Aircraft Operators.

B. Forms:

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call.
- FAA Form 8000-36, Program Tracking and Reporting System Data Sheet.

C. Job Aids. None.

3-4264 PROCEDURES. After a part 137 operator requests district office approval for a CAP, determine the need for a CAP based on location, type of operation, etc. (refer to § 137.51(b)).

A. Plan Not Required. If a plan is not required, record the discussion on FAA Form 1360-33 and place it in the operator's district office file. Do not open a PTRS file.

B. Plan Required. If a plan is required, the requirements of §§ 137.51 and 137.53 are as follows:

1) Instruct the operator to present the plan to the district office that has oversight authority where the operation will take place for review.

2) Remind the applicant of the requirement to coordinate with the appropriate state, local, or municipal authorities (refer to § 137.51(b)(1)).

3) Discuss with the applicant various methods of public notification, such as newspapers, radio, and handbills (refer to § 137.51(b)(2)).

C. PTRS. Open the PTRS file.

D. Plan Requirements. Upon receipt of the operator's plan, the district office with oversight for the area where the activity will take place will ensure that the operator has included the following information:

1) A current aerial photograph, current map, or a recently drawn diagram of the area to be worked. Any geographical representation must show:

- All obstructions that may present hazards during operation.
- Potential areas for emergency landing or dumping of agricultural materials.

2) Altitudes to be maintained, approaches, departures, and turnaround considerations during operation.

3) Name and type of material to be dispensed.

4) Type of pest or work to be accomplished.

5) Dates and hours of dispensing operations.

6) Coordination with air traffic control (ATC).

7) Special operating procedures or limitations to ensure safe operations.

8) Method of public notification (documented in the operator's file and noted on the application).

9) An indication of coordination with the appropriate state, local, or municipal authorities (see Figure 3-144, Sample Letters Indicating Coordination With Appropriate Authorities).

10) Methods for complying with §§ 137.51(b)(4) and (5) and 137.53(c)(2):

- Arrangements for blocking off streets and other areas that may be used for emergency landings.
- Observation of the load jettisoning demonstration from the ground if jettisoning test data is not available or is in doubt. For multiengine aircraft, refer to § 137.51 (b)(5).

11) Means for terminating the operation in the event it appears safety may be compromised or at the inspector's discretion.

E. Pilot Qualifications. The plan must indicate the qualifications (per part 61 and § 137.53) of the pilot(s) to be used in the operation.

F. Aircraft Requirements. The plan must include information that indicates that the aircraft meets the requirements of part 91 and §§ 137.31, 137.33, 137.51, and 137.53.

G. Plan Approved (Local District Office When Not the Certificate-Holding District Office (CHDO)). When the plan meets 14 CFR requirements, all safety considerations, and appropriate coordination requirements, the evaluating ASI should issue a memorandum (see Figure 3-148, Memorandum Recommending Approval of a Congested Area Plan), stating that the local district office where the operation will occur has reviewed and approved the CAP as submitted and is recommending the approval and issuance of Web-based Operations Safety System (WebOPSS) paragraph A503. This memorandum should be sent, along with any submitted documentation required to meet the requirements listed in this paragraph, to the principal operations inspector (POI) at the CHDO for final approval and issuance of WebOPSS paragraph A503.

H. Plan Approved (CHDO). When the plan meets 14 CFR requirements, all safety considerations, and appropriate coordination requirements, approve the plan using template A503 in WebOPSS. Each page of the plan is stamped "FAA-Approved," dated, and signed by the POI. If the approval is for Public Aircraft Operations, you do not need to issue paragraph A503 in WebOPSS.

- 1) Forward a copy of the approved plan to the operator.
- 2) Place a copy of the plan in the district office file for the operator.

I. Plan Not Approved. If the plan cannot be approved, issue a letter disapproving the CAP (see Figure 3-146, Letter Disapproving Congested Area Plan).

J. PTRS. Make the appropriate PTRS work entry.

3-4265 TASK OUTCOMES. Completion of this task results in either:

- An approved CAP, or
- Issuance of a letter disapproving the CAP.

3-4266 FUTURE ACTIVITIES.

A. Monitoring.

- 1) Schedule monitoring of a CAP if the task is in work program plans.

2) Monitor the CAP (see Volume 6, Chapter 6, Section 4, Monitor a Part 137 Congested Area Operation).

B. Enforcement. Possible enforcement investigation if the operation is not conducted according to the approved plan or is unsatisfactory in any other manner. Use the approved plan as information for a subsequent enforcement investigation.

C. Review. Review of any subsequent congested area operations.

Figure 3-144. Sample Letters Indicating Coordination With Appropriate Authorities

(To Agricultural Aircraft Operator)

<p>[Operator's name and address]</p> <p>I, [name], the [title of individual and name of town] grant permission to [name of operator] to fly over the town of [name of town] for the purpose of [state purpose of operation] from an agricultural aircraft on [date of operation].</p> <p>[official's signature]</p>

(To Federal Aviation Administration)

<p>[Operator's Letterhead]</p> <p>[Date]</p> <p>[Name and address of district office]</p> <p>Sir/Madam:</p> <p>[Name of operator] will conduct the dispensing operation, described on the attached diagram, per Title 14 of the Code of Federal Regulations part 137, § 137.51. The aircraft used will be a [make and model of aircraft and N number].</p> <p>The dispensing operation will be conducted at no less than [altitude] feet above ground level. The airspeed will be [speed in knots or mph].</p> <p>[Chemical name] will be dispensed at the rate of [number of gallons] per acre.</p> <p>The operation will be conducted from [beginning date] to [ending date].</p> <p>The public will be notified of the operation [indicate methods of notification] on [date].</p> <p>Sincerely,</p> <p>[Operator's signature]</p>

Figure 3-145. Letter Approving Congested Area Plan

Use WebOPSS template A503.

Figure 3-146. Letter Disapproving Congested Area Plan

[FAA Letterhead]

[Date]

[Operator's name and address]

Dear [operator's name]:

This is to inform you that the congested area plan, which you submitted on [date], for agricultural aircraft operations over [congested area, city, or town] is not approved.

The following items were unsatisfactory:

[List the items and how they must be corrected.]

If you have any questions concerning this matter or intend to take action to correct these items, please contact this office at [telephone number].

Sincerely,

[POI's signature]

Figure 3-148. Memorandum Recommending Approval of a Congested Area Plan

[FAA Letterhead]

[Date]

[To: Principal Operations Inspector]

[From: ASI conducting the local evaluation]

Subject: Congested Area Plan (CAP) Approval for Fly Low Aviation, Dallas, TX

This office has approved the CAP submitted by Fly Low Aviation on February 22, 2012. This plan pertains to the aerial application of insecticides for the control of mosquitoes in Dallas, Texas. All requirements specified in Volume 3, Chapter 52, Section 2 have been met.

This office recommends approval and issuance of Web-based Operations Safety System (WebOPSS) paragraph A503.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 134
Aitkin, MN 56431
218-927-3093
Fax: 218-927-7374

January 23, 2018

Mr. John Ricard
Central Planes Aviation, Inc.
39115 County Road 186
Sauk Centre, MN 56378

Re: Authorization to Operate Agricultural Aircraft over Unincorporated Areas of Aitkin County to Conduct Aerial Spraying of Tent Worm Caterpillars

Central Planes Aviation, Inc. has requested permission to operate agricultural aircraft over unincorporated areas of Aitkin County to spray for tent worm caterpillars using a BT insecticide called Dipel DF.

Central Planes Aviation, Inc. is granted permission to operate agricultural aircraft over areas of Aitkin County while spraying for tent worm caterpillars per FAA waivers. Permission is granted with the following conditions:

1. It applies to only the unincorporated areas of Aitkin County;
2. Central Planes Aviation, Inc. must have a valid license to spray for tent worm caterpillars from the Minnesota Department of Agriculture;
3. This permission expires on December 31, 2018.

This authorization by Aitkin County is not an endorsement of this company. Central Planes Aviation, Inc. does not act on behalf or as an agent of Aitkin County.

Date _____

Anne M. Marcotte, Chair
Aitkin County Board of Commissioners

Attest:

Jessica Seibert
Aitkin County Administrator
Clerk, Aitkin County Board of Commissioners



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Fire Protection Contract with City of Palisade

- 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:
Kirk Peysar, County Auditor

Department:
County Auditor

Presenter (Name and Title):
Kirk Peysar, County Auditor

Estimated Time Needed:
n/a

Summary of Issue:

Approve and authorize signatures to the 2019 Fire Protection Contract for the unorganized townships served by the Palisade Fire Department.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve and authorize signatures to the contract with City of Palisade for 2019

Financial Impact:

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, Minnesota 56431
218.927.7354

January 8, 2018

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: 2019 Fire Protection contract with the City of Palisade

The City of Palisade has submitted a renewal contract to provide fire protection to the 5 neighboring unorganized townships. The allocation of fire protection costs are as follows: 50-26 \$1,508.85; 51-25 \$274.05; 49-27 \$ 4875.15; 50-27 \$322.35; and 50-25 \$1,507.80.

Request to authorize signatures to the 2019 Fire Protection contract with the City Palisade for the unorganized townships.



Palisade Fire Department

City of Palisade PO Box 144 304 Main Street Palisade, MN 56469 city@frontiernet.net 218-845-2051

Agreement on Fire Protection

This Agreement, Made and entered into this 2nd day of Jan 2018 by and between the City of Palisade, a Municipal corporation of Aitkin County, MN and the City of Palisade of Aitkin, County, MN. WHEREAS, the second party, deeming it advisable to have available for the benefit of the residents said Township, service of the first parties Fire Department, and the Electors of said Town having pursuant to law, provided a fund for furnishing of said service and WHEREAS, the first party has by appropriate action authorized its Mayor and Council Members to enter into a contract with the second party for furnishing of said service. NOW, THEREFORE, it is mutually agreed between the parties hereto, that for a period of ONE YEAR from and after the date hereof, the FIRE DEPARTMENT of the first party will answer any and all fire calls of the residents in the following sections of **Unorganized Townships** and will respond to such calls with suitable firefighting apparatus manned by at least three members of the Palisade Fire Department, who will render all assistance possible in the saving of life and property. In consideration of said service, second party agrees to pay as following; 50-26 \$1508.25; 51-25 \$274.05; 49-27 \$4875.5; 50-27 \$322.35; 50-25 \$1507.20 = \$8488.20 due and payable by July 1st 2018.

It is understood and agreed however, that at times weather and road conditions through the various seasons of the year can and no doubt will interfere in the rendering of such service, in which event, failure to furnish the service herein agreed upon, shall not be taken to be a breach of this agreement. It is further agreed that this contract shall continue to be effect for a period of not more than ten years with the privilege of cancelling by either party with a written notice within 30 days. Late fees of 1.5% of total agreement will be assessed monthly after due date of July 1st.

CONTRACT DATE: JANUARY 1, 2019 to DECEMBER 31, 2019

IN WITNESS, WHEREOF, the respective parties have caused this instrument to be executed by respective officers thereof and the respective seals of the parties to be affixed thereto.
CITY OF PALISADE, A MUNICIPAL CORPORATION OF AITKIN COUNTY, MN. IN PRESENCE OF:

Monique Hamke
Patricia Nordstrom

[Signature]
[Signature]

Unorganized TOWNSHIP, A MUNICIPAL CORPORATION OF AITKIN COUNTY, MN



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: JANUARY 23, 2018

Title of Item: APPROVE DUPLICATE OF LOST WARRANT

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

**provide copy of hearing notice that was published*

Submitted by: Donna Boyer	Department: Auditor's
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Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:

Need to replace lost warrant #44908 issued 12/20/17 to Oak Sales, Inc. The amount of the Warrant is \$18,000.00

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve replacing lost warrant

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:*

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin } ss. Oak Sales, Inc

Being duly sworn, on oath says; that he is the owner of a certain manual warrant,

Dated the 20th day of December, 2017, Numbered 44908,

Issued by Aitkin County to Oak Sales, Inc

In the sum of \$ 18,000, has been Lost in the manner
("Lost" or "Destroyed")

following, to wit:

Lost in mail

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

(X) Ken Oaks

Subscribed and sworn to before me this 5th day of January 2018

Darlene R. Armstrong



Notary Public Crow Wing County, Minnesota

My Commission Expires Jan. 31, 2020



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: 1-23-18

Title of Item: Federal Participation in Construction Agreement (MnDOT No. 1030001)

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: <p>The current Federal Participation in Construction Agreement between Aitkin County and MnDOT has been in place since 2003 and updated in 2011. This agreement is needed to allow MnDOT to act as the County's agent in accepting federal funds for use on Aitkin County Highway projects.</p> <p>Attached is the revised agreement (MnDOT Contract #1030001) language that has been supplied by MnDOT and reviewed by the County Attorney. Also attached is a resolution authorizing execution of the agreement.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Authorize by resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED January 23, 2018

By Commissioner: xx

20180123-0xx

Federal Participation in Construction Agreement

BE IT RESOLVED, that pursuant to Minnesota Statute Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the County of Aitkin to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Aitkin County Board Chairman and the Aitkin County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1030001, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

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 23rd day of January 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23rd day of January 2018

Jessica Seibert
County Administrator

**STATE OF MINNESOTA****AGENCY AGREEMENT**

for

FEDERAL PARTICIPATION IN CONSTRUCTION

This agreement is entered into by and between Aitkin County ("Local Government") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT").

RECITALS

1. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent in accepting federal funds on the Local Government's behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by Federal Highway Administration ("FHWA") federal funds, hereinafter referred to as the "Project(s)"; and
2. This agreement is intended to cover all federal aid projects initiated by the Local Government and therefore has no specific State Project number associated with it, and
 - 2.1. The Catalog of Federal Domestic Assistance number or CFDA number is 20.205, and
 - 2.2. This agreement supersedes agreement number old (00001)
 - 2.3. This project is for construction not research and development.
 - 2.4. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

AGREEMENT TERMS**1. Term of Agreement**

- 1.1. **Effective Date.** This agreement will be effective on the date the MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2. Upon the effective date, this agreement will supersede agreement 00001.

2. Local Government's Duties

- 2.1. **Designation.** The Local Government designates MnDOT to act as its agent in accepting federal funds in its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website
- 2.2. **Staffing.**
 - 2.2.1. The Local Government will furnish and assign a publicly employed licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative where the Local Government elects to use a private consultant for construction engineering services, the Local Government will provide a qualified, full-time public employee of the Local Government, to be in responsible charge of the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.

- 2.2.2. During the progress of the work on the Project(s), the Local Government authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the Local Government will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project(s).
- 2.3. **Pre-letting.** The Local Government will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.
- 2.3.1. The Local Government will solicit bids after obtaining written notification from MnDOT that the FHWA has authorized the Project(s). Any Project(s) advertised prior to authorization **without permission** will not be eligible for federal reimbursement.
- 2.3.2. The Local Government will prepare the Proposal for Highway Construction for the construction contract, which will include all of the federal-aid provisions supplied by MnDOT.
- 2.3.3. The Local Government will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The Local Government will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders, and where the Local Government will receive the sealed bids.
- 2.3.4. The Local Government may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s). All work included in a federal contract is subject to the same federal requirements as the federal project.
- 2.3.5. The Local Government will prepare and sell the plan and proposal packages and prepare and distribute any addenda, if needed.
- 2.3.6. The Local Government will receive and open bids.
- 2.3.7. After the bids are opened, the Local Government will consider the bids and will award the bid to the lowest responsible bidder, or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises, the Local Government will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Office of Civil Rights.
- 2.3.8. The Local Government entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass through entity in accordance with applicable Federal awarding agency policy.
- 2.4. **Contract Administration.**
- 2.4.1. The Local Government will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction and all amendments thereto. All contracts between the Local Government and third parties or subcontractors must contain all applicable provisions of this Agreement, including the applicable federal contract clauses, which are identified in Appendix II of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and as provided in Section 18 of this agreement.

- 2.4.2. The Project(s) will be constructed in accordance with plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction, and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the Local Government Engineer's Office. The plans, special provisions, and specifications are incorporated into this agreement by reference as though fully set forth herein.
 - 2.4.3. The Local Government will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.
 - 2.4.4. The Local Government will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that were in effect at the time the work was performed.
 - 2.4.5. The Local Government will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The Local Government will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector as required by the Independent Assurance Schedule.
 - 2.4.6. The Local Government may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into Change Order(s) with the Contractor. The Local Government will not be reimbursed for any costs of any work performed under a change order unless MnDOT has notified the Local Government that the subject work is eligible for federal funds and sufficient federal funds are available.
 - 2.4.7. The Local Government will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
 - 2.4.8. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to collect the federal aid sought by the Local Government. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The Local Government will retain all records and reports and allow MnDOT or the FHWA access to such records and reports for six years.
 - 2.4.9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.
- 2.5. **Limitations.**
- 2.5.1. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
 - 2.5.2. **Nondiscrimination.** It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial

assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies, is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the Local Government to carry out the above requirements.

2.5.3. **Utilities.** The Local Government will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities" which is incorporated herein by reference.

2.6. **Maintenance.** The Local Government assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

3. MnDOT's Duties

3.1. **Acceptance.** MnDOT accepts designation as Agent of the Local Government for the receipt and disbursement of federal funds and will act in accordance herewith.

3.2. Project Activities.

3.2.1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s), and for reimbursement of eligible costs pursuant to the terms of this agreement.

3.2.2. MnDOT will provide to the Local Government copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.

3.2.3. MnDOT will review and certify the DBE participation and notify the Local Government when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then Local Government must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the project becoming ineligible for federal assistance, and the Local Government must make up any shortfall.

3.2.4. MnDOT will provide the required labor postings.

3.3. **Authority.** MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.

3.4. **Inspection.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this agreement. The Local Government will make available all books, records, and documents pertaining to the work hereunder, for a minimum of six years following the closing of the construction contract.

4. Time

4.1. The Local Government must comply with all the time requirements described in this agreement. In the performance of this agreement, time is of the essence

4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT, twenty four months prior to the **end date**.

5. Payment

5.1. **Cost.** The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the Local Government. The Local Government will pay any part of the cost or

expense of the Project(s) that is not paid by federal funds. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2. MnDOT will reimburse the Local Government, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.

- 5.2. **Indirect Cost Rate Proposal/Cost Allocation Plan.** If the Local Government seeks reimbursement for indirect costs and has submitted to MnDOT an indirect cost rate proposal or a cost allocation plan, the rate proposed will be used on a provisional basis. At any time during the period of performance or the final audit of a project, MnDOT may audit and adjust the indirect cost rate according to the cost principles in 2 CFR Part 200. MnDOT may adjust associated reimbursements accordingly.
- 5.3. **Reimbursement.** The Local Government will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the Local Government will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
- 5.3.1. Following certification of the partial estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified partial estimate.
- 5.3.2. Upon completion of the Project(s), the Local Government will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the Local Government will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
- 5.3.3. Following certification of the final estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.
- 5.3.4. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all the payment requests. If the Project is found to have been completed in accordance with the plans and specifications, MnDOT will promptly release any remaining federal funds due the Local Government for the Project(s). If MnDOT finds that the Local Government has been overpaid, the Local Government must promptly return any excess funds.
- 5.3.5. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- 5.4. **Matching Funds.** Any cost sharing or matching funds required of the Local Government in this agreement must comply with 2 CFR 200.306.
- 5.5. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements including, but not limited to, 2 CFR Part 200 imposed by the Local Government's failure to comply with federal requirements. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Local Government, or in the event the total amount of federal funds is not available, the Local Government will be responsible for any and all costs or expenses incurred under this Agreement. The Local Government further agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.

5.6. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement for each project and submit all financial, performance, and other reports as required by the terms of this Agreement and the Federal award, twenty four months prior to the **end date** of the period of performance for each project. MnDOT will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with funds will continue following project closeout.

6. **Conditions of Payment.** All services provided by Local Government under this agreement must be performed to MnDOT's satisfaction, as determined at the sole discretion of MnDOT's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive payment for work found by MnDOT to be unsatisfactory or performed in violation of federal, state, or local law.

7. **Authorized Representatives**

7.1. MnDOT's Authorized Representative is:

Name: Mitchell Rasmussen, or his successor.

Title: State Aid Engineer

Phone: 651-366-4831

Email: Mitch.rasmussen@state.mn.us

MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2. The Local Government's Authorized Representative is:

Name: John Welle or his/her successor.

Title: Aitkin County Engineer

Phone: 218-927-3741

Email: jwelle@co.aitkin.mn.us

If the Local Government's Authorized Representative changes at any time during this agreement, the Local Government will immediately notify MnDOT.

8. **Assignment Amendments, Waiver, and Agreement Complete**

8.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

8.2. **Amendments.** Any amendments to this agreement 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 agreement, or their successors in office.

8.3. **Waiver.** If MnDOT fails to enforce any provision of this agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.

8.4. **Agreement Complete.** This agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

- 8.5. **Severability.** If any provision of this Agreement or the application thereof is found invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.

9. Liability and Claims

- 9.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 9.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. The Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

10. Audits

- 10.1. Under Minn. Stat. § 16C.05, Subd.5, the Local Government's books, records, documents, and accounting procedures and practices of the Local Government, or other party relevant to this agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 10.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.475 will be used to determine whether costs are eligible for reimbursement under this agreement.
- 10.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

11. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by MnDOT under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Local Government or MnDOT.
12. **Workers Compensation.** The Local Government certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will not be considered MnDOT 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 MnDOT's obligation or responsibility.
13. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

- 14.1. **Termination by MnDOT.** MnDOT may terminate this agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2. **Termination for Cause.** MnDOT may immediately terminate this agreement if MnDOT finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3. **Termination for Insufficient Funding.** MnDOT may immediately terminate this agreement if:
- 14.3.1. It does not obtain funding from the Minnesota Legislature; or
- 14.3.2. If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.
- 14.4. **Suspension.** MnDOT may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
15. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
16. **Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.
17. **Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or

intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

- 18. Appendix II 2 CFR Part 200 Federal Contract Clauses.** The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and agrees to pass through these requirements to its subcontractors and third party contractors, as applicable. In addition, the Local Government shall have the same meaning as "Contractor" in the federal requirements listed below.
- 18.1. Remedies.** Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 18.2. Termination.** All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 18.3. Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- 18.4. Davis-Bacon Act, as amended.** (40 U.S.C. 3141-3148) When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 18.5. Contract Work Hours and Safety Standards Act.** (40 U.S.C. 3701-3708) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for

compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 18.6. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- 18.7. **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued under the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 18.8. **Debarment and Suspension.** (Executive Orders 12549 and 12689) A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 18.9. **Byrd Anti-Lobbying Amendment.** (31 U.S.C. 1352) Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 18.10. **Procurement of Recovered Materials.** See 2 CFR 200.322 Procurement of Recovered Materials.
- 18.11. **Drug-Free Workplace.** In accordance with 2 C.F.R. § 32.400, the Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.
- 18.12. **Nondiscrimination.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, handicap, or age be excluded from participation in, be denied the benefits of, or otherwise be

subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance. The specific requirements of the Department of Transportation Civil Rights assurances (required by 49 C.F.R. §§ 21.7 and 27.9) are incorporated in the agreement.

18.13. Federal Funding Accountability and Transparency Act (FFATA).

18.13.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
 - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.

- 18.13.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 18.13.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this agreement is awarded.
- 18.13.4. The Local Government will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>
- 18.13.5. The Local Government's failure to comply with the above requirements is a material breach of this agreement for which the MnDOT may terminate this agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

Aitkin County

Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Resolution of Support for H. F. 492, Mille Lacs ATV Trail

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

Submitted by: Ross Wagner	Department: Economic Development & Forest Ind
-------------------------------------	---

Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator	Estimated Time Needed: Consent
---	--

Summary of Issue:
A few years back, in response to the Mille Lacs Lake area economic difficulties Aitkin County proposed a connector trail from the East side of Mille Lacs Lake to the Northwood's ATV Trail System. To fund the new connector, State Representative Dale Lueck has introduced a bonding bill, attached. The bill seems to be gaining momentum, this past fall, Aitkin County Land Department and members of the Aitkin County ATV Alliance hosted the House Capital Investment (Bonding) Committee and took them on a tour of portions of the Northwood's ATV Trail. The tour was very successful and Aitkin County was encouraged to pass a resolution in support. The Aitkin County ATV Alliance will also be submitting a resolution and other organizations will be contacted as well. Attached is a project description with maps and a draft resolution.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve Resolution of Support

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:*

This Document can be made available
in alternative formats upon request

State of Minnesota
HOUSE OF REPRESENTATIVES

NINETIETH SESSION

H. F. No. 492

01/26/2017 Authored by Lueck

The bill was read for the first time and referred to the Committee on Environment and Natural Resources Policy and Finance

1.1 A bill for an act
1.2 relating to capital improvements; appropriating money for an ATV trail connection;
1.3 authorizing the sale and issuance of state bonds.

1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5 Section 1. **APPROPRIATION.**

1.6 Subdivision 1. **Appropriation.** (a) \$1,500,000 is appropriated from the bond proceeds
1.7 fund to the commissioner of natural resources for predesign, design, acquisition, and
1.8 development of a trail to connect the Northwoods ATV trail system with the Mille
1.9 Lacs-Malmo East Loop trail system.

1.10 (b) The appropriation is not available until the commissioner determines that \$150,000
1.11 has been committed to the project from nonstate sources.

1.12 Subd. 2. **Bond sale.** To provide the money appropriated in this section from the bond
1.13 proceeds fund, the commissioner of management and budget shall sell and issue bonds of
1.14 the state in an amount up to \$1,500,000 in the manner, upon the terms, and with the effect
1.15 prescribed by Minnesota Statutes, sections 16A.631 to 16A.675, and by the Minnesota
1.16 Constitution, article XI, sections 4 to 7.

1.17 **EFFECTIVE DATE.** This section is effective the day following final enactment.

Northwoods Regional ATV Trail System

Mille Lacs-Malmo East ATV Loop Trail Project

This project requests a \$1,500,000 appropriation from bond proceeds to be provided to the Commissioner of Natural Resources for predesign, design, acquisition, and development of a trail to connect the Northwoods Regional ATV trail system with the MilleLacs-Malmo East Loop trail system.

The appropriation would not be available until the commissioner determines that \$150,000 has been committed to the project from non-state sources.

This request would fund the addition of a major ATV trail loop to the existing Northwoods Regional ATV Trail System, which serves Aitkin, Mille Lacs, Crow Wing, Itasca and Cass Counties, as well as counties further north. See Map #1 for details.

The project would add about 58 miles of trail to the existing Northwoods Regional ATV trail system. Major portions of the proposed Mille Lacs-Malmo East Loop would be located on existing county and state lands, with many already existing forestry roads that would be incorporated into the new trail.

Map #2 shows the general location of the proposed addition relative to the existing Northwoods Regional ATV trail system and how it would connect the communities of Malmo, Glen, and Isle along the existing South Soo Line ATV Trail.

In addition to adding a significant new section to the Northwoods Regional ATV Trail System, this project would also provide a long term and much needed diversification to the east and northern side of Mille Lacs Lake due to the on-going issue with the walleye fishery.

The project would be constructed in phases, with the northern leg which would connect Malmo and Glen east to the existing Soo Line Trail east of the Solana ATV Loop. The second phase would focus a direct connection between Malmo and Isle to the south. That route would generally parallel with the east side of Mille Lacs Lake.

Map #3 illustrates the large expanse of territory that the Northwoods Regional ATV Trail covers and highlights the lack of ATV trail presence on east and north side of Mille Lacs Lake.

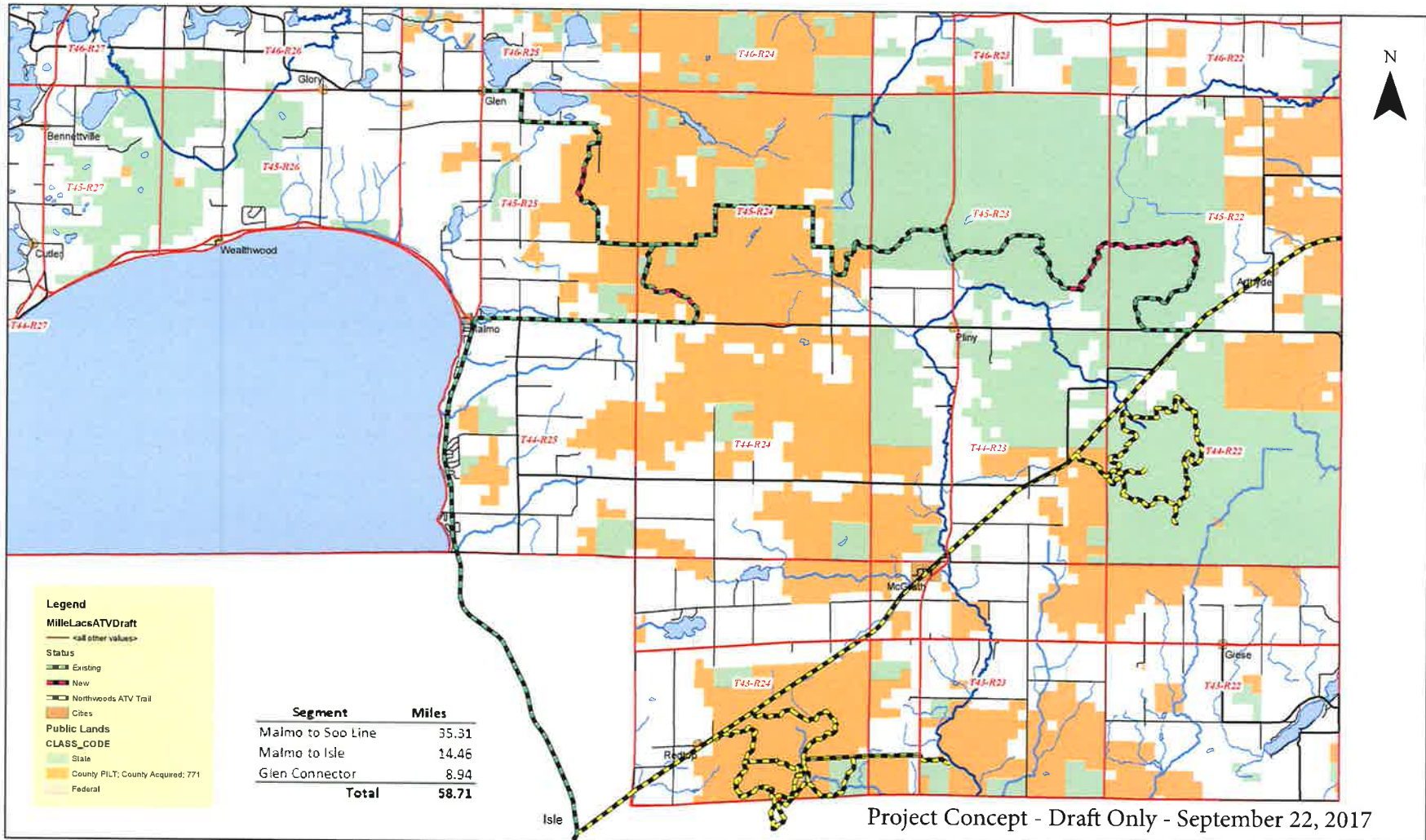
Over the past two years the State of Minnesota has provided almost \$4 million dollars in direct local economic aid in the form of low interest loans, grants and promotional funds to help mitigate the severe economic impact the Mille Lacs Lake fishery issue has had on the area.

This project will provide lasting public infrastructure that will support a healthy and diverse tourism industry well into the future for the Mille Lacs Lake area.

Map #3 illustrates that Aitkin County and the area ATV/Snowmobile Clubs have a long successful history of building and maintaining summer and winter recreational use trails. This project will build on an already successful program of 200 miles of trails.

Northwoods Regional ATV Trail System (Map #1)

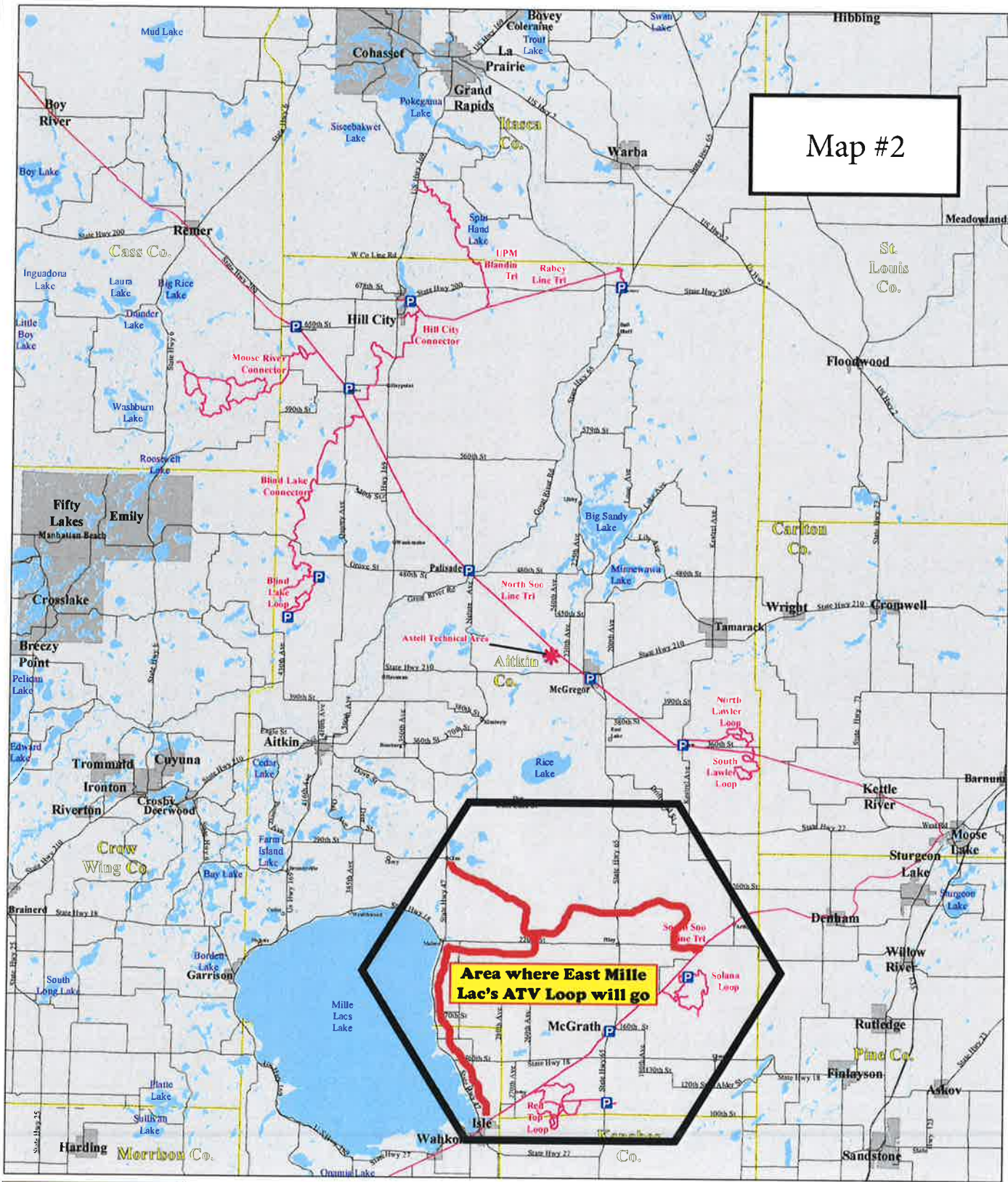
Mille Lac-Malmo East ATV Trail Loop - **Project Concept - Draft Only**



Project Concept - Draft Only - September 22, 2017



Map #2



Legend

- ATV Trail Parking
- ATV Trail
- Major Road

Northwoods Regional ATV Trail System General Trail Map

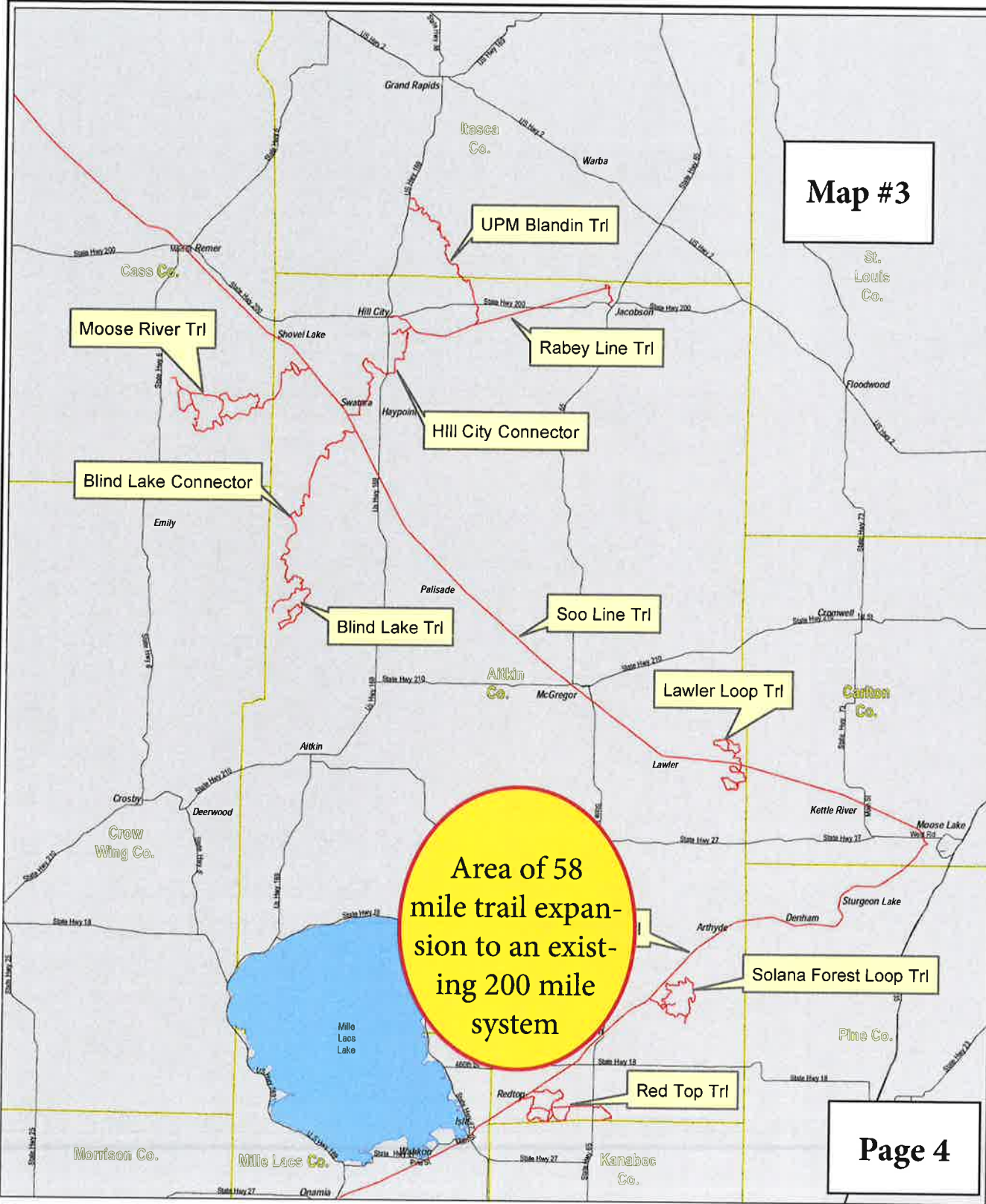


Page 3



Map prepared by Aitkin County's GIS for graphic display purposes only.

Map #3



Area of 58 mile trail expansion to an existing 200 mile system

Page 4

Legend

- ATV Trail
- Major Highway
- County Boundary

Northwoods Regional ATV Trail System Trail Map



Author: ddh

Map prepared by Aitkin County's GIS for graphic display purposes only.

Date: 7/13/2012

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

ADOPTED January 23, 2018

By Commissioner: xx

20180123-0xx

In Support of HF 492

Relating to capital improvements; appropriating money for an ATV trail connection; authorizing the sale and issuance of state bonds.

WHEREAS, Aitkin and Itasca Counties along with numerous regional partners has built and developed the Northwood's ATV Trail System which has been greatly successful in attracting ATV riders and ATV related events to Aitkin County and the surrounding region, and

WHEREAS, Aitkin County and surrounding counties have seen a noticeable, positive impact on the local economy due to the ATV riders and events, and

WHEREAS, due to mitigating factors beyond our control, the Mille Lacs Lake area in Aitkin, Mille Lacs and Crow Wing Counties is suffering economic losses because of a major reduction in resort patrons and visitors to the area, and

WHEREAS, it is Aitkin County's desire to help add to the Mille Lacs Lake area economy by constructing a connection to the existing Northwood's ATV Trail System with a segment known as Mille Lacs-Malmo East ATV Loop, and

WHEREAS, the Mille Lacs-Malmo East ATV Loop will become full segment of the Northwood's ATV Trail System and will be maintained and promoted as such.

NOW THEREFORE BE IT RESOLVED that the Aitkin County Board of Commissioners is in support of HF 492 for the positive effects and impacts on the Mille Lacs Lake area and the surrounding region.

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 23rd day of January 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23rd day of January 2018

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2 P

Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Asbestos Abatement Proposal

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert, County Administrator		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed:
Summary of Issue: As part of the Government Center building project, an asbestos abatement package is required as part of the bidding documents. We are also required to monitor air quality during asbestos removal. Attached are two proposals, each including a cost for the design package and air quality inspections.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Staff recommends approval of the lowest bid from Arrowhead Consulting & Testing, Inc.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 1,000.00 + \$775/hr. Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Included in project budget.		

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

Arrowhead Consulting & Testing, Inc.

5606 Miller Trunk Highway • Duluth, Minnesota 55811 • Phone: 218/729-0987 • Fax: 218/729-8297

January 12, 2018

Mr. Travis Fuechtmann
Contegrity Group
101 1st Street SE
Little Falls, Minnesota 56345

**RE: Request for Budget Cost Estimate
Asbestos Abatement and Design Package
Aitkin County Courthouse Project
Aitkin, Minnesota**

In response to your request for a cost estimate, Arrowhead Consulting & Testing, Inc., (Arrowhead) is pleased to provide the Contegrity Group with the following budgetary cost estimate for the renovation of the Aitkin County Courthouse.

SCOPE OF WORK

Arrowhead understands the objectives of the proposal to be the following:

- Prepare bid documents outlining asbestos removal procedures to be used by the awarded contractor.
- Provide air monitoring during asbestos abatement activities.
- Provide a project report

PROJECT COST

Design Cost

The cost to complete the design package is **\$1,000.00**. Included in the cost is asbestos project design for abatement of the asbestos containing materials. The project design scope of work includes removal of approximately 6500 square feet of asbestos-containing floor tile, 120 lineal feet asbestos containing pipe insulation and 40 associated pipe fittings, window and door caulk and one sinks. It will also include debris cleanup in the attic and soil cleanup.

Onsite Air Monitoring during Asbestos Removal

Arrowhead can provide qualified air monitoring technicians to provide third-party project oversight and to provide air testing as required by law. Third-party monitoring services will include project inspection, project documentation and coordination.

Arrowhead will provide air monitoring services during the project. Arrowhead applies NIOSH Method 7400 for performing onsite analysis of airborne asbestos fibers. Arrowhead's personnel are certified under the Asbestos Analyst Registry Program to analyze air samples onsite. This certification is required by the Minnesota Department of Health. Air monitoring services include collection and analysis of pre-work area air samples, daily work area air samples, and final work area clearance samples.

The **daily rate** estimated cost to provide air monitoring/project oversight during asbestos abatement is **\$775.00**. Included in the cost is one air monitoring technician working 8-hours per day onsite, travel to site, air sampling equipment, PCM work in progress and clearance analysis, and reports. Samples will be analyzed onsite.

COMPANY QUALIFICATIONS

Arrowhead is an industrial hygiene-consulting firm providing asbestos and hazardous materials consultant services to industrial, educational, institutional, commercial and residential clientele. Linda Thiry directs the asbestos program. She has over 25 years of hands-on experience in the environmental and industrial hygiene field. Arrowhead maintains a Minnesota Department of Health Contractor License (License #AC614) for asbestos abatement project oversight. Arrowhead's field personnel are professional trained and licensed and adhere to strict quality control guidelines that meet or exceed current government criteria. Asbestos personnel are accredited (under (EPA-AHERA) and Minnesota licensed as building inspectors, project designers, management planners, contractor supervisors, and air monitoring technicians. All Arrowhead personnel are National Institute for Occupational Safety and Health (NIOSH) 582 trained. The Arrowhead laboratory participates in the American Industrial Hygiene Association (AIHA) Asbestos Analyst Testing (AAT) Program under laboratory identification number 152007. Analysts are board approved by AIHA, and hold individual identification numbers.

PERSONNEL QUALIFICATIONS

Arrowhead personnel are experienced in all disciplines of asbestos consulting including building inspections, project designs, management plans, onsite supervising and air monitoring. Each Arrowhead professional has more than 25 years of experience in asbestos related projects.

Principle, Linda K. Thiry holds a B.S. degree from the University of Minnesota Duluth in Chemistry and is founder of Arrowhead Consulting & Testing, Inc. Ms. Thiry has worked in the consulting and analytical testing fields since 1986 as an Analytical Chemist, Industrial Hygienist, Project Manager, Director and General Manager. She brings more than 31 years of experience in the asbestos field and holds licenses in all asbestos disciplines including asbestos supervisor, project designer, and inspector. Ms. Thiry is also a lead risk assessor and is 40-hour hazardous materials handling trained.

Greg Heinecke has over 28 years of professional level experience in the environmental and asbestos consulting field. Mr. Heinecke holds licenses in all asbestos disciplines including asbestos supervisor, project designer, management planner and inspector.

Scott Reinke has over 26 years of professional level experience in the environmental and asbestos consulting field. Mr. Reinke holds licenses in all asbestos disciplines including asbestos supervisor, project designer, management planner and inspector. Mr. Reinke is also 40-hour hazardous materials handling trained.

EXPERIENCE

Arrowhead building inspectors have performed hundreds of surveys of existing structures to locate, identify, and assess potential hazards of asbestos-containing material (ACM), lead-based paint and other hazardous materials.

Following is a list of recent inspections conducted by the Arrowhead team:

Local Education Institution: Arrowhead personnel conducted building asbestos inspection for local colleges and universities. The inspections were conducted using, AHERA and Minnesota Department of Health protocol. Building drawings were developed to identify the location of the asbestos-containing materials. These inspections were used to notify employees of the presence and location of ACM inside their work facility. They were also used for asbestos abatement bid documents.


Local Educational Client: Arrowhead personnel conducted a pre-demolition survey for a local educational institution. The survey was conducted for the demolition of a school and adjacent houses. Samples were collected for suspect asbestos-containing materials and lead based paints. Other potentially hazardous materials were inventoried for removal prior to demolition of the structures.

Regional Medical Industry Client: Arrowhead personnel conducted a room-by-room asbestos inspection at a regional hospital. The inspection was conducted using AHERA and Minnesota Department of Health protocol. The inspection was used to institute an Operations and Maintenance Asbestos Program for the hospital. Arrowhead wrote the O & M Program.

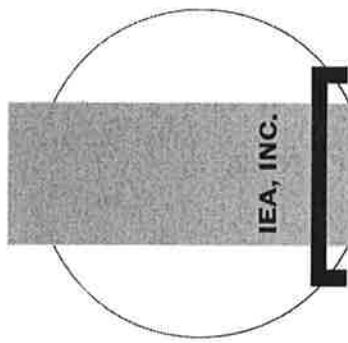
Reference can be submitted upon request.

If you have any questions regarding the information provided, please call me at (218) 729-0987.
We look forward to your favorable response.

Sincerely,
Arrowhead Consulting & Testing, Inc.



Linda K. Thiry
Owner/Programs Director



PROPOSAL



Contact Us:

BROOKLYN PARK OFFICE
9201 W. BROADWAY, #600
BROOKLYN PARK, MN 55445
763-313-7900

MANKATO OFFICE
610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

ROCHESTER OFFICE
210 WOOD LAKE DRIVE SE
ROCHESTER, MN 55904
507-261-6664

BRAINERD OFFICE
601 NW 5TH STREET, STE. #4
BRAINERD, MN 56401
218-454-0703

MARSHALL OFFICE
1420 EAST COLLEGE DRIVE
MARSHALL, MN 56258
507-476-3599

VIRGINIA OFFICE
5625 EMERALD AVENUE
MOUNTAIN IRON, MN 55768
218-410-9521

www.leasafety.com

info@leasafety.com

800-233-9513



Asbestos Project Design, On-Site Monitoring, and Project Management

for

Aitkin County

At the

Aitkin County Courthouse Facility

DECEMBER 18, 2017

PROPOSAL #6672

Asbestos Project Design, On-Site Monitoring, & Project Management – Aitkin County Courthouse

Ms. Jessica Seibert
Aitkin County Administrator
217 2nd Street NW, Room 134
Aitkin, MN 56431
Phone: 218-927-3093
E-mail:
jessica.seibert@co.aitkin.mn.us

Project Introduction

Per your request, IEA, Inc. is pleased to provide this proposal for Asbestos Project Design, Air Monitoring, and specified Project Management for the planned asbestos removal project work in the NW Link (Old Sheriff’s Building) and the Main Courthouse Building. This project work is required for the demolition and planned renovations in the designated areas of the Courthouse Facility.

Scope of Work

Asbestos project design for the Aitkin County Courthouse will include:

- Data Review and determination of scope of work by a licensed Project Designer.
- Development of project specification including a project schedule, bidding requirements, engineering controls, removal procedures, disposal, insurance, and bonding if necessary.

Project management and on-site air monitoring services will include:

- Coordination of on-site pre-bid conference.
- Review of contractor submittals, references, and qualifications.
- Submit contractor award recommendation/documentation to owner.
- Project correspondence and coordination for the duration of the asbestos removal project.
- On-site air monitoring to include daily air sampling during the interior abatement work, and clearance air sampling as required by Minnesota Department of Health Regulations to allow re-occupation or entry by others.
- Development and submittal of a final report summary to Aitkin County.

Limitations & Assumptions

The abatement shall be performed by a Licensed Asbestos Contractor under a separate contract. Abatement contractor costs for the completion of abatement of all the known or projected asbestos materials are estimated as follows;

Phase I West Annex Building (Demolition)	\$28,500.- \$34,000.
Phase II Main Courthouse Building	\$39,000. - \$44,500.

Compensation

The Design specification will be billed at a flat rate of **\$3,500.** This will provide guidance for both the Phase I and the Phase II abatement work.

IEA’s fee associated with on-site monitoring and project management will be billed on a time-and-materials (T&M) basis and is estimated to be in the range of;

Phase I West Annex Building (Demolition)	\$4,900. - \$5,300
Phase II Main Courthouse Building	\$6,500. - \$7,700.

Schedule

For project work beyond the services outlined in this proposal and/or any changes to the agreed upon scope of work, IEA will obtain approval through a client-authorized change order.

IEA’s Asbestos Project Design services will commence immediately upon receipt of the signed proposal. IEA will schedule the work for this project through Aitkin County staff and/or Contiguity Group personnel.

We anticipate completing the Project Design within 30 days upon receipt of authorization to proceed.

Terms

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions, which are a part of this proposal, for more detail.

Authorization to Proceed

Authorization to Proceed – Client Signature Required

We appreciate the opportunity to present this proposal for Project Design, On-Site Monitoring, and Project Management. Please sign this authorization to proceed, and fax to Mr. Jim Lindahl, Sr. Project Manager at 763-315-7920 or e-mail jim.lindahl@ieasafety.com. Retain the original for your records. We will initiate a project schedule and development at the time we receive this written documentation to proceed.

IEA, Inc.



Jim Lindahl
Sr. Project Manager



William Dold
EPDM Division Manager

* * *

Please proceed according to the above stated fees, terms, attached General Conditions, and proposal #6672 dated December 18, 2017.

Printed Name

Authorized Signature

Date

UFARS code or PO number

Appendix A

General Conditions

General Conditions

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or propriety information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed

by laboratory-approved field technicians, generally under AAR Guidelines.

2. Payment for Services

A. Fee Schedule & Maximum

Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

3. Indemnity & Insurance

A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages.

Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUTATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

C. Insurance

- (1) Consultant carries coverage and limits of liability insurance as follows:
 - (a) Workers Compensation with statutory limits.
 - (b) Employers' Liability with a minimum policy limit of \$1,000,000.00.
 - (c) Comprehensive General Liability with the following coverage:
 - I. Limit \$1,000,000.00 per occurrence
 - II. \$2,000,000.00 general aggregate
 - III. \$2,000,000.00 products completed/ operations aggregate
 - IV. \$1,000,000.00 personal and advertising injury
 - V. \$300,000.00 fire Damage (any one fire)
 - VI. \$25,000.00 medical expenses (any one person)

General Conditions (cont'd)

- (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
 - (e) Professional Liability (claims made) with the following coverage: \$1,000,000.00 per occurrence
 - (f) Contractor Pollution Liability (claims made): \$1,000,000.00 each occurrence
 - (g) Umbrella Liability. \$5,000,000.00 each occurrence
- (2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.
- (3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.
4. **Assignment**
This Agreement shall not be assigned by Consultant without prior written consent of the Client.
5. **Independent Contractor**
Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.
6. **Restriction to hire employees of Consultant**
Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.
7. **Notices**
Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.
8. **Applicable Law**
This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.
9. **Extent of Agreement**
This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.
10. **Termination**
Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: 2018 Legislative Session

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

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Representative Dale Lueck	Estimated Time Needed: 20 to 30 minutes
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Summary of Issue:

Representative Dale Lueck will be present to answer questions and hear any concerns the Board may have for the upcoming Legislative Session.

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:*



Issue Priorities 2018

*Reflects First Priority Ranking by Members
Reported to Board / January 8, 2018*

Top Four:

- 1) Support AMC Mental Health Bonding Proposal.
- 2) Bring adequate reliable broadband access to all corners of the state.
- 3) Support County Relief for Potential Tax Court Success by Utilities Challenging DOR Rates.
- 4) Support a long-term transportation funding package with a strong focus on local roads that are adequately funded primarily with constitutionally protected revenues.

Others Receiving Consideration:

- *Address workforce and rural economic development needs by funding Greater MN Brain Gain pilot project.
- *Increase mortgage deed tax.
- *Support beaver control cost-share.
- *Address acquisition of productive private lands with public funds.
- * Support Relief for Dark Store appraisals.
- *Establish acquisition mechanism for buffers.

*Legislative Priorities for the year will be finalized at the February 5 meeting

2018 Aitkin County Legislative Priorities by Department

Assessor

1. Repeal of the Statute that requires field appraisers to have the AMA license. This is Minnesota Statute 270C.9901. This law should be repealed because small rural counties have no need for this level of licensure. It will likely exacerbate a shortage of rural appraisers that perform assessment functions. The County Board passed a resolution supporting this back in 2014.
2. Simplification of the property tax system. We should support legislation that would reduce the number of classifications of property in Minnesota. When assessors spend lots of time classifying property, they have less time available to value property. The complexity makes the system difficult for most people to understand. Many other states have much simpler systems.
3. Any new program mandated by the State should be funded by the State.

Attorney's Office

1. Additional sustainable (on-going) funding for County Attorneys for child protection.
2. Additional sustainable (on-going) funding for County Attorneys for the state judiciary's shift of a substantial amount of court administration duties to the County Attorneys' Offices.

Community Corrections

1. Aitkin County supports increased funding for community corrections. Overall, the costs of core correctional services are increasingly borne by the 33 CCA counties due to having the highest number of clients under supervision compared to the other two models of supervision. Minnesota is now ranked 49th lowest in state funding of correctional community supervision, with only 2.7% of the state budget spent on community supervision. We are grateful for the progress made in the last biennium toward increased funding for the Community Corrections Act, however there is still only about \$1 million more in funds than there was in 2002. This research around evidence-based practices is demanding increased attention to offender risk and needs assessment, case planning, and targeting interventions specific to client needs; these cannot be implemented effectively without increased financial support at the state level. Minnesota counties will not be able to sustain current efforts to utilize proven evidence-based practices without increased state funding.
2. Aitkin County supports the need for an equitable and transparent funding model that considers the needs of all 87 counties to ensure fair distribution of funds across all county lines.
3. Aitkin County supports an evaluation of probation lengths as part of more consistent sentencing practices to ensure fair treatment of clients under supervision.

4. Aitkin County supports statutory language revisions to allow claims related to Sentenced to Service (STS) injuries to continue to be paid by the state even in cases where the offender is working off supervision or other fees.
5. Aitkin County supports increased state funding for implementation of a full continuum of mental health services available to offenders at the local community level.
6. Aitkin County supports any alcohol impact fees that are approved should be allocated in the health and public safety areas most impacted by costs related to alcohol and other drug abuse (including prescription and over-the-counter drugs) as well as alcohol and drug-related injuries. The key areas of supervision are chemical dependency prevention, screening, treatment and aftercare services related to alcohol.

Economic Development

1. Funding for the Border to Border Grant fund be set at \$1,000,000.00. For communities that are un-served by the State of MN definition, the current 50/50 match be lowered to a 30/70 match. This would allow more Border to Border Broadband grant funds to be utilized in areas that are most in need.
2. Increased funding for the State Grant In Aid (GIA) trails for ATV use. ATV riding is a fast growing family activity and current GIA funding is not keeping up for trail construction or maintenance.
3. Approval of the Mille Lacs Area ATV Trail expansion to the Northwood's ATV Trail System. This would connect the East shore of Mille Lacs Lake and the Malmo areas to Isle and the Northwood's ATV Trail system at the Soo Line and Solana Loop.

Environmental Services

1. 2017 MN Solid Waste Administrators Association Policy Platform: SWAA supports efforts to make improvements that would maximize the e-waste recycling program. Additionally, SWAA supports the use of manufacturer payments to help reimburse county collection efforts.
2. MACPZA supports increased state funding to accelerate the state-mapping program to accurately identify non-metallic mineral deposits that have the potential to be economically mined.
3. MACPZA supports administering and allocating current NRBG funding for mandated state programs through the Minnesota Department of Revenue, similar to County Program Aid. Allocations for mandated state programs through the NRBG should not be considered grants.
4. MACPZA supports state funding to the Minnesota Department of Natural Resources for purposes of establishing ordinary high water and 100 year flood elevations on public waters.

Health & Human Services

1. Aitkin County supports the need to reallocate dollars originally associated with Anoka Metro Regional Treatment Center (AMRTC) to invest in a mental health infrastructure.
2. Aitkin County supports legislative language to eliminate the cost sharing responsibilities associated with AMRTC and reallocating to community mental health resources.
3. Aitkin County supports a bill to authorize continued funding at an increased level for the Minnesota Eligibility Technology System (METS)
4. Aitkin County supports DHS transparency in time study formulas.
5. Aitkin County supports increased housing options and services for children/teens with behaviors.
6. Aitkin County supports improving reliability and systems of the DHS MN Choices program.

Specific to the AMRTC Issues- here is additional information:

Proposals to use the county cost share associated with the Anoka Metro Regional Treatment Center (AMRTC) to invest in mental health infrastructure and services are likely to continue to come forward. Recall that Governor Dayton's budget proposal suggests directing a portion of the current county cost share to a grant program for counties to build and expand community-based mental health infrastructure. This week, the Minnesota Hospital Association introduced similar legislation that would direct \$10 million of the cost share to hospitals, nonprofits and/or counties for infrastructure investments. We also know that NAMI is likely to come forward with a proposal to direct that funding.

In order to best position counties, AMC and MACSSA will be introducing a bill to sunset the existing county cost share and to direct the current cost share to counties for mental health investments. The county lobbying team will be working this week to coordinate bill drafting and recruit legislative authors.

ISSUES:

1. When an individual is receiving care at the Anoka-Metro Regional Treatment Center (AMRTC) or a Community Behavioral Health Hospital (CBHH) and no longer requires the high level of care these programs provide, counties are responsible for 100 percent of the cost.
2. While the recent increases in county shares have facilitated more proactive discharge planning on the part of counties, they have also created significant financial pressure on county budgets and highlighted barriers related to finding community placements for people once they no longer need care at a state-operated facility.
3. Currently, all of the revenue collected from counties for cost of care goes back into the state's General Fund, where it supports the entire range of state-funded priorities rather than specifically helping to address the underlying issues leading people to stay in state-operated facilities when they don't need that level of care.

Highway Department

1. Local Road Improvement Program/Local Bridge Bonding Program

Aitkin County supports immediate funding of the Local Road Improvement Program and the Local Bridge Bonding Program to fund regionally significant local road and bridge projects throughout the state.

2. Increase in Highway Funding

Aitkin County supports long term, sustainable transportation funding increases distributed through the Highway User Tax Distribution Fund by increases in the state gas tax and license tab fees. Aitkin County also supports dedicating the existing sales tax revenue on motor vehicle parts to the Highway User Tax Distribution Fund.

Human Resources

1. State Unemployment – Update eligibility criteria to ensure employees who voluntarily resign or retire are not later deemed eligible for unemployment benefits charged to the employer, if they have not held subsequent employment. Example: Employee voluntarily resigned, was brought back temporarily to train in new hire, then filed for unemployment and was approved. Update eligibility to include an end date for eligibility when hours are reduced so the claim does not continue to accrue for multiple years on end (LLCC). Update eligibility to ensure employees who resign instead of going through an investigation, following alleged crimes being committed against the employer (i.e. theft), should not be eligible to receive unemployment. Update eligibility criteria so that limited term jobs, seasonal/summer temps jobs, and election clerks do not trigger unemployment eligibility.
2. Employers are required to promote the Public Service Loan Forgiveness (PSLF) Program annually and to every new hire. Remove this mandate. Allow information to be placed on the intranet.
3. Public Employment Relations Board (new). The 2016 Minnesota Legislature delayed until July 1, 2017 the PERB's authority to hear Unfair Labor Practice Charges (ULPs). The 2017 Minnesota Legislature delayed until July 1, 2020 the PERB's authority to hear Unfair Labor Practice Charges (ULPs). Parties may file ULPs in District Court until July 1, 2020. This PERB board has been underfunded. Commit one way or the other – either eliminate it and allow unfair labor practices to continue being handled by the courts, or fund it appropriately to get it up and running. Final rules. Concern that ULP charges may increase under this new model (simple process, no filing fee, etc.).
4. Pay Equity – eliminate the need for pay equity reporting for all employers that have a uniform wage scale and no employees placed either below the MIN or above the MAX.
5. Oppose statewide paid family leave that is funded similar to unemployment insurance with a tax assessed on employees and employers. Maintain local control. Aitkin County already provides generous paid sick leave, vacation/PTO, and personal leave benefits to employees that can be accrued and used for this purpose.
6. Require the State to go through all of the mandates that require county staff training, and have the State develop a condensed online video training library –partnering with OSHA and the federal government as necessary– so the counties can access a free training library 24/7/365. The trainings can be shown to existing staff and to new hires during orientation, and would ensure all MN counties had access to the same training info, law changes, legislative updates, etc. -- and would provide efficiencies and reduce local

costs because all staff could take the training in a staff meeting or at their desk (instead of traveling long distances across the State to obtain the required trainings).

7. Develop a system to allow county HR staff, with training, electronic access to the BCA system for running immediate/onsite criminal background checks to expedite recruitments. Currently, we are required to mail requests and it can take a week or more to receive the results.
8. Clearly state in the law that County Boards (and city/township/school) are allowed to discuss non-union wages and benefits in closed session too, in addition to union negotiations strategy.
9. Public Employee Insurance Program (PEIP) groups (Aitkin County offers PEIP) are exempt from the health insurance bidding law which requires employers to bid every 60 months. PEIP also offers dental insurance and life insurance. Recommend the State offer a short-term disability, long-term disability, and vision plan, also exempt from the bidding law and that pools MN public-sector employees benefits together to obtain the best purchasing power.

Land Department

1. Bonding proposal for ATV trail east side of Mille Lacs (\$1.5-million with a \$150,000 match)
2. Outdoor Heritage (Legacy) funds to support RELC's (i.e. Long Lake CC) – if we're acquiring/protecting lands for our future, it would seem like educating our youth about the "outdoors" should be a priority.
3. Outdoor Heritage (Legacy) funds to support updating forest inventory on County/State lands – how can we protect/enhance habitat if we have irregular data on what we currently have?
4. Support legislation allowing all tax-forfeited land to be sold via sealed bids (currently oral bid or on-line only bid).
5. Address tax-forfeited blight clean-up costs.
6. Support state funding for beaver control.

Recorder's Office

1. Set minimum deed tax to \$3.30 from \$1.65 (considerations equal to \$1,000 and \$500) so it matches when a Certificate of Real Estate Value is required. Alternately, repeal minimum deed tax so offices do not have to collect \$1.65 when no money is changing hands.
2. Require that deed in fulfillment of contracts reference contract recording information and consideration to ensure proper deed tax is being collected on fulfillment. Allow Certificate of Real Estate for fulfillment to be "reused" from contract if no terms have changed (currently one needs to be filed with contract and with deed).

Sheriff's Office

1. Pursue legislation that would prohibit firearms in county buildings where court services occur.

Treasurer's Office

1. Under Return of state fees - Suggest adding Marriage License fees to be retained by the county as the state receives most of the revenue but all the work is done in my office.
2. Have Mobile Homes returned to tabs issued by the DVM rather than being taxed thru the property tax system or raising the value threshold for them to be taxed thru the property tax system.



Board of County Commissioners Agenda Request

3B
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: BKV Group/Contegrity - Facilities Update

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input 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>

Submitted by: Jessica Seibert, County Administrator	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 20 min.
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Summary of Issue:

Representatives from BKV Group and Contegrity Group will be on hand to provide an update and timeline on the Government Center project. The most recent design estimate is attached for discussion.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Discussion only.

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:*

DIVISIONS OF WORK	SD Totals	DD Totals	DD Totals w/ Alternates Included	DD Cost/SF (29,628 - varies)
Division 02 - Existing Conditions	230,092.35	253,828.05	253,828.05	6.43
Division 03 - Concrete	449,544.09	234,329.86	234,329.86	7.91
Division 04 - Masonry	545,348.00	571,310.00	591,310.00	19.28
Division 05 - Metals	451,484.64	706,240.03	706,240.03	23.84
Division 06 - Woods, Plastics & Composites	356,295.75	356,193.00	401,185.00	12.02
Division 07 - Thermal & Moisture Protection	513,020.50	520,544.50	561,128.50	17.57
Division 08 - Openings	840,975.00	527,107.00	592,587.00	13.35
Division 09 - Finishes	1,260,336.05	1,388,241.28	1,601,500.28	35.17
Division 10 - Specialties	136,740.00	129,662.00	163,662.00	3.28
Division 11 - Equipment	0.00	0.00	0.00	0.00
Division 12 - Furnishings	0.00	0.00	0.00	0.00
Division 13 - Special Construction	0.00	0.00	0.00	0.00
Division 14 - Conveying Equipment	275,000.00	275,000.00	275,000.00	6.97
Division 21 - Fire Suppression	159,270.30	168,465.60	168,465.60	4.06
Division 22 - Mech. / Plumbing	578,542.50	506,634.40	508,634.40	17.10
Division 23 - Heating, Ventilating & Air Conditioning	620,553.40	576,768.80	576,768.80	19.47
Division 24 - Test and Balancing	62,519.85	63,700.20	63,700.20	2.15
Division 25 - Temperature Controls	218,092.50	222,210.00	222,210.00	7.50
Division 26 - Electrical	655,198.50	731,802.00	731,802.00	24.70
Division 27 - Communication	173,085.00	149,070.00	149,070.00	5.03
Division 28 - Electronic Safety and Security	140,450.00	136,000.00	136,000.00	4.59
Division 31 - Earthwork	87,037.00	89,134.00	89,134.00	3.01
Division 32 - Exterior Improvements	231,744.00	167,807.00	183,068.00	5.66
Division 33 - Utilities	146,922.50	71,969.00	71,969.00	2.43
Sub Total Construction	7,932,261.93	7,846,016.73	8,279,592.73	241.52
General Requirements	634,580.95	627,681.34	662,367.42	
Building Permitting / Plan Review	62,500.00	62,500.00	62,500.00	
WAC / SAC (Water and Sewer Access Fees) - Exist. Connection	0.00	0.00	0.00	
Design and Bld Contingency 5%	428,342.14	423,684.90	447,098.01	
Sub Total	9,057,685.03	8,959,882.97	9,451,558.15	
Construction Management Fee	235,750.00	235,750.00	235,750.00	
Architect / Engineering Fee	588,691.00	588,691.00	588,691.00	
Architect Reimbursable	20,000.00	20,000.00	20,000.00	
Construction Cost	9,902,126.03	9,804,323.97	10,295,999.15	
Owner Items				
FF&E (Typically use 2.5% of Sub Total Construction)	198,306.55	196,150.42	206,989.82	
Site - Street Vacate / Utility Relocate Allowance - Included in Estimate	0.00	0.00	0.00	
Asbestos Allowance - IEA Provided Est. Range (\$81,300 - \$93,500)	93,500.00	93,500.00	93,500.00	
Sub Total Owner Items	291,806.55	289,650.42	300,489.82	
BASE PROJECT TOTAL*	10,193,932.58	10,093,974.39	10,596,488.97	
Historic Courthouse - Mech. Updates				
Provide Mech. / Elect. Upgrades in Exist. Courthouse Space	915,418.06	856,621.00	856,621.00	
General Requirements - Reduced as assumed done concurrently w/ Project	0.00	25,698.63	25,698.63	
Design and Bid Contingency 5%	0.00	42,831.05	42,831.05	
Architect / Engineering / Const. Mgmt.	0.00	71,053.92	71,053.92	
Mechanical Upgrade Cost	915,418.06	996,204.60	996,204.60	
DEDUCT Alternates				
Alt. #1 - Remove Operable Partition in the Board / Training Room	0.00	0.00	(34,000.00)	
Alt. #2 - Remove Corridor / Lobby Flooring - Epoxy Terrazzo (Provide / Install Stone Tile as Alt.)	0.00	0.00	(195,220.00)	
Alt. #2 Incl. - Public Corridor / Lobby Flooring - 4" Terrazzo Base	0.00	0.00	(18,039.00)	
Alt. #3 - Remove Fully Adhered EPDM Roof - Go to a Ballasted Roof	0.00	0.00	(40,584.00)	
Alt. #4 - Replace Single Hung Aluminum Windows w/ Fixed Frames	0.00	0.00	(40,480.00)	
ADD Alternates				
Alt. #5 - Inlaid County Emblem at Terrazzo - Court's Lobby	0.00	0.00	8,000.00	
Alt. #6 - Parking Area Paving	0.00	80,475.00	80,475.00	
Alt. # TBD - Move Elect. Pnl. at Historic Bsmnt.	0.00	TBD	62,000.00	
Alternates No Longer Used				
Public Corridor / Lobby Flooring - Porcelain Tile	0.00	Base Bld	0.00	
Public Corridor / Lobby Flooring - Stone Tile (dependent on selection)	0.00	No Change	0.00	
Landscape (Trees and Shrubs)	0.00	22,700.00	22,700.00	
Install 3Form Wall Dividers (Flr. 1 & 2)	0.00	25,000.00	25,000.00	

* ESTIMATE DOES NOT INCLUDE MINNESOTA STATE PREVAILING WAGES.

* BASE PROJECT TOTAL DOES NOT INCLUDE COSTS FOR INCIDENTALS TO ONGOING GOVERNMENT OPERATIONS THAT NEED TO BE ACCOUNTED FOR DURING PHASING AND DISRUPTION OF PROJECT.

* WAC / SAC IS NOT INCLUDED AT THIS TIME AS IT IS ANTICIPATED ALL EXISTING LINES ARE SUFFICIENTLY SIZED.

* ESTIMATE IS BASED ON HISTORICAL VALUES AND IS AN APPROXIMATION OF CONSTRUCTION COSTS FOR FALL 2017 BID.



Board of County Commissioners Agenda Request

30

Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Consider Organizational Structure Plan Proposal

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Jessica Seibert, County Administrator		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 10 min.
Summary of Issue: At the last regular Board meeting the Commissioners instructed staff to discuss the organizational structure plan proposal with the Personnel Committee and collect feedback from counties that had worked with David Drown & Assoc. Attached are feedback from counties, feedback from several department heads, and a proposal from Springsted that was received after the last Board meeting.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve/Deny organizational structure plan proposal.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 23,000.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> 2017 reserve funds have been previously approved for this purpose.		

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

From: Hammes, Stephen [mailto:Stephen.Hammes@co.stearns.mn.us]
Sent: Monday, January 08, 2018 4:38 PM
To: jessica.seibert@co.aitkin.mn.us
Subject: response on dda

1. DDA came in to perform a review of the Human Service Department. It examined front end operations, clerical roles and the new service delivery model the department is moving to.
2. They performed well.
3. They confirmed the model that we are moving to.
4. Most of them were things that were achievable and relevant.
5. I think we would.

If you want a copy of their study let me know. Any other questions feel free to contact me.

From: Pat Melvin [mailto:pmelvin@arlingtonmn.com]
Sent: Monday, January 08, 2018 2:00 PM
To: Jessica Seibert
Subject: RE: DDA Proposal

Jessica:

See responses below.

Pat Melvin,

City Administrator



204 Shamrock Drive
Arlington, MN 55307
Phone: 507-964-2378
Cell: (612) 385-7162
Fax: 507-964-5973
www.arlingtonmn.com
pmelvin@arlingtonmn.com

1. What type of work did you hire DDA to perform and what type of information was your county hoping to gather through this study? Conducted an analysis of the current organizational structure and through interviews with staff and additional research on Counties DDA put together a report of recommended organizational changes.
2. Were your expectations met? Gary Weirs did a great job, especially navigating some of the more difficult issues such as elected vs. appointed department heads and making recommendations to transfer staff from one department to another. The report was done on time and presented well to the Board.
3. Have you already, or do you see the potential to create efficiencies in your county as a result of the study? Based on the Report which Gary authored some of the recommended changes have started to be implemented and will result in greater efficiency. Going forward the Report will serve as a guide for future changes to the structure of McLeod County as retirements and other changes occur.

4. Did you feel the recommendations from DDA were relevant and realistic? Yes, the proposed changes better align departments with their primary purpose, remove some of the politics from decision making and bring McLeod County up to speed with structural changes that have already occurred in other Counties.
5. Would you recommend this type of study and DDA to other counties? Yes, I would.
6. Any other information you would like me to know? My wife works for David Drown and Associates but works independent of Gary Weirs and was not involved in the Report that was done for McLeod County. David Drown and Associates was recommended to me while at McLeod County by several other County Administrators at the time the County was looking for a consultant.

From: Bruce A. Messelt [mailto:Bruce.Messelt@chisagocounty.us]

Sent: Monday, January 08, 2018 1:15 PM

To: 'Jessica Seibert'

Subject: RE: DDA Proposal

1. What type of work did you hire DDA to perform and what type of information was your county hoping to gather through this study?
Chisago County hired DDA to perform an organizational/leadership assessment of its Health and Human Services Department
2. Were your expectations met?
Yes. DDA worked with us to constrain our project to key leadership/organizational questions, allowing us to undertake the project for an affordable amount and tight project timeline.
3. Have you already, or do you see the potential to create efficiencies in your county as a result of the study?
Direct efficiency, was not our objective, per se. Though the recommended ORG and leadership changes we are now making will make this Department run better and more efficiently. Focus was on organizational/department leadership effectiveness. DDA hit the mark here.
4. Did you feel the recommendations from DDA were relevant and realistic?
YES, especially since DDA had to navigate and balance external stakeholder (i.e. vendors and community) considerations with those emanating from internal (i.e. employees and supervisors), Board, Department and County Administration/HR stakeholders.
5. Would you recommend this type of study and DDA to other counties?
Yes, though a more thorough and comprehensive study would also have been potentially helpful. However, the cost difference (\$5K versus \$20K+), timeline (3-4 weeks versus 2+ months), and level of engagement (key stakeholders versus all employees), made such infeasible for this first effort.
6. Any other information you would like me to know?
We worked with Gary Weirs due to his content expertise, though I am confident most all of DDA Associates could have done an admirable job.

From: Elmquist, Jim [mailto:Jim.Elmquist@co.dodge.mn.us]

Sent: Monday, January 08, 2018 1:40 PM

To: Jessica Seibert

Subject: RE: DDA Proposal

1. What type of work did you hire DDA to perform and what type of information was your county hoping to gather through this study?
DDA did not help us directly with an organizational plan, they helped us with some TIF and Tax Abatement work along with some project management regarding Human Services work which is probably relevant to the reference given. It was during the startup of MNPrarie.
2. Were your expectations met? Yes
3. Have you already, or do you see the potential to create efficiencies in your county as a result of the study?
NA
4. Did you feel the recommendations from DDA were relevant and realistic?
Always been very good to work with. Gary was very good.
5. Would you recommend this type of study and DDA to other counties? I would work with them on a number of projects. We appreciated their work.
6. Any other information you would like me to know? They have always been very responsive and good to work with

Jessica Seibert

From: John Welle <jwelle@co.aitkin.mn.us>
Sent: Friday, January 05, 2018 10:43 AM
To: 'Jessica Seibert'
Subject: Organizational study comments

Jessica:

As requested, following are some comments regarding the need for an organizational study.

- During the process to fill the County Surveyor position earlier this year, there was much discussion and debate about reorganizing this position including who the position reports to, who reports to this position, and how the position/work unit would be funded. Although a conclusion had been reached to create a new department consisting of this position and several support staff, this decision was reversed during the hiring process to essentially maintain the status quo with the understanding that the upcoming organizational study would provide guidance not only for this staff, but for the entire organization.
- As part of the government center building project, I had many discussions with the previous administrator about conducting an organizational study prior to determining the layout of the new building to ensure that the new building would be designed for the organizational structure going forward rather than for the past organizational structure. Although the previous administrator agreed this would be the proper approach, the study piece never materialized. However, the building layout was designed from the beginning to attempt to accommodate the most likely reorganizational outcome with the seven current departments being situated into two work areas. With the new building scheduled for construction this year, I think it is more important than ever to proceed with the organization study to provide a roadmap for how to transition operations in the new building. Once the individual departments occupy the new structure, I believe there will be some issues with the operations initially, for example, how the receptionists in the various departments will respond to customers at the counter without knowing what services they are seeking. I would think over time this issue will be resolved by cross training current employees and ultimately replacing receptionist positions with positions that can answer questions not only from one department, but from all departments in that work area. This is the vision that has been shared on many occasions, but the organizational study is needed to provide the unified guidance so the affected departments have a common understanding.
- The study is needed simply because we are a unique county with unique services, and there likely isn't a precise model among other counties that we could adopt. So we need the assistance of a professional with broader experience to give an outside view of organizational structure options that may work well for us. Simply put, none of us internally have the expertise or knowledge to conduct this study, so the \$23,000 expenditure for the study is without question the most effective and efficient way to do it. In addition, the organization study will likely affect all departments, so the only way to get a truly unbiased recommendation is to hire an outside professional.
- Speaking broadly, every organization needs to have a master plan to guide their operations to make sure everyone in the organization understands the role they play. The organization structure is a big part of this master plan. When roles are questioned or competed for, as we have currently in the variety of positions, it leads to disharmony and inefficiencies in the organization. This is precisely the root of many of the conflicts we have as an organization. We have never had a common vision or a master plan as an organization, and as a result our services overlap, are fragmented and are less efficient than they could be. The workplace atmosphere created by having a common vision where everyone understands their role will make Aitkin County a better place to work, which will lead to a more productive workforce.
- From a financial perspective, we need to assure that our organizational structure is optimally efficient to assure that our services are provided at the lowest cost possible. Currently, our structure is nowhere near being optimally efficient, so if there is a desire to be more efficient, there should be no dispute about the need for an

organizational study. If we aren't willing as an organization to support the organizational study, our talk about being more efficient is simply rhetoric and is a disservice to the taxpayers. If we truly want to become more efficient and deliver better services for less cost, we need to actually implement some significant changes, and optimizing our organizational structure is at the top of the list.

- As our organization will see many of its employees retire in the coming years, it is imperative to have an organizational restructuring plan in place to work toward. Organizational changes will certainly bring challenges, but implementation will be made much easier if done over the long term taking advantage of open positions.

I think it's accurate to say that many of the initiatives that are discussed broadly by county staff and policy makers in our county eventually lead back to our lack of an efficient, up-to-date organizational structure. I remain hopeful that we will have the fortitude to proceed with the organizational study you proposed for the long term benefit of our citizens and our workforce.

John Welle, P.E.
Aitkin County Engineer
1211 Airpark Drive
Aitkin, MN 56431
Office: 218-927-7469
Fax: 218-927-2356
Email: jwelle@co.aitkin.mn.us

Q: What kind of benefits do you see for organizational evaluation and possible changes?

A: Courthouse offices and systems were developed over 100 years of change. These offices "evolved" from catalysts/responses to changes:

- Personnel (loss, personal in-house talents, etc.),
- Laws (programs, funding sources, etc.),
- Controversy (misuse of power, financial loss, etc.),
- Redundancy (planned and unplanned),
- Technology (spreadsheets, GIS, Databases, internet, self service),
- Public expectations,
- etc.

Seldom are these systems developed by carefully planned activity. There are a lot of similarities to retrofitting an old building to meet the 21st century needs. The organizational evaluation is a unique opportunity, a once in a century perspective, of how would we have provided goods and services to the public if we were starting from scratch; very similar to designing a new building.

Accounting:

In a digital age we are not only retaining but are generating a lot of filing cabinets of unnecessarily copies. We would be aghast if gas stations, banks, Amazon, etc. resorted to this level of "all" paper accounting. There are no efficiencies, streamlining, digital check depositing, receipting, etc. An objective, outside, view is necessarily. People taking a digital record, printing out a statement, highlighting it, walking it to an office so that it can be entered into another digital program, printed, signed, separated into two copies, and re-walked to the origin is a sign of an archaic system. Writing it in a hardbound book with carbon copies should not be an option.

Interoffice dependencies and data flow. These are possible examples although things may actually be different/ I don't work in those offices and an evaluation has not been done:

- Zoning creates building permits, assessors use those records to evaluate assessment changes
- Assessors physically look at nearly all properties and see changes in the field but may not share all of those changes with zoning for violations (i.e., building without a permit, or exceeding permit violations, commercial operations)
- Communication of data between offices are often printouts and not digital format
- Separate databases maintained by offices
- Recorder's office records change in ownership, which triggers a need for septic compliance (chap. 7080). Is zoning notified?
- Recorder's offices have records of access and easements but that information is not tied to properties which make enforcing setbacks difficult.
- SWCD and zoning share shoreland and wetland enforcement responsibilities but are physically a mile apart requiring citizens to travel.

Self Service: The greatest improvement for the average citizen is their ability to obtain public data where and when it is convenient (esp. without subscriptions). The definition of public data is clear and defined in statute. Any opportunity to remove a county employee from interceding, collecting, or disseminating that data is a benefit to the public; both in convenience and in tax savings.

My thought...individual offices fail to see the County as a whole but as separate entities. "It is not my job" should not be a mindset of an office because failure to interconnect negatively affects the success of other offices. The interconnectivity of action in one office that impacts another would be important outcome of such an organizational evaluation. In the end, even if County offices stay the same, the interdependence should be brought to light through such an evaluation. Could work flow and building flow be unified under a single concept? What an opportunity!

The use of an outside consultant is necessary because:

1. It removes internal bias, turf protection, narrow mindedness for change
2. Larger world experiences that could benefit Aitkin
 - a. Other Counties may be more effective
 - b. New thinking brought in
 - c. Broader experience, bigger world
 - d. It would force conversations and the ability to explain internal minutia

From Cynthia Bennett:

Organizational Structure is the framework that helps employees do their job. Organizational structure provides for efficiency in tons of ways including making it easier to delegate responsibilities, hold individuals accountable and effect change. Some other efficiencies include streamlining operations, improving decision making so that decisions are made at the lowest level possible, improving employee performance and improving customer service. Bottom line... this all means saving tax payer dollars. Sometimes you have to spend some money to save money or make money in the long run.

We can argue that we shouldn't fix something that isn't broken however let's take that a step further into a functional example.

A farmer used to plow his field with a horse and wooden plow. Did it work? Yes it did. Was it broke? No. Did it need fixing? Not necessarily. But then the tractor came along with other tools/methods that could help farmers be more productive. Once there were other ways to conduct his business the farmer would be foolish to not at least examine those options. When looking he might even discover other less expensive ways then buying a tractor to make shifts that will improve his operations. In the end, the farmer can decide whether or not he wants to buy a tractor, apply something else, or continue on in status quo. At least he knows he has looked at all options. So in AC how does this apply?

Units split between 2 departments is challenging and creates an instability for the unit. (Employees need to report to one person)

Operational processes that are split between departments create fragmentation. (HR and payroll)

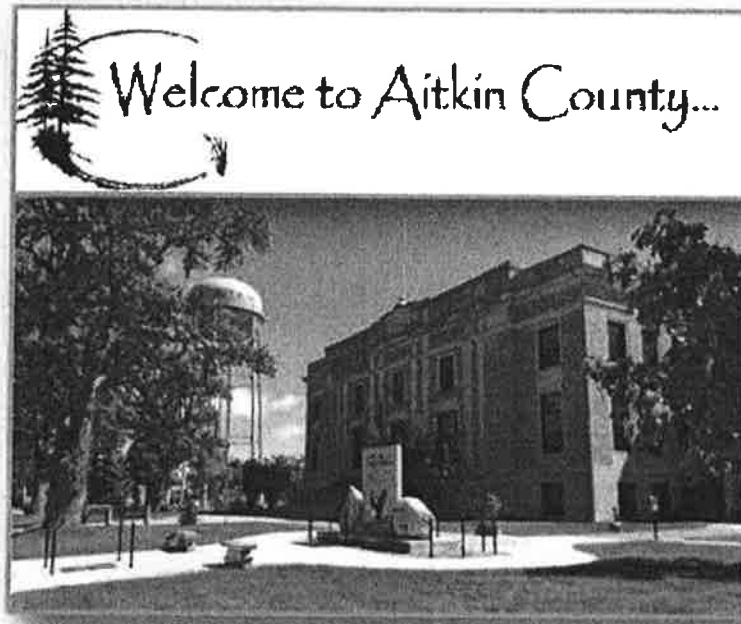
Units that are not given the leadership to perform at their necessary level cause frustration and a breach in team structure. (maintenance not having an engineer type person as lead)

Departments working in silos is cost prohibitive and causing leakage of finances(auditors treasurers not cross trained)

These are all horribly inefficient ways to conduct business.

The protection of turf or "don't fix it is it ain't broke" attitude is not good rationale to refrain from assessing structure and operations. We should ALWAYS be doing quality improvement which IS looking for ways to be more efficient, to streamline functions and to implement better workflows. In fact we have a responsibility to our tax payers and consumers to do so.

DDA HUMAN RESOURCES, INC.



PROPOSAL FOR AITKIN COUNTY ORGANIZATIONAL STUDY

NOVEMBER 27, 2017



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

Gary Weiers

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

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"> ◆ Meet with County designated Committee <ul style="list-style-type: none"> ◆ Review the scope of the analysis ◆ Review timeline and work plan 	January 24, 2018
Step 2: Information gathering	<ul style="list-style-type: none"> ◆ Review current table of organization ◆ Study County budget ◆ Review financial statements ◆ Review all applicable job descriptions ◆ Review applicable collective bargaining agreements ◆ Review all County facilities ◆ Study other pertinent information 	February 9, 2018
Step 3: Information gathering meetings	<ul style="list-style-type: none"> ◆ Meet individually with key staff <ul style="list-style-type: none"> ◆ All department heads ◆ All County Commissioners ◆ Key departmental management staff ◆ Other staff as designated by the County ◆ Others as determined by the County 	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"> ◆ Complete report ◆ Submit to County for final review 	March 16, 2018
Step 8: Presentation of report	◆ Meet with County Board to present report	March 27, 2018

PROCESS DETAILS

Step 1: Review Scope

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

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

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

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

Step 5: Information Analysis

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

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

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

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.

Aitkin County, Minnesota Organizational Structure Review & Analysis Study

Work Plan

December 2017

Objective(s)

The purpose of this study is to review the organizational structure, programming, operations, and related variables that promote the efficiency, effectiveness, and needs of Aitkin County. The review and analysis will exclude departments headed by an elected official, but include the following departments:

- Administration
- Assessor
- Community Corrections
- County Surveyor
- Court Administration
- Economic Development & Forest Industry Coordinator
- Environmental Services/Planning & Zoning
- Geographic Information Systems
- Health & Human Services
- Highway Department
- Human Resources
- License Center
- Long Lake Conservation Center
- Maintenance
- U of M Extension/4H
- Veteran Services

As part of this review and analysis, an employee survey will be undertaken to solicit input on the operation of the County under the existing organizational structure and to seek areas where improvements can be made.

Work Plan and Scope of Services

1. Confirm Scope, Objectives and Timing

This task includes a pre-study meeting with the County Administrator. The following subtasks will be completed:

1.1 Finalize Project Design – The first study activity will be to:

- 1.1.1 Identify communication channels and reporting relationships and responsibilities of project staff
- 1.1.2 Review and confirm study time lines
- 1.1.3 Review and confirm products to be delivered including expectations regarding the form and scope

The meeting(s) will also help establish the desired working relationship between the County and the consulting team. This will include day-to-day interactions with the staff responsible for managing services provided under the management contract.

- 1.2 Review Work Plan – The work plan objectives, scope, and approach will be reviewed as well as consultant assignments and specific schedules for the project tasks. We will also prepare "Information Requests" listing key documents to be collected and will identify individuals for interviews.
- 1.3 Arrange Logistics/Administrative Support – Matters to be addressed include schedules for interviews and data collection, work space and support requirements, specific dates for status reports and meetings, contact persons in the departments, any remaining contractual matters, etc.
- 1.4 Introductory Meeting with Department Heads– An introductory meeting with County department heads will be held to explain the purpose of the study, the steps to be taken, their role in the study and to answer any questions they have in relationship to Springsted and/or the study.

2. Data Collection

- 2.1 The purpose of the Data Collection task is to collect all information needed to evaluate the County's organizational structure, operational policies, procedures and practices, current staffing levels and deployment, departmental budgets, program workloads and service delivery issues, including the necessity for and responsiveness of County services. Information collection techniques will include interviews, document review, consultant observations and survey data.
 - 2.1.1. Obtain and analyze the background information. This may include, but is not limited to, a review of the following:
 - 2.1.1.1. Current organizational chart (County overall and individual departments)
 - 2.1.1.2. Adopted mission, goals, objectives, performance standards
 - 2.1.1.3. Strategic Plan
 - 2.1.1.4. Existing succession plans, and/or relevant data to determine additional County succession planning needs
 - 2.1.1.5. Staffing levels by position/department
 - 2.1.1.6. Position descriptions
 - 2.1.1.7. Department work plans
 - 2.1.1.8. To the extent available, current workload and workload trend information
 - 2.1.1.9. Services and service levels including detailed performance measures, if available
 - 2.1.1.10. Any recent employee and customer service surveys which have been administered
 - 2.1.1.11. Other relevant information
 - 2.1.2. Documents specified in the consultant's "Information Request"
 - 2.1.3. Conduct confidential individual interviews with the County Administrator and each member of the County Board of Commissioners. The interviews will help identify concerns, clarify duties and responsibilities, document current practices, solicit input and answer specific questions regarding departmental organization and operations to assure that a variety of concerns and perspectives are identified, considered and evaluated.
 - 2.1.4. Meeting with Department Heads – Confidential interviews will be held with affected County Department heads to solicit their input, to gain an understanding of current operations, to discuss their ideas regarding the County overall and departmental organization and operations
 - 2.1.5. Conduct focus group meetings with representative groups of employees. We will conduct meetings with four representative employee focus groups selected by the County. These focus group meetings will provide an opportunity for employee input into the analysis.
 - 2.1.6. We will also develop and administer an electronic employee survey. The survey tool will be administered to gain insight into how employees view the County, its organizational, administrative, and operating structure, and policies.

3. Document and Review Existing Organization and Structure

- 3.1 With the information from prior tasks, the consultant team will analyze information collected and develop the factual profile that will include the following distinct but interactive steps:
 - 3.1.1 Review the information obtained through interviews, employee survey, document reviews and organize by issue
 - 3.1.2 Analyze the information to identify omissions or inconsistencies and collect additional information, as needed
 - 3.1.3 Evaluate existing organizational structure, practices and principles and service delivery against generally accepted practices and principles of similar service providing operations and emerging best practices. The analysis process will include "brainstorming" sessions among our team to take full advantage of the experience and perspective of each consultant. A profile will be developed containing the following:
 - 3.1.3.1 The organization, staffing, and reporting relationships within each department and between departments
 - 3.1.3.2 The objectives, priorities and programs of each affected department
 - 3.1.3.3 To the extent available, the current workload and workload trend information
 - 3.1.3.4 The services and service levels provided by each department
 - 3.1.3.5 The communications and workflow within each department and between departments
 - 3.1.3.6 The use of existing resources
 - 3.1.3.7 The results of the employee focus groups and survey
 - 3.1.4 The profile will be reviewed with the County Administrator. Based on this review, the profile will be amended as appropriate, and will be included in the final report.

4 Initial Assessment and Directions

- 4.1 Concurrent with Task 3, the project team will develop initial observations and findings including:
 - 4.1.1 Is the organizational structure of the County and each department logical and organized to maximize efficiency and effectiveness?
 - 4.1.2 Is there an adequate mix of staff skill sets and capabilities to handle the work?
 - 4.1.3 Are the roles of each affected department clearly established and accepted?
 - 4.1.4 Are there efficiencies or improvements that can be achieved through the consolidation of processes and/or the elimination of redundancies, etc.?
 - 4.1.5 Are there areas where responsibility/accountability does not exist or where it is unclear where the responsibility/accountability lies?
 - 4.1.6 Is the current organizational structure flexible and able to respond effectively to changes in service demand?
 - 4.1.7 Are there any duplication of effort and non-value-added activities present?
 - 4.1.8 Is there a structured process for objective-setting, priority-setting and service delivery planning and, if so, is it effective?
 - 4.1.9 Are there performance measures currently in use and how are they applied to improve operations year-to-year
 - 4.1.10 Other opportunities that are identified through stakeholder feedback or other research

5 Conduct Detailed Organizational Management Analysis

5.1 The detailed analysis phase will form the key part of our review process and recommendations for improvement. These will include specific recommendations for the following as appropriate:

- 5.1.1 Organization structure
- 5.1.2 Reporting relationships
- 5.1.3 Interdepartmental working relationships
- 5.1.4 Management/Supervisory spans of control
- 5.1.5 Communications
- 5.1.6 Decision making
- 5.1.7 Service orientation and delivery
- 5.1.8 Benchmarks and performance measures
- 5.1.9 Strategic Alignment Opportunities:
 - 5.1.9.1 Efficiencies that can be achieved through the strategic alignment of departments, offices and/or through the elimination of redundancies, etc.

6 Prepare and Issue Report of Findings

Springsted will prepare a Report of Finding which will include the consulting team's findings and conclusions. We will present the Final Report of Findings to the County in a regular or workshop setting.

Time Frames

Springsted estimates that we will complete the study as described in this work plan within eight weeks of receiving the notice to proceed. This completion time is based on timely receipt of data and turnaround of information needed to complete the study and the availability of County staff for required meetings.

Expectations

At a minimum, the following information will be needed to complete the study:

- Organization Management Required Information
 - The current County organizational structure
 - Organizational chart for each Department (if available)
 - Current staffing levels
 - Strategic goals and objectives, if available
 - Historical data relating to work load and work flow, if available
 - Current benchmark data if available
 - Previously conducted studies that may be relevant to the study objectives listed above
 - Other relevant data as needed and requested

Compensation Summary

We would complete this study, based on the scope of services described in this proposal, for the lump sum fee of \$28,750 which includes all direct and indirect costs. This cost assumes all the department head, employee focus groups, and County Commissioner interviews can be completed in one trip. We would be glad to discuss any amendments to the proposed scope of services Aitkin County may desire to best fit its needs and to negotiate an appropriate corresponding change in our proposed fee.

Springsted would invoice for the work based on the schedule shown in the table below.

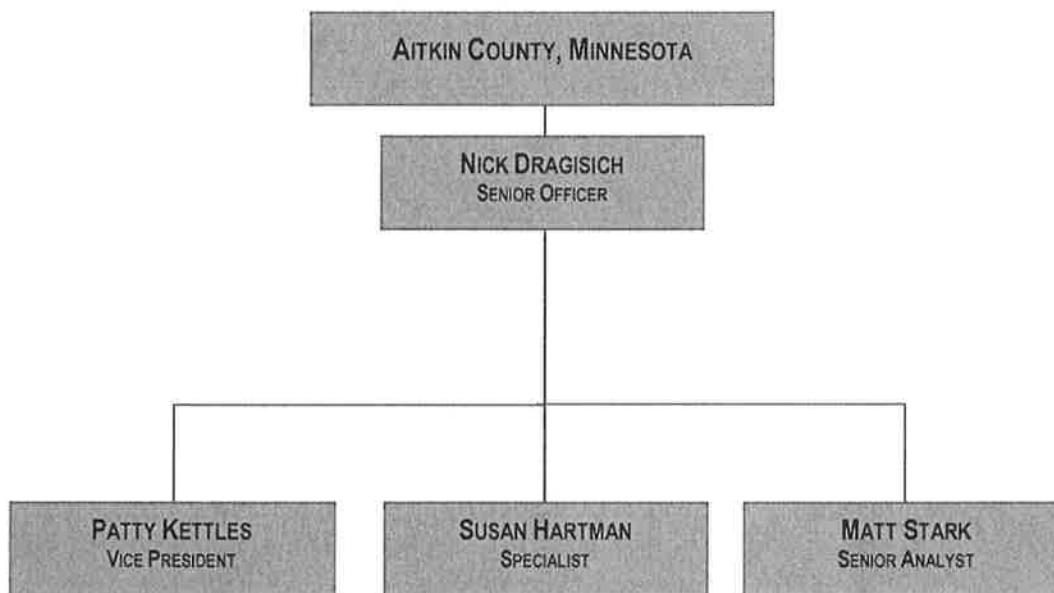
Time of Invoice	Percent Invoiced	Cumulative Percent Invoiced
Completion of Task 3	60%	60%
Completion of Task 6	30%	100%

Should the County request and authorize any other additional work outside the scope of services described in this proposal we would invoice the County at our standard hourly fees plus any related out-of-pocket expenses.

2018 Standard Hourly Fee Schedule	
Title	Rate
Principal & Senior Officer	\$260
Officer & Project Manager	\$215
Senior Associate	\$160
Support Staff	\$ 75

Project Team

Our staff's breadth of experience and depth of expertise are two of our most important characteristics in providing high-quality service to clients. Many of our staff have backgrounds in municipal and county government, education or with development firms and non-profit organizations, so they share our clients' perspectives in developing solutions. Each client draws on the talents of many members of our staff. We assign a specific client service team to ensure primary responsibility for each project. The teams are comprised of qualified individuals who are experienced in the specific challenges confronting you. The staff assigned to this project is experienced in conducting organizational management studies. The teams are free to draw upon the expertise of our entire staff.



Nicholas R. "Nick" Dragisich, PE

Executive Vice President



Mr. Nick Dragisich from our St. Paul, Minnesota office will be the senior officer responsible for overall project management.

Mr. Dragisich is team leader for Springsted's Management Consulting Services team. He has over 28 years of management experience, including service as a city administrator and city engineer. He joined Springsted Incorporated as a Management Consultant in 2000 and became the team leader for Management Consulting Services in 2003. Mr. Dragisich has been directly responsible for or involved in numerous utility expense and cost analysis studies as well as in the development of Excel®-based computer models for utilities in Minnesota, Iowa, Kansas, Maryland, Missouri, Nebraska, North Carolina, North Dakota, Virginia, Washington, and Wisconsin. He holds a master's degree in business administration, a bachelor's degree in civil engineering and is a licensed professional engineer in Minnesota and Washington. He is also a Municipal Advisor Representative Series 50 qualified.

Patricia L. “Patty” Kettles, CIPMA

Vice President



Ms. Kettles has over 22 years of experience working with Springsted clients on various projects, including performing utility rate analyses and financial feasibilities, financing options, capital improvement programming and debt management. Ms. Kettles has been directly responsible for or involved in numerous utility expense and cost analysis studies as well as in the development of Excel®-based computer models for entities in Minnesota, Iowa, Kansas, Maryland, Missouri, Nebraska, North Carolina, North Dakota, Virginia, and Wisconsin. Ms. Kettles holds a master's in business administration and a bachelor's degree in finance. She is also a Municipal Advisor Representative Series 50 qualified.

Susan Hartman

Specialist



Ms. Susan Hartman is a member of our Management Consulting Services Group, specializing in the areas of financial studies and cost allocation. Ms. Hartman has an extensive background in public sector finance. She served as a finance director in two Minnesota cities and as Director of Budget and Management Services for the City of Minneapolis where she was part of the team that updated the City of Minneapolis' indirect cost allocation plan. She holds a bachelor's degree in accounting.

Matthew T. “Matt” Stark

Senior Analyst



Mr. Matt Stark from our St. Paul, Minnesota office is a member of our Management Consulting Services Group. With the firm since 2002, he applies his analytical expertise to new challenges within the fields of operational finance, organizational management and human resources and economic development. He provides technical and analytical assistance on financial planning models, assists and advises clients on employee classification and compensation systems, performs cost-benefit analyses on economic development projects and is a key player for our Scientific Surveys. Mr. Stark holds a degree in physics from Penn State University.

Similar Projects:

Springsted has performed a significant number of similar studies for clients throughout the United States. We are currently working on several similar studies including:

- Chicago Metropolitan Agency for Planning, Illinois - Organizational Structure Review and Compensation Study
- Fauquier County Water and Sanitation Authority, Virginia – Organizational Management Study
- City of Le Sueur, Minnesota – Community Center Organizational and Funding Analysis Study
- City of Ingleside, Texas – Operational and Organizational Assessment

A representative list of similar projects is provided below.

- City of Duluth, Minnesota - Consolidation of Streets & Facilities Maintenance Study
- Laguna Woods Village, California – Organizational Management Study
- City of Hibbing, Minnesota – Public Utilities Financial and Organizational Management Study
- Pointe Coupee Parish, Louisiana – Organizational Management Study
- Cities of Albertville and Otsego, Minnesota – Shared Fire Services Study
- City of Kannapolis, North Carolina – Staffing Study
- City of North Branch, Minnesota - Consolidation of North Branch Municipal Water and Light with the City
- City of Elon, North Carolina – Staffing Study
- City of Spring Park, Minnesota – Organizational Management Study
- City of Delano, Minnesota – Consolidation of Department of Public Works and Delano Public Utilities
- City of Salisbury, North Carolina – Staffing Study
- Villages of Ossining and Briarcliff Manor and Town of Ossining, New York - Public Works Analysis
- City of Marshfield, Wisconsin – Operational Review
- City of Thief River Falls, Minnesota - Effectiveness and Efficiency Review and Analysis Water and Electric Utility
- City of Ramsey, Minnesota - Organizational Study and Review



Board of County Commissioners Agenda Request

3D
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: City of Aitkin Storm Water Project

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

Submitted by: Jessica Seibert, County Administrator	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator/John Welle, County Engineer	Estimated Time Needed: 15 min.
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Summary of Issue:

The City of Aitkin has conducted a Preliminary Feasibility Report for improvements to 1st Street NW from 2nd Ave. to 4th Ave. Part of the proposed project includes storm water improvements. The City has asked Aitkin County to partner with them through a cost sharing proposal on this project. John Welle and Jessica Seibert will be meeting with City representatives on January 19th to finalize the proposal. More information will be presented at the County Board meeting.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve/Deny City of Aitkin storm water proposal.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Aitkin
County

Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Public Hearing for ATV Ordinance

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 30 minutes (11:00 am)
Summary of Issue: On December 19, 2017, a public hearing was set for 11:00 am on January 23, 2018 regarding adoption of the revised ATV ordinance as shown on the attachment. Based on input received, it is the Board's option to take action to adopt the proposed ordinance.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

Aitkin County

All-Terrain Vehicle Ordinance

Regulating the use of All-Terrain Vehicles Within the Right of Way of Aitkin County Highways

Article 1 Statutory Authority

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

Article 2 Purpose and Intent

The purpose and intent of this ordinance is as follows:

1. Pursuant to Minnesota Statute 84.928 Subdivision 1(k), to allow the legal use of class 1 all-terrain vehicles on the extreme right hand side of the traffic lanes of specific county highways for the purpose of accessing businesses that provide services such as food, fuel, and lodging.
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.
2. **County** means the County of Aitkin, Minnesota.
3. **County Highways** means county state-aid highways and county roads under the jurisdiction of Aitkin County.
4. **Gravel-surfaced County Highway** means those county highways whose full-width driving surface consists only of loose aggregate material.
5. **Paved County 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 segments listed in Appendix A for the purpose of accessing businesses that provide services such as food, fuel, and lodging. Operation shall be in compliance with the regulations contained in Article 6 of this Ordinance.
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 permit application form is shown in Appendix B of this Ordinance.
3. Operation on approved corridor access routes shall be in compliance with the regulations contained in Article 6 of this Ordinance.
4. The Aitkin County All-Terrain Vehicle Committee shall make a recommendation to the Aitkin County Board of Commissioners for approval or denial of a permit application request based on factors including, but not limited to, the following: corridor length, vehicle traffic count, shoulder width, road design speed, and trail connectivity.
5. Signage shall be placed by the Aitkin County Highway Department to indicate the location of corridor access permit routes. All costs of signage are to be reimbursed to the Aitkin County Highway Department by the permit applicant.
6. Permits may be revoked by the Aitkin County Board of Commissioners for non-compliance with permit regulations and/or safety concerns created by the all-terrain vehicle use.

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

6. Hours of operation shall be limited to ½ hour before sunrise to ½ hour after sunset.

7. A person 12 years of age but less than 16 years must possess a valid all-terrain safety certificate issued by the commissioner of natural resources and must be accompanied by a person 18 year of age or older who is in possession of a valid driver's license.

Article 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

Anne M. Marcotte, Chair
Aitkin County Board of Commissioners

Attest: _____
Jessica Seibert
Aitkin County Administrator

Appendix A

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

Appendix B

Corridor Access Permit Application

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

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

County Highway No. _____

From: _____

To: _____

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

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Aitkin County All-Terrain Vehicle Committee Recommendation

Approve _____ Deny _____ Date: _____

Aitkin County Board of Commissioners Action

Approve _____ Deny _____ Date: _____

Additional Permit Provisions: _____

County Administrator Signature: _____ Date: _____



Aitkin
County

Board of County Commissioners Agenda Request

4B
Agenda Item #

Requested Meeting Date: 1-23-18

Title of Item: Equipment Purchase - Two 4WD 3/4 ton Pickup Trucks

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): John Welle		Estimated Time Needed: 10 minutes
Summary of Issue: See attached summary.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Recommend authorization by motion to purchase two Ford F250 4WD 3/4 ton extended cab pickup trucks from Aitkin Motor for a cost of \$56,228 plus tax/license.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 56,228 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

Summary

Agenda Item: Equipment Purchase - Two 4WD 3/4 ton Pickup Trucks

A total of \$65,000 was budgeted for replacement of three maintenance pickup trucks from 2016 through 2018 as follows:

2016 - \$24,000 to replace Unit 463 (2012 model with approx. 220,000 miles) with a new $\frac{3}{4}$ ton, 4WD, extended cab pickup truck

2017 - \$24,000 to replace Unit 462 (2012 model with approx. 167,000 miles) with a new $\frac{3}{4}$ ton, 4WD, extended cab pickup truck

2018 - \$17,000 to replace Unit 457 (2003 model with approx. 163,000 miles) with a used $\frac{3}{4}$ ton, 4WD, extended cab pickup truck

Quotes for two 2018 4-wheel drive 3/4 ton extended cab pickup trucks were solicited from Aitkin Motor, Brandl Chevrolet and Ranger Chevrolet in Hibbing, MN. Ranger Chevrolet is the state bid vendor for Chevy trucks. Quotes were also requested for a trade-in allowance for Unit 463 only. Note that Unit 462 will remain in the highway department fleet as the replacement for Unit 457, which will negate the need to purchase a replacement vehicle for Unit 457. Quotes received are as follows:

Aitkin Motor - \$31,364 per vehicle plus tax/license with a \$6,500 trade allowance for Unit 463

Ranger Chevrolet - \$32,574 per vehicle plus tax/license with a \$4,150 trade allowance for Unit 463

Brandl Chevrolet - \$37,300 per vehicle plus tax/license per with a \$9,000 trade allowance for Unit 463

Based on these quotes, authorization is requested to purchase two vehicles from Aitkin Motor at a total cost of \$56,228 (\$31,364 + \$31,364 - \$6,500) plus tax/license.

Authorization is also requested to sell Unit 457 through an online auction service.



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Proposed 2018 FBL and Water Lab Fee Schedule

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

Submitted by: Terry Neff, Environmental Services Director	Department: Environmental Services
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Presenter (Name and Title): Terry Neff, Environmental Services Director	Estimated Time Needed: 15 minutes
---	---

Summary of Issue:

We are requesting a few proposed fee changes in the Food, Beverage and Lodging fee schedule and in the Water Lab fees. Attached are the proposed changes to the fee schedules and a comparison of current and proposed fees to other area programs.

Alternatives, Options, Effects on Others/Comments:

Maintain present fee schedule or amend partial requested fee changes.

Recommended Action/Motion:

Approve proposed changes to reflect work and expenses involved with providing the services.

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:*

There will be an increase in revenue but the increase will be minor in the overall budget.

ENVIRONMENTAL SERVICES**FOOD BEVERAGE LODGING (FBL)**

FOOD (if both food & alcoholic beverages are served then a separate fee is charged for each)

Base Fee	\$	180.00
Plus:		
Limited	\$	28.50
Small Establishment	\$	171.50
Medium	\$	228.50
Large	\$	343.50
For each "Satellite"	\$	57.00
Schools - includes two annual inspections	\$	360.00

Example: One base fee is paid if you own a small restaurant & resort, but it must be located on the same property

BEVERAGE

Plus:		
Beer or wine served at the table	\$	58.00
Full bar service	\$	150.00

MOBILE FOOD UNIT, PUSH CARTS, SEASONAL AND PERMANENT FOOD STANDS, ETC.

Base Fee	\$	180.00
Plus:	\$	10.00 Per unit

TEMPORARY FOOD SERVICE (MAXIMUM 3 TIMES PER YEAR AND 21 DAYS AT A SITE)

Base Fee	\$	-
Plus:	\$	35.00 Per 3 events

Note: all 3 events must be applied for at the same time to receive the \$35.00 per 3

LODGING AND RECREATION

Base Fee	\$	180.00
Plus:		
Motel, or Hotel or Lodge Room per unit (a room is a unit)	\$	11.50
Resort Cabin or Vacation Home Rental or Lodge per unit (e.g. a cabin is a unit)	\$	11.50
Vacation Home, Cabin or Camper Cabin or Bunk House within Resort per unit	\$	11.50 \$6.75
Mobile Home Park/Recreational Camping Area per site	\$	6.75
Fish House campsite per site	\$	3.50

YOUTH CAMP

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

POOLS AND SPAS

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

APPENDIX C
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

DRINKING WATER

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

ADMINISTRATIVE FEES

1/2 the annual license fee

1/2 the annual license fee

Double the annual license fee

License Suspension

Re-inspection fee after the 2nd inspection

Operating without a license for the first 30 days after license is due

Operating without a license for day 30 - 60 after license is due

Operating without a license after day 60

Please make checks payable to: Aitkin County Environmental Services

FBL PLAN REVIEW FEES

New Construction/Conversion

Food Service \$ 250.00

Lodging-Resort/Motel/Hotel \$ 165.00

Bed and Breakfast \$ 165.00

Mobile Food Unit \$ 250.00

Youth Camp \$ 165.00

Vacation Home Rental \$ 165.00

Campground/Mobile Home Park \$ 165.00

Remodel

Food Service \$ 165.00

Lodging-Resort/Motel/Hotel \$ 165.00

Bed and Breakfast \$ 165.00

Mobile Food Unit \$ 165.00

Youth Camp \$ 165.00

Vacation Home Rental \$ 165.00

Campground/Mobile Home Park \$ 165.00

WATER LAB TESTING FEES

Bacteria Water Analysis (Coliform and E. Coli) \$ 25.00

Nitrate Water Analysis \$ 25.00

Bacteria AND Nitrate Analysis \$ 40.00

Fee if Aitkin County Collects the Sample for You \$ 50.00 per hour

All water test fees must be paid in advance - no invoicing will be accepted

ZONING

ACCESSORY BUILDINGS/SIGN

Accessory Buildings/Sign <239 sq.ft.(no pre-onsite) \$ 50.00

Accessory Buildings 240 sq.ft. to 1000 sq.ft and/or Water-Oriented \$ 150.00

Accessory Buildings 1001 sq.ft. and larger \$ 250.00

FENCE (8 feet or greater in height) \$ 50.00

COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)

<500sq.ft. \$ 250.00

501 – 2500 sq.ft. \$ 400.00

2501 sq. ft. and larger \$ 600.00

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

Additions (decks, porches and patios are separate permit fees)

<500 SQ.FT. \$ 250.00

501 – 2000 sq.ft. \$ 350.00

2001 sq. ft. and larger sq.ft. \$ 500.00

FBL License Fees

No changes proposed

FBL Plan Review Fees

	Aitkin Current	Aitkin Proposed	Lake County Current	MDH Current
New Construction/Conversion				
Food Service	\$165	\$250	\$315	\$400-\$500
Lodging -Resort/Motel/Hotel	\$165	\$165	\$315	\$375-\$500
Bed and Breakfast	\$165	\$165	\$315	\$375
Mobile Food Unit	\$165	\$165	\$315	\$350
Mobile Food Unit & Commissary	\$165	\$250	\$315	\$350
Youth Camp	\$165	\$165	\$315	\$375-\$500
Vacation Home Rental	\$165	\$165	\$315	\$350
Campground/Mobile Home Park	\$165	\$165	NA	\$375-\$500

Remodel

Food Service	\$165	\$165	\$257	\$300-\$400
Lodging - Resort/Hotel/Motel	\$165	\$165	\$257	\$250-\$450
Bed and Breakfast	\$165	\$165	\$257	\$250
Mobile Food Unit	\$165	\$165	\$257	\$250
Youth Camp	\$165	\$165	\$257	\$250-\$450
Vacation Home Rental	\$165	\$165	\$257	\$250
Campground/Mobile Home Park	\$165	\$165	NA	\$250-\$450

Water Lab

Water Collections	\$40 per hour	\$50 per hour	NA	NA
Invoice Fee for Real Estate Transactions	\$0	eliminate invoicing or add fee	NA	NA
Water Testing Fees	\$25 one test/\$40 both tests	\$25 one test/\$40 both tests	NA	NA

Notes: 130 invoices processed and
140 water collections in 2017



Board of County Commissioners Agenda Request

6A

Agenda Item #

Requested Meeting Date: 1/23/2018

Title of Item: FSC forest management re-certification

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Land Commissioner		Department: Land Department
Presenter (Name and Title): Mark Jacobs		Estimated Time Needed: 15-minutes
Summary of Issue: <p>Aitkin County Land Department (ACL D) has been third party certified with Forest Stewardship Council (FSC) since September of 1997 becoming the first county managed forest lands in the United States to obtain this international gold standard. Over the last twenty years, FSC certification has provided an independent and public verification that ACL D has met or exceeded the rigorous principles that promote environmental, economic and social standards. In addition, FSC certification has helped ACL D and local forest industries maintain access to regional and international timber markets. To maintain the FSC standard, ACL D is required to undergo re-assessment of all of the FSC principles and criteria every five years and then undergo annual audits each subsequent year.</p> <p>Rainforest Alliance (SmartWood) has been the organization that has provided the required certification and auditing services for ACL D since 1997.</p> <p>ACL D has negotiated a cost for 5-year certification that spreads the normal higher up-front costs over 5 years. This provides a savings of \$1,617 over the 2013-2017 rates (annual savings \$323.40). The proposal includes a graduated early termination penalty if ACL D terminates before the end of 5yr.</p> <p>Attached are some forest industry and environmental/conservation organization notes supporting FSC and our continued FSC certification.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: ACL D requests approval of the attached proposal for FSC recertification and audit services with Rainforest Alliance (2018-2022).		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 9087/year 2018-2022 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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



December 22, 2017

Mark Jacobs
Aitkin County Land Department
209 2nd Street NW, Room 206
Aitkin, MN 56431

RE: Proposal for FSC forest management re-certification

Dear Mark:

Thank you for expressing an interest in FSC forest management certification. We hereby submit this certification proposal for the FSC certification re-assessment and subsequent annual audits. The re-assessment will include a thorough, comprehensive examination of forest management systems within the context of the FSC-US Forest Management Standard Version 1.0. For a copy of this standard, go to http://www.fscus.org/standards_criteria/forest_management.php.

Upon the acceptance of this proposal from Rainforest Alliance (RA), Aitkin County Land Department (ACLD) will be asked to sign a copy of the RA Service Agreement for the FSC Forest Management re-assessment. RA will then initiate the re-assessment process as detailed below, beginning with auditor assignment, and development of a draft agenda. If there are any elements of our proposal that do not meet your expectations, please do not hesitate to contact us.

This proposal is valid for 30 days from the date of proposal.

Proposal consists of four main parts:

- Scope
- Forest management re-assessment process
- Re-assessment budget with future audit costs
- Rainforest Alliance's background information

Scope

The scope of the forest management re-assessment includes forest owned by Aitkin County, which is approximately 90,256 hectares.

In addition, the proposal is based on the understanding all preparation material requested by RA will be completed in a timely manner prior to initiation of the re-assessment.

Forest management re-assessment process

The certification process consists of the following steps:

- RA staff and auditors coordinate with staff directly responsible for forest management to further prepare for the re-certification process; request documentation to be provided; and to plan the logistics of the assessment.
- Based on discussions and document review, the agenda and dates of field re-assessment are agreed with the client.
- Once the dates are agreed upon, RA initiates a public stakeholder consultation process in keeping with FSC requirements. A list of potential stakeholders is compiled and information about the upcoming evaluation is submitted to all stakeholders. Also, a public notification about the evaluation is posted on the RA website. Additionally, selected stakeholders will be contacted by RA prior to, during, and after the evaluation.
- The field evaluation will consist of the following elements:
 - Review of procedures and interview with staff supervising forest management activities;
 - Examination of forest management plans and other forest management related documentation;
 - Field visits to different forest sites together with forest management staff (logging sites, regeneration,

- protected areas etc.).
- Interviews with operational staff conducting activities in the field (including contractors);
- Based on evidence collected and observed during the evaluation, RA compiles a written report summarizing the findings and conclusions of our auditors. Any non-conformances identified are described in the report as minor or major non-conformances. Major non-conformances must be eliminated before re-issuance of certificate (additional field or desk assessment is required); minor non-conformances must be eliminated within a prescribed timeline (usually 1 year) however they do not preclude the issuance of a certificate. Correction of minor non-conformances is usually checked during the next annual audit.
- A draft report will be provided within 45 days after the completion of the evaluation for your review and comment.
- After you have reviewed the report, RA conducts a formal quality review of the report and makes a re-certification decision.
- In the case of a positive decision, an updated certificate is issued for a five year period. For maintenance of certification, annual surveillance audits are required to be conducted at least yearly.
- A public summary of re-assessment report is placed on the FSC website and it is accessible for all interested parties. All proprietary and confidential information is held in strict confidence by RA, and is excluded from the public summary unless otherwise expressly agreed upon in writing.

Re-Assessment budget with future audit costs

The certification re-assessment is a thorough analysis of the forest management practices, associated management systems, documents and records. The re-assessment will be conducted with particular emphasis on field performance within the parameters of stated management objectives, regulatory and procedural constraints. RA will develop a report of re-assessment findings for each Indicator in the Standard including Observations, Minor Non-Conformance Reports (NCRs) and/or Major NCRs. Based on the scope identified above in this proposal, the likely duration of the re-assessment is 2 days with 2 auditors.

Annual audits evaluate verify conformance with portions of the applicable FSC Forest Management Standard and evaluate open Nonconformity Reports (NCRs). The audit will also include an evaluation of any changes to your FSC-certified management systems and/or changes in the scope of your certification. Based on the scope identified above in this proposal, the likely duration of the re-assessment is 2 days with 1 auditor.

As requested, cost for 5-year certification period has been spread evenly over the 5 years rather than a higher upfront cost for the re-assessment. Therefore, included is an early termination fee to be paid if ACLD terminates the proposal before the end of the 5-year period.

YEAR	CERTIFICATION ACTIVITY	TOTAL COST	Early Termination Fee
2018	FSC Full recertification audit	\$8785	\$8390
2019	Yearly audit	\$8785	\$5855
2020	Yearly audit	\$8785	\$3570
2021	Yearly audit	\$8785	\$1635
2022	Yearly audit	\$8785	\$0

Budget Notes:

1. These figures do not include FSC AAF fee charged to certifying bodies based on certificate holder number of acres. The FSC AAF for ACLD is currently \$302.
2. These figures include all auditor costs including travel, lodging, and meals.
3. Early termination fee due if termination occurs before the next audit (e.g. if terminate before the 2019 audit, \$8390 is due).

Rainforest Alliance will honor these cost estimates for future audits, if possible. There is the potential that these costs will need to be adjusted in future years based on unanticipated issues such as, but not limited to, the following factors:

- Substantial Increase in travel expenses and/or inflation;
- Change in scope of the ACLD certificate;
- Changes in FSC-US and/or FSC-International standards;

- Changes in FSC policy and/or sampling requirements;
- Changes in ACLD management intensity;
- Substantial stakeholder issues; or
- Major non-conformances with ACLD certificate.

If any unanticipated issue results in a cost increase to RA by 5% or more, then RA reserves the right to adjust the budget. If this happens, RA will submit a budget approval letter with an email that explains the increase for approval by ACLD.

Rainforest Alliance's background information

RA was the first forest certification organization in the world. We are a well-known entity with an established track record. Our unmatched experience translates directly into value for our clients. RA certifications carry a proven track record of durability. Thanks to our extensive and diverse experience, we have developed credible, practical and efficient systems for delivery of auditing services that are consistently superior in quality. We have unparalleled credibility among a broad spectrum of stakeholders including environmental organizations, community groups, industry leaders and governments.

RA has certified a wide variety of operations including educational institutions, large vertically integrated forest products companies, large non-industrial forestland owners, small non-industrial forestland owners, consulting foresters, indigenous forest owners, community groups and a myriad of public ownerships. We provide FSC certification services to more than clients than any other FSC certification body.

If you have any questions or if this proposal doesn't fully meet your expectations, please do not hesitate to contact me.

I look forward to working with you.

Respectfully,

Kara Wires
Technical Manager, North America
802-923-3767, kwires@ra.org

12/22/2017

Mark,

In my opinion, FSC certification has without a doubt provided the primary impetus for improved forest management practices in Minnesota over the past three decades. From the county level - starting with Aitkin, to the state level with DNR, FSC certification has provided a benchmark for foresters, and provides standards towards which (nearly) continuously improved practices have been widely implemented by counties and state foresters. FSC certification serves as a "gold standard" for forest management, which provides assurances to the public that their public forest land is being managed for more than just commercial values. As such, this provides the space to sustain and grow "social license" to continue forest harvests. Since the advent of widespread FSC certification in Minnesota, social conflicts over timber harvest have been few and far between.

Don Arnosti
Conservation Director
Izaak Walton League - MN Division

1/3/2018

Mark – I can tell you unequivocally that the FSC certification of your County land base is of significant importance to Verso Corp. Our customers continue to demand FSC credits assigned to their paper orders. Many have a strong preference for FSC over SFI. The FSC Chain of Custody system changed last year for companies with multi-site certificates like Verso. We now have the ability to pool credits within our company and assign available credits to other mills outside of MN. This increases the importance of the FSC credits to Verso. I believe it is one reason why your stumpage sales generate a relative premium in the marketplace.

If anyone from your County Board would benefit from talking to me directly about this perspective, feel free to pass along my contact information to them.

Jim Contino
Verso Corp
Fiber Supply Director
(207) 745-0833 cell

1/13/2018

Mark-

At TNC in MN we have been under the TNC group certificate since 2006. John Powers helped write our management plan and came with a good outline thanks to work by you and others.

I believe most of the early interest in TNC's collaborative efforts in Northeast MN were a direct result of certification.

I think certification brought some of the better forestry and more progressive manager's ideas out into the mainstream. From my perspective the discussion is much quieter now but I would certainly credit certification for most of the lift in on the ground results in the last 20 years.

Chris Dunham - Forester
The Nature Conservancy - MN



Board of County Commissioners Agenda Request

6B

Agenda Item #

Requested Meeting Date: 1/23/2018

Title of Item: Garn Furnace replacement plan - Long Lake CC

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Land Commissioner		Department: Land Department
Presenter (Name and Title): Mark Jacobs		Estimated Time Needed: 15-minutes
Summary of Issue: <p>The Garn wood heating system at Long Lake Conservation Center has been utilized for over 30-years; but is in need of replacement. Since the fall of 2015, repair costs have been over \$8,000.</p> <p>Staff received a quote from for replacing 5 old Garn units with 4 new more efficient units - Oaks Sales - Nisswa, MN = \$99,792 (only Garn vendor in the region)</p> <p>Staff received two quotes for removal of old units/installation of new units... - Climate Makers - Jenkins, MN = \$98,970 - McGuire Mechanical - Aitkin, MN = \$77,956</p> <p>We received two IRRRB grants totaling \$100,800 (requiring \$93,700 match)</p> <p>Attached is a County plan to match the grant/fund project without using County General Fund (tax levy) dollars. - We will continue seeking potential outside dollars (grants, donations, etc) to assist with funding.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Staff recommends approval of furnace replacement plan... a) approve quote from Oaks Sales of Nisswa for 4 Garn units, b) approve quote from McGuire Mechanical of Aitkin for installation/disposal, c) approve County plan for matching grants and funding the projects		
Financial Impact: 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>		

Oaks Sales Inc
 PO Box 16
 Nisswa, MN 56468

Estimate

Date	Estimate #
4/27/2017	92

Name / Address
Long Lake Conservation Center 28952 438th Ln Palisade, MN 56469

Ship To

P.O. No.	Terms	Proposal Date	Account #	Project	Job Name
		4/27/2017			

Item	Description	Qty	Cost	Total
WHS-2000	Model 2000 Garn WHS Wood Fired Hydronic Heater Vertical Vent	4	17,995.00	71,980.00
elec prep kit	33 kw Off Peak Electric Package	12	1,295.00	15,540.00
Vertical Flue	Vertical Flue Package	4	1,168.00	4,672.00
Freight	Freight estimate	1	1,600.00	1,600.00
price adjustment	Customize size build increased diameter (Each)	4	1,500.00	6,000.00

	Subtotal	\$99,792.00
	Sales Tax (6.875%)	\$0.00
	Total	\$99,792.00



LONG
LAKE
CONSERVATION
CENTER

LONG LAKE ENERGY CENTER PROJECT – SUMMER 2018 Specifications

QUOTE SHOULD INCLUDE THE FOLLOWING:

1. Removal/demolition and disposal of five existing Garn wood boilers (one unit being salvaged)
2. Insulation of boilers and piping
3. Electrical work – disconnect/demo of existing boilers, connection of new boilers
4. Installation of four new Garn wood boilers

WORK SCOPE:

- Assist with the removal of the existing boiler system, to disconnect and dispose of piping, chimney and fresh air intake piping
- Demolition and disposal of 5 boilers, salvaging 1 boiler for customer.
 - Includes removal and disposal of vermiculite insulation (no asbestos).
 - Includes a dumpster on site for demo materials.
 - "Broom clean" upon completion.
- Assist with coordination and layout of new boilers
- Coordinate and receive the new boilers on site and provide labor to set them in their final locations.
- Boilers to sit on foam board housekeeping pad per manufacturer recommendation
- Pipe hot water supply and return piping tied to the existing pump system
- Install combustion air ducting
- Install flue venting (provided with boilers) through roofing. Layout, cut holes, install venting and seal watertight
 - Includes all vent material, starter collars, offsets, vent thimbles, roof jacks, and end caps, as required for complete installation
- Boiler insulation to include:
 - 2" mineral wool with canvas wrap on all four boilers
 - Insulate all new piping to floor level (excludes piping in the trench)
 - Insulate combustion air intake duct
- Permit and bond

CONTRACTOR MUST BE FULLY INSURED AND BONDED

Questions concerning this project should be directed to:

Wendie Carlson, Business Manager: 218-768-4653 – wendie@longlakecc.org

Anthony Miller, Maintenance Coordinator: 218-768-4653 – anthony@longlakecc.org

Please return your quote to Wendie by **August 15, 2017** via one of the following:

- Mail: 28952 438th Lane, Palisade MN 56469
- Email: wendie@longlakecc.org
- Fax: 218-768-2309

LONG LAKE GARN PROJECT PROPOSALS

	<u>Installation</u>	<u>Electrical</u>		<u>Total</u> <u>Installation</u>
Climate Makers <i>Jenkins, MN</i>	\$98,970 +	<i>included</i>	=	\$98,970
McGuire Mechanical <i>Aitkin, MN</i>	\$58,700 +	\$19,256	=	\$77,956

QUOTES INCLUDE THE FOLLOWING:

1. Removal/demolition and disposal of five existing Garn wood boilers (one unit being salvaged)
2. Insulation of boilers and piping
3. Electrical work – disconnect/demo of existing boilers, connection of new boilers
4. Installation of four new Garn wood boilers

WORK SCOPE:

- Assist with the removal of the existing boiler system, to disconnect and dispose of piping, chimney and fresh air intake piping
- Demolition and disposal of 5 boilers, salvaging 1 boiler for customer.
 - Includes removal and disposal of vermiculite insulation (no asbestos).
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- Assist with coordination and layout of new boilers
- Coordinate and receive the new boilers on site and provide labor to set them in their final locations.
- Boilers to sit on foam board housekeeping pad per manufacturer recommendation
- Pipe hot water supply and return piping tied to the existing pump system
- Install combustion air ducting
- Install flue venting (provided with boilers) through roofing. Layout, cut holes, install venting and seal watertight
 - Includes all vent material, starter collars, offsets, vent thimbles, roof jacks, and end caps, as required for complete installation
- Boiler insulation to include:
 - 2" mineral wool with canvas wrap on all four boilers
 - Insulate all new piping to floor level (excludes piping in the trench)
 - Insulate combustion air intake duct
- Permit and bond

LLCC Garn Furnace Replacement Payment Proposal

Garn Project		Comments
a - Garn Units (4)	\$ 99,792	replacing 5 old units
b - installation/disposal	\$ 77,956	
c - misc	\$ 20,352	permits, wood shed, etc
	\$ 198,100	
IRRRB	\$ 100,800	Grants (2)
County match	\$ 97,300	
Co Park* - down payment	\$ 18,000	2016/17 to LLCC
ETF	\$ 22,000	interest (2016/17)
ETF withdrawal	\$ 26,000	5.5% Principal
Co Park* - 2018	\$ 12,500	2018 to LLCC
LLCC capital fund	\$ 18,800	
Grant match	\$ 97,300	
Total balance	\$ -	General Fund = \$ 0



Aitkin
County

Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: ANGELS

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Curt Lugert, Executive Director of ANGELS		Estimated Time Needed: 20 minutes
Summary of Issue: Curt Lugert, Executive Director of ANGELS has requested time to speak with the Board about a funding dilemma which is causing concern for the ANGELS organization.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: 		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: AMC Legislative Conference

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input checked="" 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*

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 minutes
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Summary of Issue:

The AMC Legislative Conference is scheduled Wednesday, February 28th through Thursday, March 1st. The Tentative Agenda is attached. Sue has made hotel reservations for Commissioners Westerlund, Niemi, Pratt, Marcotte and for myself at the InterContinental Hotel in St. Paul for Tuesday and Wednesday nights. Please confirm if you will be attending, so that rooms can be cancelled without penalty if you are not able to attend. Registrations will be made with AMC once we know who will be attending the conference.

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:**



Tentative Agenda

Tuesday, February 27, 2018

4:00 – 6:00 P.M. **REGISTRATION OPEN**
Hotel Lobby (First Floor)

6:30 – 9:30 P.M. **MRC**
Kellogg Suite 1 & 2 (First Floor)

Wednesday, February 28, 2018

8:00 A.M. **REGISTRATION OPEN**
Great River Court (Second Floor)

9:00 – 10:00 A.M. **CONTINENTAL BREAKFAST IN VENDOR AREA**

9:45 -11:00 A.M. **GENERAL SESSION**

- **Welcome**
- **“How to Effectively Communicate With Your Legislator”**
Roger Reinert
- **Policy Analyst Issue Briefs**

11:00 A.M. – 2:30 P.M. **COUNTYDAY AT THE CAPITOL**

*Busing begins at 11:00 a.m./Last bus leaves Capitol at 2:30 P.M.
Lockridge Grindal Nauen will be arranging appointments for counties to meet with
their local legislators during this time.*

AMC Homebase: SOB 400N (75 person capacity)

2:30 P.M. **LAST BUS BACK TO HOTEL**

3:00 - 4:15 P.M. **LEGISLATIVE PRIORITY WORKSHOPS**

4:30 - 6:00 P.M. **LEGISLATIVE RECEPTION**

Hors d'oeuvres will be served, but dinner is "on your own."
(Great River Court Second Floor)

Thursday, March 1, 2018

- 7:00 A.M.** **REGISTRATION OPEN**
Great River Court (Second Floor)
- PREMIER BUSINESS PARTNER EXHIBITS**
Great River Court (First Floor)
- 7:15 - 8:30 A.M.** **EXTENSION COMMITTEE**
Great River Ballroom 4 (Second Floor)
- 8:00 - 9:15 A.M.** **BREAKFAST BUFFET**
- 9:30 - 11:30 A.M.** **AMC POLICY COMMITTEES**
- **Environment & Natural Resources**
Kellogg Suite (Lobby Level)
 - **General Government**
Minnesota East (Lower/Basement Level)
 - **Health & Human Services**
Minnesota West (Lower/Basement Level)
 - **Public Safety**
Great River Ballroom 1 (Second Floor)
 - **Transportation & Infrastructure**
State Suite (Lower/Basement Level)
- 10:00 A.M. - 3:00 P.M.** **MINNESOTA ASSOCIATION OF PROFESSIONAL COUNTY ECONOMIC DEVELOPERS (MAPCED)**
Governors 3 (Lower/Basement Level)
- 11:45 - 1:00 P.M.** **GENERAL SESSION / AWARDS LUNCHEON**
Great River Ballroom (Second Floor)
- **Gov. Mark Dayton (invited)**
 - **Presentation of 2018 AMC Student Scholarship**
Presented by AMC Past President Gary Hendrickx, Swift County Commissioner
 - **Presentation of AMC 4H Community Leadership Awards**
 - **'State of the Counties' Address**
AMC President Susan Morris, Isanti County Commissioner

ADJOURN



Board of County Commissioners Agenda Request

7C
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Aitkin County Appointment Requests

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

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert	Estimated Time Needed: 5 minutes
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Summary of Issue:

Attached is a request to appoint Aitkin County Representatives to the Northeast MN Regional Emergency Communications Board (ECB) and Northeast MN Regional Advisory Committee (RAC). Included with the request are the meeting dates and times. Please note that every other month the ECB and RAC meet jointly.

In speaking with Sheriff Scott Turner, he recommends the following:

ECB: Appoint one Commissioner to the Board, and appoint Sheriff Scott Turner as the Alternate.

RAC: Appoint Patrice Erickson, Dispatch Supervisor / Emergency Management Coordinator, and appoint Sheriff Scott Turner as the Alternate.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

1. Appoint one Commissioner to ECB and appoint Sheriff Turner as Alternate
2. Appoint Patrice Erickson to RAC and appoint Sheriff Turner as Alternate.

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:*

From: Holly Olson [<mailto:OlsonH@StLouisCountyMN.gov>]

Sent: Tuesday, January 16, 2018 11:47 AM

To: 'kpeysar@co.aitkin.mn.us'; 'mark.wedel@co.aitkin.mn.us'; 'scott.turner@co.aitkin.mn.us'; 'jessica.seibert@co.aitkin.mn.us'

Cc: Duane Johnson; 'Marv.Bodie@co.carlton.mn.us'

Subject: Aitkin Co Appointment Request for ECB & RAC

This message was sent securely using ZixCorp.

Hello,

In an effort to update our membership files for the **Northeast MN Regional Emergency Communications Board (ECB)** and **Northeast MN Regional Advisory Committee (RAC)**, we are requesting that your governing authority complete the attached forms indicating your representative member and/or alternate appointees for 2018.

This information will help us update our current email distribution list so we can share important information about upcoming trainings, grant opportunities, and meeting information.

Also attached is the following:

- 2018 NEECB and RAC meeting dates (*ECB meets jointly with RAC every other month*)
- The Joint Powers Agreement Section 2. Membership, Appointment, and Term

Please share these with your appointees and *encourage them to attend regularly*. Regular attendance by voting members is crucial to ensure all agenda items are reviewed quickly and efficiently, as well as ensuring a quorum is present to vote on necessary action items.

The attached form can be completed electronically or printed and filled in manually. Please return the completed forms no later than Tue, January 23rd to:

Holly Olson olsonh@stlouiscountymn.gov or via fax 218-726-2923

Appointees will be announced at the January 25th, 2018 Joint RAC & ECB face-to-face meeting.

If there are any changes in the future to the appointees you provide, please notify me so I can update our files.

Please feel free to contact me at (218) 726-2921 with any questions. Thank you in advance for your assistance.

Holly Olson | Information Specialist II

St. Louis County Sheriff's Office

911/Communications

2030 North Arlington Avenue

Duluth, Minnesota 55811

218-726-2921

olsonh@stlouiscountymn.gov

Section 2. Membership, Appointment, and Term.

Subd. 1. Requirements for Participation. Participation in the Board is restricted to counties and cities that meet the following minimum requirements:

1. A County within or immediately adjacent to the Northeast Minnesota HSEM Region 2 that has committed to participation in regional communications planning activities and planned, authorized, developed or implemented a local sub-system or integration of dispatch facilities into a cooperative communications system.
2. A City within or immediately adjacent to the Northeast Minnesota HSEM Region 2 that has committed to participation in regional communications planning activities and has planned, authorized, developed or implemented a local sub-system.

Subd. 2. Application for Participation. The Board will establish policies and procedures for application for participation in the Board.

Any County or City meeting the criteria for participation may request participation in the Board in accordance with policies and procedures established by the Board.

Subd. 3. Initial Participants. Initial participants include Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Kanabec, Koochiching, Lake, Pine, and St. Louis counties and the cities of Duluth, Hibbing, International Falls and Virginia. Each of these agencies is deemed to meet the minimum requirements for participation in the Board.

Subd. 4. Membership. The members of the Board shall be:

- One County Commissioner from each county party to the Agreement.
- One City Council member from each city party to the Agreement.

Subd. 5. Appointment - Members Representing Counties and Cities. The members representing counties and cities shall be appointed by their respective governing bodies from the membership of that governing body. A successor must be appointed no later than sixty (60) days following the date a member is no longer an elected official.

Subd. 6. Term - Members Representing Counties and Cities. The term shall be for one year and until a successor is duly appointed; however, a member so appointed shall serve at the pleasure of that member's appointing governing body. There shall be no limit on the number of terms a member may serve.

Subd. 7. Alternates - Members Representing Counties and Cities. Each appointing authority may designate an alternate who shall be authorized to act in the absence of the member.

Subd. 8. Other Members of the Board. In addition to those members previously defined the following shall also be voting members of the board:

- A member of the Northeast Minnesota Regional Advisory Committee.

- A member of the Northeast Minnesota Regional Radio System User Committee.
- A member of the Northeast Minnesota Owners and Operators Committee.

Subd. 9. Selection, Term, and Alternates - Other Members of the Board. The member of each of the committees designated to serve as members of the Board shall be selected by majority vote of the entire committee membership on an annual basis. There shall be no limit on the number of terms a committee member may serve on the board. Each of these committees shall select by majority vote, an alternate who shall be authorized to act in the absence of the member of the board. Committee members elected to serve as Board members and alternates shall serve a term of one year and until a successor is duly elected. If an individual elected to serve as a Board member or alternate ceases to be a member of the committee by resignation or action of the appointing authority or any other cause, the committee shall meet within sixty (60) days of notification of change and select, by majority vote, a replacement.

Subd. 10. User Committee Board Advisors. In addition to the positions defined herein the Board may authorize the Northeast Minnesota Regional Radio System User Committee to appoint not more than two additional representatives to advise the Board. Not more than one shall be a representative of a law enforcement agency and not more than one shall be a representative of a fire service or EMS agency. Any representative so appointed shall have the right to participate in discussion or debate and advise the Board on matters relative to pending issues but shall not be empowered to initiate any issue or matter or have a vote on any issue or matter before the Board.

Subd. 11. Modification to Board Composition. Modification of the composition of the Board subsequent to its initial creation shall only be through the process established for the amendment of this Agreement.

Northeast Minnesota Emergency Communications Board [NEECB] & Northeast Regional Advisory Committee [RAC]

St. Louis County EOC, Pike Lake & ITV Locations
4th Thursday of the month @ 10:00AM

2018 Meeting Dates

January 25

RAC/ECB - Face-to-Face Meeting-NO ITV

February 22

RAC

March 22

RAC/ECB

April 26

RAC

May 24

RAC/ECB

June 28

RAC

July 26

RAC/ECB

August 23

RAC

September 27

RAC/ECB

October 25

RAC

November 22

No meeting - unless otherwise notified

Happy Thanksgiving

December 27

RAC

*All committee/board meetings will be held via ITV with the exceptions noted above.

ITV access: IP Address: 156.99.162.165 Region 2 Code: 2222#

It is advised to call the ITV site before the meeting to ensure your ITV system connection.

Usual ITV sites include: Aitkin County Sheriff's Office; Cook County LEC; Crow Wing County LEC; Itasca County-Sheriff's Dispatch Center, Lake County-Silver Bay Service Center; Pike Lake EOC and Pine County LEC.

Northeast Minnesota Emergency Communications Board

Appointment Form

The following appointments have been made by the governing body of Aitkin Co
representing agency
 County _____ in accordance with the terms of the Joint Powers Agreement governing
choose one from drop down list
 the Northeast Minnesota Emergency Services Board to provide authorized representation to serve a
 term commencing _____ on the ECB (Emergency Communications Board)
effective date choose Board/Committee name from drop down list
 _____ County _____, a member of the Northeast Minnesota
representing agency choose one from drop down list
 Emergency Services Board:

- Emergency Communications Board (ECB):** (1) Representative (1) Alternate
- Regional Advisory Committee (RAC):** (1) Representative (1) Alternate
- Users Committee:** (1-5) Representatives
- Owner & Operators Committee (O&O):** (1) Representative (1) Alternate

REPRESENTATIVE:

ALTERNATE:

Name

Name

Title

Title

Address

Address

City/State/Zip

City/State/Zip

Email

Email

Phone

Phone

I certify the appointments herein listed have been approved by the governing body of

_____ County _____
representing agency choose one from drop down list

, a member of the Northeast Minnesota

Emergency Services Board, this _____ day of _____, 20____
date month year

Signature: _____

Printed Name: _____

Title: _____

Email: _____

About



The Statewide Emergency Communications Board provides leadership to set the vision, priorities and technical roadmap for interoperable communications and alert and warnings across the state.

Governance

The Statewide Emergency Communications Board (SECB), five Regional Communications Boards and two Regional Emergency Services Boards are at the center of Minnesota's interoperable communications governance structure. Reporting to each board are subcommittees and workgroups.

Regions of the SECB

Regions of the Statewide Emergency Communications Board (SECB).

Regions Websites

Browse a listing of the Minnesota Region websites.

Documents & Resources

Browse a variety of resources including documents, Requests for Proposals (RFP), and state resources.

Emergency Communication Networks (ECN)

The Emergency Communication Networks Division oversees the Statewide 911 Program, Allied Radio Matrix for Emergency Response (ARMER) radio communications network, and the Interoperability Program.

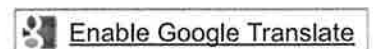
Emergency Radio

Police, Fire Department and Ambulance are the three emergency services that nowadays use an integrated communication system.

Interoperability

Discover options for regional resource sharing.

Minnesota Public Safety Communications Conference



The Minnesota Public Safety Communications Conference is a technology conference exploring the convergence and enhancing the interoperability of 911, Broadband, Land Mobile Radio and Public Alerting public safety communications.

SECB Strategic Plan

The Statewide Emergency Communications Board (SECB) is responsible for providing Minnesota residents and public safety responders with multiple and reliable means of communications before, during and after emergencies. This strategic plan will outline the SECB's priorities and funding strategies.

Contact Us

[Regional Issues](#)

[Website Issues](#)

[Emergency Communication Networks IPAWS \(ECN\)](#)

[Statewide Emergency Communications Board \(SECB\)](#)

Current Initiatives

[ARMER](#)

[Interoperability](#)

[Next Generation 911](#)

[Wireless Broadband](#)

Helpful Links

[Agendas & Minutes](#)

[Boards & Committees](#)

[Grant Request Forms](#)

[Radio Regions](#)

[Standards, Protocols & Procedures](#)

Regions of the Statewide Emergency Communications Board



Aitkin County Board of Commissioners Agenda Request Form

8

Agenda Item #

Requested Meeting Date: January 23, 2018
Title of Item: Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	2 nd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Monthly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Pratt, Alt. Marcotte
Budget Committee 2019			Wedel, Westerlund
Development Achievement Center	Monthly	3 rd Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 st Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Wedel and Pratt
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA (Liaison)	Monthly	4 th 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 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 st Wednesday	Pratt
Mille Lacs Fisheries Input Group	Monthly		Westerlund
Mille Lacs Watershed	10x year	4 th Thursday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Pratt
MN Rural Counties	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 nd Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Snake River Watershed	Monthly	4 th Monday	Niemi
Sobriety Court	Monthly	3 rd Tuesday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund