

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS February 13, 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**
  - E) **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 23, 2018 – February 12, 2018**
  - B) **Approve January 23, 2018 County Board Minutes**
  - C) **Approve Commissioner Warrants**
  - D) **Approve January Manual Warrants**
  - E) **Approve Affidavit for Duplicate of Lost Warrant**
  - F) **Approve 2018 Countywide Fee Schedule**
  - G) **Approve Purchase of Two Vehicles – Motor Pool**
  - H) **Accept Checks for Financial Support to Sobriety Court**
    - 1. **\$100 from City of Tamarack**
    - 2. **\$100 from City of Hill City**
  - I) **Approve Change in Taxpayer Name Search on Aitkin County GIS**
  - J) **Adopt Resolution: Reaffirming Petty Cash Funds**
  - K) **Adopt Resolution: Form LG220 – Up North Riders ATV Club Inc.**
  - L) **Adopt Resolution: Form LG220 – Lawler Area Community Club**
- 9:05 3) **Mark Jacobs, Land Commissioner**
- A) **FSC Certification Presentation**
  - B) **DNR Forestry Land Acquisitions**
- 9:45 4) **Ross Wagner, Economic Development & Forest Industry Coordinator**
- A) **Aitkin Airport Property Transfer**
  - B) **10:00 a.m. Public Hearing – Small Cities Project**
  - C) **Riverwood Healthcare Presentation**

**Note: If necessary Ross Wagner will break for the 10:00 a.m. Public Hearing and resume afterwards**

- 10:45 5) **Jessica Seibert, County Administrator**
- A) **2017 MN County Engineer of the Year – John Welle**
  - B) **Historical Society – Mathew Nix**
  - C) **2018 Legislative Session – Senator Carrie Ruud**
  - D) **Bonding Options – Paul Steinman**

**E) Set Organizational Structure Task Force**

**Note: If necessary Jessica Seibert will break for the 11:00 a.m. Public Hearing and resume afterwards**

- 11:00 6) Mark Jacobs, Land Commissioner**
  - A) 11:00 a.m. Public Hearing – American Peat Technology Peat Leasing**
- 12:00 7) Committee Updates**
- 12:30 Adjourn**

The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of January, 2018 at 9:02 a.m. with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the January 23, 2018 amended agenda. Consent Agenda Item 2M) Approve Affidavit for Duplicate of Lost Warrant, was pulled.

**APPROVED  
AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
January 23, 2018**

**HEALTH & HUMAN  
SERVICES BOARD**

**Attendance**

The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of January, 2018, at 9:02 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair Anne Marcotte, Commissioners Laurie Westerlund, J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Accounting Supervisor Carli Goble, Financial Assistance Supervisor Jessi Goble, Public Health Supervisor Erin Melz, Social Services Supervisor-Adult Services Kim Larson, Social Services Supervisor-Children's Services Jessi Schultz, Health & Human Services Administrative Assistant Shawn Speed, and Guests: Representative Dale Lueck, Bob Marcum/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

**Agenda**

Cynthia Bennett requested an addition to the Agenda, under Contracts/Agreements, Item V.A.2.b, New Advisory Board member Maureen Mishler for Comm. District 5. All Commissioners agreed to the addition.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the January 23, 2018 Health & Human Services Board agenda.

**Minutes**

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the December 19, 2017 Health and Human Services Board minutes.

**Bills**

Carli Goble, Fiscal Supervisor, presented the bills to the board and noted no significant changes or surprises. She also noted that foster care costs were less this month than last year at the same time.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the bills.

**Health & Human Services Director Reports, Cynthia Bennett H&HS Director  
Out of State Travel Requests –**

1. For Cynthia to travel to the John Maxwell Train the Trainer Conference in Orlando, FL from Feb 18-23.

Commissioner Marcotte asked what skills will be learned from this training. Cynthia indicated increased leadership knowledge and skills based on the John Maxwell philosophy which will be applied in a more global approach than previously done in the county. With Administrator Seibert's support and direction she is looking forward to implementing the skills learned to continue to move towards more unified processes and a common platform from which county departments operate. To build relationships between departments, break down silos, develop consistent processes as applicable, and find ways for county employees to work together on issues faced. Better understanding and established relationships will enhance efficiency during times of negotiations, personnel management, and decision making. A specific example is when working with other department heads during the annual budget planning process to quickly identify solutions and reach compromises.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve Cynthia's out of state travel request.

2. For Liz Short to travel to the National WIC Conference in Chicago, IL from April 22-25.

Erin Melz added that the WIC program covers her costs, that HHS is just looking for approval to cover her time away.

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve Liz's out of state travel request.

**Contracts/Agreements**

Re-appointment of current members to the Health & Human Services Advisory Board.

- Kristine Layne, Aitkin - Comm. Dist. #1
- Joy Janzen, Aitkin - Comm. Dist. #2
- Carole Holten, McGregor - Comm. Dist. #4

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve all of the current HHS Advisory Board members up for re-appointment to be re-appointed.

Appointment of new members to the Health & Human Services Advisory Board.

- Kari Paulsen, Aitkin - Comm. Dist. #2
- Maureen Mishler - Comm. Dist. #5

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve appointment of the new members to the HHS Advisory Board.

Approval of the Contracts/Agreements as follows as a whole, as they are all unchanged from the previous year, they are just updated to be affective for 2018.

- Lakes and Pines CAC, Inc. WRAP Agreement
- Presbyterian Family Foundation Guardianship and Conservatorship Agreement
- Phil Tange, Lic SW Service Agreement
- DHS MFIP Biennial Service Agreement
- AEOA MFIP Agreement
- Mille Lacs Health System Ambulance Agreement
- McGregor Area Ambulance Service Agreement
- North Memorial Medical Transportation Agreement
- Compass Counseling Partners Service Agreement

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the presented contracts/agreements as a whole.

**Jessi Goble, Financial Assistance Supervisor**

Jessi relayed that the 2016 medical assistance portion of the state audit did not go well for the Income Maintenance unit. Of the 40 cases examined by the auditor, less than 50 percent were correct. Jessi stated that part of the problem was in the documentation; online bank accounts were missing information such as full account numbers. Jessi assured all that they are working on improvement and reviewed the plans to implement training and education, a case review practice and has reached out to the state to seek clarification on several points. The good news is that in December of 2017, another audit was performed where 60 cases were examined and results showed 87 percent compliance.

Other discussion included the number of programs in this area which is 23 and all are mandated.

Jessi discussed, at length, her updates to the Emergency General Assistance (EGA) Policy and the need for the Board to approve those updates.

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the updated EGA Policy.

Jessi also discussed her updates to the Minnesota Family Investment Program (MFIP) Crisis Fund Guidelines and the need for the Board to approve those updates.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the updated MFIP Crisis Fund Guidelines.

**Financial Reports**

Carli Goble reviewed the financial statement for the board-

- 1) Reported on January 2018.
- 2) Pointed out to the Board that Foster Care expenses are less this month compared to this month last year.
- 3) Will be presenting a 2017 final report in the coming months.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the financial reports.

**Committee Reports**

**H&HS Advisory Committee** – Commissioner Wedel and/or Pratt

- 1) Committee member Bob Marcum provided details of their last meeting, held January 3, 2018.
  - a. Is looking at big things to come out of the Committee this year.
  - b. Looking at a couple of new presentations on end of life issues and Native American relations.
- 2) Commissioner Pratt commented on the presentation they were given by Jessi Schultz and how much he learned about it.

**AEOA – Commissioner Westerlund**

- 1) There is a lot of worries about programs being cut, as such, they are not updating many contracts right now until they know more about the budget.
- 2) Are adding more transit buses.
- 3) Jessi Goble noted that she had a meeting with them and that they are offering SNAP 50/50, a voluntary employment and training program and that she is also working with them to get more programs offered in Aitkin County.

**NEMOJT Update – Commissioner Niemi**

- 1) Noted they did not meet but he did receive a call from the Aitkin School Superintendent and has set up a meeting with him to talk about the vocational training that is happening there.

**Lakes & Pines Update**

- 1) They were approached by Aitkin County to write a small cities owner occupied grant to the Department of Employment and Economic Development.
- 2) Was a pre-application so they will be submitting a full application and possibly including septic systems in it.
- 3) Asking for \$350,000.00 to rehabilitate approximately 14 homes in Williams and Wagner Townships.
- 4) If owner lives in the home for 8 years loan is considered paid at the end of that time.
- 5) Waiting to hear back on how homes are selected, income guidelines, etc.
- 6) Also talked about what impact the government shutdown could have had on Lakes & pines and that they have enough reserves to run up to 8 months.

The meeting was adjourned at 9:45 a.m.

Next Meeting – February 27, 2018

Break: 9:45 a.m. to 9:57 a.m.

Motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: January 2, 2018 to January 22, 2018; B) Approve County Board Minutes: January 2, 2018 (End of 2017 Board and Beginning of 2018 Board); C) Approve Commissioner Warrants – January 12<sup>th</sup>: General Fund \$90,385.37, Road & Bridge \$36,584.17, Special Revenue \$34,052.69, Health & Human Services \$8,046.10, Debt Service \$130,646.26, State \$90.00, Trust \$20,864.77, Forest Development \$533.17, Long Lake Conservation Center \$4,267.93, Parks \$93,239.37 for a total of \$418,709.83, and Commissioner Warrants – January 26<sup>th</sup>: General Fund \$582,032.93, Road & Bridge \$163,893.17, Health & Human Services \$36,690.62, Trust \$92,066.18, Forest Development \$7,611.77, Agency \$1,288.80, Long Lake

**HHS BOARD  
ADJOURNS**

**BREAK**

**CONSENT  
AGENDA**

Conservation Center \$27,321.94, Parks \$5,759.98 for a total of \$916,665.39; D) Approve December Manual Warrants: General Fund \$165,609.03, Road & Bridge \$89,976.39, Health & Human Services \$6,864.53, State \$46,410.39, Trust \$4,000.00, Forest Development \$9,900.00, Taxes & Penalties \$2,131.64, Long Lake Conservation Center \$1,363.27, Parks \$19,014.99 for a total of \$345,360.24; E) Approve Auditor Warrants – December Sales & Use Tax: General Fund \$93.99, Road & Bridge \$1,388.94, State \$7,256.50, Trust \$79.71, Long Lake Conservation Center \$65.43, Parks \$1.93 for a total of \$8,886.50; F) Approve Auditor Warrants – RE Tax Settlement Payments: Agency \$517,354.76; 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; 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; N) Adopt Resolution: Federal Participation in Construction Agreement; O) Adopt Resolution: In Support of HF 492; P) Approve Proposal for Asbestos Abatement Package

Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to schedule the 2018 County Board of Appeal & Equalization on June 12, 2018 at 4:00 p.m.

**2018 BAE MEETING SCHEDULED**

Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to make the following committee appointments:

**COMMITTEE APPOINTMENTS**

Natural Resources Advisory Committee (4 year terms, ending December 31, 2021):

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

**NATURAL RESOURCES ADVISORY COMMITTEE**

Extension Committee (3 year term, ending December 31, 2020):

- Becky Joerger – District 4.

**EXTENSION COMMITTEE**

Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to schedule a Public Hearing for American Peat Technology peat lease sites in Seavey and Kimberly Townships on February 13, 2018 at 11:00 a.m. in the Boardroom of the Aitkin County Courthouse.

**PUBLIC HEARING APT LEASE**

Under the consent agenda, motion for a resolution by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – 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.

**RESOLUTION 20180123-008 FEDERAL PARTICIPATION IN CONSTRUCTION AGREEMENT**

**BE IT FURTHER RESOLVED**, the Aitkin County Board Chair 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.

Under the consent agenda, motion for a resolution by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes to adopt resolution – 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.

Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Wedel and carried, all members voting yes approve asbestos abatement proposal from Arrowhead Consulting & Testing, Inc. at a cost of \$1,000.00 + \$775.00/hr.

Representative Dale Lueck discussed the upcoming 2018 Legislative Session with the Board, answered questions and listened to concerns.

Bruce Schwartzmann, BKV Group and Travis Feuchtmann, Contegrity, Inc. updated the Board on the Government Center project.

**RESOLUTION  
20180123-009  
IN SUPPORT OF  
HF 492**

**ASBESTOS  
ABATEMENT  
PROPOSAL**

**REPRESENTATIVE  
LUECK**

**GOVERNMENT  
CENTER PROJECT**



Motion by Commissioner Pratt, seconded by Commissioner Westerlund to approve Aitkin County Organizational Study Proposal by David Drown Associates at a cost of \$23,000.00. Roll call vote. Motion carried (3-2 Wedel/Niemi).

**ORGANIZATIONAL STUDY**

Jessica Seibert, County Administrator and John Welle, County Engineer discussed the City of Aitkin County Storm Water Project and asked for direction. No action was taken at this time.

**CITY OF AITKIN STORM WATER PROJECT**

At 11:00 a.m. John Welle, County Engineer conducted a Public Hearing for proposed Aitkin County ATV Ordinance. John Welle gave a brief overview of the proposed Ordinance. Public comments – Fred Neumann had questions about ATV routes, and Frank Turnock commended staff on the Public Meetings that were held, and thanked them for all the hard work that has been done. After public comments were closed, the Board and staff held discussion. Commissioner Niemi voiced his concerns over the safety of youth riding ATVs on public roads. After further discussion, motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried (4-1 Niemi), to adopt the proposed ATV Ordinance as presented.

**PUBLIC HEARING ATV ORDINANCE**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve Highway Department purchase of two Ford F250 4WD ¾ ton extended cab pickup trucks from Aitkin Motor for a cost of \$56,228.00 plus tax/license, and to authorize the sale of Unit 457.

**EQUIPMENT PURCHASE – HIGHWAY DEPT.**

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting to approve Proposed 2018 Food Beverage Lodging (FBL) and Water Lab Fee changes as presented.

**FBL AND WATER LAB FEE CHANGES**

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve 2018-2022 FSC forest management recertification and audit services with Rainforest Alliance at a cost of \$9,087.00 per year.

**FSC FOREST MANAGEMENT RECERTIFICATION**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the Garn furnace replacement plan at Long Lake Conservation Center as presented:

**GARN FURNACE REPLACEMENT PLAN – LLCC**

1. \$99,792.00 Four (4) Garn Furnace Units - Oak Sales, Nisswa MN
2. \$77,956.00 Removal/Disposal of Old Units and Replacement of New Units – McGuire Mechanical, Aitkin MN
3. Plan for Matching Grants and Funding the Projects

Curt Lugert, ANGELS Executive Director discussed funding difficulties and asked the Board for support. The Board asked to be kept apprised of the situation. No action was taken at this time.

**ANGELS FUNDING REQUEST**

Jessica Seibert, County Administrator discussed the upcoming AMC Legislative Conference with the Board.

**AMC LEGISLATIVE CONFERENCE**

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting to make the following Committee appointments:

**COMMITTEE APPOINTMENTS**

Northeast MN Regional Emergency Communications Board (ECB):

**ECB**

- Commissioner Anne Marcotte
- Sheriff Scott Turner, Alternate

Northeast MN Regional Advisory Committee (RAC)

**RAC**

- Patrice Erickson, Dispatch Supervisor/Emergency Management Coordinator
- Sheriff Scott Turner, Alternate

Commissioner Pratt discussed the Commissioner appointment for the NE MN Area Transportation Committee. The Board agreed that since Commissioner Pratt is on the AMC Transportation & Infrastructure Policy Committee, it would be appropriate for him to be the Commissioner representative on the NE MN Area Transportation Committee. Commissioner Niemi will serve as the Alternate Commissioner.

**NE MN AREA TRANSPORTATION**

The Board discussed: McGregor Airport, Economic Development, ECRL, Natural Resources Advisory Committee, BSLWMP, ACAT, JCNRB, Community Health Board, ARDC, Arrowhead Counties, Aitkin Airport, TZD, Aitkin County Water Planning Task Force, AEDA, Budget Committee, NCLUCB, and AMC Board of Directors.

**BOARD DISCUSSION**

Motion by Commissioner Wedel seconded by Commissioner Pratt and carried, all members voting yes to adjourn the meeting at 2:09 p.m. until Tuesday, February 13, 2018 at 9:00 a.m.

**ADJOURN**

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Anne Marcotte, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert, County Administrator

SMH1  
2/6/18

9:04AM

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

20



Page 1

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

Page Break By: 2  
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

SMH1  
 2/6/18 9:04AM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<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>
1 DEPT			Commissioners	
10452 AT&T Mobility			Cell phone	287259994975 Telephone
01-001-000-0000-6250		70.18	12/18/2017	01/17/2018
10452 AT&T Mobility		70.18		1 Transactions
3590 Niemi/Donald			Overnight meals	Meals (Overnight)
01-001-000-0000-6340		36.88		
01-001-000-0000-6330		258.33	Mileage ARDC Duluth	474@.545 Transportation & Travel & Parking
3590 Niemi/Donald		295.21		2 Transactions
14289 Pratt/Bill			Jan 2018 mileage	496@.545 Transportation & Travel & Parking
01-001-000-0000-6330		270.32		
14289 Pratt/Bill		270.32		1 Transactions
1 DEPT Total:		635.71	Commissioners	3 Vendors 4 Transactions

# 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
12 DEPT		Court Administration		
8175 Centurylink		LD/LOCAL Q1	313645966	Telephone
01- 012- 000- 0000- 6250				
8175 Centurylink			1 Transactions	
5851 Gustafson Attorney at Law/Jean M.		Attorney fees 01- PR- 17- 1266	00197	Attorney Services
01- 012- 000- 0000- 6232 AP				
01- 012- 000- 0000- 6232		Attorney fees 01- PR- 16- 766	00207	Attorney Services
5851 Gustafson Attorney at Law/Jean M.			2 Transactions	
1976 Haberkorn Law Offices,Ltd		Attorney fees	01- F8- 04- 00048	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- FA- 17- 376	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 16- 907	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 1022	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 1070	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 1139	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 1160	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 1226	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 1228	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 1258	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 309	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 627	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 843	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- JV- 17- 844	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- PR- 16- 1015	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- PR- 17- 1286	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney expenses	01- PR- 17- 1286	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- PR- 17- 596	Attorney Services
01- 012- 000- 0000- 6232 AP		Attorney fees	01- PR- 17- 724	Attorney Services
1976 Haberkorn Law Offices,Ltd			19 Transactions	
2650 Kingsley/Marlene E		Court Visit	01- PR- 17- 1120	Attorney Services
01- 012- 000- 0000- 6232		Mileage	01- PR- 17- 1120	Attorney Services
01- 012- 000- 0000- 6232			2 Transactions	
2650 Kingsley/Marlene E				
12 DEPT Total:		Court Administration	4 Vendors	24 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
40	DEPT			Auditor		
783	Canon Financial Services, Inc		220.24	Contract charge 026	18168542	Services, Labor, Contracts
	01-040-000-0000-6231					
783	Canon Financial Services, Inc		220.24			
				1 Transactions		
8175	Centurylink		19.40	LD/LOCAL	313645966	Telephone
	01-040-000-0000-6250					
	01-040-021-0000-6250		311.38	License center local calls	314154028	License Center- Phone
				01/11/2018 02/10/2018		
8175	Centurylink		330.78			
				2 Transactions		
1457	CPS Technology Solutions, Inc		26.40	Printer Maint January	373801	Services, Labor, Contracts
	01-040-000-0000-6231					
	01-040-000-0000-6231		26.40	Printer Maint February	373962	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		52.80			
				2 Transactions		
2099	Harmon/Elizabeth		10.11	Gas for Co Car/Aud meeting		Gas And Oil
	01-040-000-0000-6511					
2099	Harmon/Elizabeth		10.11			
				1 Transactions		
3195	MCCC, MI 33		160.00	IFS Update	2Y1801450	Registration Fee
	01-040-000-0000-6241					
3195	MCCC, MI 33		160.00			
				1 Transactions		
3165	MDRA		278.00	2018 Dues		Dues
	01-040-021-0000-6240					
3165	MDRA		278.00			
				1 Transactions		
3267	Peysar/Kirk		6.70	Statement docs to Springsted		Postage
	01-040-000-0000-6205					
	01-040-000-0000-6330		55.59	Mileage MCIS Board meeting	102@.545	Transportation & Travel
3267	Peysar/Kirk		62.29			
				2 Transactions		
86235	The Office Shop Inc		401.56	Toner	1038398-0	Office & Computer Supplies
	01-040-021-0000-6405					
	01-040-000-0000-6405		639.43	Binders	1039149-0	Office & Computer Supplies
	01-040-000-0000-6405		36.32	Office supplies	1039149-1	Office & Computer Supplies
	01-040-000-0000-6405		16.95	Static spray	1039235-0	Office & Computer Supplies
	01-040-000-0000-6405		24.19	Co Board Stamp- Marcotte	1039348-0	Office & Computer Supplies

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>
01-040-021-0000-6405		11.63	Office supplies	296423-0	Office & Computer Supplies
01-040-021-0000-6405		8.40	Paper, tape	296565-0	Office & Computer Supplies
01-040-021-0000-6405		19.53	Tape, battery, paper	296576-0	Office & Computer Supplies
01-040-021-0000-6405		5.56	Copies, laminating	296577-0	Office & Computer Supplies
01-040-000-0000-6405		38.25	Repairs, ink for calculator	296836-0	Office & Computer Supplies
<b>86235 The Office Shop Inc</b>		<b>1,201.82</b>			
			10 Transactions		
<b>14805 Yunker/Carol</b>					
01-040-021-0000-6405		12.95	Cash register tape		Office & Computer Supplies
<b>14805 Yunker/Carol</b>		<b>12.95</b>			
			1 Transactions		
<b>40 DEPT Total:</b>		<b>2,328.99</b>	<b>Auditor</b>	<b>9 Vendors</b>	<b>21 Transactions</b>

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
41	DEPT			Internal Audit		
	3358 Minnesota State Auditor					
	01-041-000-0000-6231	DTG	10,087.00	Financial Audit	68869	Services, Labor, Etc
				09/06/2017 12/26/2017		
	3358 Minnesota State Auditor		10,087.00	1 Transactions		
41	DEPT Total:		10,087.00	Internal Audit	1 Vendors	1 Transactions



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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
42 DEPT		Treasurer		
8175 Centurylink		LD/LOCAL	313645966	Telephone
01- 042- 000- 0000- 6250	11.87			
8175 Centurylink	11.87		1 Transactions	
13057 Driver's License Guide Company		Drivers License Guide		Office & Computer Supplies
01- 042- 000- 0000- 6405	29.95			
13057 Driver's License Guide Company	29.95		1 Transactions	
11655 Impact		Tax Statement/Value postage	08	Postage
01- 042- 000- 0000- 6205	3,794.40			
11655 Impact	3,794.40		1 Transactions	
12088 Official Payments Corporation		Returned Prop tax elec fee	INVINT54523	Handling Fee (Nfs Check)
01- 042- 000- 0000- 5524 AP	5.00			
12088 Official Payments Corporation	5.00		1 Transactions	
86235 The Office Shop Inc		Calculator repair	296525- 0	Office & Computer Supplies
01- 042- 000- 0000- 6405	35.00			
86235 The Office Shop Inc	35.00		1 Transactions	
42 DEPT Total:	3,876.22	Treasurer	5 Vendors	5 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
43	DEPT			Assessor		
783	Canon Financial Services, Inc					
	01- 043- 000- 0000- 6231		164.08	Copier Contract 033	18168547	Services, Labor, Contracts
783	Canon Financial Services, Inc		164.08			
				1 Transactions		
8175	Centurylink					
	01- 043- 000- 0000- 6250		44.36	LD/LOCAL	313645966	Telephone
8175	Centurylink		44.36			
				1 Transactions		
11655	Impact					
	01- 043- 000- 0000- 6205		3,794.40	Tax Statement/Value postage	08	Postage
11655	Impact		3,794.40			
				1 Transactions		
43	DEPT Total:		4,002.84	Assessor	3 Vendors	3 Transactions

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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
44	DEPT		Central Services		
783	Canon Financial Services, Inc		Copier contract 031	18168546	Services, Labor, Contracts
	01-044-000-0000-6231				
	326.43				
783	Canon Financial Services, Inc		1 Transactions		
	326.43				
8175	Centurylink		LD/LOCAL	313645966	Telephone
	01-044-000-0000-6250				
	7.12				
8175	Centurylink		1 Transactions		
	7.12				
10185	Centurylink Communications Inc		Telephone	320295974	Telephone
	01-044-000-0000-6250				
	0.22				
10185	Centurylink Communications Inc		1 Transactions		
	0.22				
1181	Crow Wing Co Auditor- Treasurer		CMCC Retiree Health Jan- Jun 18	1293	Services, Labor, Contracts
	01-044-000-0000-6231				
	10,319.05				
1181	Crow Wing Co Auditor- Treasurer		1 Transactions		
	10,319.05				
88846	Dacotah Paper Company		Copy paper	57416	Office & Computer Supplies
	01-044-000-0000-6405				
	1,887.20				
88846	Dacotah Paper Company		1 Transactions		
	1,887.20				
44	DEPT Total:		Central Services	5 Vendors	5 Transactions
		12,540.02			

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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>
45 DEPT			Motor Pool		
12445 Brandl Chevrolet, Buick GMC					
01-045-000-0000-6302		47.57	Oil change, tire rotation #64	306354	Car Maintenance
01-045-000-0000-6302		47.57	Oil change, tire rotation #21	306388	Car Maintenance
12445 Brandl Chevrolet, Buick GMC		95.14	2 Transactions		
45 DEPT Total:		95.14	Motor Pool	1 Vendors	2 Transactions

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<u>Vendor</u>	<u>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>
49	DEPT			Information Technologies		
8175	Centurylink		56.13	LD/LOCAL	313645966	Telephone
	01- 049- 000- 0000- 6250					
8175	Centurylink		56.13			
				1 Transactions		
6097	Verizon Wireless					
	01- 049- 000- 0000- 6231		35.01	January Cellular	38669511000002	Programming, Services, Contracts
6097	Verizon Wireless		35.01			
				1 Transactions		
49	DEPT Total:		91.14	Information Technologies	2 Vendors	2 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
52	DEPT			Administration/Personnel Dept		
10293	Aitkin Co Human Resources					
	01-052-000-0000-6205	AP	15.60	Postmaster Benefit Binders	1200	Postage
	01-052-000-0000-6234	AP	32.00	BCA Henke HHS	1201	Background Check Fee
	01-052-000-0000-6234	AP	32.00	BCA Orekhov IT	1203	Background Check Fee
	01-052-000-0000-6205	AP	13.20	Postmaster Benefit Binders	1204	Postage
	01-052-000-0000-6240	AP	20.00	Melissa Notary	1205	Dues & Subscriptions
	01-052-000-0000-6205	AP	7.80	Postmaster Benefit Binders	1206	Postage
	01-052-000-0000-6240	AP	20.00	Nicole Notary	1207	Dues & Subscriptions
	01-052-000-0000-6234	AP	32.00	BCA Parenteau HHS	1208	Background Check Fee
	01-052-000-0000-6234	AP	32.00	BCA Flier HHS	1209	Background Check Fee
	01-052-000-0000-6234	AP	32.00	BCA Clauder LLCC	1210	Background Check Fee
	01-052-000-0000-6234	AP	32.00	BCA Fiser LLCC	1211	Background Check Fee
	01-052-000-0000-6234	AP	32.00	BCA Sosnicki LLCC	1212	Background Check Fee
10293	Aitkin Co Human Resources		300.60			
				12 Transactions		
10452	AT&T Mobility					
	01-052-000-0000-6250		109.08	Cell phone	287259994975	Telephone
				12/18/2017	01/17/2018	
10452	AT&T Mobility		109.08			
					1 Transactions	
8175	Centurylink					
	01-052-000-0000-6250		62.93	LD/LOCAL	313645966	Telephone
8175	Centurylink		62.93			
					1 Transactions	
11303	Danielson/Bobbie					
	01-052-000-0000-6234	AP	32.00	BCA Petrouotka LLCC	6992	Background Check Fee
11303	Danielson/Bobbie		32.00			
					1 Transactions	
13412	Pemberton, Sorlie, Rufer & Kershner PLLI					
	01-052-000-0000-6232	AP	576.00	Attorney fees		Attorney Services
	01-052-000-0000-6232	AP	126.00	Legal Assistant fees		Attorney Services
13412	Pemberton, Sorlie, Rufer & Kershner PLLI		702.00			
					2 Transactions	
52	DEPT Total:		1,206.61	Administration/Personnel Dept	5 Vendors	17 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<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>
90 DEPT			Attorney		
8175 Centurylink					
01-090-000-0000-6250		29.04	LD/LOCAL	313645966	Telephone
8175 Centurylink		29.04		1 Transactions	
10185 Centurylink Communications Inc					
01-090-000-0000-6250		1.18	Telephone	320295974	Telephone
10185 Centurylink Communications Inc		1.18		1 Transactions	
5813 Goodhue County Sheriff's Dept					
01-090-000-0000-6234		75.00	Subpoena 01cr1579	2018- 82	Co Sheriff Services
01-090-000-0000-6234		75.00	Subpoena 01cr16579	2018- 83	Co Sheriff Services
5813 Goodhue County Sheriff's Dept		150.00		2 Transactions	
3017 Mariposa Publishing					
01-090-000-0000-6406		74.26	2018 MN Atty Secy Update	IN726997	Law Publ. & Subscriptions
3017 Mariposa Publishing		74.26		1 Transactions	
3195 MCCC, MI 33					
01-090-000-0000-6240		150.00	Co Atty Beta Testing	2Y1801377	Dues & Registration Fee
3195 MCCC, MI 33		150.00		1 Transactions	
10736 Miller/Tammy					
01-090-000-0000-6234		40.00	Subpoena Service		Co Sheriff Services
10736 Miller/Tammy		40.00		1 Transactions	
3251 Mn Attorney Generals Office					
01-090-000-0000-6208 AP		395.90	Staff travel Patten & Southern	456155	Training/Education
3251 Mn Attorney Generals Office		395.90		1 Transactions	
9489 Redwood Toxicology Laboratory, Inc					
01-090-000-0000-6213 AP		153.46	Testing for pretrial defendant	122891201712	Drug & Forfeiture Ms387.213
9489 Redwood Toxicology Laboratory, Inc		153.46		1 Transactions	
14601 Sheriff St. Croix County					
01-090-000-0000-6234		60.00	Subpoena 01cr16579	109	Co Sheriff Services
14601 Sheriff St. Croix County		60.00		1 Transactions	
86235 The Office Shop 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. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-090-000-0000-6625		245.00		
86235 The Office Shop Inc		245.00	1039250-0	Office Equipment
			1 Transactions	
90 DEPT Total:		1,298.84	10 Vendors	11 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.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
100	DEPT		Recorder		
	8175 Centurylink				
	01-100-000-0000-6250	11.23	LD/LOCAL	313645966	Telephone
	8175 Centurylink	11.23		1 Transactions	
100	DEPT Total:	11.23	Recorder	1 Vendors	1 Transactions

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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
110 DEPT		Courthouse Maintenance		
12106 Antoine Electric		STS Shop Light	16486	Services, Labor, Contracts
01- 110- 000- 0000- 6231				
12106 Antoine Electric			1 Transactions	
111.16				
10452 AT&T Mobility		Cell phone	287259994975	Phone
01- 110- 000- 0000- 6250		12/18/2017 01/17/2018		
34.99			1 Transactions	
10452 AT&T Mobility				
34.99				
8175 Centurylink		LD/LOCAL	313645966	Phone
01- 110- 000- 0000- 6250				
3.67			1 Transactions	
8175 Centurylink				
3.67				
88628 Dalco		Toilet tissue, towels	3272839	Janitorial Supplies
01- 110- 000- 0000- 6422				
179.04			1 Transactions	
88628 Dalco				
179.04				
2186 Hillyard Inc - Kansas City		Liners, Soap, wipes, ice melt	602847292	Janitorial Supplies
01- 110- 000- 0000- 6422		Hose spiral, cord set	602850510	Janitorial Supplies
01- 110- 000- 0000- 6422				
652.37			2 Transactions	
114.83				
2186 Hillyard Inc - Kansas City				
767.20				
3950 Public Utilities		Jail West Annex	0200000510000	Utilities & Heating
01- 110- 000- 0000- 6254	DTG	CH Building Coordinator	0200050109016	Utilities & Heating
01- 110- 000- 0000- 6254	DTG	Glarco	0200050186004	Utilities & Heating
01- 110- 000- 0000- 6254	DTG	Old County Garage	0200050202003	Utilities & Heating
01- 110- 000- 0000- 6254	DTG	Utilities Courthouse	0300000509007	Utilities & Heating
01- 110- 000- 0000- 6254	DTG	LA Tool Building	0300050188007	Utilities & Heating
286.82			6 Transactions	
3950 Public Utilities				
2,957.39				
110 DEPT Total:		Courthouse Maintenance	6 Vendors	12 Transactions
		4,053.45		

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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
120	DEPT		Service Officer		
10452	AT&T Mobility 01- 120- 000- 0000- 6250		Cell phone 12/18/2017	287270539560	Telephone
10452	AT&T Mobility			01/17/2018 1 Transactions	
8175	Centurylink 01- 120- 000- 0000- 6250		LD/LOCAL	313645966	Telephone
8175	Centurylink			1 Transactions	
10185	Centurylink Communications Inc 01- 120- 000- 0000- 6250		Telephone	320295974	Telephone
10185	Centurylink Communications Inc			1 Transactions	
3225	MACVSO 01- 120- 000- 0000- 6240		2018 Membership Dues		Dues
	01- 120- 000- 0000- 6241		2018 Conference Registration		Registration Fee
3225	MACVSO			2 Transactions	
86235	The Office Shop Inc 01- 120- 000- 0000- 6405		Office supplies, toner	1039516- 0	Office & Computer Supplies
86235	The Office Shop Inc			1 Transactions	
6097	Verizon Wireless 01- 120- 000- 0000- 6250		Vet van cell phone	88069036400001	Telephone
6097	Verizon Wireless			1 Transactions	
120	DEPT Total:		810.80 Service Officer	6 Vendors	7 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
122 DEPT		Planning & Zoning		
89471 Aitkin Co 4- H Council		Plat book- PC Board Member		Office, Computer, Film, & Field Supplies
01- 122- 000- 0000- 6405				
89471 Aitkin Co 4- H Council		1 Transactions		
783 Canon Financial Services, Inc		Copier charges	18168544	Services, Labor, Contracts, Programming
01- 122- 000- 0000- 6231				
783 Canon Financial Services, Inc		1 Transactions		
8175 Centurylink		LD/LOCAL	313645966	Telephone
01- 122- 000- 0000- 6250				
8175 Centurylink		1 Transactions		
6097 Verizon Wireless		P & Z Cellular	380690138	Telephone
01- 122- 000- 0000- 6250	AP	12/14/2017		
6097 Verizon Wireless		01/13/2018		
		1 Transactions		
122 DEPT Total:		Planning & Zoning	4 Vendors	4 Transactions
		345.89		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
200	DEPT			Enforcement		
11960	ASAP Towing					
	01- 200- 000- 0000- 6359		138.75	Tow Forfeiture 18- 0205	6016	Wrecker Service
11960	ASAP Towing		138.75	1 Transactions		
10452	AT&T Mobility					
	01- 200- 000- 0000- 6250		1,013.51	Wireless	287258495419	Telephone
10452	AT&T Mobility		1,013.51	1 Transactions		
12445	Brandl Chevrolet, Buick GMC					
	01- 200- 000- 0000- 6302		91.54	Oil change, rotate tires #221	306302	Car Maintenance
12445	Brandl Chevrolet, Buick GMC		91.54	1 Transactions		
10442	Bureau Of Crim.Apprehension					
	01- 200- 039- 0000- 6425 AP		440.00	Permit to carry new & renewals	01- 000055	Gun Permit Expenses
10442	Bureau Of Crim.Apprehension		440.00	1 Transactions		
8175	Centurylink					
	01- 200- 000- 0000- 6250		118.63	LD/LOCAL	313645966	Telephone
8175	Centurylink		118.63	1 Transactions		
10185	Centurylink Communications Inc					
	01- 200- 000- 0000- 6250		5.92	Telephone	320295974	Telephone
10185	Centurylink Communications Inc		5.92	1 Transactions		
964	Chief Supply Corp					
	01- 200- 000- 0000- 6405		150.05	Gloves	341154	Office Supplies
964	Chief Supply Corp		150.05	1 Transactions		
1367	Derksen/Lawrence A					
	01- 200- 000- 0000- 6302		34.96	Windshield wipers	30647	Car Maintenance
1367	Derksen/Lawrence A		34.96	1 Transactions		
3760	Palisade Cooperative Oil Assoc					
	01- 200- 000- 0000- 6511		23.00	Gas #209	392954	Gas And Oil
3760	Palisade Cooperative Oil Assoc		23.00	1 Transactions		
5536	Spring Creek Auto Repair Inc					
	01- 200- 000- 0000- 6302		42.46	Oil change #209	11106	Car Maintenance

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Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
5536 Spring Creek Auto Repair Inc		42.46			
			1 Transactions		
4681 Streichers					
01- 200- 000- 0000- 6409		23.99	Flashlight holder #204	11297000	Deputy Supplies
4681 Streichers		23.99			
			1 Transactions		
86235 The Office Shop Inc					
01- 200- 000- 0000- 6405		66.50	Office supplies	1039019- 0	Office Supplies
01- 200- 000- 0000- 6405		11.91	Office supplies	1039019- 1	Office Supplies
01- 200- 000- 0000- 6231	AP	304.04	Meter count Admin copier	296112- 0	Services & Labor (Incl Contracts)
01- 200- 000- 0000- 6231		30.97	Door button	296440- 0	Services & Labor (Incl Contracts)
86235 The Office Shop Inc		413.42			
			4 Transactions		
13934 Tire Barn					
01- 200- 000- 0000- 6302		39.54	Oil change 06 Econo	41715	Car Maintenance
01- 200- 000- 0000- 6302		39.54	Oil change 09 Econo	41808	Car Maintenance
01- 200- 000- 0000- 6302		99.67	Oil change, wiper blades 217	41835	Car Maintenance
01- 200- 000- 0000- 6302		77.85	Oil change, air filter #204	41837	Car Maintenance
01- 200- 000- 0000- 6302		585.76	4 tires #204	41858	Car Maintenance
01- 200- 000- 0000- 6302		727.35	4 tires, oil change #216	41884	Car Maintenance
13934 Tire Barn		1,569.71			
			6 Transactions		
9642 WEX BANK					
01- 200- 000- 0000- 6511		4,679.81	Gas	0424007043961	Gas And Oil
9642 WEX BANK		4,679.81			
			1 Transactions		
200 DEPT Total:		8,745.75	Enforcement	14 Vendors	22 Transactions

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# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<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>
202	DEPT			Boat & Water		
	3950 Public Utilities					
	01- 202- 000- 0000- 6254	DTG	22.76	Boat & Water	0200063119006	Utilities
	3950 Public Utilities		22.76			
				1 Transactions		
202	DEPT Total:		22.76	Boat & Water	1 Vendors	1 Transactions

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 1 General Fund

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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
203	DEPT		Snowmobile		
10452	AT&T Mobility		Wireless	287258495419	Telephone
	01- 203- 000- 0000- 6250				
	10452			1 Transactions	
	9642				
	WEX BANK		Gas	0424007043961	Gas And Oil
	01- 203- 000- 0000- 6511				
	9642			1 Transactions	
203	DEPT Total:		502.33	Snowmobile	2 Vendors 2 Transactions



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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name
206	DEPT				Forfeitures		
	10475	Creative Product Sourcing,Inc					
		01- 206- 000- 0000- 6409		189.64	DARE Graduation supplies	111069	Forfeiture Supplies
	10475	Creative Product Sourcing,Inc		189.64	1 Transactions		
206	DEPT Total:			189.64	Forfeitures	1 Vendors	1 Transactions

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Vendor Name	<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>
252 DEPT		Corrections		
116 Aitkin Pet & Farm Supply Inc 01- 252- 000- 0000- 6590		293.51 Softener salt	448701	Repair & Maintenance Supplies
116 Aitkin Pet & Farm Supply Inc		293.51	1 Transactions	
10452 AT&T Mobility 01- 252- 000- 0000- 6250		50.04 Wireless	287258495419	Telephone
10452 AT&T Mobility		50.04	1 Transactions	
783 Canon Financial Services, Inc 01- 252- 000- 0000- 6231		96.07 Copier Contract 032	18168541	Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc		96.07	1 Transactions	
8175 Centurylink 01- 252- 000- 0000- 6250		298.57 LD/LOCAL	313645966	Telephone
8175 Centurylink		298.57	1 Transactions	
10185 Centurylink Communications Inc 01- 252- 000- 0000- 6250		5.92 Telephone	320295974	Telephone
10185 Centurylink Communications Inc		5.92	1 Transactions	
163 Charter Communications 01- 252- 252- 0000- 6405		183.19 Cable TV		Prisoner Welfare
163 Charter Communications		183.19	1 Transactions	
964 Chief Supply Corp 01- 252- 000- 0000- 6405		150.04 Gloves	341154	Office & Computer Supplies
964 Chief Supply Corp		150.04	1 Transactions	
5583 Crawford Supply Company 01- 252- 252- 0000- 6408		293.88 Commissary supplies	942248	Commissary Supplies
5583 Crawford Supply Company		293.88	1 Transactions	
88628 Dalco 01- 252- 000- 0000- 6422		383.24 Paper products for jail	3272837	Janitorial Supplies
88628 Dalco		383.24	1 Transactions	
1598 Ferrara's Htg Air Cond & Refrig Inc 01- 252- 000- 0000- 6590		482.70 Troubleshoot dispatch AC leak	9039	Repair & Maintenance Supplies

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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>
1598 Ferrara's Htg Air Cond & Refrig Inc		482.70			
			1 Transactions		
11715 Granite Electronics					
01-252-000-0000-6231		242.30	Service volume switch	153005847-1	Services & Labor (Incl Contracts)
11715 Granite Electronics		242.30			
			1 Transactions		
5503 Keefe Supply Company					
01-252-000-0000-6418		585.72	Groceries	941883	Groceries
01-252-252-0000-6408		118.80	Commissary supplies	942249	Commissary Supplies
5503 Keefe Supply Company		704.52			
			2 Transactions		
3789 Pan-O-Gold Baking Company					
01-252-000-0000-6418		175.70	Groceries	10002418018024	Groceries
01-252-000-0000-6418		180.20	Groceries	10002418025007	Groceries
3789 Pan-O-Gold Baking Company		355.90			
			2 Transactions		
11947 Phoenix Supply					
01-252-000-0000-6424		524.35	Inmate supplies	13652	Inmate Supplies
01-252-000-0000-6424		55.90	Inmate supplies	13709	Inmate Supplies
11947 Phoenix Supply		580.25			
			2 Transactions		
3950 Public Utilities					
01-252-000-0000-6254	DTG	79.93	Sheriff Emergency Storage	0200000507004	Utilities & Heating
01-252-000-0000-6254	DTG	5,055.03	New Jail 2	0300000511002	Utilities & Heating
01-252-000-0000-6254	DTG	1,516.20	New jail	0300000512016	Utilities & Heating
3950 Public Utilities		6,651.16			
			3 Transactions		
9499 Reliance Telephone Systems, Inc					
01-252-252-0000-6406		1,100.00	Phone cards	D-20695	Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc		1,100.00			
			1 Transactions		
13719 SAVOR/MAX					
01-252-000-0000-6405		6.14	Doorbell, admin office		Office & Computer Supplies
13719 SAVOR/MAX		6.14			
			1 Transactions		
4761 Sysco Minnesota Inc					
01-252-000-0000-6418		2,929.74	Groceries	153236048	Groceries
01-252-252-0000-6405		20.01	Salt shakers	153236049	Prisoner Welfare
01-252-000-0000-6418		4,258.74	Groceries	153240186	Groceries

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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
4761 Sysco Minnesota Inc				
		Amount	3 Transactions	
7,208.49				
86235 The Office Shop Inc				
01- 252- 000- 0000- 6405		66.49	Office supplies	1039019- 0 Office & Computer Supplies
01- 252- 000- 0000- 6405		11.91	Office supplies	1039019- 1 Office & Computer Supplies
01- 252- 000- 0000- 6405	AP	29.99	Flash drive #206	296246- 0 Office & Computer Supplies
01- 252- 000- 0000- 6205		13.27	UPS to Granite Electronics	296417- 0 Postage
86235 The Office Shop Inc		121.66	4 Transactions	
11608 Thrifty White Pharmacy- McGregor				
01- 252- 000- 0000- 6262	AP	2,896.16	December 2017	52914536063080 Medical Expenses & Supplies - Inmates
11608 Thrifty White Pharmacy- McGregor		2,896.16	1 Transactions	
9642 WEX BANK				
01- 252- 000- 0000- 6330		408.18	Gas	0424007043961 Prisoner Transportation & Travel
9642 WEX BANK		408.18	1 Transactions	
252 DEPT Total:		22,511.92	Corrections	21 Vendors 31 Transactions

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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. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
253	DEPT			Sentence to Serve		
	10452 AT&T Mobility					
	01- 253- 000- 0000- 6250		34.99	Wireless	287258495419	Telephone
	10452 AT&T Mobility		34.99			
				1 Transactions		
	8175 Centurylink					
	01- 253- 000- 0000- 6250		9.18	LD/LOCAL	313645966	Telephone
	8175 Centurylink		9.18			
				1 Transactions		
	7525 Hometown Bldg Supply					
	01- 253- 000- 0000- 6405		9.36	Sanding belts, sandpaper	6419	Operating Supplies
	7525 Hometown Bldg Supply		9.36			
				1 Transactions		
253	DEPT Total:		53.53	Sentence to Serve	3 Vendors	3 Transactions

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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>
255	DEPT			General Crime Victim Grant		
	8175 Centurylink					
	01- 255- 000- 0000- 6250		16.52	LD/LOCAL	313645966	Telephone
	8175 Centurylink		16.52	1 Transactions		
255	DEPT Total:		16.52	General Crime Victim Grant	1 Vendors	1 Transactions

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Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
257 DEPT						Community Corrections		
783 Canon Financial Services, Inc		01- 257- 000- 0000- 6342			140.67	Contract charge 036	18168549	Office Equipment Rental/Contracts
783 Canon Financial Services, Inc					140.67	1 Transactions		
8175 Centurylink		01- 257- 000- 0000- 6220			104.92	LC/LOCAL PROBATION	313645966	Telephone
8175 Centurylink					104.92	1 Transactions		
87101 North Homes- Standard		01- 257- 255- 0000- 6204	AP		753.06	DAL Detention 12/29/2017 12/31/2017	3645526	Juvenile Detention
		01- 257- 255- 0000- 6204	AP		7,028.56	JJDM Detention 12/04/2017 12/31/2017	3645526	Juvenile Detention
		01- 257- 255- 0000- 6204	AP		3,263.26	JOG Detention 12/01/2017 12/14/2017	3645526	Juvenile Detention
		01- 257- 255- 0000- 6204	AP		5,271.42	DCS Detention 12/01/2017 12/22/2017	3645526	Juvenile Detention
		01- 257- 255- 0000- 6204	AP		66.00	JJDM Transport to court 12/14/2017 12/14/2017	MR10732	Juvenile Detention
		01- 257- 255- 0000- 6204	AP		66.00	JOG Transport to court 12/14/2017 12/14/2017	MR10733	Juvenile Detention
		01- 257- 255- 0000- 6204	AP		55.00	DCS Transport to court 12/14/2017 12/14/2017	MR10734	Juvenile Detention
		01- 257- 255- 0000- 6204	AP		55.00	DCS transport to foster home 12/22/2017 12/22/2017	MR10735	Juvenile Detention
87101 North Homes- Standard					16,558.30	8 Transactions		
3810 Paulbeck's County Market		01- 257- 022- 0000- 6406			42.42	Cookies for Bowling party	9277299	Sobriety Crt Expenses
3810 Paulbeck's County Market					42.42	1 Transactions		
9489 Redwood Toxicology Laboratory, Inc		01- 257- 267- 0000- 6274	AP		99.50	Urinalysis testing	022399201712	Drug Testing Fee
		01- 257- 267- 0000- 6274	AP		15.00	Testing for pretrial defendant	122891201712	Drug Testing Fee
		01- 257- 022- 0000- 6406	AP		92.95	December testing	126458201712	Sobriety Crt Expenses
9489 Redwood Toxicology Laboratory, Inc					207.45	3 Transactions		
86235 The Office Shop Inc								

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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>
	01- 257- 000- 0000- 6405		Office supplies	86.77	Office Supplies
86235	The Office Shop Inc				
				1 Transactions	
257	DEPT Total:		17,140.53	Community Corrections	6 Vendors 15 Transactions



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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>
280	DEPT			Emergency Management		
10185	Centurylink Communications Inc 01- 280- 000- 0000- 6250		1.03	Telephone	320295974	Telephone
10185	Centurylink Communications Inc		1.03	1 Transactions		
280	DEPT Total:		1.03	Emergency Management	1 Vendors	1 Transactions

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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>
390	DEPT			Environmental Health (FBL)		
	8175 Centurylink					
	01- 390- 000- 0000- 6250		16.52	LD/LOCAL	313645966	Telephone
	8175 Centurylink		16.52		1 Transactions	
390	DEPT Total:		16.52	Environmental Health (FBL)	1 Vendors	1 Transactions

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name
391	DEPT				Solid Waste		
	8175	Centurylink					
		01- 391- 000- 0000- 6250		8.96	LD/LOCAL	313645966	Telephone
	8175	Centurylink		8.96		1 Transactions	
	1754	Garrison Disposal Company, Inc					
		01- 391- 060- 0000- 6360	AP	8,053.90	December Recycling		Recycling Contract
		01- 391- 060- 0000- 6360	AP	7,967.68	October Recycling		Recycling Contract
		01- 391- 060- 0000- 6360	AP	6,041.04	November Recycling		Recycling Contract
	1754	Garrison Disposal Company, Inc		22,062.62		3 Transactions	
391	DEPT Total:			22,071.58	Solid Waste	2 Vendors	4 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.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
601	DEPT		Extension		
8175	Centurylink				
	01- 601- 000- 0000- 6250		LD/LOCAL	313645966	Telephone
8175	Centurylink			1 Transactions	
86235	The Office Shop Inc				
	01- 601- 000- 0000- 6405		Envelopes for publications	296557- 0	Office Supplies
86235	The Office Shop Inc			1 Transactions	
601	DEPT Total:		56.02 Extension	2 Vendors	2 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
700	DEPT		Promotion,AEOA Tran,Airport,RC&D,Tou		
14372	The Iowa Sportsman		Advertisement	12566	Tourism Miscellaneous
	01- 700- 909- 0000- 6800				
14372	The Iowa Sportsman		1 Transactions		
700	DEPT Total:		Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors	1 Transactions
			330.00		
			330.00		

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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
711 DEPT		Economic Development		
8175 Centurylink				
01- 711- 000- 0000- 6250		LD/LOCAL	313645966	Telephone
8175 Centurylink				
			1 Transactions	
5480 MAPCED				
01- 711- 000- 0000- 6240		Ross Wagner Annual dues		Dues/Assoc Fees
5480 MAPCED				
			1 Transactions	
13834 Minnesota Interactive Inc				
01- 711- 000- 0000- 6303	AP	Blandin Grant	5179	Mcnight/Blandin Grant Expenses
01- 711- 000- 0000- 6303	AP	Blandin Grant	5197	Mcnight/Blandin Grant Expenses
01- 711- 000- 0000- 6303	AP	Blandin Grant	5411	Mcnight/Blandin Grant Expenses
01- 711- 000- 0000- 6303	AP	Blandin Grant	5466	Mcnight/Blandin Grant Expenses
13834 Minnesota Interactive Inc				
			4 Transactions	
711 DEPT Total:		1,013.22	Economic Development	3 Vendors
				6 Transactions
1 Fund Total:		121,479.98	General Fund	210 Transactions

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 3 Road & Bridge

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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
301	DEPT		R&B Administration		
89541	Culligan				
	03-301-000-0000-6400		WATER	441953	Supplies And Materials
89541	Culligan				
		50.75			
		50.75		1 Transactions	
11406	Innovative Office Solutions				
	03-301-000-0000-6400		OFFICE SUPPLIES	IN1908795	Supplies And Materials
11406	Innovative Office Solutions				
		69.41			
		69.41		1 Transactions	
3963	Quale/Michael J				
	03-301-000-0000-6296		2018 MCEC MILEAGE AITKIN TO CR		Meeting Expense/Physicials
3963	Quale/Michael J				
		72.09			
		72.09		1 Transactions	
301	DEPT Total:		R&B Administration	3 Vendors	3 Transactions
		192.25			

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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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
303 DEPT		R&B Highway Maintenance		
195 Aitkin Tire Shop				
03-303-000-0000-6590	91.00	TIRES	0-057504	Repair & Maintenance Supplies
03-303-000-0000-6590	20.00	REPAIR PARTS	0-057504	Repair & Maintenance Supplies
03-303-000-0000-6590	60.00	REPAIR LABOR	0-057504	Repair & Maintenance Supplies
03-303-000-0000-6590	160.00	REPAIR LABOR	0-057505	Repair & Maintenance Supplies
03-303-000-0000-6590	210.00	TIRES	0-057505	Repair & Maintenance Supplies
03-303-000-0000-6590	10.00	REPAIR PARTS	0-057505	Repair & Maintenance Supplies
03-303-000-0000-6590	60.00	REPAIR LABOR	0-057506	Repair & Maintenance Supplies
03-303-000-0000-6590	20.00	REPAIR PARTS	0-057506	Repair & Maintenance Supplies
03-303-000-0000-6590	60.00	REPAIR LABOR	0-057507	Repair & Maintenance Supplies
03-303-000-0000-6590	20.00	REPAIR PARTS	0-057507	Repair & Maintenance Supplies
03-303-000-0000-6590	426.00	TIRES	0-057508	Repair & Maintenance Supplies
195 Aitkin Tire Shop	1,137.00			11 Transactions
12106 Antoine Electric				
03-303-000-0000-6298	117.87	MCGREGOR SHOP	16498	Shop Maintenance
12106 Antoine Electric	117.87			1 Transactions
8693 ASV, LLC				
03-303-000-0000-6590	78.08	REPAIR PARTS	435711	Repair & Maintenance Supplies
8693 ASV, LLC	78.08			1 Transactions
10452 AT&T Mobility				
03-303-000-0000-6254	34.99	PAUL'S IPAD SVC	287266104878X0	Utilities
10452 AT&T Mobility	34.99			1 Transactions
86467 Auto Value Aitkin				
03-303-000-0000-6590	159.09	REPAIR PARTS	40114113	Repair & Maintenance Supplies
03-303-000-0000-6590	381.95	FILTERS	40114293/4153	Repair & Maintenance Supplies
03-303-000-0000-6298	57.97	MCGRATH SHOP SUPPLIES	40114299	Shop Maintenance
03-303-000-0000-6590	101.60	FILTERS	40114323	Repair & Maintenance Supplies
03-303-000-0000-6590	61.11-	REPAIR PARTS	40114721	Repair & Maintenance Supplies
03-303-000-0000-6590	252.99	REPAIR PARTS	40114856	Repair & Maintenance Supplies
86467 Auto Value Aitkin	892.49			6 Transactions
8674 Boyer Trucks				
03-303-000-0000-6590	24.50	REPAIR PARTS	1206267	Repair & Maintenance Supplies



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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>
8674 Boyer Trucks		24.50			
			1 Transactions		
8175 Centurylink					
03-303-000-0000-6254		43.18	LD/LOCAL	313645966	Utilities
03-303-000-0000-6254		31.32	FAX: HWY OFFICE	JAN- FEB	Utilities
8175 Centurylink		74.50			
			2 Transactions		
14592 Dale Petroleum Company					
03-303-000-0000-6513		7,871.32	MCGREGOR DIESEL	379843	Motor Fuel & Lubricants
03-303-000-0000-6513		7,871.32	MCGRATH DIESEL	379843	Motor Fuel & Lubricants
14592 Dale Petroleum Company		15,742.64			
			2 Transactions		
9857 Diamond Industrial Cleaning Equipment					
03-303-000-0000-6590		244.95	REPAIR PARTS	16336	Repair & Maintenance Supplies
9857 Diamond Industrial Cleaning Equipment		244.95			
			1 Transactions		
8500 Diamond Mowers, Inc					
03-303-000-0000-6590		362.30	REPAIR PARTS	0136734- IN	Repair & Maintenance Supplies
8500 Diamond Mowers, Inc		362.30			
			1 Transactions		
1430 Dotzler Power Equipment					
03-303-000-0000-6298		29.02	AITKIN SHOP SUPPLIES	87909	Shop Maintenance
1430 Dotzler Power Equipment		29.02			
			1 Transactions		
7935 East Central Energy					
03-303-000-0000-6254	P	192.50	DEC- JAN POWER- MCGRATH	10003400	Utilities
7935 East Central Energy		192.50			
			1 Transactions		
7060 Federated Co- Ops Inc.					
03-303-000-0000-6297		562.05	MCGRATH SHOP PROPANE	0- 0104518	Shop Fuel
03-303-000-0000-6297		845.26	MCGREGOR SHOP PROPANE	102106778	Shop Fuel
03-303-000-0000-6297		1,543.86	JACOBSON SHOP PROPANE	440903829	Shop Fuel
7060 Federated Co- Ops Inc.		2,951.17			
			3 Transactions		
8521 Force America Distributing, LLC					
03-303-000-0000-6590		100.94	REPAIR PARTS	IN001- 1209123	Repair & Maintenance Supplies
8521 Force America Distributing, LLC		100.94			
			1 Transactions		
8622 Frontier					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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>
03-303-000-0000-6254		66.98	JACOBSON	218-752-6591	Utilities
03-303-000-0000-6254		66.98	MCGREGOR	218-768-4481	Utilities
03-303-000-0000-6254		66.98	PALISADE	218-845-2607	Utilities
03-303-000-0000-6254		66.98	MCGRATH	320-592-3580	Utilities
<b>8622 Frontier</b>		<b>267.92</b>			4 Transactions
1754 Garrison Disposal Company, Inc					
03-303-000-0000-6254		12.00	ROAD CLEAN UP	884264	Utilities
<b>1754 Garrison Disposal Company, Inc</b>		<b>12.00</b>			1 Transactions
91187 Lake Country Power					
03-303-000-0000-6254		62.27	DEC- JAN CSAH 14	141979801	Utilities
03-303-000-0000-6254		50.65	DEC- JAN CSAH 6	141979901	Utilities
<b>91187 Lake Country Power</b>		<b>112.92</b>			2 Transactions
10824 Maney International Inc					
03-303-000-0000-6590		68.21	REPAIR PARTS	773193	Repair & Maintenance Supplies
<b>10824 Maney International Inc</b>		<b>68.21</b>			1 Transactions
13711 Mickelson/Ben					
03-303-000-0000-6411		145.00	WORK BOOTS REIMBURSEMENT	206724	Safety Footwear
<b>13711 Mickelson/Ben</b>		<b>145.00</b>			1 Transactions
12927 Midwest Machinery Co.					
03-303-000-0000-6590		27.78	REPAIR PARTS	1601322	Repair & Maintenance Supplies
03-303-000-0000-6590		1.80	REPAIR PARTS	1601872	Repair & Maintenance Supplies
03-303-000-0000-6590		597.22	REPAIR PARTS	1602246	Repair & Maintenance Supplies
<b>12927 Midwest Machinery Co.</b>		<b>626.80</b>			3 Transactions
3555 Newman Signs					
03-303-000-0000-6298		312.29	AITKIN SHOP SUPPLIES	TI-0317996	Shop Maintenance
<b>3555 Newman Signs</b>		<b>312.29</b>			1 Transactions
10720 Nuss Truck & Equipment					
03-303-000-0000-6590		33.82	REPAIR PARTS	6105968P	Repair & Maintenance Supplies
<b>10720 Nuss Truck &amp; Equipment</b>		<b>33.82</b>			1 Transactions
13562 Olson/Gerald					
03-303-000-0000-6411		145.00	WORK BOOTS REIMBURSEMENT	0-008079	Safety Footwear

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13562 Olson/Gerald		145.00			
			1 Transactions		
3950 Public Utilities					
03-303-000-0000-6254		50.76	HWY 210 W & CR 28	02-00059455-00	Utilities
03-303-000-0000-6254		76.34	AITKIN SHOP: WATER	02-00063335-00	Utilities
03-303-000-0000-6254		55.35	HWY 210/169 E & CR 12	02-00063388-00	Utilities
03-303-000-0000-6254		89.33	HWY 47 & CR 12	02-00064092-00	Utilities
3950 Public Utilities		271.78			
			4 Transactions		
8208 Royal Tire, Inc					
03-303-000-0000-6590		1,225.64	TIRE	317-30622	Repair & Maintenance Supplies
8208 Royal Tire, Inc		1,225.64			
			1 Transactions		
90805 Temco					
03-303-000-0000-6590		183.88	REPAIR PARTS	22211	Repair & Maintenance Supplies
90805 Temco		183.88			
			1 Transactions		
7018 Town Of Macville Treasurer					
03-303-000-0000-6521	P	460.00	BLADING	804057	Maintenance Supplies
03-303-000-0000-6521	P	600.00	SNOWPLOWING	804057	Maintenance Supplies
7018 Town Of Macville Treasurer		1,060.00			
			2 Transactions		
4995 United Parcel Service					
03-303-000-0000-6298		47.83	SHIPPING SHOP SUPPLIES	0-000693YX4038	Shop Maintenance
4995 United Parcel Service		47.83			
			1 Transactions		
5295 Ziegler Inc					
03-303-000-0000-6590		181.45	REPAIR PARTS	PC190073263	Repair & Maintenance Supplies
5295 Ziegler Inc		181.45			
			1 Transactions		
303 DEPT Total:		26,677.49	R&B Highway Maintenance	29 Vendors	58 Transactions

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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>
307	DEPT			R&B Capital Infrastructure		
	48 Aitkin Co Abstract Company					
	03- 307- 000- 0000- 6260		120.00	EXAMINATION	52606	Professional Services
	48 Aitkin Co Abstract Company		120.00	1 Transactions		
307	DEPT Total:		120.00	R&B Capital Infrastructure	1 Vendors	1 Transactions

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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. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
308	DEPT			R&B Equipment & Facilities		
	5398 CDW Government, Inc		261.09	MS OFFICE POGRAM FOR JOHN	LGW5346	Capital Outlay- Facilities
	03- 308- 000- 0000- 6600			1 Transactions		
	5398 CDW Government, Inc		261.09			
308	DEPT Total:		261.09	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		27,250.83	Road & Bridge		63 Transactions

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Vendor Name	<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>
423 DEPT		Unorganized Cemetary		
14090 Caverly, Treasurer/Brandi				
04- 423- 000- 0000- 6801	AP	41.71 Cem apportionment 51- 27		Appropriations
04- 423- 000- 0000- 6801	AP	19.50 Cem MV Credit 51- 27		Appropriations
04- 423- 000- 0000- 6801	AP	33.03 Cem Apportionment 52- 27		Appropriations
04- 423- 000- 0000- 6801	AP	9.53 Cem MV Credit 52- 27		Appropriations
14090 Caverly, Treasurer/Brandi		103.77	4 Transactions	
3757 Packer- Treasurer/Warren				
04- 423- 000- 0000- 6801	AP	87.87 Cem Apportionment 50- 25		Appropriations
04- 423- 000- 0000- 6801	AP	23.75 Cem MV Credit 50- 25		Appropriations
3757 Packer- Treasurer/Warren		111.62	2 Transactions	
423 DEPT Total:		215.39	Unorganized Cemetary	2 Vendors 6 Transactions
4 Fund Total:		215.39	Special Revenue(Unorg R&B,Fir	6 Transactions

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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
400 DEPT		Public Health Department		
8175 Centurylink				
05- 400- 440- 0410- 6250		LD/LOCAL	313645966	Telephone
05- 400- 440- 0410- 6250	2.28	LD/LOCAL- HHS	313645966	Telephone
05- 400- 440- 0410- 6250	17.63	LD/LOCAL PH	313645966	Telephone
8175 Centurylink	79.66			
	99.57			3 Transactions
10185 Centurylink Communications Inc				
05- 400- 440- 0410- 6250	5.66	Telephone	320295974	Telephone
10185 Centurylink Communications Inc	5.66			1 Transactions
1457 CPS Technology Solutions, Inc				
05- 400- 440- 0410- 6300	11.27	Printer Maint January	373801	Maintenance/Service Contracts
05- 400- 440- 0410- 6300	11.27	Printer Maint February	373962	Maintenance/Service Contracts
1457 CPS Technology Solutions, Inc	22.54			2 Transactions
400 DEPT Total:	127.77	Public Health Department	3 Vendors	6 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
420	DEPT		Income Maintenance		
8175	Centurylink				
	05- 420- 600- 4800- 6250		LD/LOCAL	313645966	Telephone
	05- 420- 600- 4800- 6250	4.70	LD/LOCAL- HHS	313645966	Telephone
	05- 420- 600- 4800- 6250	36.37	LD/LOCAL - IM	313645966	Telephone
	05- 420- 640- 4800- 6250	248.16	LD/LOCAL- CS	313645966	Telephone
	73.83				
8175	Centurylink	363.06			
			4 Transactions		
10185	Centurylink Communications Inc				
	05- 420- 600- 4800- 6250	11.68	Telephone	320295974	Telephone
10185	Centurylink Communications Inc	11.68			
			1 Transactions		
1457	CPS Technology Solutions, Inc				
	05- 420- 600- 4800- 6300	23.23	Printer Maint January	373801	Maintenance/Service Contracts
	05- 420- 640- 4800- 6300	35.20	Printer Maint January	373801	Maintenance/Service Contracts
	05- 420- 600- 4800- 6300	23.23	Printer Maint February	373962	Maintenance/Service Contracts
	05- 420- 640- 4800- 6300	35.20	Printer Maint February	373962	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc	116.86			
			4 Transactions		
420	DEPT Total:	491.60	Income Maintenance	3 Vendors	9 Transactions



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Vendor No.	Vendor Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
430	DEPT					Social Services					
8175	Centurylink										
		05- 430- 700- 4800- 6250			7.27	LD/LOCAL		313645966		Telephone	
		05- 430- 700- 4800- 6250			56.21	LD/LOCAL- HHS		313645966		Telephone	
		05- 430- 700- 4800- 6250			524.16	LD/LOCAL- SS		313645966		Telephone	
8175	Centurylink				587.64						
							3 Transactions				
10185	Centurylink Communications Inc										
		05- 430- 700- 4800- 6250			18.05	Telephone		320295974		Telephone	
10185	Centurylink Communications Inc				18.05						
							1 Transactions				
1457	CPS Technology Solutions, Inc										
		05- 430- 700- 4800- 6300			35.90	Printer Maint January		373801		Maintenance/Service Contracts	
		05- 430- 700- 4800- 6300			35.90	Printer Maint February		373962		Maintenance/Service Contracts	
1457	CPS Technology Solutions, Inc				71.80						
							2 Transactions				
430	DEPT Total:				677.49	Social Services			3 Vendors		6 Transactions
5	Fund Total:				1,296.86	Health & Human Services					21 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	<u>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>
0	DEPT			Undesignated		
	1091 Commissioner Of Revenue					
	09-000-000-0000-2044	DTG	58.65	Sev Mineral 20% share current		20% Severed Mineral Tax
	1091 Commissioner Of Revenue		58.65	1 Transactions		
0	DEPT Total:		58.65	Undesignated	1 Vendors	1 Transactions
9	Fund Total:		58.65	State		1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name	<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>
900 DEPT		Timber Permit Bonds		
13909 AHO/GERALYN		Bond Refund Rec 3215	13900	Timber Permit Bonds
10- 900- 000- 0000- 2300				
13909 AHO/GERALYN		1 Transactions		
13028 Tveit Lumber		Bond refund Rec 3284	13623	Timber Permit Bonds
10- 900- 000- 0000- 2300				
13028 Tveit Lumber		1 Transactions		
900 DEPT Total:		Timber Permit Bonds	2 Vendors	2 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
921	DEPT			Co. Development		
8175	Centurylink					
	10- 921- 000- 0000- 6250		3.24	LD/LOCAL - GIS	313645966	Telephone
	10- 921- 000- 0000- 6250		9.82	LD/LOCAL Surveyor	313645966	Telephone
8175	Centurylink		13.06			2 Transactions
1880	Gravelle Plumbing & Heating, Inc					
	10- 921- 000- 0000- 6406 AP		421.87	PVC & hot/cold solvent	75564	Field Supplies
	10- 921- 000- 0000- 6406 AP		82.52	PVC Coupling & caps	75692	Field Supplies
1880	Gravelle Plumbing & Heating, Inc		504.39			2 Transactions
921	DEPT Total:		517.45	Co. Development	2 Vendors	4 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
923	DEPT			Forfeited Tax Sales		
783	Canon Financial Services, Inc 10- 923- 000- 0000- 6405		327.05	Copier Contract 034	18168548	Office Supplies
783	Canon Financial Services, Inc		327.05	1 Transactions		
8175	Centurylink 10- 923- 000- 0000- 6250		15.44	LD/LOCAL	313645966	Telephone
8175	Centurylink		15.44	1 Transactions		
2410	Jacobs/Mark H 10- 923- 000- 0000- 6330		47.17	Mileage Grand Rapids	106@.445	Transportation & Travel
2410	Jacobs/Mark H		47.17	1 Transactions		
4251	MACLC 10- 923- 000- 0000- 6240		500.00	MN Assoc Land Comm 2018	Mark Jacobs	Dues
4251	MACLC		500.00	1 Transactions		
4496	Mn Department Of Revenue 10- 923- 000- 0000- 6280	DTG	500.00	20 FTS Deeds 2017		State Deed Forfeited Tax Sales
4496	Mn Department Of Revenue		500.00	1 Transactions		
11187	Regents Of The University of Minnesota 10- 923- 000- 0000- 6208		150.00	SFEC Workshop Reg	230028449	Training/Education
11187	Regents Of The University of Minnesota		150.00	1 Transactions		
923	DEPT Total:		1,539.66	Forfeited Tax Sales	6 Vendors	6 Transactions

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Vendor	<u>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>
926	DEPT			Law Library		
	1976 Haberkorn Law Offices,Ltd					
	10- 926- 000- 0000- 6232	AP	210.00	Law Library Self Help Program	Nov/Dec 2017	Attorney Services
	1976 Haberkorn Law Offices,Ltd		210.00	1 Transactions		
926	DEPT Total:		210.00	Law Library	1 Vendors	1 Transactions
10	Fund Total:		6,963.81	Trust		13 Transactions

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11 Forest Development

Vendor Name	<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>
924 DEPT			Forest Resource		
3703 Frontier Precision, Inc		236.56	Pole bracket for Yuma Tablet	23384	Field Supplies
11-924-000-0000-6406			1 Transactions		
3703 Frontier Precision, Inc		236.56			
5759 Kitzrow/Donald		35.00	LLCC		Per Diem
11-924-000-0000-6350			Mileage LLCC	65.8@.545	Transportation & Travel
11-924-000-0000-6330		35.86	2 Transactions		
5759 Kitzrow/Donald		70.86			
12512 MARCUM/ROBERT		35.00	Natural Resources Committee	1/8/18	Per Diem
11-924-000-0000-6350			Nat Resources Committee	48@.545	Transportation & Travel
11-924-000-0000-6330		26.16	2 Transactions		
12512 MARCUM/ROBERT		61.16			
10906 Shipp/Dale		35.00	NRACM Meeting	1/8/18	Per Diem
11-924-000-0000-6350			NRACM mileage	32@.545	Transportation & Travel
11-924-000-0000-6330		17.44	2 Transactions		
10906 Shipp/Dale		52.44			
10017 Tveit/Galen		35.00	Natural Resource Comm mtg	1/15/18	Per Diem
11-924-000-0000-6350			Natural Resource Comm mileage	32@.545	Transportation & Travel
11-924-000-0000-6330		17.44	2 Transactions		
10017 Tveit/Galen		52.44			
924 DEPT Total:		473.46	Forest Resource	5 Vendors	9 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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11 Forest Development

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
925	DEPT			Reforestation		
13234	Western EcoSystems Technology, Inc.					
	11- 925- 000- 0000- 6231	AP	217.50	Summer 2017 bat surveys	57366	Services, Labor, Contracts
13234	Western EcoSystems Technology, Inc.		217.50			
					1 Transactions	
925	DEPT Total:		217.50	Reforestation	1 Vendors	1 Transactions
11	Fund Total:		690.96	Forest Development		10 Transactions



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12 Agency

Vendor	<u>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>
0	DEPT			Undesignated		
	48 Aitkin Co Abstract Company		40.05	Overpay of 2017 taxes		Prepaid Property Taxes
	12- 000- 000- 0000- 2280					
	48 Aitkin Co Abstract Company		40.05		1 Transactions	
0	DEPT Total:		40.05	Undesignated	1 Vendors	1 Transactions

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12 Agency

Vendor	<u>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>
930	DEPT			ARDC		
	90081 ARDC					
	12- 930- 000- 0000- 6801	AP	2,911.45	Nov/Dec Settlement 2017		Apportionments
	90081 ARDC		2,911.45	1 Transactions		
930	DEPT Total:		2,911.45	ARDC	1 Vendors	1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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12 Agency

Vendor	<u>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>
931	DEPT			Towns		
	5838 Nw Carlton Co Ambulance District					
	12- 931- 162- 0000- 2045 AP		79.80	Levy Nov/Dec 2017		Nw Carlton Co Ambulance District
	5838 Nw Carlton Co Ambulance District		79.80		1 Transactions	
931	DEPT Total:		79.80	Towns	1 Vendors	1 Transactions
12	Fund Total:		3,031.30	Agency		3 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



SMH1  
2/6/18 9:04AM  
19 Long Lake Conservation C

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT		LLCC Administration		
11419	Beaudry Propane				
	19- 521- 000- 0000- 6254		Propane Director Residence	462443	Utilities
	19- 521- 000- 0000- 6254	234.46	Propane Instructor Residence	462444	Utilities
	19- 521- 000- 0000- 6254	239.68	Propane Dining Hall	462662	Utilities
11419	Beaudry Propane	195.68			
		669.82		3 Transactions	
783	Canon Financial Services, Inc				
	19- 521- 000- 0000- 6231	106.01	Copier contract 037	18168561	Services, Labor, Contracts
783	Canon Financial Services, Inc	106.01		1 Transactions	
4425	Shirts Plus				
	19- 521- 000- 0000- 6400	2,056.70	Commissary items	1513	Commissary Items
4425	Shirts Plus	2,056.70		1 Transactions	
521	DEPT Total:	2,832.53	LLCC Administration	3 Vendors	5 Transactions

SMH1  
 2/6/18 9:04AM  
 19 Long Lake Conservation C

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>
522	DEPT			LLCC Education		
	14373					
	Minnesota Historical Society					
			160.00	MN Master Nat Field Trip	15122	Registration Fee
	14373		160.00	1 Transactions		
522	DEPT Total:		160.00	LLCC Education	1 Vendors	1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
2/6/18 9:04AM  
19 Long Lake Conservation C

Vendor	<u>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>
523	DEPT			LLCC Food		
	5814 Hagen/Christine					
	19- 523- 000- 0000- 6418		19.51	Groceries		Groceries- Students
	5814 Hagen/Christine		19.51		1 Transactions	
523	DEPT Total:		19.51	LLCC Food	1 Vendors	1 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



SMH1  
2/6/18 9:04AM  
19 Long Lake Conservation C

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
524 DEPT		LLCC Maintenance		
1430 Dotzler Power Equipment		Chainsaw chain & oil	87908	Janitorial Services/Supplies
19- 524- 000- 0000- 6422				
35.90				
1430 Dotzler Power Equipment				
35.90		1 Transactions		
2340 Hyytinen Hardware Hank		Plow parts	1438880	Janitorial Services/Supplies
19- 524- 000- 0000- 6422	AP			
11.70		Heat gun	1439165	Janitorial Services/Supplies
19- 524- 000- 0000- 6422	AP			
19.99		2 Transactions		
2340 Hyytinen Hardware Hank				
31.69				
3760 Palisade Cooperative Oil Assoc		Fuel	392809	Gas And Oil
19- 524- 000- 0000- 6511				
76.75		Fuel	393361	Gas And Oil
19- 524- 000- 0000- 6511				
57.12		2 Transactions		
3760 Palisade Cooperative Oil Assoc				
133.87				
4010 Rasley Oil Company		Fuel for bobcat	30557	Gas And Oil
19- 524- 000- 0000- 6511				
15.79		1 Transactions		
4010 Rasley Oil Company				
15.79				
524 DEPT Total:		LLCC Maintenance	4 Vendors	6 Transactions
217.25				
19 Fund Total:		Long Lake Conservation Center		13 Transactions
3,229.29				

SMH1  
2/6/18 9:04AM  
21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT			Parks		
1880	Gravelle Plumbing & Heating, Inc					
	21- 520- 000- 0000- 6254		144.64	Furnace checkup	76017	Utilities
1880	Gravelle Plumbing & Heating, Inc		144.64			
				1 Transactions		
3780	Palisade Supersledders Inc.					
	21- 520- 000- 0000- 6802		13,971.60	2018 1st Benchmark GIA pymt		Trail Grants- State
3780	Palisade Supersledders Inc.		13,971.60			
				1 Transactions		
3950	Public Utilities					
	21- 520- 000- 0000- 6254	DTG	230.60	Land Dept	0200000348003	Utilities
	21- 520- 000- 0000- 6254	DTG	22.33	Parks Shwer MS Access	0200063071050	Utilities
	21- 520- 000- 0000- 6254	DTG	22.33	Mississippi Access	0200063077005	Utilities
3950	Public Utilities		275.26			
				3 Transactions		
12718	Up North Riders					
	21- 520- 000- 0000- 6802	AP	60.92	Additional ATV reimbursement		Trail Grants- State
12718	Up North Riders		60.92			
				1 Transactions		
520	DEPT Total:		14,452.42	Parks	4 Vendors	6 Transactions
21	Fund Total:		14,452.42	Parks		6 Transactions
	Final Total:		178,669.49	203 Vendors	346 Transactions	



# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	121,479.98	General Fund
3	27,250.83	Road & Bridge
4	215.39	Special Revenue(Unorg R&B,Fire
5	1,296.86	Health & Human Services
9	58.65	State
10	6,963.81	Trust
11	690.96	Forest Development
12	3,031.30	Agency
19	3,229.29	Long Lake Conservation Center
21	14,452.42	Parks
<b>All Funds</b>	<b>178,669.49</b>	<b>Total</b>

Approved by, .....

.....

.....

# 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>
2525	8410	Bremer Bank					
		Warrant # 2525	Total	342.64	2017 Flex Plan Withdrawl	01-044-904-0000-6360	0
				342.64	Date 1/4/18		
2542	8410	Bremer Bank					
		Warrant # 2542	Total	1,981.60	2017 Flex Plan Withdrawl	01-044-904-0000-6360	38570018
				1,981.60	Date 1/10/18		0
2543	8410	Bremer Bank					
		Warrant # 2543	Total	19.98	Mo. Credit Card Machine Lease	19-522-000-0000-6217	0
				19.98	Date 1/10/18		
2544	8410	Bremer Bank					
		Warrant # 2544	Total	58.00	LLCC Credit Card Fee	19-522-000-0000-6217	0
				58.00	Date 1/10/18		
2545	780	Bremer Bank					
				0.04	Mtg Reg Dec	01-040-000-0000-5081	0
				0.12	Deed Tax Dec	01-042-000-0000-5079	0
				24,620.36	Deed Tax Dec	09-000-000-0000-2025	0
				27,231.55	Mtg Reg Dec	09-000-000-0000-2026	0
		Warrant # 2545	Total	51,852.07	Date 1/12/18		
2546	5462	Bremer Bank (Elan ACH)					
				381.50	anne marcotte -lodging	01-001-000-0000-6332	0
				158.30	anne marcotte -lodging	01-001-000-0000-6332	0
				243.01	armorers training	01-200-003-0000-6332	0
				54.95	heated water bucket	01-200-019-0000-6409	0
				79.98	pants	01-252-000-0000-6410	0
				86.94	pizza	01-257-022-0000-6406	0
				1,827.98	MS Surface	03-308-000-0000-6600	0
				4.89	shoe laces	05-400-430-0408-6406	0
				6.19	mch	05-400-430-0408-6406	0
				4.98	mch	05-400-430-0408-6406	0
				93.99	nipple shields	05-400-430-0408-6406	0
				140.04	mch supplies	05-400-430-0408-6406	0
				-2.00	- discount	05-400-430-0408-6406	0
				79.60	feeding spoons	05-400-430-0408-6406	0
				29.89	picture frame	05-420-630-4800-6801	0
				137.94	kids chairs	05-420-630-4800-6801	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
							<u>From Date</u>	<u>To Date</u>
			23.70	gas		05-430-700-4800-6335		0
			194.31	wireless headset		05-430-700-4800-6450		0
			53.92	toilet auger		05-430-700-4800-6810		0
			20.00	Elan - Courtney		19-521-000-0000-6230		0
			14.95	elan		19-521-000-0000-6231		0
			29.99	Elan - Courtney		19-521-000-0000-6231		0
			27.50	the bug co		19-522-000-0000-6416		0
			29.08	vacuum wheels		19-524-000-0000-6422		0
			9.94	rust stain remover		19-524-000-0000-6422		0
		Warrant # 2546	Total	3,731.57	Date 1/12/18			
2547	8410	Bremer Bank						
			1,134.00	Laurie Peterson - Lawrence e		13-943-000-0000-2004		0
		Warrant # 2547	Total	1,134.00	Date 1/12/18			
2548	8410	Bremer Bank						
			20.00	Mo Credit Card Fee		19-522-000-0000-6217		0
		Warrant # 2548	Total	20.00	Date 1/16/18			
2588	8410	Bremer Bank						
			65,308.00	State General Tax		09-000-000-0000-2058		0
		Warrant # 2588	Total	65,308.00	Date 1/18/18			
2589	8410	Bremer Bank						
			192.82	FSA Claims		01-044-904-0000-6360		0
		Warrant # 2589	Total	192.82	Date 1/17/18			
2606	8410	Bremer Bank						
			1,169.18	FSA Claims		01-044-904-0000-6360		0
		Warrant # 2606	Total	1,169.18	Date 1/24/18			
2607	5462	Bremer Bank (Elan ACH)						
			103.76	Don - Hampton Inn Alex, MN		01-001-000-0000-6332		0
			48.30			01-043-000-0000-6405		0
			98.02	WD 2tb HD		01-049-000-0000-6402		0
			49.98	mailing labels		01-049-000-0000-6405		0
			13.52	mailing labels		01-049-000-0000-6405		0
			31.16	mailing labels		01-049-000-0000-6405		0
			391.16	westerlund hotel		01-122-000-0000-6332		0
			94.99	20" monitor - kevin		01-122-000-0000-6625		0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
								<u>From Date</u>	<u>To Date</u>
			171.00	glock stuff			01-200-000-0000-6409		0
			97.42	jail supplies			01-252-000-0000-6405		0
			122.66	groceries			01-252-000-0000-6418		0
			54.80	inmate supplies			01-252-000-0000-6424		0
			200.00	Registration background inv tr			01-252-003-0000-6241		0
			200.00	MN Sheriff Assoc.			01-252-003-0000-6241		0
			36.95	comm oatmeal			01-252-252-0000-6405		0
			49.88	microwave			01-252-252-0000-6405		0
			81.75	pool supplies			01-390-000-0000-6405		0
			125.00	bridge safety insp			03-301-000-0000-6296		0
			125.00	bridge safety insp			03-302-000-0000-6296		0
			-127.00	-shutterstock refund			05-400-430-0403-6405		0
			777.00	emery boards			05-400-430-0403-6416		0
			6.08	postage machine sealer			05-400-440-0410-6405		0
			4.75				05-400-440-0410-6405		0
			6.29				05-400-440-0410-6405		0
			2.23	screen wipes			05-400-440-0410-6405		0
			12.54	postage machine sealer			05-420-600-4800-6405		0
			9.79				05-420-600-4800-6405		0
			4.60	screen wipes			05-420-600-4800-6405		0
			23.99	wireless mouse			05-430-700-4800-6402		0
			19.38	postage machine sealer			05-430-700-4800-6405		0
			15.14				05-430-700-4800-6405		0
			164.99				05-430-700-4800-6405		0
			7.10	screen wipes			05-430-700-4800-6405		0
			48.56	Client Meds			05-430-700-4800-6810		0
			3,463.00	storage racks			06-949-000-0000-6231		0
			80.14	sales tax			06-949-000-0000-6231		0
			59.88	Elan - Courtney			19-521-000-0000-6231		0
			31.93	elan			19-521-000-0000-6405		0
			157.50	elan			19-522-000-0000-6416		0
			66.29	Elan - Courtney			19-522-000-0000-6416		0
			80.36	elan			19-523-000-0000-6420		0
			134.86	elan			19-524-000-0000-6422		0
			109.88	Elan - Courtney			19-524-000-0000-6422		0
	Warrant #	2607	Total	7,254.63	Date 1/25/18				
2608	8410	Bremer Bank		153.90	FSA Claims		01-044-904-0000-6360	38583796	0

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 # 2608	Total	153.90	Date 1/31/18			
44916	111	Aitkin Co Soil & Water						
		Warrant # 44916	Total	15,000.00	2018 Riparian Aid Payment	01-122-000-0000-5305		0
				15,000.00	Date 1/2/18			
44917	88284	Aitkin Co Recorder						
		Warrant # 44917	Total	46.00	Recording Fee	10-923-000-0000-5258		0
				46.00	Date 1/17/18			
44918	14660	Ferguson Brothers Excavating, Inc.						
		Warrant # 44918	Total	13,045.56	partial payment contract 20174	03-303-000-0000-6519		0
				13,045.56	Date 1/20/18			
44919	90762	Aitkin Co License Center						
		Warrant # 44919	Total	64.00	Vehicle Registration	03-303-000-0000-6590		0
				64.00	Date 1/23/18			
44920	2099	Harmon/Elizabeth						
		Warrant # 44920	Total	120.00	Cathy Olson Notary Fee	01-043-000-0000-6240		0
				120.00	Date 1/26/18			
44921	13325	Bruggman/Paul						
		Warrant # 44921	Total	1,482.93	TZD	01-200-040-0000-6304		0
				1,482.93	Date 1/30/18			
44922	14117	Internal Revenue Service						
				0.30	4th qtr fica/medicare	01-040-000-0000-6124		0
				1.19	4th qtr fica/medicare	01-040-000-0000-6165		0
				0.30	4th qtr fica/medicare	01-043-000-0000-6124		0
				1.19	4th qtr fica/medicare	01-043-000-0000-6165		0
				11.65	4th qtr fica/medicare	01-090-000-0000-6124		0
				49.65	4th qtr fica/medicare	01-090-000-0000-6165		0
				0.30	4th qtr fica/medicare	01-100-000-0000-6124		0
				1.19	4th qtr fica/medicare	01-100-000-0000-6165		0
				6.02	4th qtr fica/medicare	01-122-000-0000-6124		0
				25.60	4th qtr fica/medicare	01-122-000-0000-6165		0
				4.69	4th qtr fica/medicare	01-200-000-0000-6124		0
				19.89	4th qtr fica/medicare	01-200-000-0000-6165		0
				6.43	4th qtr fica/medicare	01-252-000-0000-6124		0
				27.33	4th qtr fica/medicare	01-252-000-0000-6165		0

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
								<u>From Date</u>	<u>To Date</u>
			8.90	4th qtr fica/medicare			03-301-000-0000-6124		0
			37.97	4th qtr fica/medicare			03-301-000-0000-6165		0
			1.05	4th qtr fica/medicare			05-400-440-0410-6124		0
			4.39	4th qtr fica/medicare			05-400-440-0410-6165		0
			3.30	4th qtr fica/medicare			05-420-600-4820-6124		0
			13.99	4th qtr fica/medicare			05-420-600-4820-6165		0
			17.20	4th qtr fica/medicare			05-430-700-4820-6124		0
			73.46	4th qtr fica/medicare			05-430-700-4820-6165		0
			1.19	4th qtr fica/medicare			10-921-000-0000-6124		0
			4.99	4th qtr fica/medicare			10-921-000-0000-6165		0
			0.61	4th qtr fica/medicare			10-923-000-0000-6124		0
			2.51	4th qtr fica/medicare			10-923-000-0000-6165		0
			-42.86	- 4th qtr fica/medicare			19-522-000-0000-6124		0
			-179.01	- 4th qtr fica/medicare			19-522-000-0000-6165		0
Warrant #	44922	Total	103.42	Date 1/31/18					
		Final Total...	163,080.30	116	Transactions				

# Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	23,448.99	General Fund
3	15,234.41	Road & Bridge
5	1,856.28	Health & Human Services
6	3,543.14	Debt Service
9	117,159.91	State
10	55.30	Trust
13	1,134.00	Taxes & Penalties
19	648.27	Long Lake Conservation Center
	163,080.30	TOTAL



# Board of County Commissioners Agenda Request

2E  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Approve Affidavit for Duplicate of Lost Warrant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Julie Hughes		<b>Department:</b> Treasurer
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b> Approve affidavit for Duplicate of Lost Municipal Order or Warrant:  Hawkinson Sand and Gravel - Check number 72900 dated November 17, 2017 in the amount of 1602.04		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve affidavit for Duplicate of Lost Warrant: Hawkinson Sand and Gravel, check number 72900, dated November 17, 2017 in the amount of 1602.04		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss. \_\_\_\_\_  
)

being duly sworn, on oath says; that (s)he is the owner of a certain commissioner warrant,

dated the 17<sup>th</sup> Day of November, 2017, numbered 72900,

issued by Aitkin County to Hawkinson Sand & Gravel

in the sum of \$ 1602.04 has been Lost in the manner  
("Lost" or "Destroyed")

following, to wit:

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her)

according to law; and to that end herewith files his (her) indemnifying bond, with sureties to be

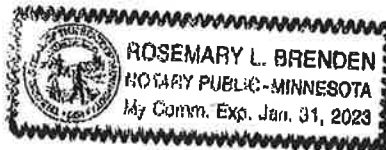
approved, in the sum equal to double the amount of said 1602.04

X Paul Hal

Subscribed and sworn to before me this 23<sup>rd</sup> day of January, 2018

Notary Public R. L. Brenden County, Minnesota Hasea Co.

My Commission Expires 1/31/23





# Board of County Commissioners Agenda Request

2F  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Updated Countywide Fee Schedule

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

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

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

Seeking County Board approval to make the annual update to our Countywide Fee Schedule and to adopt the updated fee schedule effective February 13, 2018.

Changes are indicated in red. The office with the most updates is Environmental Services, and those changes were presented to the Board and approved on January 23, 2018. Other updates include one immunization fee increase in Health & Human Services, adding Credential of Minister and Notary Commission fees under the Recorder's Office (Credentials of Minister was approved by the Board by resolution on August 22, 2017), adding Urinalysis fees under the Sheriff's Office, and adding a fee for Marriage Certificates under the Treasurer's Office.

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

**Recommended Action/Motion:**

Approve changes as indicated and adopt updated Countywide Fee Schedule effective February 13, 2018.

**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:*

**Aitkin County  
Fee Schedule 2018  
Approved by the Board on February 13, 2018  
Effective February 13, 2018**

Postage expenses shall be borne by requestor.

**COMMON FEES**

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.25 per page (single or double sided) \$ 3.00 per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.50 per page (single or double sided) \$ 6.00 per page (single or double sided)
FAX, per page	\$ 1.00
International Fax Fee	\$ 7.00 first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 25.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 25.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each

**ASSESSOR'S OFFICE**

FIELD CARDS

Fax of Field Cards	\$ 4.00 per parcel
Email of Field Cards	\$ 4.00 per parcel
SIMPLE SALES QUERY	\$ 5.00 per query
PARCEL DATA REQUESTS (Large Quantity)	\$ 25.00 or \$0.04 per parcel, whichever is greater
LINK GIS Subscription	\$ 180.00 per year

**ATTORNEY'S OFFICE**

AUDIO/VIDEO

Audio CD's	\$ 10.00
Video Recordings - DVD	\$ 10.00

**AUDITOR'S OFFICE**

ASSESSMENT (SPECIAL)

Admin Set-up	\$7.00 per parcel
ASSEMBLY LICENSE	\$500.00 plus \$25,000 bond
AUCTIONEER	\$20.00
BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$250.00 each
COPIES See Common Fees Section	
Maps, Black and White, 8 1/2 " x 11"	\$2.00
Maps, Color, 8 1/2" x 11"	\$3.00
DANGEROUS DOGS	\$25.00
DITCH AND HWY LIEN RELEASES	\$15.00
FAXES See Common Fees Section	
FIREWORKS	\$2.00 Auditor's fee \$8.00 Sheriff's fee
GAMBLING	Varies State
JUDGMENT - CONFESSION OF	
Initial Fee	\$25.00 per description
Payments on	\$2.00 per statement
JUDGMENT COST - Publication	\$20.00 per parcel
LIQUOR LICENSES:	
Consumption & Display/Set-Ups	\$250.00 each (paid to State)
Temporary Consumption & Display Permit	\$25.00 per each date
3.2% Beer License	\$40.00 off sale \$10.00 on sale \$50.00 on & off sale
Wine License	\$100.00 yearly
Temporary Wine License	\$50.00 per each date
Combination Wine/Strong Beer License	\$500.00

Liquor License	\$100.00 club \$1,500.00 on sale \$360.00 off sale \$120.00 Sunday
PLATS (NEW) - AUDITOR'S FEE	\$75.00 plus \$2.00 per lot
PLAT (NEW) - SURVEYORS FEE	\$150.00 after 5 lots, \$5.00 per lot
PRECIOUS METALS	\$25.00
REPURCHASE - COST OF FORF. FEE	\$100.00
REPURCHASE - SHERIFF'S COST	\$40.00
TAX/ASSESSMENT SEARCH	\$5.00 per parcel
TRANSIENT MERCHANTS, PEDDLERS, HAWKERS	\$150.00
TRUTH IN TAXATION 1/3 COST TO CITIES, TOWNS & SCHOOLS	
TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF	\$100.00 and \$16.00 per parcel for maint (splits, etc.)
TIF - CERTIFICATION OF ORIGINAL VALUE	\$150.00
VOTER'S CERTIFICATION	\$ 2.00

### COMMUNITY CORRECTIONS

#### SUPERVISION FEES

Felony and Supervised Release (with over one year supervision) Case Fee	\$ 400.00
Supervised Release (under one year supervision) Case Fee	\$ 200.00
Gross Misdemeanor Case Fee	\$ 300.00
Misdemeanor Case Fee	\$ 200.00
Short-Term Supervision Case Fee	\$ 50.00
Non Resident Supervision Fee	\$ 200.00
Juvenile Client Fee	\$ 50.00
Juvenile Diversion Client Fee	\$ 25.00

URINALYSIS FEES \$ 15.00 Per Drug Lab Screened

ELECTRONIC HOME MONITORING FEES \$ 22.00 Per Day

#### DRIVING WITH CARE CLASS FEES

Level I Class	\$ 75.00
Level II Class	\$ 150.00

### ECONOMIC DEVELOPMENT

#### APPLICATION FEE

Tax Abatement	\$ 500.00
TIF	\$ 500.00

### 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

#### 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	\$ 6.75 <del>\$11.50</del>
Mobile Home Park/Recreational Camping Area per site	\$ 6.75
Fish House campsite per site	\$ 3.50

<b>YOUTH CAMP</b>		
Base Fee	\$	180.00
Plus:	\$	114.50 1 - 99 campers
	\$	229.00 100 - 199 campers
	\$	343.00 > 200 campers

<b>POOLS AND SPAS</b>		
Base Fee	\$	180.00
Plus:	\$	130.00 Each pool
	\$	130.00 Each spa

<b>DRINKING WATER</b>		
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

<b>ADMINISTRATIVE FEES</b>		
1/2 the annual license fee		Re-inspection fee after the 2nd inspection
1/2 the annual license fee		Operating without a license for the first 30 days after license is due
Double the annual license fee		Operating without a license for day 30 - 60 after license is due
License Suspension		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 \$40.00 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

<b>FENCE (8 feet or greater in height)</b>	\$	50.00
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**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

**DECK/PATIO**

<199 sq.ft	\$	100.00
200 sq. ft. and larger	\$	150.00

(Patios are those within the required building setback to the lake)

<b>LAND ALTERATIONS</b>	\$	200.00
<b>VEGETATION ALTERATION</b>		No fee
<b>PLANNING CALL/SITE REVIEW</b>	\$	100.00
<b>CONDITIONAL/INTERIM USE PERMIT</b>	\$	650.00
<b>AMENDMENT TO EXISTING CUP</b>	\$	650.00
<b>RENEWAL OF INTERIM USE PERMIT</b>	\$	650.00
<b>VARIANCE (DOES NOT INCLUDE PERMIT FEE)</b>	\$	650.00
<b>APPEAL TO BOA</b>	\$	650.00
<b>REPUBLICATION OF VARIANCE OR CUP</b>	\$	50.00
<b>REZONING</b>	\$	650.00
<b>ORDINANCE AMENDMENT</b>	\$	500.00
<b>TOWER / WECC APPLICATION</b>	\$	650.00
<b>PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units)</b>	\$	650.00
(6 or more lots/units an additional \$50.00/lot/unit)		
<b>FINAL PLATS AND RESIDENTIAL PUD'S</b>	\$	650.00
(6 or more lots/units an additional \$50.00/lot/unit)		
<b>NEW ROAD SIGN AND POST (each sign and post in new plat)</b>	\$	175.00

COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots –no CUP)	\$ 300.00
SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots)	\$ 150.00
(6 or more lots/units an additional \$20.00 per lot/unit)	
ENGINEERS REVIEW FEE	\$ 150.00
REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee)	\$ 200.00
ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval)	\$ 75.00 per lot
-If wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'n'l	\$ 100.00
COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee)	\$ 200.00
REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL	\$ 100.00
911 ADDRESSING (includes assignment of number, sign, and post)	\$ 55.00
 AFTER THE FACT FEE'S – 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances, IUP's and CUP's)	
<b>RESIDENTIAL SEWERS FEES</b>	
Drainfield/Bed	\$ 250.00
Mound/At-Grade	\$ 300.00
Other//Performance Systems	\$ 350.00
Tank Replacement/Outhouse/Privy	\$ 150.00
Holding Tank (requires onsite)	\$ 150.00
Operating Permits	\$ 100.00
Late Operating Permit Renewal Fee	\$ 150.00
Indemnification Form (homeowner installed systems) in addition to permit fee	\$ 100.00
 <b>COMMERCIAL and CLUSTER SEWERS</b>	
Gallons/Day	
1-500	\$ 500.00
501-1,000	\$ 600.00
1,001-2,500	\$ 1,000.00
2,501-10,000	\$ 1,200.00 plus any additional costs for design review and inspections (5)
 <b>WETLAND CONSERVATION ACT FEES</b>	
Wetland/Banking/Offsite-Mitigation Application	\$ 1,000.00
Wetland Replacement Plan	\$ 400.00
Wetland Site Review	\$ 100.00
Appeal of LGU Decision	\$ 50.00 per hour, + any additional costs to County
 <b>OTHER CHARGES</b>	
Ordinances (excluding Shoreland and General Zoning)	\$ 10.00
Shoreland and General Zoning Ordinances	\$ 25.00
Comprehensive Land Use Plan	\$ 25.00
EAW Fees	\$ 50.00 per hour, + any additional costs to County
Administrative Fee	\$ 50.00 per hour, + mileage, min charge of 1/2 hr
 Copies of Meeting Recordings	 \$ 25.00

**GIS**

MAP SETUP/DATA EXTRACTION/DATA CONVERSION	\$ 50.00 per hour
Plotting Existing Map or Graphic	
8.5" x 11" Black and White	\$ 2.00 per copy
8.5" x 11" Color	\$ 3.00 per copy
11" x 17"	\$ 5.00 per copy
18" x 24"	\$ 10.00 per copy
24" x 36"	\$ 15.00 per copy
36" x 48"	\$ 30.00 per copy
 PARCEL BOUNDARIES ( ~ 43,000 parcels) Shapefile	 *\$0.10 per parcel (\$50 minimum), license required**
TAX ATTRIBUTES - AS400 dBase	*\$0.04 per parcel (\$50 minimum), license required**
ROAD CENTERLINES Shapefile	*\$0.25 per feature, license required**
ADDRESS POINTS Shapefile	*\$0.25 per feature, license required**
OTHER GEOSPATIAL DATA Shapefile	\$50 per dataset
GIS WEBSITE ACCESS, Standard Level	Free

\*\*Geospatial data shall not be released until a proper license agreement is on file with this office.  
\*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour.  
Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.

**HEALTH AND HUMAN SERVICES**

<b>INCOME MAINTENANCE</b>	
<b>LICENSING</b>	
Child Care Initial Licensing Fee	\$ 30.00
Child Care Renewal Licensing Fee	\$ 50.00
 <b>BACKGROUND CHECK</b>	
Initial Processing Fee	\$ 50.00
Fees per HH member over Age 13 (total fees not to exceed \$100.00 annually)	\$ 10.00

**SOCIAL SERVICE (STAFF HOURLY EXPENSE = \$73.00)**

<b>CD ASSESSMENTS</b>		
Ordered by the Court (DUI or DWI)	\$ 200.00	May be subject to sliding fee scale.
All Other	\$ 200.00	May be subject to sliding fee scale.
<b>CUSTODY STUDIES</b>		
Ordered by the Court	\$ 1,000.00	Each parent responsible for half.
<b>VISITATION EXPEDITOR/VISITATION SUPERVISOR</b>		
Fee based on what Remica House charges.	\$ 25.00	per hour, per family.
<b>ADOPTION FINALIZING</b>		
Fingerprint Process for Licensing	\$ 10.00	per person
<b>COMMUNITY EDUCATION</b>		
	\$ 400.00	per month, registration fee
<b>CORPORATE FOSTER CARE</b>		
	\$ 250.00	per home, per licensing year
<b>PUBLIC HEALTH</b>		
<b>SAFETY SEATS</b>		
Convertible	\$ 48.00	
Combo	\$ 55.00	
No Back Booster	\$ 25.00	
<b>NIPPLE SHIELDS</b>		
**for NON WIC or Home Visiting Clients	\$ 10.00	
<b>HYDROGEL PADS</b>		
**for NON WIC or Home Visiting Clients	\$ 9.00	
<b>THERASHELLS</b>		
**for NON WIC or Home Visiting Clients	\$ 11.00	
<b>LEAD DRAW</b>		
	\$ 19.00	
<b>IMMUNIZATIONS (prices subject to change based on price of serum)</b>		
Hepatitis A (1st in Series)	\$ 52.00	
Hepatitis A (2nd in Series)	\$ 52.00	
Hepatitis B (1st in Series)	\$ 59.00	
Hepatitis B (2nd in Series)	\$ 59.00	
Hepatitis B (3rd in Series) **15% discount for no outstanding balance, cash payment and complete series given by PH	\$ 59.00	
Td	\$ 39.00	
Tdap	\$ 54.00	
Varicella	\$ 127.00	
Pneumonia	\$ 66.00	
Fluzone Influenza-Quad 90688	\$ 35.00	
Fluzone High-dose (90662)	\$ 60.00	\$57.00
Fluzone Influenza-Quad 90687 < 36 mo. And 90688 > 36 mo.	\$ 35.00	
MNVFC Immunizations (Child and Adult)	\$ 19.00	
Mantoux (Serum, Admin, and Read)	\$ 31.00	
Mantoux (Admin and Read Only)	\$ 19.00	

**CHILD SUPPORT AND OTHER COLLECTIONS**

IV-D, CASE OPENING FOR NON-PUBLIC ASSISTANCE CLIENTS	\$ 25.00	
IV-E FOSTER CARE		Varies
ADMIN FOSTER CARE / NON SED		Varies
SED FOSTER CARE, PARENTAL FEE WORKSHEET		Varies
DETOX, use sliding fee scale when financial info is supplied		Varies

**HIGHWAY DEPARTMENT**

<b>EQUIPMENT (including Operator):</b>		
Motor Grader	\$ 90.00	per hour
Tandem Truck	\$ 100.00	per hour
Single Axle Truck	\$ 95.00	per hour
3 Cubic Yard Articulating Loader	\$ 85.00	per hour
Dozer	\$ 85.00	per hour
Tractor	\$ 55.00	per hour
Tractor/Loader/Backhoe	\$ 75.00	per hour
Track Backhoe	\$ 85.00	per hour
ASV Posi Track with Brush Head	\$ 80.00	per hour
Tractor/Mower	\$ 75.00	per hour
Sioux Steamer w/Truck	\$ 45.00	per hour
Self Propelled Steel Drum Roller	\$ 55.00	per hour

**MATERIALS (for Other Governmental Units Only):**

Deicing Salt/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring bid unit price

MATERIAL (for Private Sale):	
E-911 Address (includes sign and post)	\$ 30.00 each
Mailbox Supports	\$ 53.44 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	60% of Inventory Cost

MISCELLANEOUS:	
Driveway Approach Deposits	\$ 500.00 Refundable
Utility Permit	\$ 50.00 each

**IT DEPARTMENT**

REPORTS OR LABELS See Common Fees Section

CD OR EMAIL FILE \$ 50.00 minimum or \$0.04 per parcel, whichever is greater

**RECORDER'S OFFICE**

*Rates established by the State are subject to change without notice.*

RECORDING FEE	\$ 46.00 per document
RECORDING WELL CERTIFICATE	\$ 50.00
OVERSIZE COPIES (up to 36 inches)	\$ 5.00
COPY OF OFFICIAL PLAT	\$ 10.00
Certification on Official Plat	\$ 5.00
CERTIFIED COPIES OF DOCUMENTS	\$ 10.00
COPIES OF RECORDED DOCUMENTS	\$ 1.00 per page
FAX FEE	Refer to Common Fees Section
FAX OR EMAIL FEE FOR RECORDED DOCUMENTS	\$5.00 base fee, plus \$1.00 per page
FILING FEES	
Credentials of Minister	\$ 20.00
Notary Commission	\$ 20.00
VITAL RECORDS	
Birth Certificates	\$ 26.00
Additional Birth Certificate at same time	\$ 19.00
Death Certificates	\$ 13.00
Additional Death Certificates at same time	\$ 6.00

**SHERIFF'S OFFICE**

ALARM FEES

Initial	\$ 20.00
Renewal	\$ 5.00
Non-compliance Fee	\$ 50.00
False Alarms - Per each after third	\$ 50.00

GUN PERMIT TO CARRY

New	\$ 100.00
Renewal	\$ 75.00

BACKGROUND CHECKS

\$ 10.00

REPORTS AND ICR'S

Victim	No charge
Walk-in	\$ 0.25 per page (single or double sided)
By mail	\$ 0.25 per page plus postage costs

AUDIO/VIDEO/PHOTOGRAPHY

Audio CD's	\$ 10.00
Transcript of audio recordings	\$ 4.00 per page
Photographs/Digital by disk	\$ 10.00
Booking photos	\$ 5.00
Video Recordings - VHS	\$ 16.00
Video Recordings - DVD	\$ 10.00

FINGERPRINTING

Aitkin County Resident	No charge
Non-resident	\$ 10.00

BOAT & WATER

Raft Permits \$ 2.00 per year (renewed in 5 year increments)

CIVIL PROCESS

<sup>1</sup> For Paper Service, \$100.00 Deposit is required.

Charge per person served/Not found	\$ 30.00 plus mileage noted below
Mileage charge per attempt (round trip)	\$ 0.60 per mile
Mileage charge for City of Aitkin	\$ 1.00



Charge for Real Estate Sales	\$ 50.00
Mechanics Lien Sale	\$ 50.00 plus mileage
Cancelled real estate sale w/no notification	\$ 50.00
Redemption fee on redeemed real estate	\$ 250.00 plus \$30.00 for each rescheduling of redemption date
Posting three notices of sale	\$ 45.00 plus mileage
Charge for sending a fax	See Common Fees Section
Levy fee on a Writ of Execution	\$ 20.00
Commission on Writ \$ Levied upon	5%
Deputy Time	actual cost plus mileage

**STORAGE FEES**

Vehicle	\$ 5.00 per day
Boat	\$ 1.00 per foot, per day
Snowmobile	\$ 5.00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$5.00 per day storage

<sup>1</sup> If the actual fee exceeds the amount of deposit, you will be billed for the additional amount. When the actual amount of the fee is less than your deposit, you will receive a refund with your affidavit.

Securing and safety keeping property in replevin, attachment or an execution \$ based on time spent and hourly rate of pay for Deputy executing the process.

Contact the Sheriff's Office for Writ of Execution Instructions.

**SHERIFF'S OFFICE (JAIL)**

<b>BOARDING OF PRISONERS</b>	per Sheriff
BOOKING FEE	\$ 20.00
FINGERPRINTING	\$ 10.00 for out of county
HUBER FEES	\$ 20.00 per day
JAIL NURSE	
Co-pay	\$ 5.00
Medication Co-Pay	\$ 5.00
PAY TO STAY	\$ 20.00 per day
URINALYSIS	
STS	\$ 10.00
Huber	\$ 10.00

**TREASURER'S OFFICE**

<b>MARRIAGE LICENSE</b>	
(with Premarital Education)	\$ 40.00
(without Premarital Education)	\$ 115.00
MARRIAGE CERTIFICATE	\$ 9.00
PASSPORT	Varies
RESEARCH FEE	\$ 25.00 per hour
TAX STATEMENTS - Duplicate	\$ 2.00



# Board of County Commissioners Agenda Request

2 G  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Motor Pool Vehicle Purchase

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Please see the attached memo and supporting documents.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Motor Pool purchase of 2018 Chevy Traverse from Brandl Chevrolet for \$28,465 and 2018 Ford Taurus from Aitkin Motors for \$21,251 for a combined total cost of \$49,716 plus taxes and fees.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: County Board**  
**FROM: Jessica Seibert, County Administrator**  
**RE: Motor Pool Vehicle Purchase**  
**DATE: February 8, 2018**

Our Motor Pool Fleet currently consists of 10 vehicles. They are:

- 6 Ford Escapes
- 2 Chevrolet Equinox
- 1 Town & Country Van
- 1 Chevrolet Malibu

Our 2007 Town & Country van, along with the 2011 Chevrolet Malibu are due to be replaced this year. It is the last year we have older vehicles to replace and we will then be on schedule to replace vehicles every 5 years, two each year.

Staff proposes replacing the Town & Country van with either a Ford Explorer or a Chevrolet Traverse. Other than WIC and occasionally the Land Department, the van is not well utilized. A 4WD or AWD vehicle is recommended as this vehicle will be hauling people and equipment in all types of weather situations. Staff also proposes replacing the Malibu with a larger sedan, such as a Ford Taurus or Chevy Impala. There should be at least one sedan in the Motor Pool fleet and staff prefers the larger sedans over the smaller ones as they are roomier and feel safer.

Staff did contact Mid-State Auto Auction in New York Mills. The Auto Auction requires making a decision based on vehicle year and mileage. There is no other information provided, no opportunity to test drive the vehicle, and no warranty is offered.

Aitkin Motor Company and Brandl Chevrolet were asked to provide government pricing for the vehicles listed below. Staff also checked state bid pricing.

## Aitkin Motors

2018 Ford Explorer	\$25,068
+ 4WD	<u>\$ 4,990</u>
	\$30,058

<b>2018 Ford Taurus</b>	<b>\$21,251</b>
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**Brandl Chevrolet**

<b>2018 Chevy Traverse</b>	\$26,565
<b>+ AWD</b>	<u>\$ 1,900</u>
	<b>\$28,465</b>

2018 Chevrolet Impala \$22,490

**State Bid Pricing**

2018 Ford Explorer 4WD	\$26,240
2018 Ford Taurus	\$20,349
2018 Chevy Traverse AWD	\$26,557
2018 Chevy Impala	\$23,769

In consideration of past Board practice and direction, staff recommends purchasing 2018 AWD Chevy Traverse from Brandl Chevrolet at a cost of \$28,465, and a 2018 Ford Taurus from Aitkin Motors at a cost of \$21,251 for a total of \$49,716, plus taxes and fees.

Please note: Motor Pool has budgeted \$43,000.00 for vehicle replacement in 2018. We anticipate receiving \$8,000 to \$10,000 for the Town & Country van and Chevy Malibu via auction to remain within budget.



Dimensions: 204" L x 79" W x 70" H

Seating capacity: 7, 8

Configurations

>From \$31,700-\$39,000

Cargo Area is 4'X 4' and about 3' 4" high at the lowest point (would not be a problem for WIC) Cody quoted me a price of \$32,862 for the demo that had 2700 miles on it with all wheel drive.

Ford: Jeff Rikala 218-232-0445

Explorer: <http://www.ford.com/suvs/explorer/2017/features/design/?gnav=vhpnav>

Estimated MPG:

2017 Ford Explorer

Sport utility vehicle

Fuel tank capacity: 18.6 gal

Towing capacity: 2,000 to 5,000 lbs

MPG: Up to 19 city / 27 highway

Dimensions: 198" L x 79" W x 70" H

Seating capacity 8

Configurations

>From \$31,660--\$41,000

Cargo are is 4' x 4' and about 3'6" high. Jeff Quoted me a price of \$31,500 for a new base model with all wheel drive. This model seemed very similar to the Chevy.

The only difference I really see between the two might be the mileage. The Explorer has the EcoBoost option which helps with MPG.

I hope you find this helpful. Let me know if there is anything else you need moving forward.

Liz

CNGP530

VEHICLE ORDER CONFIRMATION

01/11/18 12:22:50

==>

Dealer: F58482

2018 EXPLORER 4-DOOR

Page: 1 of 1

Order No: 8888 Priority: C1 Ord FIN: QC475 Order Type: 5B Price Level: 815  
Ord Code: 100A Cust/Flt Name: AITKIN COUNTY PO Number:

RETAIL

RETAIL

K7B 4DR FWD BASE \$31990  
.112.6" WB

B4A NET INV FLT OPT NC  
PRICED DORA NC

YZ OXFORD WHITE

DEST AND DELIV 995

7 CLOTH BUCKET

TOTAL BASE AND OPTIONS 32985

L MED LT STONE

TOTAL 32985

100A EQUIP GRP

\*THIS IS NOT AN INVOICE\*

.18" PNTD ALUM

998 .3.5L V6 TIVCT NC

44J .6-SPD AUTO TRAN NC

.P245/60R18 A/S

FLEX-FUEL

153 FRT LICENSE BKT NC

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

*\$ 25,068*

*Plus \$4990 for 4x4*

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC092031



Disclaimer: This window sticker is only representative of the information contained on an actual window sticker, and may or may not match the actual window sticker on the vehicle itself. Please see your retailer for further information.

**Vehicle Description**

**EXPLORER 2018 4DR FWD BASE**  
**4-DOOR 3.5L TI-VCT V6 ENGINE**  
**6-SPEED AUTO TRANSMISSION**

VIN 1FM5K7B89JG A68331

**Exterior**  
 OXFORD WHITE  
**Interior**  
 MEDIUM LIGHT STONE  
 INTERIORCLOTH BUCKET

**Standard Equipment INCLUDED AT NO EXTRA CHARGE**

**EXTERIOR**

- . EASY FUEL CAPLESS FILLER
- . INTEGRATED BLIND SPOT MIRR
- MANUAL FOLD
- . REAR INT WIPER/WASH/DFRST
- . TAILLAMPS-LED
- . VARIABLE INTERVAL WIPERS

**INTERIOR**

- . 2ND ROW 60/40 FOLD FLAT
- . CARPETED FLOOR MATS
- . CLOTH BUCKET FRONT SEATS
- . LEATHER SHIFT KNOB
- . POWER DRIV SEAT - 8-WAY
- . SMART CHARGING USB PORT(1)
- CRUISE & AUDIO CONTROLS

**FUNCTIONAL**

- . AM/FM, MP3, 6-SPEAKERS
- . CURVE CONTROL
- . MYKEY®
- . POWER STEERING W/EPAS
- . REMOTE KEYLESS ENTRY
- . SYNC® WITH APPLINK®

**SAFETY/SECURITY**

- . AIRBAGS - DUAL STAGE FRONT
- MOUNTED SIDE IMPACT
- . FRONT PASS. KNEE AIRBAG
- . INDIV TIRE PRESS MONIT SYS
- . SECURILOCK® ANTI-THEFT SYS

**WARRANTY**

- . 5YR/60,000 POWERTRAIN

- . DOOR HANDLES - BLACK
- . HEADLAMPS - AUTOMATIC
- . MIRRORS-HTD/POWER GLASS,
- PRIVACY GLASS - REAR DOORS
- . REAR SPOILER, BODY COLOR
- . TRAILER SWAY CONTROL
- . 1TOUCH UP/DOWN DR/PASS WIN
- . 3RD ROW - 50/50 FOLD FLAT
- . CENTER CONSOLE W/ARMREST
- . DUAL ILLUM VIS VANITY MIRR
- . MANUAL A/C, SINGLE ZONE
- . POWERPOINTS - 12V
- . STEERING:TILT/TELESCOPE,
- 4.2" LCD CTR STACK SCREEN
- . BRAKES, 4-WHEEL DISC/ABS
- . HILL START ASSIST
- . POWER LOCKS AND WINDOWS
- . REAR VIEW CAMERA
- . SELECTSHIFT®
- . ADVANCETRAC WITH RSC
- . AIRBAGS - FRONT SEAT
- . AIRBAGS - SAFETY CANOPY
- . FRT-PASS SENSING SYSTEM
- . LATCH CHILD SAFETY SYSTEM
- . SOS POST CRASH ALERT SYS
- . 3YR/36,000 BUMPER / BUMPER
- . 5YR/60,000 ROADSIDE ASSIST

**Price Information**  
**STANDARD VEHICLE**  
**PRICE**

**MSRP**  
**\$31,990**

**Included on this Vehicle**  
 EQUIPMENT GROUP 100A

**Optional Equipment**

- 2018 MODEL YEAR
- OXFORD WHITE
- MEDIUM STONE CLOTH SEATS
- .18" PAINTED ALUMINUM WHEELS
- .3.5L TI-VCT V6 ENGINE
- .6-SPEED AUTO TRANSMISSION
- .P245/60R18 A/S BSW TIRES
- SIRIUSXM RADIO
- FLEX-FUEL CAPABILITY
- FRONT LICENSE PLATE BRACKET

195

TOTAL VEHICLE & OPTIONS 32,185  
 DESTINATION & DELIVERY 995

**TOTAL MSRP \$33,180**

Disclaimer: Option pricing will be blank for any item that is priced as 0 or "No Charge".

**Vehicle Engine Information**

Actual mileage will vary with options, driving conditions, driving habits and vehicle's condition. Results reported to EPA indicate that the majority of vehicles with these estimates will achieve between \_ and \_ mpg in the city and between \_ and \_ mpg on the highway. For Comparison Shopping all vehicles classified as have been issued mileage ratings from \_ to \_ mpg city and \_ to \_ mpg highway.



**CITY MPG**  
**17**  
**HIGHWAY**  
**MPG**  
**24**

Estimated Annual Fuel Cost: \$



Ford Extended Service Plan is the ONLY service contract backed by Ford and honored by the Ford and Lincoln dealers. Ask your dealer for prices and additional details or see our website at [www.Ford-ESP.com](http://www.Ford-ESP.com).



CNGP530

VEHICLE ORDER CONFIRMATION

01/11/18 12:39:05

==>

Dealer: F58482

2018 TAURUS

Page: 1 of 1

Order No: 8888 Priority: C1 Ord FIN: QC475 Order Type: 5B Price Level: 815  
Ord Code: 100A Cust/Flt Name: AITKIN COUNTY PO Number:

RETAIL

RETAIL

P2D FWD SE \$27595

DEST AND DELIV \$875

YZ OXFORD WHITE

TOTAL BASE AND OPTIONS 28470

7 CLOTH BUCKETS

TOTAL 28470

D DUNE

\*THIS IS NOT AN INVOICE\*

100A EQUIP GRP

. FLEX FUEL

998 .3.5L V6 TIVCT NC

44J .6-SPD AUTO TRAN NC

FRT LICENSE BKT NC

451 2.77 REG AXLE NC

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

PRICED DORA NC

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC092031

*#21,251*



Disclaimer: This window sticker is only representative of the information contained on an actual window sticker, and may or may not match the actual window sticker on the vehicle itself. Please see your retailer for further information.

**Vehicle Description**

**TAURUS**

**2018 FWD SE  
3.5L V6 TIVCT ENGINE  
6-SPEED AUTO TRANSMISSION**

VIN 1FAHP2D83JG 109271

**Exterior**

OXFORD WHITE

**Interior**

DUNECLOTH BUCKET 5-PASSENGER

**Standard Equipment INCLUDED AT NO EXTRA CHARGE**

**EXTERIOR**

- . EASY FUEL CAPLESS FILLER
- . GLASS - SOLAR-TINTED
- . LED TAILLAMPS
- INTEGRATED SPOTTER MIRROR

**INTERIOR**

- . 60/40 SPLIT FOLD REAR SEAT CONTROL, SINGLE ZONE
- . CLOTH BUCKET FRONT SEATS
- . FLOORMATS -1ST AND 2ND ROW
- . MAP POCKETS- DRIVER & PASS
- 6-WAY
- . TILT STEERING WHL/ CRUISE

**FUNCTIONAL**

- . 4-WHL DISC BRAKES W / ABS
- . CURVE CONTROL
- . REAR VIEW CAMERA
- . SECURICODE KEYLESS KEYPAD
- . TORQUE VECTORING CONTROL

**SAFETY/SECURITY**

- . AIRBAGS - DUAL STAGE FRONT MOUNTED SIDE IMPACT CURTAINS
- . SECURILOCK® ANTI-THEFT SYS
- . TPMS

**WARRANTY**

- . 5YR/60,000 POWERTRAIN

- . DOOR HANDLES - BODY COLOR
- . EXHAUST TIPS - CHROME
- . HEADLAMPS - AUTO HALOGEN
- . MANUAL FOLD/POWER
- . WIPERS- INTERMITTENT
- . 1-TOUCH UP/DOWN DRIVER WIN
- . A/C W/MANUAL CLIMATE
- . CENTER CONSOLE W/STORAGE
- . DUAL ILLUM VANITY MIRRORS
- . ILLUMINATED ENTRY SYSTEM
- . POWER DRIV AND PASS SEATS
- . POWERPOINTS (3)
- & AUDIO CONTROLS
- . 4.2" LCD CTR STACK SCREEN
- . AM/FM SINGLE CD/MP3/6SPKR
- . MYKEY®
- . REMOTE KEYLESS ENTRY
- . SYNC® WITH APPLINK®
- . AIRBAG - DRIVER KNEE
- . AIRBAGS - FRONT SEAT
- . AIRBAGS - SIDE AIR
- . FRT-PASS SENSING SYSTEM
- . SOS POST CRASH ALERT SYS
- . 3YR/36,000 BUMPER / BUMPER
- . 5YR/60,000 ROADSIDE ASSIST

**Price Information  
STANDARD VEHICLE  
PRICE**

**MSRP  
\$27,595**

**Included on this Vehicle  
EQUIPMENT GROUP 100A**

**Optional Equipment**

- 2018 MODEL YEAR
- OXFORD WHITE
- DUNE
- . FLEXIBLE FUEL
- . 3.5L V6 TIVCT ENGINE
- . 6-SPEED AUTO TRANSMISSION
- FRONT LICENSE PLATE BRACKET
- HEATER, ENGINE BLOCK
- 2.77 RATIO REGULAR AXLE

TOTAL VEHICLE & OPTIONS	27,595
DESTINATION & DELIVERY	875

**TOTAL MSRP \$28,470**

Disclaimer: Option pricing will be blank for any item that is priced as 0 or "No Charge".

**Vehicle Engine Information**

Actual mileage will vary with options, driving conditions, driving habits and vehicle's condition. Results reported to EPA indicate that the majority of vehicles with these estimates will achieve between \_ and \_ mpg in the city and between \_ and \_ mpg on the highway. For Comparison Shopping all vehicles classified as have been issued mileage ratings from \_ to \_ mpg city and \_ to \_ mpg highway.

*Example*



**CITY MPG  
18  
HIGHWAY  
MPG  
27**

Estimated Annual Fuel Cost: \$



Ford Extended Service Plan is the ONLY service contract backed by Ford and honored by the Ford and Lincoln dealers. Ask your dealer for prices and additional details or see our website at [www.Ford-ESP.com](http://www.Ford-ESP.com).

2018 Fleet/Non-Retail Chevrolet Traverse FWD 4dr LS w/1LS 1NB56

**PRICING SUMMARY**

PRICING SUMMARY - 2018 Fleet/Non-Retail 1NB56 FWD 4dr LS w/1LS

	<u>MSRP</u>
Base Price	32,600
Total Options:	\$0.00
Vehicle Subtotal	32,600
Advert/Adjustments	\$0.00
Destination Charge	\$995.00
<b>GRAND TOTAL</b>	<b>33,595</b>

Brand L price 26,565  
+TAX  
+LIC

Add AWD # +1900-

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 528.0, Data updated 1/30/2018  
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Customer File:

2018 Fleet/Non-Retail Chevrolet Traverse FWD 4dr LS w/1LS 1NB56

**SELECTED MODEL & OPTIONS**

**SELECTED MODEL - 2018 Fleet/Non-Retail 1NB56 FWD 4dr LS w/1LS**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
1NB56	2018 Chevrolet Traverse FWD 4dr LS w/1LS	

**SELECTED VEHICLE COLORS - 2018 Fleet/Non-Retail 1NB56 FWD 4dr LS w/1LS**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
-	Interior: No color has been selected.	
-	Exterior 1: No color has been selected.	
-	Exterior 2: No color has been selected.	

**SELECTED OPTIONS - 2018 Fleet/Non-Retail 1NB56 FWD 4dr LS w/1LS**

**CATEGORY**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
<b>EMISSIONS</b>		
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00
<b>ENGINE</b>		
LFY	ENGINE, 3.6L V6, SIDI, VVT	\$0.00
<b>TRANSMISSION</b>		
M3V	TRANSMISSION, 9-SPEED AUTOMATIC	\$0.00
<b>PREFERRED EQUIPMENT GROUP</b>		
1LS	LS PREFERRED EQUIPMENT GROUP	\$0.00
<b>WHEELS</b>		
PXJ	WHEELS, 18" (45.7 CM) BRIGHT SILVER PAINTED ALUMINUM	\$0.00
<b>TIRES</b>		
QO5	TIRES, P255/65R18 ALL-SEASON BLACKWALL	\$0.00
<b>PAINT</b>		
GAZ	SUMMIT WHITE	\$0.00
<b>PAINT SCHEME</b>		

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 528.0, Data updated 1/30/2018  
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Customer File:

2018 Fleet/Non-Retail Chevrolet Traverse FWD 4dr LS w/1LS 1NB56

**SELECTED MODEL & OPTIONS**

**SELECTED OPTIONS - 2018 Fleet/Non-Retail 1NB56 FWD 4dr LS w/1LS**

**CATEGORY**

<b><u>Code</u></b>	<b><u>Description</u></b>	<b><u>MSRP</u></b>
PAINT SCHEME		
—	STANDARD PAINT	\$0.00
SEAT TYPE		
AR9	SEATS, FRONT BUCKET	\$0.00
SEAT TRIM		
H1T	JET BLACK, PREMIUM CLOTH SEAT TRIM	\$0.00
RADIO		
IOA	AUDIO SYSTEM, CHEVROLET MYLINK RADIO	\$0.00
<b>OPTIONS TOTAL</b>		<b>\$0.00</b>

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 528.0, Data updated 1/30/2018  
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Customer File:



2018 Fleet/Non-Retail Chevrolet Impala 4dr Sdn LS w/1FL 1GX69

**SELECTED MODEL & OPTIONS**

**SELECTED MODEL - 2018 Fleet/Non-Retail 1GX69 4dr Sdn LS w/1FL**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
1GX69	2018 Chevrolet Impala 4dr Sdn LS w/1FL	\$27,895.00

**SELECTED VEHICLE COLORS - 2018 Fleet/Non-Retail 1GX69 4dr Sdn LS w/1FL**

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

**SELECTED OPTIONS - 2018 Fleet/Non-Retail 1GX69 4dr Sdn LS w/1FL**

**CATEGORY**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
EMISSIONS		
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00
ENGINE		
LFX	ENGINE, 3.6L DOHC V6 DI WITH VARIABLE VALVE TIMING (VVT)	\$1,095.00
TRANSMISSION		
M7W	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY-CONTROLLED WITH OVERDRIVE	INC
AXLE		
D70	AXLE, 2.77 FINAL DRIVE RATIO	INC
PREFERRED EQUIPMENT GROUP		
1FL	LS PREFERRED EQUIPMENT GROUP	\$0.00
PAINT		
GAZ	SUMMIT WHITE	\$0.00
PAINT SCHEME		
—	STANDARD PAINT	\$0.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 528.0, Data updated 1/30/2018  
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Customer File:

2018 Fleet/Non-Retail Chevrolet Impala 4dr Sdn LS w/1FL 1GX69

**SELECTED MODEL & OPTIONS**

SELECTED OPTIONS - 2018 Fleet/Non-Retail 1GX69 4dr Sdn LS w/1FL

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
SEAT TYPE		
A51	SEATS, FRONT BUCKET	\$0.00
SEAT TRIM		
H0X	JET BLACK/DARK TITANIUM, PREMIUM CLOTH/LEATHERETTE SEAT TRIM	\$0.00
RADIO		
IO5	AUDIO SYSTEM, CHEVROLET MYLINK RADIO WITH 8" DIAGONAL COLOR TOUCH-SCREEN, AM/FM STEREO	\$0.00
ADDITIONAL EQUIPMENT		
T67	BATTERY, 70AH, MAINTENANCE FREE WITH RUNDOWN PROTECTION, HEAVY-DUTY 512 COLD-CRANKING AMPS	INC
NWT	EXHAUST, DUAL STAINLESS-STEEL WITH HIDDEN, TURNED-DOWN TIPS	INC
<b>OPTIONS TOTAL</b>		<b>\$1,095.00</b>

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

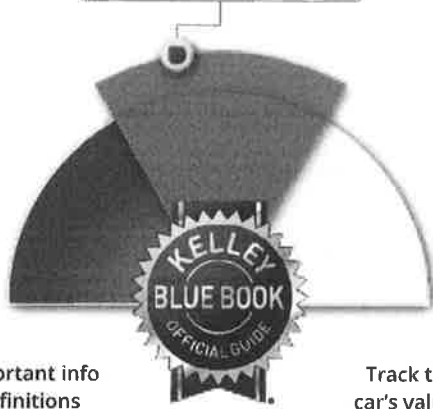
GM AutoBook, Data Version: 528.0, Data updated 1/30/2018  
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Customer File:



Home > What's My Car Worth > Style > Options & Condition > LT Sedan 4D

- Trade In to a Dealer
- Get an Instant Cash Offer
- Sell to a Private Party

Private Party Range  
**\$6,105 - \$7,857**  
 Private Party Value  
**\$6,688**



**i** Important info & definitions

Track this car's values

Valid for ZIP Code 56431 through 01/11/2018

Write a review on your 2011 Chevrolet

Value based on:

Fair	Good	<b>Very Good</b>	Excellent
------	------	------------------	-----------

### Sell Your Current Car

Reach millions of buyers on KBB.com and AutoTrader.com

Place an ad

### New Cars You Might Like



2017 Chrysler 200

2016 Chevrolet Malibu Limited

2018 Ford Fusion

### Get an Instant Cash Offer

Local dealers are ready to buy your current car

### See Local Prices

(19 Malibu Listings Found)

### Next Steps: Find a Car

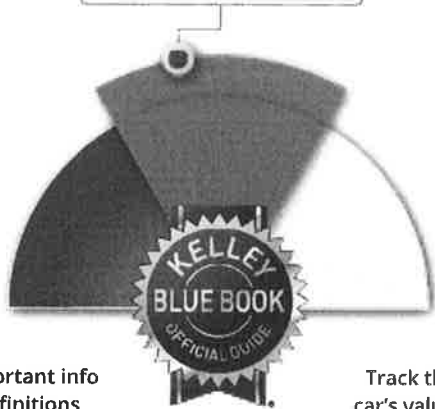
Browse reviews, photos, specs and more.

See what you should pay

Home > What's My Car Worth > Style > Options & Condition > Touring Minivan 4D

<a href="#">Trade In to a Dealer</a>	<a href="#">Get an Instant Cash Offer</a>	<a href="#">Sell to a Private Party</a>
--------------------------------------	---	---

Private Party Range  
**\$3,643 - \$4,731**  
 Private Party Value  
**\$4,011**



**i** Important info & definitions

Track this car's values

Valid for ZIP Code 56431 through 01/11/2018

Write a review on your 2007 Chrysler

Value based on:

Fair	Good	Very Good	Excellent
------	------	-----------	-----------

### Sell Your Current Car

Reach millions of buyers on KBB.com and AutoTrader.com

[Place an ad](#)

### New Cars You Might Like



2017 Ram ProMaster City

2017 Dodge Grand Caravan Passenger

2017 Ford Transit Connect Passenger

### Get an Instant Cash Offer

Local dealers are ready to buy your current car

### See Local Prices

(4 Town & Country Listings Found)

### Next Steps: Find a Car

Browse reviews, photos, specs and more.

[See what you should pay](#)



Aitkin  
County

# Board of County Commissioners Agenda Request

2H  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Checks for Financial Support to Sobriety Court

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

<b>Submitted by:</b> Jill McKenzie	<b>Department:</b> Sobriety Court
---------------------------------------	--------------------------------------

<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
------------------------------------	-------------------------------

**Summary of Issue:**

Please accept (2) checks for financial support to Sobriety Court:

- \$100 from City of Tamarack
- \$100 from City of Hill City

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

**Recommended Action/Motion:**

Accept (2) checks for financial support to Sobriety Court.

**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:**

**Aitkin County Sobriety Court**  
**204 First Street NW**  
**Aitkin, MN 56431**  
**218/831-8438**  
**218/927-6223 FAX**  
**jill.mckenzie@courts.state.mn.us**

# Memo

**To:** Office of Aitkin County Auditor  
**From:** Jill McKenzie, Aitkin County Sobriety Court  
**Date:**  
**Re:** Sobriety Court Receipt

Funds received

Please deposit into Dept 257- Project Code 022 - #5135

Please accept the following as financial support for Aitkin County Sobriety Court from The City of Tamarack.

Thank you.

THIS CHECK IS DELIVERED FOR PAYMENT ON THE FOLLOWING ACCOUNTS			
DATE	AMOUNT		
<b>TOTAL</b>			
LESS	% DISCOUNT		
LESS			
<b>TOTAL DEDUCTIONS</b>			
<b>AMOUNT OF CHECK</b>			

**THE CITY OF TAMARACK**  
 255 MAIN ST N P O BOX 98  
 TAMARACK, MN 55787  
 PH 218-768-0975

8479  
75-1678/912

DATE 1-4-18

PAY TO THE ORDER OF Aitkin County Sobriety \$ 100<sup>00</sup>/<sub>100</sub>

one hundred & 00/100 DOLLARS

**GRAND TIMBER BANK**  
 PO Box 220, McGregor, MN 55760  
 Phone (218) 768-2410  
 www.grandtimberbank.com

**TWO SIGNATURES REQUIRED**

*James J. Cyrus*  
*Kathy Dauge*

FOR \_\_\_\_\_

⑈008479⑈ ⑆091216780⑆ 95⑈062⑈

**Aitkin County Sobriety Court**  
204 First Street NW  
Aitkin, MN 56431  
218/831-8438  
218/927-6223 FAX  
jill.mckenzie@courts.state.mn.us

# Memo

**To:** Office of Aitkin County Auditor  
**From:** Jill McKenzie, Aitkin County Sobriety Court  
**Date:** 1/22/2018  
**Re:** Sobriety Court Receipt

Funds received

Please deposit into Dept 257- Project Code 022 - #5135

Please accept the following as financial support for Aitkin County Sobriety Court from The City of Hill City.

Thank you.

018030

**CITY OF HILL CITY**  
125 LAKE AVE.  
P.O. BOX 160 PH. 218-697-2301  
HILL CITY, MN 55748

**WOODLAND BANK**  
HILL CITY, MN 55748  
75-1516-912

1/10/2018

\*\*\*\*\*100.00

PAY TO THE  
ORDER OF

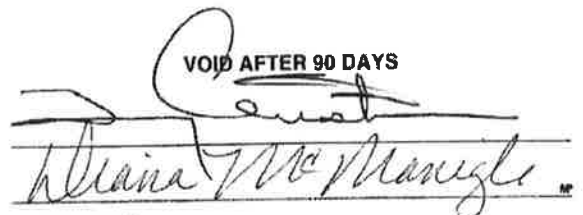
Aitkin County Sobriety Court

One Hundred Dollars And No Cents

DOLLARS

Aitkin County Sobriety Court  
209 2nd St. NW  
Aitkin, MN 56431

VOID AFTER 90 DAYS



MEMO

⑈018030⑈ ⑆091215163⑆ 70000700⑈



# Board of County Commissioners Agenda Request

21  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Taxpayer Name Search on Aitkin County GIS

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

<b>Submitted by:</b> Mike Dangers <i>MD</i>	<b>Department:</b> County Assessor
--	---------------------------------------

<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
------------------------------------	-------------------------------

**Summary of Issue:**

The public-facing Aitkin County Geographic Information System (GIS) currently allows all users the ability to search for parcel data using taxpayer name. This functionality has concerned law enforcement and other staff due to the ease by which any user, including criminals, can search for data on the GIS.

Many counties in Minnesota do not allow this functionality. Please see the attached page for a copy of a map that shows which counties allow this type of search capability. Dan Haasken, GIS Coordinator, recently surveyed counties to create this map to enable the Board to make a more informed decision on this matter.

A group consisting of Sheriff Scott Turner, Attorney Jim Ratz, Administrator Jessica Seibert, Assessor Mike Dangers, and GIS Coordinator Dan Haasken, met on several occasions to discuss and consider alternatives regarding this topic. We have come to a consensus and request that the County Board pass a motion to direct County Staff to not allow the public the ability to search for data on the GIS system using taxpayer name. There are several other search methods available that would not be affected by this change.

Please contact any members of the group with questions.

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

**Recommended Action/Motion:**

Please pass a motion to change the search options on the Aitkin County GIS to not allow public taxpayer name search effective immediately.

**Financial Impact:**

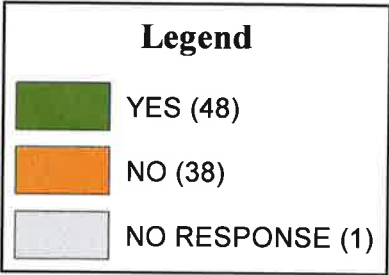
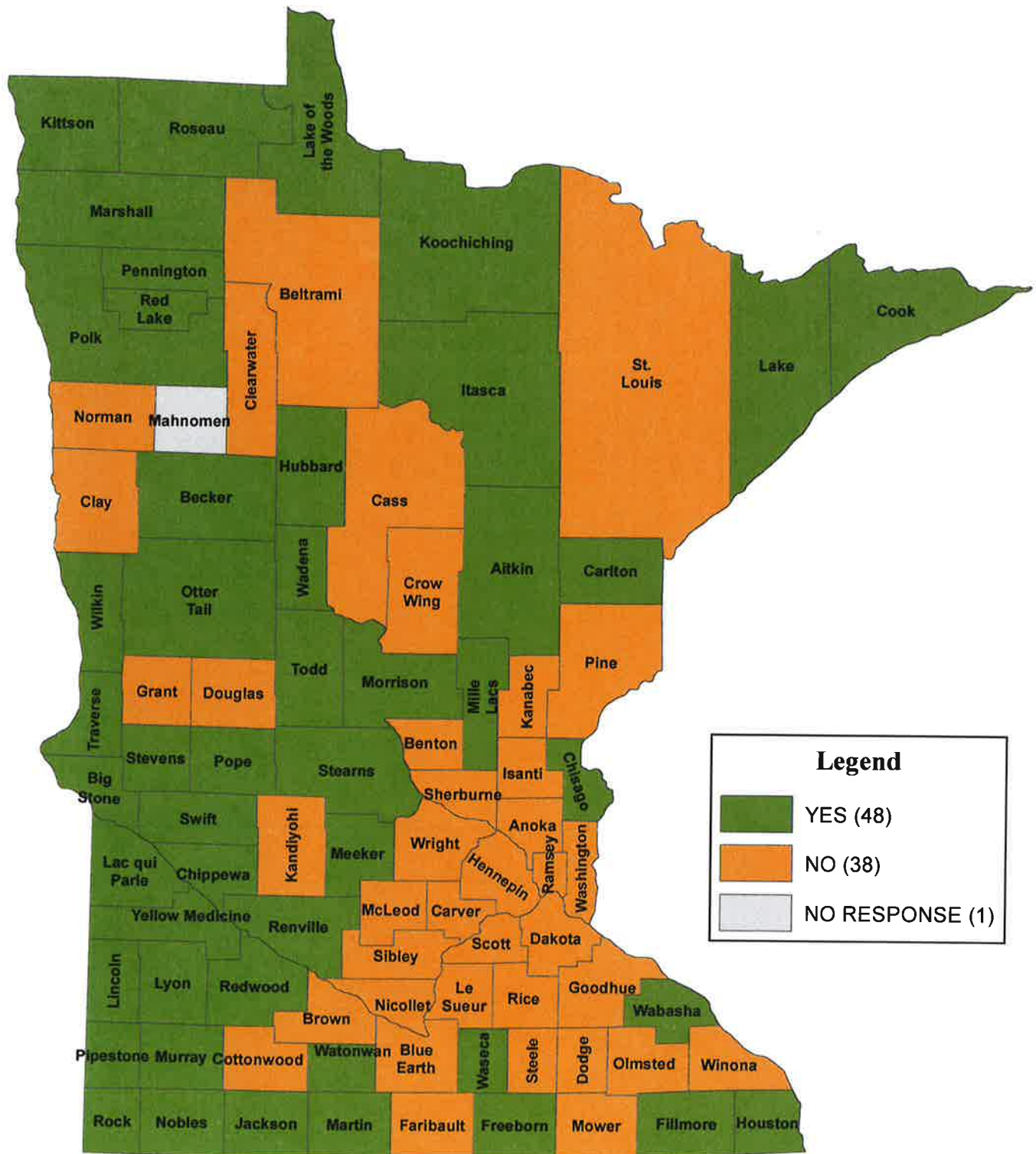
Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

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

# Does your County Allow Searching by Owner or Taxpayer Name in a Free Public Facing Web Application?





# Board of County Commissioners Agenda Request

25  
Agenda Item #

Requested Meeting Date: 2/13/18

Title of Item: Reaffirming Change Funds

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*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*
<b>Submitted by:</b> Lori Grams - County Treasurer		<b>Department:</b> Treasurer
<b>Presenter (Name and Title):</b> Lori Grams - County Treasurer		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b>  Reaffirm Change funds that the county holds.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> To Approve		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No    Please Explain:		

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



By Commissioner: xx

20180213-0xx

Reaffirming Petty Cash Funds

BE IT RESOLVED, the Aitkin County Board of Commissioners reaffirms the following change funds.

Treasurer	\$800.00
Recorder	\$1000.00
Health	\$50.00
Human Resources	\$500.00
Sheriff	\$400.00
License Center	<u>\$250.00</u>
Total General Fund	\$3000.00
Emergency Revolving fund	\$3000.00
Red Box Fund	<u>\$150.00</u>
Total Health and Human Services	\$3150.00
Long Lake Conservation Center	\$1350.00
Total for all change funds	\$7500.00

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13<sup>th</sup> day of February 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13<sup>th</sup> day of February 2018

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



# Board of County Commissioners Agenda Request

2K  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** LG220 Application for Exempt Permit - Up North Riders ATV Club Inc

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  Please adopt the following resolution:  BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Up North Riders ATV Club Inc., at the following location – Fisherman’s Bay, which has an address of 50933 State Highway 65, McGregor, MN 55760 – Workman Township. (Note: Date of activity for Raffle – October 13th, 2018)		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  Adopt Resolution		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED February 13, 2018

By Commissioner: xx

**20180213-0xx**

**Form LG220 – Up North Riders ATV Club Inc.**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Up North Riders ATV Club Inc., at the following location – Fisherman’s Bay, which has an address of 50933 State Highway 65, McGregor, MN 55760 – Workman Township. (Note: Date of activity for Raffle – October 13<sup>th</sup>, 2018)

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13<sup>th</sup> day of February 2018, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 13<sup>th</sup> day of February 2018**

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



# Board of County Commissioners Agenda Request

2L  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** LG220 Application for Exempt Permit - Lawler Area Community Club

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  Please adopt the following resolution:  BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Lawler Area Community Club, at the following location – Jackson’s Hole, which has an address of 36232 Kestrel Avenue, MN 55760 – Salo Township. (Note: Date of activity for Raffle – April 21, 2018)		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  Adopt Resolution		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xx

20180213-0xx

**Form LG220 – Lawler Area Community Club**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Lawler Area Community Club, at the following location – Jackson’s Hole, which has an address of 36232 Kestrel Avenue, MN 55760 – Salo Township. (Note: Date of activity for Raffle – April 21, 2018)

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13<sup>th</sup> day of February 2018, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 13<sup>th</sup> day of February 2018**

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



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** 2/13/2018

**Title of Item:** FSC certification presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Land Commissioner	<b>Department:</b> Land Department
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<b>Presenter (Name and Title):</b> Mark Jacobs	<b>Estimated Time Needed:</b> 15-minutes
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**Summary of Issue:**

Dave Bubser from Rainforest Alliance will present on Aitkin County's FSC certification.

**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:*



# Board of County Commissioners Agenda Request

3B  
Agenda Item #

**Requested Meeting Date:** 2/13/2018

**Title of Item:** DNR Forestry land acquisitions

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

<b>Submitted by:</b> Land Commissioner	<b>Department:</b> Land Department
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<b>Presenter (Name and Title):</b> Mark Jacobs	<b>Estimated Time Needed:</b> 30-minutes
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**Summary of Issue:**

MN DNR Division of Forestry staff will present proposals for land acquisitions in township 51-22 and 51-24. Attached is background information on the proposals.

**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:*

# **m** DEPARTMENT OF NATURAL RESOURCES

Minnesota Department of Natural Resources  
Division of Forestry  
Aitkin Area

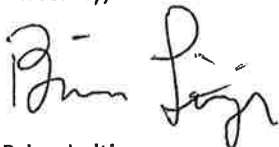
## DNR Forestry Land Acquisition Proposal

DNR Forestry is seeking approval by the Aitkin County board for the acquisition of four properties in Aitkin County.

Three properties are grouped together in sections 22, 27 T 51N R 22W. These properties are located in a very remote Area with very difficult access. The current owners: Boonstra, Norman and Riley are interested in selling their land to the State. The acquisition of these properties will resolve land access issues. The attached summary describes these properties. These lands will be purchased with Division of Forestry funds.

The fourth property is located in Section 22 of T51N R 24W Verdon Township adjacent to the Savanna State Forest and the Mississippi River. The Kromy family is interested in selling to the state. The acquisition of this property will provide DNR Forestry and the public with improved access to the state forest for timber management and recreation. The developed portion of this property will be retained by the Kromy family. The old fields will be available for Agricultural Lease through Forestry. This property will be purchased by the Trust For Public Lands and then transferred to DNR Forestry for management.

Sincerely,



Brian Leitinger

Area Forest Supervisor





# Land Acquisition: Savanna SFT Boonstra

Atikin County

SENE, NESE, Section 27, T.51N - R. 22W

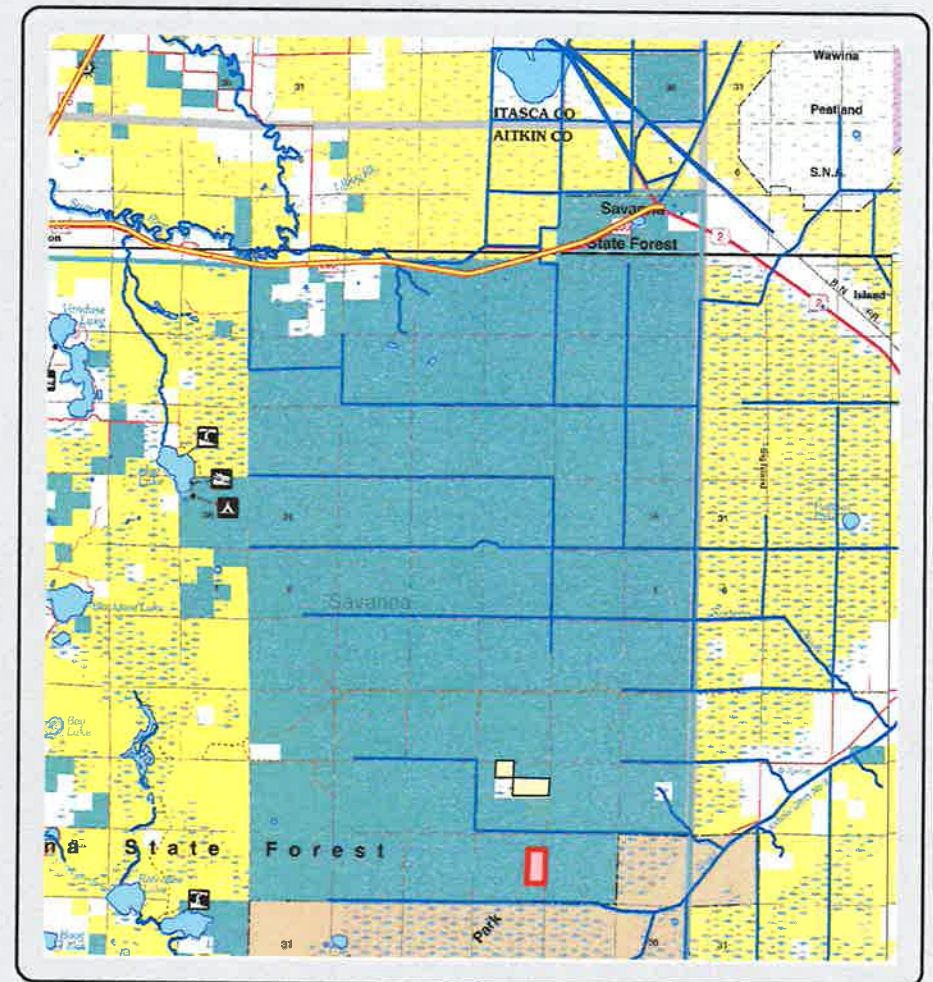
ACQ0160248

Parcel(s): 42-0-043600, 42-0-044500

Air Photo



PRIM Map





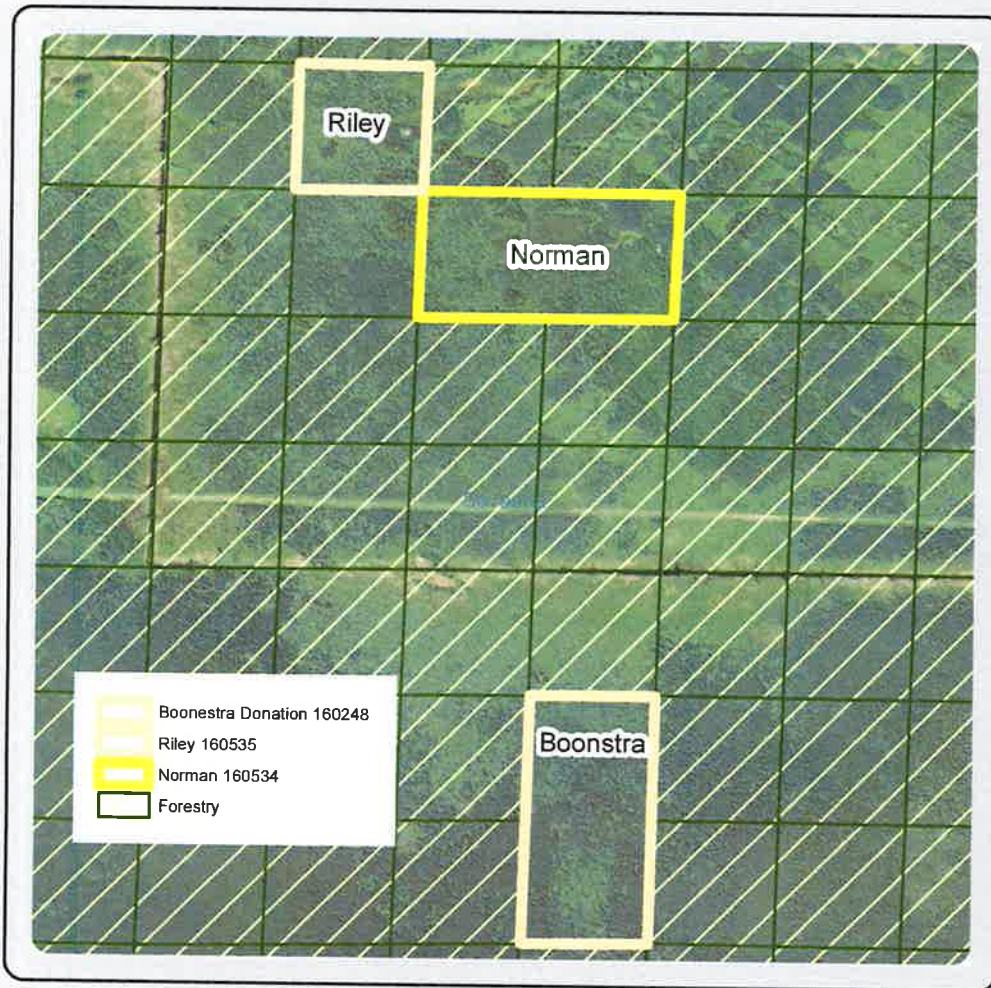
# Land Acquisition: Savanna SFT Norman Atikin County

SWNE, SENE, Section 22, T.51N - R. 22W

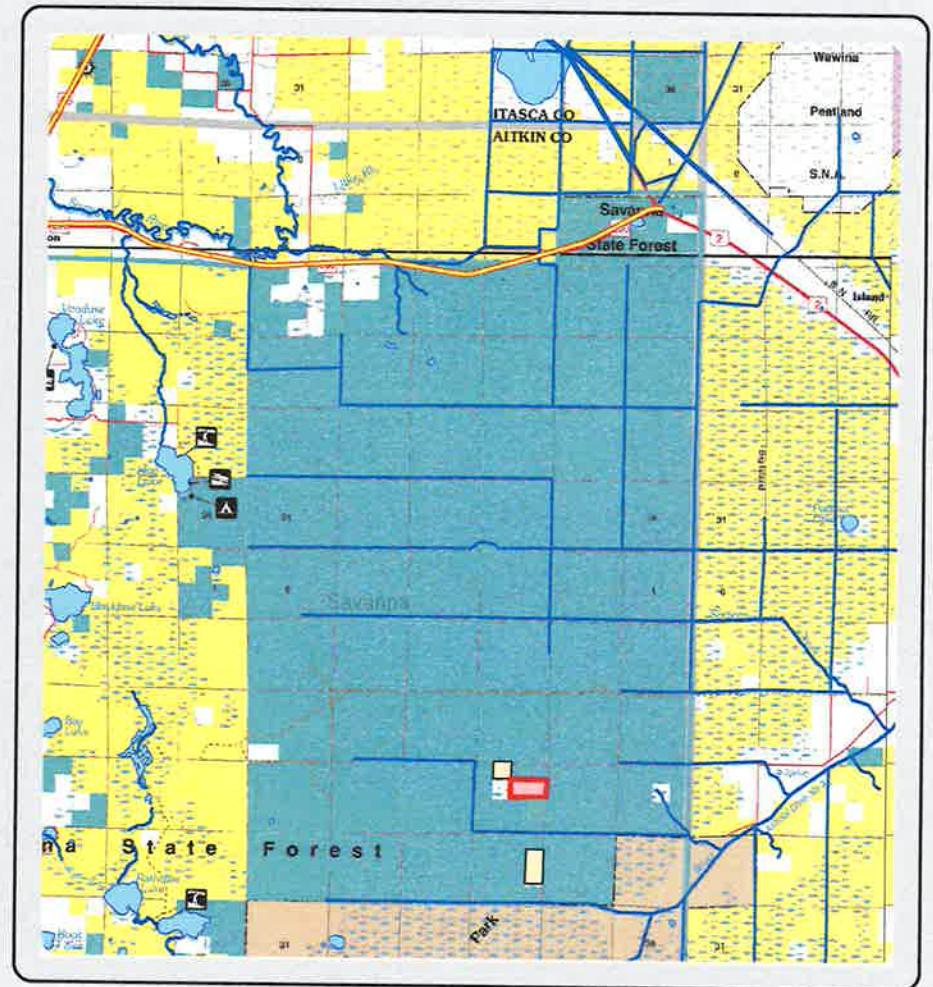
ACQ0160534

Parcel(s): 42-0-035500, 42-0-035600

Air Photo



PRIM Map





STATE OF MINNESOTA

STATE OF MINNESOTA

STATE OF MINNESOTA

STATE OF MINNESOTA

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STATE OF MINNESOTA

MINNESOTA

MINNESOTA

RILEY MICHAEL P & BONNIE K

ROGGENMAN DENNISE

NORMAN, RAYMOND & CHAR

NORMAN, RAYMOND & CHAR

KALSUES MYRNA R

STATE OF MINNESOTA

278 A17

287 A56

249 BF53

268 Ash 54

269 A18

174 T32

48 BF53

233 BF12

300 M5

301 LB

251 A19

182 T23

380 T42

177

254 LB

280 Ash44

380 T42

STATE OF MINNESOTA

331 T42

333 T31

191 Ash44

65 A19

234 M5

193 T22

314 LB

381 T42

191 D5V



# Land Acquisition: Savanna SFT Riley

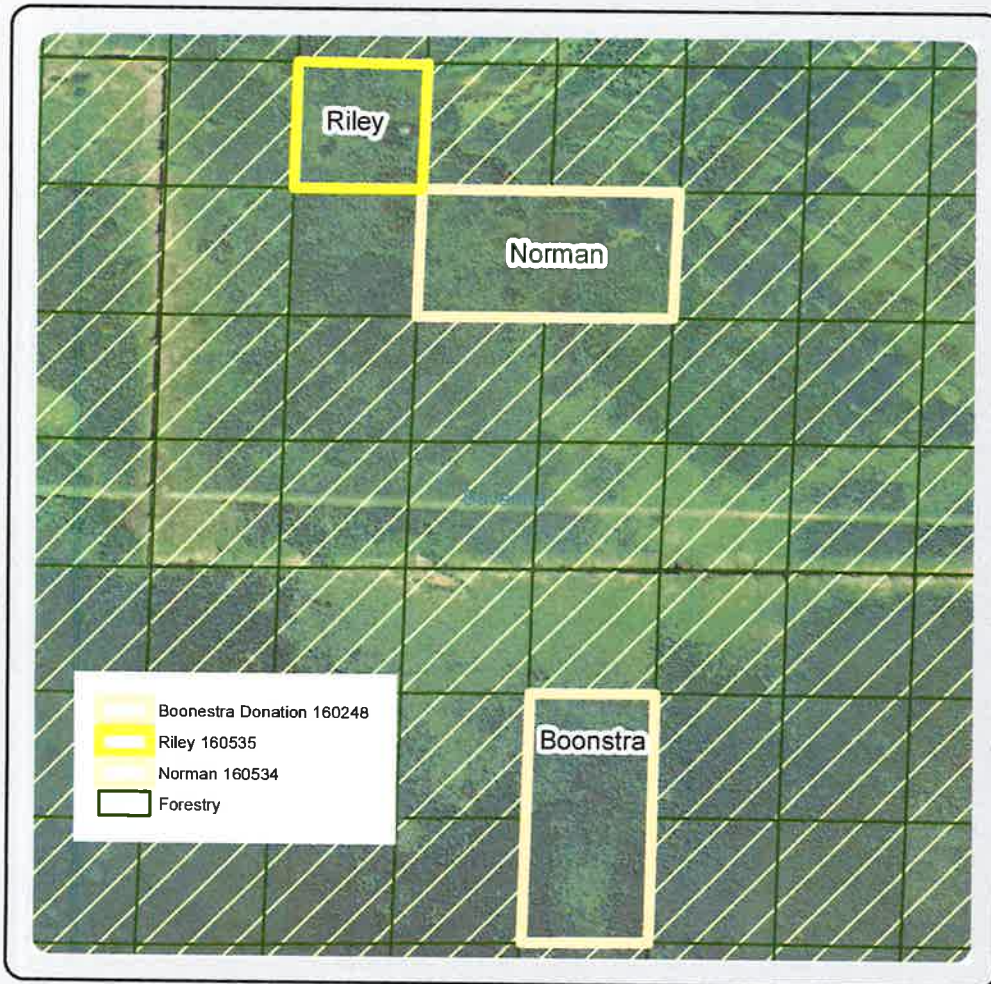
Atikin County

NENW, Section 22, T.51N - R. 22W

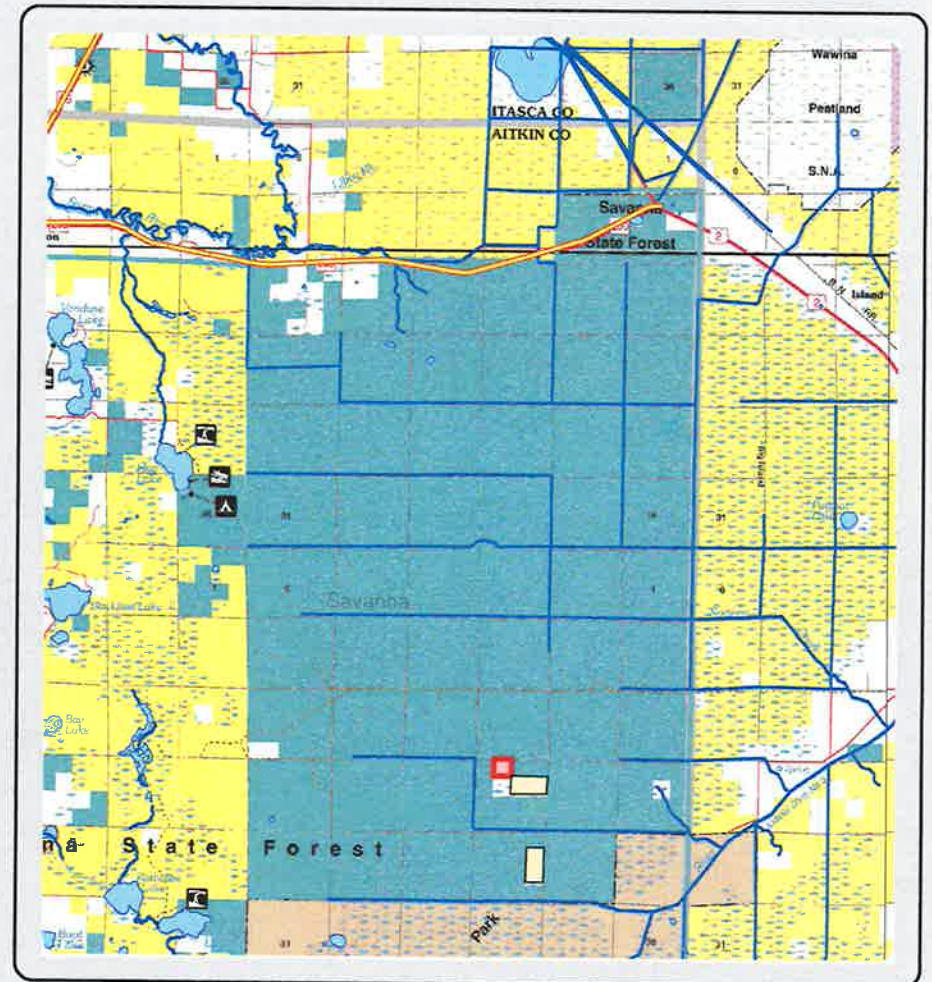
ACQ0160535

Parcel(s): 42-0-035700

Air Photo



PRIM Map



## Forestry Land Acquisition Summary

Owner	Parcel	Sec-Twp-Rge	2017 EMV	2017 Tax	Acres	Tax / Acre	PILT Range
Boonstra	42-0-043600	27-51-22	\$15,600	\$106	40	\$2.65	
Boonstra	42-0-044500	27-51-22	\$19,900	\$136	40	\$3.40	
Norman	42-0-035500	22-51-22	\$23,500	\$160	40	\$4.00	
Norman	42-0-035600	22-51-22	\$28,300	\$202	40	\$5.05	
Riley	42-0-037500	22-51-22	\$32,700	\$232	40	\$5.80	
<b>Total</b>			\$120,000	836.00	200	Avg \$4.18	\$4.50 - 9.26

## Proposed 160 Acre Addition to Savanna State Forest Mississippi Headwaters Habitat Corridor Project

This proposed **Addition to the Savanna State Forest** is located approximately 10 miles south of the town of Jacobson on Great River Road in Aitkin County. The property's over 160 acres is well-timbered and includes roughly 1.25 miles of Mississippi River frontage. The property is within the designated boundary of the Savanna State Forest and borders existing State Forest land on the full lengths of its north and west sides.

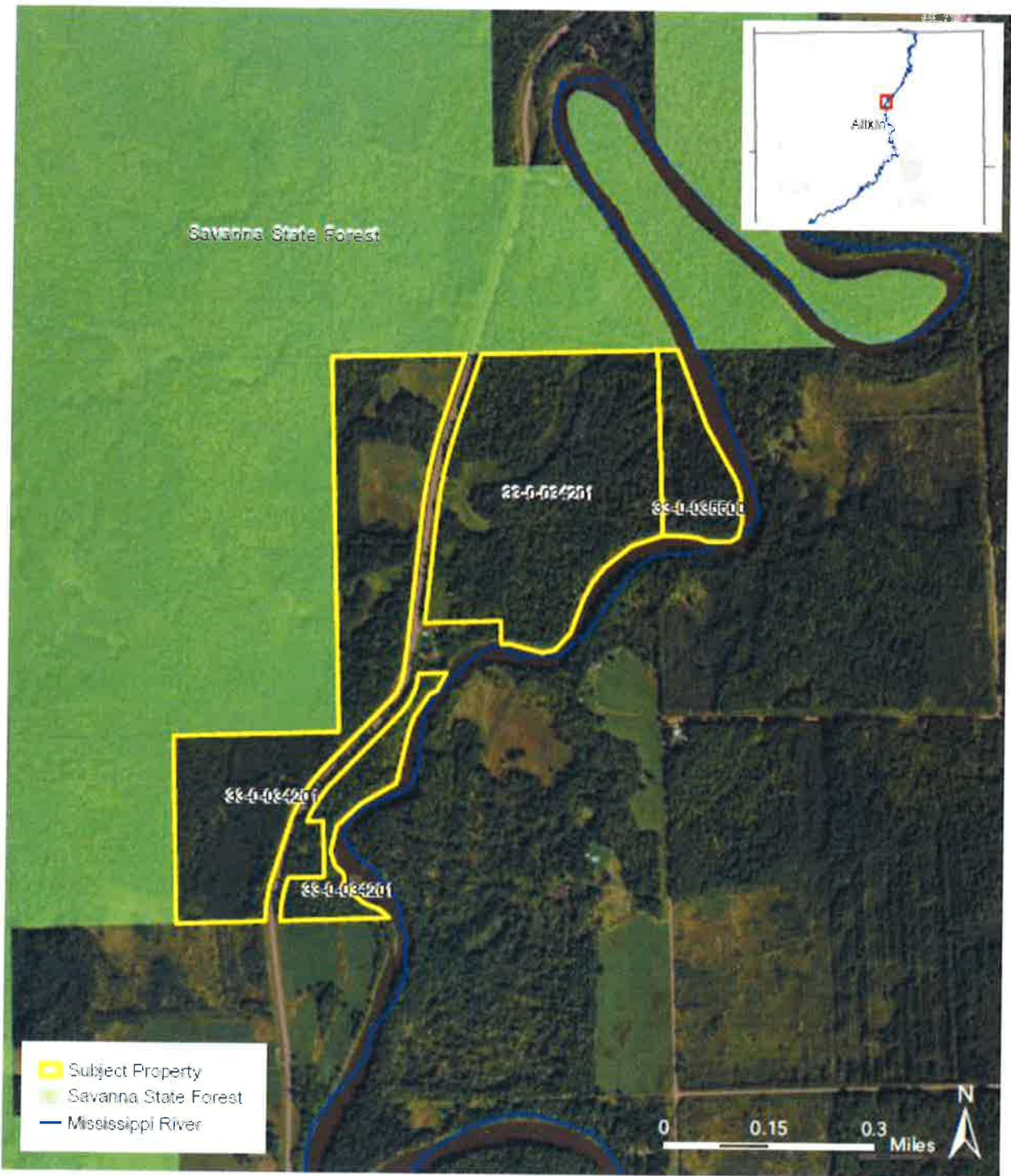
By adding this property to the Savanna Forest, DNR Foresters and others will have improved access to existing public land for timber and other forest-related management activities.

Permanent conservation of the property will provide hunters, outdoorsmen, and others with access to the Mississippi River and as well as access to other public lands to hunt, fish, and recreate.

Permanently protecting this property will prevent forest fragmentation, thereby helping to maintain connectivity to the adjacent public lands. Additionally, this project will protect valuable forest and riparian habitat.

**Payment in Lieu of Taxes (PILT)** for this proposed addition to the Savanna State Forest would be initially calculated from the sale price of the property and then re-calculated every 6 years thereafter. In 2017, the Aitkin County annual tax revenue is approximately **\$1,666**. Using the property's appraisal, the estimated PILT payments on the 160+/- acres would be approximately **\$1,666** per year. State ownership of this property would be revenue neutral for the County.





# Potential Addition to Savanna State Forest



Aitkin County, MN

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Proposed Addition to Savanna State Forest

**About the Mississippi River Habitat Corridor Project:** The Mississippi River is known as "America's River." It is the largest river in North America, and provides drinking water, industry, and recreation for millions of people, and is the embodiment of Minnesota's outdoor traditions. Strategic and well placed public ownership is essential to maintaining the hunting, fishing, and game habitat along the Mississippi River. Public lands adjacent to private property are in danger of losing habitat connectivity because of the continued development pressures on private lands which result in further fragmentation. Land accessibility to these lands is essential to ensuring high quality, memorable experiences while hunting and fishing within the Mississippi River Corridor. Riparian corridors and tributaries are of particular value to resident and migrating wildlife populations, providing connectivity to multiple habitat types.

As loss of habitat in western Minnesota and the Dakotas occurs, and climate change causes the drying up of existing wetlands, the Mississippi flyway will take on a more important role. The Mississippi flyway is the longest migration route of any in the western hemisphere, and is well timbered and watered to afford ideal conditions to support migrating birds. The Mississippi Headwaters supports more than 350 species of animals, mammals, and birds and is an important national treasure which must be preserved.

The Mississippi Headwaters Board will use targeted land acquisitions and permanent conservation easements to accomplish the goals of this proposal. All fee title acquisitions will be approved by the local governmental unit and the Mississippi Headwaters Board where the property exists. The Mississippi River and its connecting tributaries and headwaters lakes are essential to wildlife, bird, and waterfowl transportation and sustainability. The Mississippi Headwaters Board will work with The Trust for Public Land to protect the priority lands using fee title acquisitions; and the Soil and Water Conservation Districts in the counties of Clearwater, Beltrami, Hubbard, Cass, Itasca, Aitkin, Crow Wing, and Morrison to implement the Reinvest in Minnesota (RIM) program through the Board of Water and Soil Resources to gain permanent conservation easements. These actions will protect against fragmentation of forest land, and provide access to existing public land.

**About The Trust for Public Land:** Our mission is to create parks and protect land for people, ensuring healthy, livable communities for generations to come. Every park, playground, and public space we create is an open invitation to explore, wonder, discover, and play. We're proud to say that we've been connecting communities to the outdoors—and to each other—since 1972. Today, millions of Americans live within a 10-minute walk of a park or natural area we helped create, and countless more visit every year.

**About the Mississippi Headwaters Board:** Formed in 1980 as an alternative to designation of the river into the National Wild and Scenic River System, the Mississippi Headwaters Board (MHB) works to protect and preserve the first 400 miles of the Mississippi River in Minnesota.

A joint powers board of Clearwater, Beltrami, Cass, Hubbard, Itasca, Aitkin, Crow Wing and Morrison Counties, the MHB is mandated by Minnesota Statutes 103F.361-377 to enhance and protect the natural, cultural, historic, scientific and recreational values of the headwaters region. MHB achieves its goal of river protection through cooperative land use planning in the eight counties, in conjunction with the Chippewa National Forest and the Leech Lake Indian Reservation. MHB promotes water quality monitoring, education and stewardship activities for shoreland property owners, and embraces the efforts of local citizens, students and government groups who work together to protect the river in their community and preserve the splendor of this national treasure.

**About the Minnesota Department of Natural Resources:** Our mission is to work with citizens to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and to provide for commercial uses of natural resources in a way that creates a sustainable quality of life.





# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Aitkin Growth, Aitkin County, TPL Land Transfer

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Ross Wagner		<b>Department:</b> Economic Development Coordinator
<b>Presenter (Name and Title):</b> Ross Wagner		<b>Estimated Time Needed:</b> 30 Minutes
<b>Summary of Issue:</b>           		
<b>Alternatives, Options, Effects on Others/Comments:</b>     		
<b>Recommended Action/Motion:</b> Approve a motion to accept the transfer of land from the TPL		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## Aitkin Growth – Aitkin County - Mississippi River Land Project

**Overview:** Aitkin Growth owns 247.5 acres of land in Aitkin and Spencer townships, map attached. Of the 247.5 acres, only about 40 acres is suitable for development. Even though the 40 acres are suitable for development, currently they need work. Issues that need to be addressed on the 40 acres include soil testing, site survey, an environmental assessment and more. Once the testing and assessments are complete, remediation activities will be needed to truly transform these 40 acres into a property that can be attractive for Industrial Development, something that is sorely lacking in Aitkin County. The remaining 207.5 acres, due to it abutting the Mississippi River, is of great interest to The Trust for Public Land (TPL) for its value to wildlife habitat. TPL would be willing to purchase the 207.5 acres at market rate from Aitkin Growth and donate the property to Aitkin County. By accepting the donation, Aitkin County would commit to manage the property primarily for wildlife habitat and compatible outdoor recreation, including hunting, fishing, and wildlife viewing.

**The Trust for Public Land:** TPL's Mississippi Headwaters Habitat Corridor (MHHC) program seeks to protect and preserve targeted habitat in high quality shoreland areas and provide access on the Mississippi River through fee title acquisitions. Using grant funding from the Minnesota Outdoor Heritage Fund (OHF), administered by the Lessard-Sams Outdoor Heritage Council (LSOHC), TPL is willing to further its MHHC program by purchasing the 207.5 acre river corridor from Aitkin Growth at the appraised fair market value. TPL would then place the OHF required deed restriction on the property, and donate the property to Aitkin County. By accepting the donation, Aitkin County would commit to managing the property for the primary purpose of wildlife habitat and compatible outdoor recreation, including hunting, fishing and logging. Aitkin County would risk losing ownership of the property were it to manage the property for other purposes, or convey or encumber the property.

**Aitkin County:** In several meetings with the Economic Development Committee, Aitkin Growth and TPL, it has become apparent that there would be multiple benefits to Aitkin County becoming the owner of the 207.5 acre river corridor. The County's land base lacks developable industrial property. The 40 acre portion of the Aitkin County Growth property is most suitable for industrial uses and the County would like to see these 40 acres developed for industrial use. Benefits to the County would be two-fold; an Economic Development Project and a Land Use project.

**Economic Development Project:** Aitkin Growth has agreed to take a portion of the proceeds from the land sale and invest it in the remaining 40 acres to make it more attractive for development. Once the remaining 40 acres are improved and any development occurs, the increase in tax base should offset the tax base lost from the land sale. In order to make this happen, Aitkin Growth has agreed to three conditions to help ensure this is a positive situation for Aitkin County. First, Aitkin Growth would take the steps necessary to get the property listed as a "Shovel Ready" property as developed by the State of MN DEED. Shovel Ready guidelines are attached, essentially, the program is as it sounds, site work and other items are complete so that the property is literally ready to have a shovel brought in and start development. This is not an inexpensive program; there are significant costs to have a property shovel

ready, something Aitkin Growth has been lacking funds to do. Secondly, Aitkin Growth would develop an incentive package to offer potential businesses to locate and build on the 40 acres. Lastly, Aitkin Growth would make a Payment in Lieu of Taxes (PILT) for up to 3 years while the shovel ready process is ongoing and in case it takes a couple of years to find a tenant for the property. The PILT would be based on 2017 taxes payable and would include all local taxing jurisdictions. If the 40 acre parcel is developed and generates taxable revenue prior to the end of year 3 and that revenue is equal to or greater than the PILT payment, then Aitkin Growth would not be responsible for continuation of these payments.

**Land Use:** An advantage to this property is that it abuts the City of Aitkin; there is very little public land available for hunting or nature viewing in or near the City of Aitkin. The property's features include Mississippi River frontage, Sissabagamah Creek including the confluence, and various forest and land cover types. The property would have permanent restrictions on it that specifies that it will not be sold by Aitkin County and that it will be managed for the primary benefit of wildlife habitat. Permanent development such as a fishing pier, paved trails, or a designated campground, is not allowed. However, public use is encouraged. In fact, the property must remain open to hunting and fishing. Minor improvements such as a small parking area would be allowed. Utilizing any existing walking/hunting trails is allowed. Logging activity is also allowed so Aitkin County would receive timber harvest payments as would any regularly managed forest by Aitkin County. Any other proposed use or activity that may arguably negatively impact wildlife habitat or the taking, viewing, or enjoyment of wildlife would require the express approval of the LSOHC or its staff.

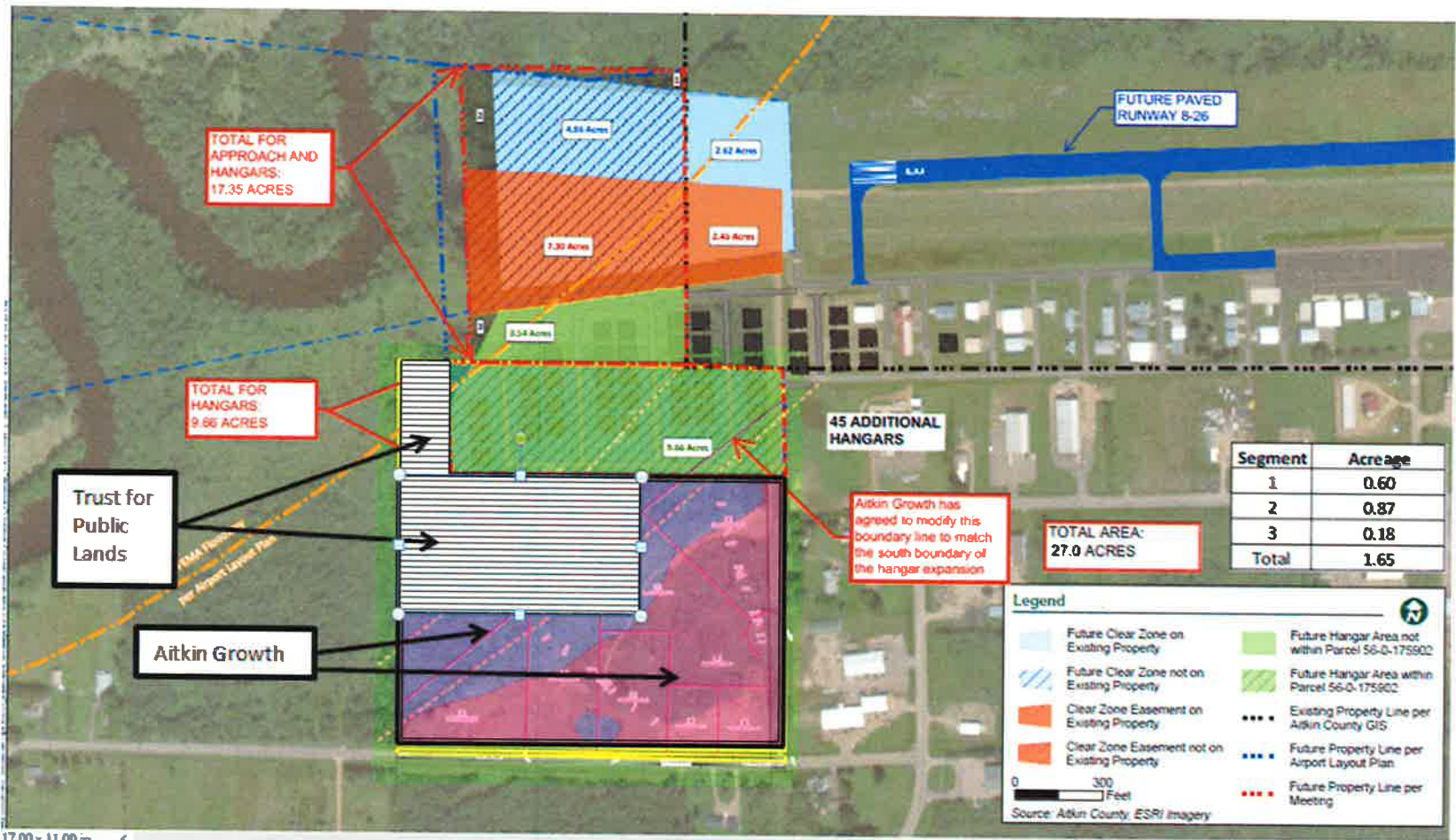
**Summary:** The Economic Development Committee is recommending that Aitkin County agree to receive the Aitkin Growth Property, 207.5 acres in Aitkin and Spencer Townships generally abutting the Mississippi River. Aitkin County would own and manage the property as it does other forested parcels except with additional restrictions required by TPL's funding source. Aitkin Growth agrees to place the 40 acre property in the MN DEED Shovel Ready program and develop an incentive package to attract new investment in the 40 acres parcel it retains, and make a PILT for 3 years. However, if the 40 acre parcel is developed and generates taxable revenue prior to the end of year 3 that equals or exceeds the PILT payment, then Aitkin Growth would not be responsible for the continuation of these payments.

**Other:** The current Market Value for the entire property is \$269,200.00, a value minus the 40 acres and probably the highest value has not been determined. Taxes payable in 2017 for the entire 247.5 acres is \$2,310.00. PILT would be less than that amount as the 40 acres in question would remain in private ownership.

Attachments: Map/Photo of property

MN Shovel Ready Guidelines

PILT Schedule



TOTAL FOR APPROACH AND HANGARS: 17.35 ACRES

TOTAL FOR HANGARS: 9.66 ACRES

TOTAL AREA: 27.0 ACRES

45 ADDITIONAL HANGARS

Trust for Public Lands

Aitkin Growth

Aitkin Growth has agreed to modify this boundary line to match the south boundary of the hangar expansion

FUTURE PAVED RUNWAY 8-26

Segment	Acres
1	0.60
2	0.87
3	0.18
Total	1.65

**Legend**

- Future Clear Zone on Existing Property
- Future Clear Zone not on Existing Property
- Clear Zone Easement on Existing Property
- Clear Zone Easement not on Existing Property
- Future Hangar Area not within Parcel 56-0-175902
- Future Hangar Area within Parcel 56-0-175902
- Existing Property Line per Aitkin County GIS
- Future Property Line per Airport Layout Plan
- Future Property Line per Meeting

0 300 Feet  
Source: Aitkin County; ESRI Imagery



## Aitkin Airport Property Transfer

In November of 2017, the opportunity for Aitkin Growth to sell a portion of their property to the Trust for Public Land (TPL) with Aitkin County then receiving said property from the TPL was presented to the County Board. The Agenda Request Summary of the project is attached for your review. There has been one change, Aitkin Growth would retain approximately 20 acres rather than 40 acres due to extensive wetland mitigation needed. Aitkin Growth has stated that they only desire to own property that is buildable and usable.

At the Boards request the issue was remanded to the Aitkin Airport Commission for their review due to some of the property in question was included in the Airports future expansion plans including clear zones and future hanger expansions. Concerns about how the new ownership and restrictions on future Airport operations were also raised. After attending the Airport Commission meeting, myself, Mike Hagen, Aitkin Growth and Will Cooksey TPL, were directed to meet with Ron Roetzel, Bolton Menk, Airport Engineer, John Welle, Aitkin Airport Commission member and Kathleen Ryan, City of Aitkin Administrator.

After several productive exchanges and meetings, a plan was arrived at that would allow the Aitkin Airport Commission to deal directly with Aitkin Growth to purchase property needed for clear zones and future expansion. A map is attached, the Airport would purchase approximately 19.2 acres and remaining property would not be enhanced for wildlife that could harm airport operations.

Ultimately, the TPL would acquire approximately 207 acres from Aitkin Growth which it would then transfer to Aitkin County. The conditions that Aitkin Growth makes their property Shovel Ready as per MN DEED and pay up to 3 years of PILT remain.



# Board of County Commissioners Agenda Request

4B  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Small Cities Development Program, Public Hearing

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

<b>Submitted by:</b> Ross Wagner	<b>Department:</b> Economic Development Coordinator
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<b>Presenter (Name and Title):</b> Ross Wagner	<b>Estimated Time Needed:</b> 30 Minutes
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**Summary of Issue:**

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

**Recommended Action/Motion:**  
Adopt Resolution

**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:*

\$750.00 application fee from Tourism and Development Budget.

By Commissioner: xx

20180213-0xx

Small Cities Development Project

**BE IT RESOLVED** that Aitkin County act as the legal sponsor for the project contained in the Application to be submitted on February 22, 2018 and that Anne Marcotte, Aitkin County Board Chair and Jessica Seibert, Aitkin County Administrator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of Aitkin County.

**BE IT FURTHER RESOLVED** that Aitkin County has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

**BE IT FURTHER RESOLVED** that Aitkin County has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

**BE IT FURTHER RESOLVED** that upon approval of its application by the State, Aitkin County may enter into an agreement with the State of Minnesota for the approved project, and that Aitkin County certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

**NOW, THEREFORE BE IT RESOLVED** that Anne Marcotte, Aitkin County Board Chair and Jessica Seibert, Aitkin County Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

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 13<sup>th</sup> day of February 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13<sup>th</sup> day of February 2018

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



## Public Hearing – Small Cities Development Program

The purpose of this Public Hearing is Aitkin County's application to the Small Cities Development Program.

Aitkin County is in the process of submitting a full application to the SCDP for Housing Rehabilitation funds in Wagner and Williams Townships. The program will give loans for qualified households in the form of forgivable loans for program eligible expenses.

Nicole Klosner of Lakes and Pines will be present for more details on the application and program guidelines.

Projects must meet one of three federal objectives:

- Benefit people of low and moderate incomes
- Eliminate slum and blight conditions
- Eliminate an urgent threat to public health or safety

In addition, Cities with fewer than 50,000 residents and counties with fewer than 200,000 residents are eligible. Need, impact and cost effectiveness must be documented and the general public must be involved in the application process.

A proposed Resolution is attached, if approved it will be placed on the standard Aitkin County Resolution.



## Riverwood Healthcare Presentation

Liz Dean, Marketing Director at the Riverwood Healthcare Center (RHC) will be providing a presentation on some recent happenings at RHC. Including the recent honor of being named one of the Nationally Recognized Top Twenty Critical Access Hospitals. Riverwood Healthcare Center is taking on a major expansion. The project will proceed in four phases with an estimated completion planned for early 2019 and an investment of \$14 million. RHC is also the largest employer in Aitkin County.



# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** 2017 MN County Engineer of the Year - John Welle

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

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

<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 10 min.
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**Summary of Issue:**

Lon Aune with the MN County Engineers Association will be in attendance to present Aitkin County Engineer John Welle with the 2017 County Engineer of the Year Award.

**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:*

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



# Board of County Commissioners Agenda Request

5B  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Historical Society - Mathew Nix

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 10 min.
<b>Summary of Issue:</b>  Aitkin County Historical Society Director, Mathew Nix, will be on hand to introduce himself and briefly discuss his work with the Historical Society.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



# Board of County Commissioners Agenda Request

50  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** 2018 Legislative Session - Senator Carrie Ruud

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 20 min.
<b>Summary of Issue:</b>  Senator Ruud will attend to discuss the upcoming legislative session and receive Board feedback on legislative priorities.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input 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

# Board of County Commissioners Agenda Request

5D  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Bonding Options - Paul Steinman

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 15 min.
<b>Summary of Issue:</b>  Paul Steinman with Springsted, Inc. will discuss bonding options with the Board and request direction regarding which option to proceed with. Three scenarios for consideration are attached in addition to the bond schedule.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Provide direction for Springsted, Inc. to move forward with the bonding process.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Springsted Incorporated  
380 Jackson Street, Suite 300  
Saint Paul, MN 55101-2887

Tel: 651-223-3000  
Fax: 651-223-3002  
www.springsted.com

## MEMORANDUM

TO: Aitkin County Board of Commissioners  
Jessica Seibert, County Administrator

FROM: Paul T. Steinman, Vice President

DATE: February 6, 2018

SUBJECT: General Obligation Capital Improvement (CIP) Bonds 2018A

The purpose of this memo is to support a discussion of 3 bond scenarios for issuance of the County's CIP Bonds for Courthouse and Administration improvements. The maximum amount of bonds that can be issued as per the resolution approving the Capital Improvement Plan on March 28, 2017 is \$10,500,000.

Of complexity here is the issue of Bank Qualified (BQ) bonds vs. Non-Bank Qualified (NBQ) bonds. This issue can be defined simply by the fact that BQ bonds enjoy a tax advantage when purchased by commercial banks. NBQ bonds do not get the same advantage. The tax advantage by commercial banks translates into an interest rate advantage to you, the issuer, because it increases the demand for your bonds (more bidders). An entity is allowed by federal law to issue a maximum of \$10M of BQ bonds in a calendar year. Here are the challenges associated with this issue:

- Your project needs every bit of \$10.5M, otherwise you could simply reduce the amount of bonds
- BQ vs. NBQ is very difficult to pinpoint in the market right now
  - Federal tax bill recently adopted is anticipated to change the dynamics of the benefit of BQ (decrease in corporate tax rate results in less benefit of BQ for banks); more time is needed to see an actual trend
  - Limited number of municipal bond sales in January 2018, combined with market fluctuations in early February, are making it difficult to determine differences in yields between BQ and NBQ municipal bonds

Our most recent research on BQ vs. NBQ has yielded the following results:

- From the limited information available in the second half of January 2018, it appears there is little or no difference in BQ and NBQ through about 2027; marginal increase in yields for NBQ in 2028; and up to 0.30% higher yields for NBQ 2029 and thereafter, with some indication the spreads could be lower than 0.30% in 2034 through 2038.

Another important issue to understand is capitalized interest. When bonds are issued, the entity is required to make an interest payment within 1 year (bonds are typically structured for payment 2/1 and 8/1 of any given year). For bonds that are issued in spring of 2018, the entity would levy for in the fall of 2018 and the first interest payment would be 2/1/19. Fall 2018 levy dollars (in this example) aren't available to the entity until sometime after May 15, 2019, so there is no receipt of funds from that levy that would be available to make the interest payment required on 2/1/19. To address this common issue, we included capitalized interest in the principal amount of the bonds to make the first interest payment. In your case we cannot increase the par amount of bonds above \$10,500,000, so paying for capitalized interest out of the principal amount of the bonds reduces the net bond proceeds available to pay for the

Public Sector Advisors



project (a direct reduction in your project fund). Additionally, until bids have been taken on the bonds, we won't know exactly how much capitalized interest is needed to make the first payment on 2/1/19. As bond interest rates increase, the capitalized interest number will also increase causing an equal reduction in the deposit to your project construction fund.

Over the past couple months, we have structured 3 bond scenarios to compare them side by side to assist you in determining the best and most efficient approach for Aitkin County. The assumptions we used for these scenarios are as follows:

1. Interest rates are estimates only, spread to current market rates; changes in rates may cause significant alterations to this analysis.
2. The project fund amount is based on a projected draw schedule provided by Contegrity Group; then adjusted (reduced) monthly on a pro rata basis to equal the estimated net proceeds that will be generated from a total principal borrowing of \$10,500,000.
3. Capitalized interest will make the first interest payment due on February 1, 2019 on the 2018 series of bonds in Scenario 1.
4. Capitalized interest will make the first interest payment due on February 1, 2019 for Scenario 2 Series 2018 and on February 1, 2020 for Series 2019.
5. In scenario 3, Aitkin county is assumed to use cash to make the first interest payment due on February 1, 2019.
6. Costs of issuance includes Municipal Advisor, Bond Counsel, Registrar, rating, and Official Statement posting and printing.
7. Total interest cost is based on all issues structured with principal payments due February 1, 2020 through 2039 to result in approximately level annual levies.
8. Investment earnings on the project fund are based on an assumed investment rate of 1.20%. Investment earnings are gross funded, meaning they are not used to reduce the borrowing amount, but would be available to fund additional project costs or for deposit into the debt service fund upon completion of construction.
9. For purposes of these analyses we assumed all the bond structures would have the same interest rates. Interest rates today are currently about 35bps (0.35%) higher than they were in early January when this analysis was prepared. The actual rates for Scenario 2 will be dependent on market conditions at the time of sale (January 2019).

These are the 3 scenarios:

Scenario 1) One series of bonds issued March/April 2018 in the par amount of \$10.5M

- NBQ with capitalized interest
- First levy 2018, collect 2019
- Average levy \$752,454
- Deposit to project fund \$10,024,420
- Total interest paid \$4,105,527

Scenario 2) Two series of bonds issued March/April 2018 and Jan/Feb 2019 in the par amount of \$10.5M

- Both issues BQ because each is under \$10M and issued in different years
- Capitalized interest on both issues
- First levy 2018, collect 2019 \$482,281
- First levy 2019, collect 2020 \$279,300
- Average levy \$762,895
- Deposit to project fund total \$9,972,296
- Total interest paid \$4,035,537

Scenario 3) One series of bonds issued March/April 2018 in the par amount of \$10.5M

- NBQ
- County cash in place of Capitalized Interest (estimate \$258,388)
- Levy 18, collect 19 \$439,488
- Levy 19, collect 20 \$752,230
- Average levy \$736,072

- Deposit to project fund total \$10,279,577
- Total interest paid \$4,479,828
  - More interest vs. scenario 1 due to the step levy increase

	Scenario 1	Scenario 2			Scenario 3
	Series 2018	Series 2018	Series 2019	Total	Series 2018
First Levy/Collection	2018/2019	2018/2019	2019/2020		2018/2019
County Cash Contribution	None	None	None		\$258,388
First Levy	\$731,495	\$482,281	\$279,300		\$439,488
Average Levy at 105%	\$752,454	\$481,664	\$281,231	\$762,895	\$736,072
Bond Sale/Receipt of Proceeds	March/April 2018	March/April 2018	Jan/Feb 2019	10 month time difference	March/April 2018
Interest Rate Assumption	0.25% over current	0.25% over current	0.25% over current		0.25% over current
Bank Qualified	No	Yes	Yes		No
Deposit to Project Fund	\$10,024,420	\$6,395,062	\$3,577,233	\$9,972,296	\$10,279,577
Principal	\$10,500,000	\$6,710,000	\$3,790,000	\$10,500,000	\$10,500,000
Capitalized interest	\$252,915	\$161,667	\$110,383	\$272,050	None
Costs of Issuance	\$62,100	\$51,815	\$44,140	\$95,955	\$62,100
Total Interest Cost	\$4,105,527	\$2,626,217	\$1,409,321	\$4,035,537	\$4,479,828
Investment Earnings on Project Fund	\$82,749	\$30,369	\$16,311	\$46,680	\$84,856

Observations

- Scenario 1 and 3 have the lowest interest rate risk since they are being issued shortly
- Scenario 2 has the lowest projection of total interest cost by \$69,990
  - An estimated increase of 15bps over the rates used in the 2<sup>nd</sup> series in scenario 2 would approximately equal the amount of the interest cost savings over scenario 1
- Scenario 2 has the highest interest rate risk due to the 2<sup>nd</sup> tranche issued in 2019
- Using cash in place of capitalized interest increases the bond proceeds deposited to the project fund
- Stepping up your levy in scenario 3 increases total interest because approximately \$300k of principal now must be spread out into the remaining years of the term
  - Levy 18 for collect 19 estimated \$439,488
  - Levy 19 for collect 20 estimated \$752,230

Using additional cash opens another option to allay concerns about NBQ rates. This option slightly modifies scenario 3, whereby the County is already putting in \$258,388. The bonds would be structured at \$10M par (BQ) and would require the County to provide an additional (approximately) \$500,000 cash to get your project fund to the same level as scenario 3, which is \$10,279,577. Total County cash in for this structure would be \$258,388 plus approximately \$500,000.

Lastly, on a cautionary note, all the scenarios shown here are still valid for making side by side comparisons and discussing the impacts shown to your project fund, the impact of paying cash in place of capitalized interest and making other comparisons. But as was mentioned earlier in this memo, the market is up about .35% over January 9 when these scenarios were structured. If the market holds, the numbers most impacted (regardless of the scenario chosen) will be the capitalized interest (which negatively affects the project fund except where the County substitutes cash for capitalized interest) and the resulting levy estimates. I will revise Scenario 3 for the meeting on the 13<sup>th</sup> with rates updated from this week's comparable sales so that we can discuss the impact. Rates shown in any of these structures are not an indication or projection of future rates, they simply use rates from comparable (size and credit rating) sales. Actual rates will be entirely dependent upon market conditions on the day of the sale.

I will be present at the Board meeting on February 13 to present this information and address any questions. Thank you.

# SCENARIO 1

**\$10,500,000**

Aitkin County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2018

Non-Bank Qualified

## Sources & Uses

Dated 04/09/2018 | Delivered 04/09/2018

### Sources Of Funds

Par Amount of Bonds..... \$10,500,000.00

**Total Sources..... \$10,500,000.00**

### Uses Of Funds

Deposit to Project Construction Fund..... 10,024,419.57

Deposit to Capitalized Interest (CIF) Fund..... 252,914.58

Total Underwriter's Discount (1.500%)..... 157,500.00

Costs of Issuance..... 62,100.00

Rounding Amount..... 3,065.85

**Total Uses..... \$10,500,000.00**

**\$10,500,000**

**Aitkin County, Minnesota**

**General Obligation Capital Improvement Plan Bonds, Series 2018**

**Non-Bank Qualified**

**NET DEBT SERVICE SCHEDULE**

	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% Overlevy	Fiscal Total
02/01/2019	-	-	252,914.58	252,914.58	(252,914.58)	-	-	-
08/01/2019	-	-	155,906.25	155,906.25	-	155,906.25	163,701.56	-
02/01/2020	405,000.00	2.150%	155,906.25	560,906.25	-	560,906.25	588,951.56	731,494.69
08/01/2020	-	-	151,552.50	151,552.50	-	151,552.50	159,130.13	-
02/01/2021	415,000.00	2.200%	151,552.50	566,552.50	-	566,552.50	594,880.13	754,010.25
08/01/2021	-	-	146,987.50	146,987.50	-	146,987.50	154,336.88	-
02/01/2022	425,000.00	2.250%	146,987.50	571,987.50	-	571,987.50	600,586.88	754,923.75
08/01/2022	-	-	142,206.25	142,206.25	-	142,206.25	149,316.56	-
02/01/2023	435,000.00	2.300%	142,206.25	577,206.25	-	577,206.25	606,066.56	755,383.13
08/01/2023	-	-	137,203.75	137,203.75	-	137,203.75	144,063.94	-
02/01/2024	445,000.00	2.400%	137,203.75	582,203.75	-	582,203.75	611,313.94	755,377.88
08/01/2024	-	-	131,863.75	131,863.75	-	131,863.75	138,456.94	-
02/01/2025	455,000.00	2.500%	131,863.75	586,863.75	-	586,863.75	616,206.94	754,663.88
08/01/2025	-	-	126,176.25	126,176.25	-	126,176.25	132,485.06	-
02/01/2026	465,000.00	2.600%	126,176.25	591,176.25	-	591,176.25	620,735.06	753,220.13
08/01/2026	-	-	120,131.25	120,131.25	-	120,131.25	126,137.81	-
02/01/2027	475,000.00	2.650%	120,131.25	595,131.25	-	595,131.25	624,887.81	751,025.63
08/01/2027	-	-	113,837.50	113,837.50	-	113,837.50	119,529.38	-
02/01/2028	490,000.00	2.750%	113,837.50	603,837.50	-	603,837.50	634,029.38	753,558.75
08/01/2028	-	-	107,100.00	107,100.00	-	107,100.00	112,455.00	-
02/01/2029	505,000.00	2.850%	107,100.00	612,100.00	-	612,100.00	642,705.00	755,160.00
08/01/2029	-	-	99,903.75	99,903.75	-	99,903.75	104,898.94	-
02/01/2030	515,000.00	2.950%	99,903.75	614,903.75	-	614,903.75	645,648.94	750,547.88
08/01/2030	-	-	92,307.50	92,307.50	-	92,307.50	96,922.88	-
02/01/2031	530,000.00	3.050%	92,307.50	622,307.50	-	622,307.50	653,422.88	750,345.75
08/01/2031	-	-	84,225.00	84,225.00	-	84,225.00	88,436.25	-
02/01/2032	550,000.00	3.150%	84,225.00	634,225.00	-	634,225.00	665,936.25	754,372.50
08/01/2032	-	-	75,562.50	75,562.50	-	75,562.50	79,340.63	-
02/01/2033	565,000.00	3.250%	75,562.50	640,562.50	-	640,562.50	672,590.63	751,931.25
08/01/2033	-	-	66,381.25	66,381.25	-	66,381.25	69,700.31	-
02/01/2034	585,000.00	3.350%	66,381.25	651,381.25	-	651,381.25	683,950.31	753,650.63
08/01/2034	-	-	56,582.50	56,582.50	-	56,582.50	59,411.63	-
02/01/2035	605,000.00	3.400%	56,582.50	661,582.50	-	661,582.50	694,661.63	754,073.25
08/01/2035	-	-	46,297.50	46,297.50	-	46,297.50	48,612.38	-
02/01/2036	625,000.00	3.450%	46,297.50	671,297.50	-	671,297.50	704,862.38	753,474.75
08/01/2036	-	-	35,516.25	35,516.25	-	35,516.25	37,292.06	-
02/01/2037	645,000.00	3.500%	35,516.25	680,516.25	-	680,516.25	714,542.06	751,834.13
08/01/2037	-	-	24,228.75	24,228.75	-	24,228.75	25,440.19	-
02/01/2038	670,000.00	3.550%	24,228.75	694,228.75	-	694,228.75	728,940.19	754,380.38
08/01/2038	-	-	12,336.25	12,336.25	-	12,336.25	12,953.06	-
02/01/2039	695,000.00	3.550%	12,336.25	707,336.25	-	707,336.25	742,703.06	755,656.13
<b>Total</b>	<b>\$10,500,000.00</b>	<b>-</b>	<b>\$4,105,527.08</b>	<b>\$14,605,527.08</b>	<b>(252,914.58)</b>	<b>\$14,269,863.11</b>	<b>\$14,983,356.27</b>	

**SIGNIFICANT DATES**

Dated Date.....	4/09/2018
Delivery Date.....	4/09/2018
First Coupon Date.....	2/01/2019

**Yield Statistics**

Bond Year Dollars.....	\$128,641.67
Average Life.....	12.252 Years
Average Coupon.....	3.1914443%
Net Interest Cost (NIC).....	3.3138774%
True Interest Cost (TIC).....	3.3174380%
Bond Yield for Arbitrage Purposes.....	3.1630454%
All Inclusive Cost (AIC).....	3.3792185%

**IRS Form 8038**

Net Interest Cost.....	3.1914443%
Weighted Average Maturity.....	12.252 Years

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**\$10,500,000**

**Aitkin County, Minnesota**

General Obligation Capital Improvement Plan Bonds, Series 2018

Non-Bank Qualified

**Operation Of Project Construction Fund**

	Principal	Rate	Interest	-Transfers	Receipts	Disbursements	Cash Balance
05/01/2018	631,122.24	1.2000000%	-	-	631,122.24	631,122.24	
06/01/2018	161,149.60	1.2000000%	7,495.17	(7,495.17)	161,149.60	161,149.60	
07/01/2018	378,644.50	1.2000000%	9,209.15	(9,209.15)	378,644.50	378,644.50	
08/01/2018	572,498.65	1.2000000%	8,831.45	(8,831.45)	572,498.65	572,498.65	
09/01/2018	761,624.65	1.2000000%	8,260.38	(8,260.38)	761,624.65	761,624.65	
10/01/2018	912,925.45	1.2000000%	7,500.65	(7,500.65)	912,925.45	912,925.45	
11/01/2018	941,294.35	1.2000000%	6,590.00	(6,590.00)	941,294.35	941,294.35	
12/01/2018	794,721.70	1.2000000%	5,651.05	(5,651.05)	794,721.70	794,721.70	
01/01/2019	657,605.35	1.2000000%	4,858.31	(4,858.31)	657,605.35	657,605.35	
02/01/2019	586,683.10	1.2000000%	4,202.34	(4,202.34)	586,683.10	586,683.10	
03/01/2019	501,576.40	1.2000000%	3,617.12	(3,617.12)	501,576.40	501,576.40	
04/01/2019	449,566.75	1.2000000%	3,116.79	(3,116.79)	449,566.75	449,566.75	
05/01/2019	350,275.60	1.2000000%	2,668.34	(2,668.34)	350,275.60	350,275.60	
06/01/2019	326,634.85	1.2000000%	2,318.94	(2,318.94)	326,634.85	326,634.85	
07/01/2019	182,201.15	1.2000000%	1,993.12	(1,993.12)	182,201.15	182,201.15	
08/01/2019	222,615.55	1.2000000%	1,811.37	(1,811.37)	222,615.55	222,615.55	
09/01/2019	317,178.55	1.2000000%	1,589.31	(1,589.31)	317,178.55	317,178.55	
10/01/2019	340,819.30	1.2000000%	1,272.92	(1,272.92)	340,819.30	340,819.30	
11/01/2019	364,460.05	1.2000000%	932.95	(932.95)	364,460.05	364,460.05	
12/01/2019	309,613.39	1.2000000%	569.40	(569.40)	309,613.39	309,613.39	
01/01/2020	261,208.39	1.2000000%	260.56	(260.63)	261,208.39	261,208.39	
<b>Total</b>	<b>\$10,024,419.57</b>		<b>\$82,749.32</b>	<b>(82,749.39)</b>	<b>\$10,024,419.57</b>	<b>\$10,024,419.50</b>	

**Investment Parameters**

Investment Model [PV, GIC, or Securities].....	GIC
Default investment yield target.....	Unrestricted
Cost of Investments Purchased with Bond Proceeds.....	10,024,419.57
Total Cost of Investments.....	\$10,024,419.57
Target Cost of Investments at bond yield.....	\$9,810,780.62
Yield to Receipt.....	1.1999999%
Yield for Arbitrage Purposes.....	3.1630454%

# SCENARIO 2, TRANCHE 1

**\$6,710,000**

Aitkin County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2018

Bank Qualified

## Sources & Uses

Dated 04/09/2018 | Delivered 04/09/2018

### Sources Of Funds

Par Amount of Bonds..... \$6,710,000.00

**Total Sources..... \$6,710,000.00**

### Uses Of Funds

Deposit to Project Construction Fund..... 6,395,062.41

Deposit to Capitalized Interest (CIF) Fund..... 161,666.61

Total Underwriter's Discount (1.500%)..... 100,650.00

Costs of Issuance..... 51,815.00

Rounding Amount..... 805.98

**Total Uses..... \$6,710,000.00**

\$6,710,000

Aitkin County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2018

Bank Qualified

NET DEBT SERVICE SCHEDULE

Table with columns: Date, Principal, Coupon, Interest, Total P+I, CIF, Net New D/S, 105% Overlevy, Fiscal Total. Rows include dates from 02/01/2019 to 02/01/2039 and a Total row.

SIGNIFICANT DATES

Dated Date..... 4/09/2018
Delivery Date..... 4/09/2018
First Coupon Date..... 2/01/2019

Yield Statistics

Bond Year Dollars..... \$82,272.56
Average Life..... 12.261 Years
Average Coupon..... 3.1920931%
Net Interest Cost (NIC)..... 3.3144304%
True Interest Cost (TIC)..... 3.3180139%
Bond Yield for Arbitrage Purposes..... 3.1637143%
All Inclusive Cost (AIC)..... 3.3987336%

IRS Form 8038

Net Interest Cost..... 3.1920931%
Weighted Average Maturity..... 12.261 Years

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**\$6,710,000**

**Aitkin County, Minnesota**  
**General Obligation Capital Improvement Plan Bonds, Series 2018**  
**Bank Qualified**

**Operation Of Project Construction Fund**

Date	Principal	Rate	Interest	-Transfers	Receipts	Disbursements	Cash Balance
05/01/2018	791,874.71	1.2000000%	4,216.03	(4,216.03)	791,874.71	791,874.71	-
06/01/2018	378,454.70	1.2000000%	5,589.23	(5,589.23)	378,454.70	378,454.70	-
07/01/2018	572,211.68	1.2000000%	5,211.72	(5,211.72)	572,211.68	572,211.68	-
08/01/2018	761,242.88	1.2000000%	4,640.93	(4,640.93)	761,242.88	761,242.88	-
09/01/2018	912,467.84	1.2000000%	3,881.59	(3,881.59)	912,467.84	912,467.84	-
10/01/2018	940,822.52	1.2000000%	2,971.39	(2,971.39)	940,822.52	940,822.52	-
11/01/2018	794,323.34	1.2000000%	2,032.91	(2,032.91)	794,323.34	794,323.34	-
12/01/2018	657,275.72	1.2000000%	1,240.57	(1,240.57)	657,275.72	657,275.72	0.01
01/01/2019	586,389.02	1.2000000%	584.93	(584.94)	586,389.02	586,389.02	-
<b>Total</b>	<b>\$6,395,062.41</b>	-	<b>\$30,369.30</b>	<b>(30,369.31)</b>	<b>\$6,395,062.41</b>	<b>\$6,395,062.40</b>	-

**Investment Parameters**

Investment Model [PV, GIC, or Securities].....	GIC
Default investment yield target.....	Unrestricted
Cost of Investments Purchased with Bond Proceeds.....	6,395,062.41
Total Cost of Investments.....	\$6,395,062.41
Target Cost of Investments at bond yield.....	\$6,316,060.55
Yield to Receipt.....	1.2000001%
Yield for Arbitrage Purposes.....	3.1637143%



## SCENARIO 2, TRANCHE 2

**\$3,790,000**

Aitkin County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2019

Bank Qualified

### Sources & Uses

Dated 02/03/2019 | Delivered 02/03/2019

#### Sources Of Funds

Par Amount of Bonds..... \$3,790,000.00

**Total Sources..... \$3,790,000.00**

#### Uses Of Funds

Deposit to Project Construction Fund..... 3,577,233.28

Deposit to Capitalized Interest (CIF) Fund..... 110,383.33

Total Underwriter's Discount (1.500%)..... 56,850.00

Costs of Issuance..... 44,140.00

Rounding Amount..... 1,393.39

**Total Uses..... \$3,790,000.00**

\$3,790,000

Aitkin County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2019

Bank Qualified

NET DEBT SERVICE SCHEDULE

Table with 9 columns: Date, Principal, Coupon, Interest, Total P+I, CIF, Net New D/S, 105% Overlevy, Fiscal Total. Rows include dates from 08/01/2019 to 02/01/2039 and a Total row at the bottom.

SIGNIFICANT DATES

Dated Date..... 2/03/2019
Delivery Date..... 2/03/2019
First Coupon Date..... 8/01/2019

Yield Statistics

Bond Year Dollars..... \$44,843.94
Average Life..... 11.832 Years
Average Coupon..... 3.1427227%
Net Interest Cost (NIC)..... 3.2694957%
True Interest Cost (TIC)..... 3.2748088%
Bond Yield for Arbitrage Purposes..... 3.1166723%
All Inclusive Cost (AIC)..... 3.3999086%

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Net Interest Cost..... 3.1427227%
Weighted Average Maturity..... 11.832 Years

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**\$3,790,000**

**Aitkin County, Minnesota**  
**General Obligation Capital Improvement Plan Bonds, Series 2019**  
**Bank Qualified**

**Operation Of Project Construction Fund**

Date	Principal	Rate	Interest	-Transfers	Receipts	Disbursements	Cash Balance
03/01/2019	494,810.14	1.2000000%	-	-	494,810.14	494,810.14	-
04/01/2019	443,502.10	1.2000000%	3,074.75	(3,074.75)	443,502.10	443,502.10	-
05/01/2019	345,550.39	1.2000000%	2,632.35	(2,632.35)	345,550.39	345,550.39	-
06/01/2019	322,228.55	1.2000000%	2,287.66	(2,287.66)	322,228.55	322,228.55	-
07/01/2019	179,743.25	1.2000000%	1,966.23	(1,966.23)	179,743.25	179,743.25	-
08/01/2019	219,612.47	1.2000000%	1,786.94	(1,786.94)	219,612.47	219,612.47	-
09/01/2019	312,899.81	1.2000000%	1,567.87	(1,567.87)	312,899.81	312,899.81	-
10/01/2019	336,221.65	1.2000000%	1,255.75	(1,255.75)	336,221.65	336,221.65	-
11/01/2019	359,543.49	1.2000000%	920.37	(920.37)	359,543.49	359,543.49	-
12/01/2019	305,436.72	1.2000000%	561.72	(561.72)	305,436.72	305,436.72	-
01/01/2020	257,684.71	1.2000000%	257.04	(257.05)	257,684.71	257,684.71	-
<b>Total</b>	<b>\$3,577,233.28</b>	<b>-</b>	<b>\$16,310.68</b>	<b>(16,310.69)</b>	<b>\$3,577,233.28</b>	<b>\$3,577,233.27</b>	<b>-</b>

**Investment Parameters**

Investment Model [PV, GIC, or Securities].....	GIC
Default investment yield target.....	Unrestricted
Cost of Investments Purchased with Bond Proceeds.....	3,577,233.28
Total Cost of Investments.....	\$3,577,233.28
Target Cost of Investments at bond yield.....	\$3,535,469.69
Yield to Receipt.....	1.2000007%
Yield for Arbitrage Purposes.....	3.1166723%

# SCENARIO 3

**\$10,500,000**

**Aitkin County, Minnesota**

General Obligation Capital Improvement Plan Bonds, Series 2018

Current Rates Plus 0.25%, Cash Contribution

## Sources & Uses

Dated 04/09/2018 | Delivered 04/09/2018

### Sources Of Funds

Par Amount of Bonds.....	\$10,500,000.00
County Cash Contribution for 1st Interest Payment.....	258,387.56

**Total Sources..... \$10,758,387.56**

### Uses Of Funds

Deposit to Project Construction Fund.....	10,279,577.00
Deposit to First Interest Payment.....	258,387.56
Total Underwriter's Discount (1.500%).....	157,500.00
Costs of Issuance.....	62,100.00
Rounding Amount.....	823.00

**Total Uses..... \$10,758,387.56**

**\$10,500,000**

**Aitkin County, Minnesota**

**General Obligation Capital Improvement Plan Bonds, Series 2018**

**Current Rates Plus 0.25%, Cash Contribution**

**NET DEBT SERVICE SCHEDULE**

Date	Principal	Coupon	Interest	Total P+I	Cash	Net New D/S	105% Overlevy	Fiscal Total
02/01/2019	-	-	258,387.56	258,387.56	(258,387.56)	-	-	-
08/01/2019	-	-	159,280.00	159,280.00	-	159,280.00	167,244.00	-
02/01/2020	100,000.00	2.150%	159,280.00	259,280.00	-	259,280.00	272,244.00	439,488.00
08/01/2020	-	-	158,205.00	158,205.00	-	158,205.00	166,115.25	-
02/01/2021	400,000.00	2.200%	158,205.00	558,205.00	-	558,205.00	586,115.25	752,230.50
08/01/2021	-	-	153,805.00	153,805.00	-	153,805.00	161,495.25	-
02/01/2022	410,000.00	2.250%	153,805.00	563,805.00	-	563,805.00	591,995.25	753,490.50
08/01/2022	-	-	149,192.50	149,192.50	-	149,192.50	156,652.13	-
02/01/2023	415,000.00	2.300%	149,192.50	564,192.50	-	564,192.50	592,402.13	749,054.25
08/01/2023	-	-	144,420.00	144,420.00	-	144,420.00	151,641.00	-
02/01/2024	425,000.00	2.400%	144,420.00	569,420.00	-	569,420.00	597,891.00	749,532.00
08/01/2024	-	-	139,320.00	139,320.00	-	139,320.00	146,286.00	-
02/01/2025	435,000.00	2.500%	139,320.00	574,320.00	-	574,320.00	603,036.00	749,322.00
08/01/2025	-	-	133,882.50	133,882.50	-	133,882.50	140,576.63	-
02/01/2026	445,000.00	2.600%	133,882.50	578,882.50	-	578,882.50	607,826.63	748,403.25
08/01/2026	-	-	128,097.50	128,097.50	-	128,097.50	134,502.38	-
02/01/2027	460,000.00	2.650%	128,097.50	588,097.50	-	588,097.50	617,502.38	752,004.75
08/01/2027	-	-	122,002.50	122,002.50	-	122,002.50	128,102.63	-
02/01/2028	470,000.00	2.750%	122,002.50	592,002.50	-	592,002.50	621,602.63	749,705.25
08/01/2028	-	-	115,540.00	115,540.00	-	115,540.00	121,317.00	-
02/01/2029	485,000.00	2.850%	115,540.00	600,540.00	-	600,540.00	630,567.00	751,884.00
08/01/2029	-	-	108,628.75	108,628.75	-	108,628.75	114,060.19	-
02/01/2030	500,000.00	2.950%	108,628.75	608,628.75	-	608,628.75	639,060.19	753,120.38
08/01/2030	-	-	101,253.75	101,253.75	-	101,253.75	106,316.44	-
02/01/2031	515,000.00	3.050%	101,253.75	616,253.75	-	616,253.75	647,066.44	753,382.88
08/01/2031	-	-	93,400.00	93,400.00	-	93,400.00	98,070.00	-
02/01/2032	530,000.00	3.150%	93,400.00	623,400.00	-	623,400.00	654,570.00	752,640.00
08/01/2032	-	-	85,052.50	85,052.50	-	85,052.50	89,305.13	-
02/01/2033	545,000.00	3.250%	85,052.50	630,052.50	-	630,052.50	661,555.13	750,860.25
08/01/2033	-	-	76,196.25	76,196.25	-	76,196.25	80,006.06	-
02/01/2034	565,000.00	3.350%	76,196.25	641,196.25	-	641,196.25	673,256.06	753,262.13
08/01/2034	-	-	66,732.50	66,732.50	-	66,732.50	70,069.13	-
02/01/2035	580,000.00	3.400%	66,732.50	646,732.50	-	646,732.50	679,069.13	749,138.25
08/01/2035	-	-	56,872.50	56,872.50	-	56,872.50	59,716.13	-
02/01/2036	600,000.00	3.450%	56,872.50	656,872.50	-	656,872.50	689,716.13	749,432.25
08/01/2036	-	-	46,522.50	46,522.50	-	46,522.50	48,848.63	-
02/01/2037	620,000.00	3.500%	46,522.50	666,522.50	-	666,522.50	699,848.63	748,697.25
08/01/2037	-	-	35,672.50	35,672.50	-	35,672.50	37,456.13	-
02/01/2038	645,000.00	3.550%	35,672.50	680,672.50	-	680,672.50	714,706.13	752,162.25
08/01/2038	-	-	24,223.75	24,223.75	-	24,223.75	25,434.94	-
02/01/2039	665,000.00	3.550%	24,223.75	689,223.75	-	689,223.75	723,684.94	749,119.88
08/01/2039	-	-	12,420.00	12,420.00	-	12,420.00	13,041.00	-
02/01/2040	690,000.00	3.600%	12,420.00	702,420.00	-	702,420.00	737,541.00	750,582.00
<b>Total</b>	<b>\$10,500,000.00</b>	<b>-</b>	<b>\$4,479,827.56</b>	<b>\$14,979,827.56</b>	<b>(258,387.56)</b>	<b>\$14,636,584.42</b>	<b>\$15,457,512.00</b>	<b>-</b>

**SIGNIFICANT DATES**

**\$736,072.00**

Dated Date..... 4/09/2018  
 Delivery Date..... 4/09/2018  
 First Coupon Date..... 2/01/2019

**Yield Statistics**

Bond Year Dollars..... \$138,276.67  
 Average Life..... 13.169 Years  
 Average Coupon..... 3.2397567%  
 Net Interest Cost (NIC)..... 3.3536588%  
 True Interest Cost (TIC)..... 3.3564505%  
 Bond Yield for Arbitrage Purposes..... 3.2107193%  
 All Inclusive Cost (AIC)..... 3.4147529%

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Net Interest Cost..... 3.2397567%  
 Weighted Average Maturity..... 13.169 Years

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**\$10,500,000**

**Aitkin County, Minnesota**

General Obligation Capital Improvement Plan Bonds, Series 2018  
Current Rates Plus 0.25%, Cash Contribution

**Operation Of Project Construction Fund**

Date	Principal	Rate	Interest	-Transfers	Receipts	Disbursements	Cash Balance
05/01/2018	647,187.00	1.2000000%	-	-	647,187.00	647,187.00	-
06/01/2018	165,251.00	1.2000000%	7,685.95	(7,685.95)	165,251.00	165,251.00	-
07/01/2018	388,282.00	1.2000000%	9,443.56	(9,443.56)	388,282.00	388,282.00	-
08/01/2018	587,071.00	1.2000000%	9,056.24	(9,056.24)	587,071.00	587,071.00	-
09/01/2018	781,011.00	1.2000000%	8,470.63	(8,470.63)	781,011.00	781,011.00	-
10/01/2018	936,163.00	1.2000000%	7,691.57	(7,691.57)	936,163.00	936,163.00	-
11/01/2018	965,254.00	1.2000000%	6,757.74	(6,757.74)	965,254.00	965,254.00	-
12/01/2018	814,950.00	1.2000000%	5,794.89	(5,794.89)	814,950.00	814,950.00	-
01/01/2019	674,344.00	1.2000000%	4,981.97	(4,981.97)	674,344.00	674,344.00	-
02/01/2019	601,616.00	1.2000000%	4,309.30	(4,309.30)	601,616.00	601,616.00	-
03/01/2019	514,343.00	1.2000000%	3,709.19	(3,709.19)	514,343.00	514,343.00	-
04/01/2019	461,010.00	1.2000000%	3,196.12	(3,196.12)	461,010.00	461,010.00	-
05/01/2019	359,191.00	1.2000000%	2,736.26	(2,736.26)	359,191.00	359,191.00	-
06/01/2019	334,949.00	1.2000000%	2,377.97	(2,377.97)	334,949.00	334,949.00	-
07/01/2019	186,839.00	1.2000000%	2,043.85	(2,043.85)	186,839.00	186,839.00	-
08/01/2019	228,282.00	1.2000000%	1,857.48	(1,857.48)	228,282.00	228,282.00	-
09/01/2019	325,252.00	1.2000000%	1,629.76	(1,629.76)	325,252.00	325,252.00	-
10/01/2019	349,494.00	1.2000000%	1,305.32	(1,305.32)	349,494.00	349,494.00	-
11/01/2019	373,737.00	1.2000000%	956.70	(956.70)	373,737.00	373,737.00	-
12/01/2019	317,494.00	1.2000000%	583.89	(583.89)	317,494.00	317,494.00	-
01/01/2020	267,857.00	1.2000000%	267.19	(267.19)	267,857.00	267,857.00	-
Total	\$10,279,577.00	-	\$84,855.58	(84,855.58)	\$10,279,577.00	\$10,279,577.00	-

**Investment Parameters**

Investment Model [PV, GIC, or Securities].....	GIC
Default investment yield target.....	Unrestricted
Cost of Investments Purchased with Bond Proceeds.....	10,279,577.00
Total Cost of Investments.....	\$10,279,577.00
Target Cost of Investments at bond yield.....	\$10,057,275.31
Yield to Receipt.....	1.1999999%
Yield for Arbitrage Purposes.....	3.2107193%



# Board of County Commissioners Agenda Request

5E  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Set Organizational Structure Task Force

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 min.
<b>Summary of Issue:</b>  As part of the Organizational Structure Plan process, Gary Weiers would like to meet with a small working group to discuss the scope of the analysis and review the time line and work plan. Staff recommends formation of a small, temporary task force consisting of two Commissioners, County Administrator, Human Resources Director, and County Auditor. This group will also convene upon completion of the plan for final review prior to presentation to the Board.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve/deny organizational structure plan task force and appoint two commissioners to the task force.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** February 13, 2018

**Title of Item:** Public Hearing - APT Peat Lease

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

<b>Submitted by:</b> Land Commissioner	<b>Department:</b> Land Department
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<b>Presenter (Name and Title):</b> Mark Jacobs	<b>Estimated Time Needed:</b> 30-minutes
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**Summary of Issue:**

Public hearing regarding request the lease tax-forfeited property for potential peat extraction in township's 44-24 and 47-25, by American Peat Technology of Aitkin.

Attached is information on the lease request and a draft resolution.

**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:*



## **Public Hearing - Peat Lease - American Peat Technology**

The Aitkin County Board will be holding a public hearing per MN Statute 202.04 on February 13, 2018 at 11:00 AM in the Aitkin County Courthouse boardroom, regarding peat lease proposals on County tax-forfeited lands in Kimberly and Seavey Townships, in Aitkin County.

Information on the lease proposal is available on the County website:  
<http://www.co.aitkin.mn.us/>

Questions on the process should be addressed to;  
Mark Jacobs, Land Commissioner at 218-927-7367

*On 1/23/2018 I posted this in 3 public places in the Aitkin County Courthouse.  
-BSH*

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Jan. 31, 2013  
**PUBLIC HEARING  
PEAT LEASE  
AMERICAN PEAT  
TECHNOLOGY**

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STATE OF MINNESOTA  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF LANDS AND MINERALS

PEAT LEASE  
PURSUANT TO  
MINNESOTA STATUTES 2016, SECTIONS  
92.50; 282.04, SUBD. 1; AND 471.59.

**Lease No. MLPN200002**

This lease agreement is made this 2<sup>nd</sup> day of March, 2018, by and between the State of Minnesota, under the authority and subject to the provisions of Minnesota Statutes 2016, Sections 92.50, 282.04, subd. 1, and 471.59, and acting by and through its Commissioner of Natural Resources, for itself and for the County of Aitkin pursuant to the Joint Powers Agreement dated February 6, 2017, and as amended, hereinafter called the state, and

American Peat Technology, LLC  
36203 350<sup>th</sup> Avenue  
Aitkin, Minnesota, 56431, a Minnesota limited liability company,

hereinafter called the lessee.

By resolution adopted on March 1, 2018, the State Executive Council approved the execution of this lease. A copy of this resolution is attached hereto and marked "Exhibit A".

NOW, THEREFORE, in consideration of the premises and agreements herein contained, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO, as follows:

1. TERM; DESCRIPTION OF LEASED PREMISES. The state, for and in consideration of the sum of Four hundred seventy-eight and 82/100 (478.82) Dollars to it in hand paid by the lessee, being the rental hereinafter provided for the unexpired portion of the current calendar quarter, the receipt whereof is hereby acknowledged, and in further consideration of the covenants and conditions hereof to be kept and performed by the lessee, does hereby lease and demise unto the lessee for a term of twenty-five (25) years beginning the 2<sup>nd</sup> day of March, 2018, the following described lands, hereinafter collectively called "the leased premises", situated in the County of Aitkin in the State of Minnesota,

East Half of Southwest Quarter (E1/2-SW1/4) and Lot Four (4) in Section Eighteen (18),  
Southwest Quarter of Northeast Quarter (SW1/4-NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), and Lot Two (2), in Section Nineteen (19),  
all in Township Forty-seven (47) North, Range Twenty-five (25) West of the Fourth Principal Meridian, containing 292.67 acres, more or less, hereinafter referred to as the "tax-forfeited lands";

AND

South Half of Southeast Quarter (S1/2-SE1/4) in Section Eighteen (18),  
North Half of Northeast Quarter (N1/2-NE1/4) and Lot One (1) in Section Nineteen (19),

all in Township Forty-seven (47) North, Range Twenty-five (25) West of the Fourth Principal Meridian, containing 206.37 acres, more or less, hereinafter referred to as the "school trust fund lands";

AND

South Half of Northeast Quarter (S1/2-NE1/4), Northwest Quarter of Southeast Quarter (NW1/4-SE1/4), except the Soo Railroad right-of-way, and West Half of Northeast Quarter of Southeast Quarter (W1/2 of NE1/4-SE1/4), except the Soo Railroad right-of-way, in Section Twenty-four (24), Township Forty-seven (47) North, Range Twenty-four (24) West of the Fourth Principal Meridian, containing 139.39 acres, more or less, hereinafter referred to as "consolidated conservation area lands."

2. DEFINITIONS. For the purposes of this lease, the following words shall have the meanings ascribed to them:

- (a) "Commissioner" means the Commissioner of Natural Resources of the State of Minnesota, or the commissioner's designated representative.
- (b) "Peat" means organic matter, excluding coal, formed by the partial decomposition of dead plant remains covered by water. It has an ash content not exceeding 25% by dry weight.
- (c) "Fibers" means plant material 0.15 mm or larger, consisting of stems, leaves, or fragments of bog plants, but containing no plant material greater than 12.7 mm. Percentages of fiber are based on oven-dried weight at 105° Celsius.
- (d) "Reed-Sedge Peat" means peat containing a minimum of 33 1/3% fiber by weight of which reed-sedge and other non-moss fibers shall comprise over 50%.
- (e) "Sphagnum Moss Peat" means peat containing a minimum of 66 2/3% sphagnum moss fiber by weight. The sphagnum moss fiber shall be stems and leaves of sphagnum that have recognizable fibrous and cellular structure.
- (f) "Ton" means 2,000 pounds avoirdupois.
- (g) "Disturbed Area" means any part(s) of the leased premises which have been cleared of vegetation or affected by drainage, mining, or facilities related to the operations conducted under the terms of this lease.
- (h) "Reclamation" means the rehabilitation of the affected land for useful purposes, and the protection of the natural resources of the surrounding area. These "useful purposes" may be different from the original condition and may include, but are not limited to, revegetation, afforestation, reforestation, planting of crops, or creation of waterfowl ponding areas.

3. PURPOSE OF LEASE; RIGHT OF LESSEE TO CONTRACT WORK. This lease is granted to the lessee for the purpose of opening, exploring, removing, and processing reed-sedge peat and sphagnum moss peat found on or in the leased premises. Subject to paragraphs 18 and 19 and other applicable provisions of this lease, the lessee shall have the right to construct or make such private drainage ditches, housing or storage facilities, processing plants, buildings, roads, or other improvements upon the leased premises as may be necessary or suitable for such purposes; provided that the plans for

constructing any such private drainage ditches shall be subject to the written approval of the commissioner; and provided further that the construction, location, and operation of any such processing plant on the leased premises shall be subject to the written approval of the commissioner. All buildings and ditches must be constructed in accordance with applicable federal, state and local laws.

The lessee may contract with others for doing any work authorized or required hereunder, or for the use of the leased premises or any part thereof for the purposes hereof, but no such contract shall relieve the lessee of any duty, obligation, or liability hereunder. No such contract providing for harvesting, removing, or processing of peat shall become effective for any purpose until three duplicates of such contract have been executed as required by this lease and filed with the commissioner.

4. **PROPERTY LINES TO BE POSTED.** Prior to conducting any harvesting activities on the leased premises, the Lessee must survey and post the following property lines:
- (a) around the perimeter of: South Half of Southeast Quarter (S1/2-SE1/4) of Section Eighteen (18) and North Half of Northeast Quarter (N1/2-NE1/4) of Section Nineteen (19), all in Township Forty-seven (47) North, Range Twenty-five (25) West;
  - (b) around Lot One (1) of Section Nineteen (19), Township Forty-seven (47) North, Range Twenty-five (25) West; and
  - (c) between the Southwest Quarter of Northwest Quarter (SW1/4-NW1/4) of Section Nineteen (19), Township Forty-seven (47) North, Range Twenty-five (25) West, and the Southeast Quarter of Northeast Quarter (SE1/4-NE1/4) of Section Twenty-four (24), Township Forty-seven (47) North, Range Twenty-four (24) West;

The locations of the property lines must be verified and approved in writing by the Commissioner of Natural Resources prior to conducting any harvesting activities.

5. **ANNUAL RENTAL.** The lessee covenants and agrees to pay to the lessor, through the Department of Natural Resources, rental for the leased premises at the rate of \$9.00 per acre of land included in the leased premises, per calendar year, for the unexpired portion of the current calendar year from the effective date hereof and for the next three (3) succeeding calendar years. Thereafter, the rental rate shall be subject to the escalation clause as specified in paragraph 7 herein. At no time, however, shall the rate per acre of land be less than \$9.00. Such rental shall be payable in advance for the unexpired portion of the current calendar quarter from the effective date hereof; and thereafter. The first calendar quarter is the first three calendar months of the year, and so on.

Any amount paid for rental accrued under this lease during any calendar year shall be credited on any royalty that may become due for the same calendar year in which the rental was due but no further, and only to the extent that such rental was paid or deposited into the particular fund to which the royalty for such peat is due.

6. **ROYALTY RATES.** The royalties to be paid by the lessee to the state shall be based on a royalty rate of \$1.50 per ton of reed-sedge peat and \$6.00 per ton of sphagnum moss peat removed from the leased premises, subject to the escalator provisions of paragraph 7 herein.

7. **ESCALATOR CLAUSE.**

(a) **Rental.** The rental to be paid to the state by the lessee, as specified in paragraph 5 herein, shall be escalated on January 1, 2022, and on January first of each subsequent fourth calendar year in accordance with the formula set forth below.

Rental shall be adjusted in relation to the variation from a Base Index, in the average of the values of the unadjusted Producer Price Index for Processed Materials Less Foods and Feeds (Final Demand-Intermediate Demand Code WPUID69111) (1982 equals 100), as originally published (unrevised) by the Bureau of Labor Statistics of the United States Department of Labor, or any succeeding Federal government agency publishing such Index, for the months of March, June, September, and December of the previous year to the year for which rental is being computed. The Base Index shall be 188.9, which is the average of the values of such index for the months of January - June, 2017. The variation shall be the difference between the Base Index and the average of the values of the Processed Materials Less Foods and Feeds index for the months of March, June, September, and December of the calendar year previous to the year for which rental is being computed. The variation shall be divided by the Base Index to determine the Amount of Variation from the Base Index. The adjusted rental for the appropriate calendar year shall be determined by multiplying the rental rate per acre of land pursuant to paragraph 5 herein by the Amount of Variation from the Base Index, the resulting product carried to six decimal places, and adding the product to said rental rate.

For example, the Base Index under this lease is 188.9 and the rental rate pursuant paragraph 5 herein is \$9.00 per acre; and if the Producer Price Index for Processed Materials Less Foods and Feeds were 206.1 for March, 2021, 206.8 for June, 2021, 209.1 for September, 2021, and 209.5 for December, 2021, then the escalated rental payable would be computed as follows:

$$\frac{206.1 + 206.8 + 209.1 + 209.5}{4} - 188.9 = 0.100582$$


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188.9

Escalated Rental = (Amount of Variation from the Base Index x Rental Rate) + Rental Rate - (0.100582 x \$9.00) + \$9.00 = \$9.9052.

In this example, the escalated rental payable per acre of land for each of the successive four calendar years commencing January 1, 2022 would be \$9.9052.

In no case shall the rental payable hereunder be less than the minimum rental prescribed in paragraph 5 herein.

(b) Royalty. The royalty to be paid to the state by the lessee, as specified in paragraph 6 herein, shall be escalated each calendar quarter in accordance with the formula set forth below.

Royalty shall be increased for royalty payment periods in relation to the variation from a Base Index, in the value of the unadjusted Producer Price Index for Processed Materials Less Foods and Feeds (Final Demand-Intermediate Demand Code WPUID69111) (1982 equals 100), as originally published (unrevised) by the Bureau of Labor Statistics of the United States Department of Labor, or any succeeding Federal government agency publishing such Index, for the first month in the calendar quarter for which royalty payment is to be made. The Base Index shall be 188.9, which is the average of the values of such index for the months of January - June, 2017. The variation shall be the difference between the Base Index and the value of the unadjusted Processed Materials Less Foods and Feeds index for the first month in the calendar quarter for which royalty is being computed. The variation shall be divided by the Base Index to determine the Amount of Variation from the Base Index. The escalated royalty for the appropriate calendar quarter shall be determined by multiplying the royalty rate per ton payable on reed-sedge peat, and the royalty rate per ton payable on sphagnum moss peat, pursuant to paragraph 6 herein by the Amount of Variation from the Base Index, the resulting product carried to six decimal places, and adding the product to said royalty rate.

For example, the Base Index under this lease is 188.9 and the royalty rate for reed-sedge peat pursuant to paragraph 6 herein is \$1.50 per ton; if the Producer Price Index for Processed Materials Less Foods and Feeds were 209.5 for January, 2022, then the escalated royalty payable on any such ton of reed-sedge peat removed from the leased premises during the first calendar quarter of 2022 would be computed as follows:

$$\frac{209.5 - 188.9}{188.9} = 0.109052$$

Escalated Royalty = (Amount of Variation from the Base Index x Royalty Rate) + Royalty Rate = (0.109052 x \$1.50) + \$1.50 = \$1.6636

In this example, the escalated royalty payable per ton of reed-sedge peat removed from the leased premises during the first calendar quarter of 2022 would be \$1.6636.

In no case shall the royalties payable hereunder be less than the minimum royalties prescribed in paragraph 6 herein.

(c) In the event some period other than 1982 is used as a base of 100 in determining the Producer Price Index for Processed Materials Less Foods and Feeds, for the purposes hereof such index shall be adjusted so as to be in correct relationship to such 1982 base. In the event such index is not published by any Federal agency, the index to be used as aforesaid shall be that index independently published, which, after necessary adjustments, if any, provides the most reasonable substitute for such Producer Price Index for Processed Materials Less Foods and Feeds during any period subsequent to December, 2017, it being intended to substitute an index that most accurately reflects fluctuations in the prices of commodities in the Processed Materials Less Foods and Feeds index in the manner presently reported by the Producer Price Index for Processed Materials Less Foods and Feeds (1982 equals 100), published by the Bureau of Labor Statistics of the United States Department of Labor. If the parties hereto cannot agree upon a substitute index which accomplishes this purpose, such question shall be determined by arbitration as hereinafter provided.

8. CONVERSION FORMULAS. The following formula shall be used when peat is weighed or produced in units other than those specified for the calculation of royalties:

2.5 cubic yards of reed-sedge peat equal one ton; and  
4.5 cubic yards of sphagnum moss peat equal one ton.

The commissioner may prescribe such other reasonable conversion formulas as may be necessary for the calculation of royalties.

9. METHOD OF COMPUTING ROYALTY RATES. In computing royalty rates hereunder, any fraction of a cent less than five-thousandths shall be disregarded and any fraction amounting to five-thousandths or more shall be counted as one-hundredth of a cent.

10. QUARTERLY PAYMENT OF ROYALTY. The lessee covenants and agrees to pay to the lessor through the Department of Natural Resources, on or before the twentieth day of April, July, October, and January each year during the period this lease continues in force, royalty at the rates hereinbefore specified for all the reed-sedge peat and sphagnum moss peat removed from the leased premises during the three months preceding the first day of the month in which such payment is due as hereinbefore provided.

If the royalty due on the reed-sedge peat and sphagnum moss peat shall not be determined and accounted for as herein otherwise provided by the twentieth day of the month in which such payment is due for peat removed from the leased premises during the previous three months, the commissioner may determine such royalty by such method as the commissioner deems appropriate and give the lessee written notice thereof, whereupon such royalty shall be due and payable within 20 days after the mailing or delivery of such notice, unless the time therefore shall be extended by the commissioner.

11. LESSEE TO TRANSMIT STATEMENT OF PEAT REMOVED AND ROYALTY DUE. The lessee shall transmit to the commissioner with each royalty payment an exact and truthful statement of the tonnage of reed-sedge peat and sphagnum moss peat removed from the tax-forfeited lands, school trust fund lands, and consolidated conservation area lands during each calendar quarter for which such payment is made, the royalty value of such peat, and the amount of royalty due thereon. The commissioner may prescribe the format for such statement.

The lessee shall provide for all the operations required for such determinations except as otherwise specified.

12. WEIGHING. The method or methods of obtaining the weights used to determine tonnages for the calculation of royalty, or to determine other weights required by the state, shall be subject to the approval of the commissioner.

The State may appoint such special inspectors of such scales, weighing devices, and methods and practices (including vehicle count inspectors) as the State deems necessary to insure proper accounting and protect the interests of the State, and the Lessee shall reimburse the State monthly for the cost of all such inspection service upon notification thereof by the Commissioner.

Should the lessee desire to stockpile reed-sedge peat or sphagnum moss peat off the leased premises for a temporary period not to exceed one year, the commissioner may prescribe the method of removal and the method of sampling and weighing such peat for the purpose of determining the amount of royalty due. Royalties shall be paid in full after 365 days of temporary storage off the leased premises.

13. INSPECTION. The commissioner may at all reasonable times enter the leased premises and any other premises used or operated by the lessee in connection with the operation of said leased premises, inspect the operations conducted hereunder, and conduct such engineering and sampling procedures and other investigations as the commissioner may require, not unreasonably hindering or interrupting the operations of the lessee.

The lessee shall allow the commissioner, at all reasonable times, prompt access to and inspection of all records necessary to monitor compliance with the provisions of this lease.

14. SAMPLING. Samples for royalty purposes shall be taken of the peat at places and intervals subject to the approval of the commissioner. A portion of such sample or composite sample shall be delivered to the commissioner unless, by mutual agreement, it has been decided that certain of such portions are not needed by the state. Except as otherwise permitted by the commissioner, all peat removed from the leased premises shall be sampled as to type and its weight determined before commingling with any other peat or other materials.

15. REMOVAL OF PEAT FOR EXPERIMENTAL PURPOSES. Notwithstanding the provisions of paragraphs 6 and 7 relating to the payment of royalty, upon written application of the lessee,



the commissioner may authorize the removal of peat from the leased premises for experimental purposes without payment of royalty.

16. ADDITIONAL REPORTS.

(a) Except as otherwise permitted by the commissioner, the lessee shall transmit to the commissioner on or before the tenth of each month a statement in such form as the commissioner shall prescribe, covering the tonnage of reed-sedge peat and sphagnum moss peat removed from the tax-forfeited lands, the school trust fund lands, and the consolidated conservation area lands during the preceding calendar month.

(b) In addition to the reporting requirements of paragraphs 11 and 14 of this lease, the lessee shall provide the state by March 15 of each year a report which shall contain:

- (1) A description of the amount and location of acreage disturbed during the preceding calendar year on the leased premises;
- (2) An accurate map of the locations of all facilities, drainage ditches, and other structures on the leased premises, including those constructed within the preceding year;
- (3) A description of the plans for additional peat removal or additional drainage ditches, facilities, or other structures for the current year on the leased premises;
- (4) A description and map of the area for which reclamation has been completed during that year; and
- (5) Any other reasonable or necessary data which the state may require.

17. HOW REMITTANCES AND REPORTS ARE TO BE TRANSMITTED. All remittances by the lessee hereunder shall be made payable to the Department of Natural Resources, and all such remittances and all reports, notices, and documents required hereunder shall be transmitted to the commissioner through the assistant director of the Division of Lands and Minerals at Hibbing, Minnesota: 1525 Third Avenue East, Hibbing, Minnesota 55746.

18. LESSEE'S OBLIGATIONS UNDER LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS. The provisions of this lease are subject to all applicable local, state and federal statutes, orders, rules and regulations, and all operations under this lease shall be conducted in conformity with them. These include, but are not necessarily limited to, the reclamation and water appropriation permits from the Minnesota Department of Natural Resources; the NPDES-SDS permit and the Section 401 certification from the Minnesota Pollution Control Agency; the Section 404-Dredge and Fill from the U.S. Army Corps of Engineers and any other county or local government requirements. All activities shall be conducted in conformity with the applicable mineland reclamation statutes and rules. No interference, diversion, use or appropriation of any waters over which the commissioner or any other state agency has jurisdiction, shall be undertaken unless authorized in writing by the commissioner or the said state agency.

(a) The lessee is subject to the rules of the Minnesota Environmental Quality Board, which require the following:

- (1) an Environmental Assessment Worksheet (EAW) for development of a

facility for the extraction or mining of peat which will result in the excavation of 160 or more acres of land during its existence, and

(2) an Environmental Impact Statement (EIS) for development of a facility for the extraction or mining of peat which will utilize 320 acres of land or more during its existence.

19. **EXISTING ENCUMBRANCES.** This lease is subject to all prior leases, easements, rights of way, permits, licenses, and other encumbrances upon the leased premises.

20. **MANNER OF OPERATION.** It is further understood and agreed as follows:

(a) The lessee shall open, use and work the peat deposit on the leased premises in such manner only as is usual and customary in skillful and proper peat operations of similar size and scope.

(b) The lessee shall conduct its operations in accordance with the requirements, methods, and practices of good peat removal engineering and environmental engineering, and in a manner which

(1) will not cause any undue injury to the land or the remaining peat deposits;

(2) will not cause any significant inconvenience or hindrance in the use, development, or disposal of any peat left on the leased premises after the termination, cancellation, or expiration of this lease; and

(3) will not endanger the public health, welfare, or safety. If a situation occurs in the construction or operations authorized by this lease which does endanger the public health or safety, the lessee shall immediately take corrective measures and shall notify the commissioner. The lessee shall cease construction or operations if the commissioner determines that danger to public health and safety will result from continued operations.

(c) The lessee shall keep the leased premises in a neat, clean, and safe condition and remove all refuse and debris that may from time to time accumulate on the leased premises.

(d) The lessee shall take all reasonable steps to prevent fires starting as a result of its operations, and shall maintain a reasonable and adequate system for suppressing fires on the leased premises. The lessee shall be responsible for the suppression of fires started as a result of its operations. The lessee shall hold the state harmless and indemnify the state for any damages caused by fires started as a result of its operations.

(e) No timber shall be cut, used, removed or destroyed by the lessee without first paying to the state the stumpage value thereof as determined by the commissioner.

21. **LESSEE TO OBTAIN REQUIRED STATE AND FEDERAL PERMITS WITHIN SEVEN YEARS.** If the Lessee fails to obtain the required state and federal permits to harvest peat from the leased premises by the end of the seventh year following the date of this lease, the state may, at its option cancel this lease in the manner hereinafter provided. If the Lessee fails to obtain the required state and federal

permits by such date and the state chooses not to cancel this lease, such other later date for obtaining the required permits shall be mutually agreed to between the state and Lessee.

22. LESSEE TO OPEN LEASED PREMISES IN A SUBSTANTIAL MANNER AFTER OBTAINING REQUIRED STATE AND FEDERAL PERMITS. If Lessee fails to open a minimum of twenty (20) acres of the leased premises in a substantial manner by the end of the fourth full calendar year after obtaining required state and federal permits, the state may, at its option cancel this lease in the manner hereinafter provided. For purposes of this paragraph, opening the leased premises in a substantial manner consists of activities approved by the commissioner, such clearing surface vegetation, constructing drainage ditches, or such comparable performance standards as may be determined by the commissioner.

23. DRAINAGE. Subject to paragraph 18, the lessee may employ such drainage methods as are necessary for the efficient removal of peat except that the locations of all outlets must be approved by the commissioner prior to the construction of the drainage system.

24. INVASIVE SPECIES. The Lessee is responsible for controlling invasive species on the Premises.

25. RECLAMATION REQUIRED. The lessee shall, at its own expense, begin reclamation of disturbed areas:

(a) During the first normal planting period following the point when a surface, structure, facility, or element is no longer scheduled to be disturbed or used in a manner that would interfere with the establishment and maintenance of vegetation; or

(b) Upon the termination of the lease, either by expiration of the term or by act of either party; unless directed otherwise in writing by the commissioner.

26. MINING AND RECLAMATION PROCEDURES. The lessee shall submit a mining plan for the approval of the commissioner prior to the onset of active mining operations. The plan shall describe the life of the operation and the mining activities to be conducted.

The lessee shall submit a general reclamation plan for the approval of the commissioner prior to the onset of active mining operations. The general reclamation plan shall describe the methods and sequence of reclamation activities. At least two (2) years prior to the time reclamation is to begin under the provisions of this lease, the lessee shall submit a detailed reclamation plan for the approval of the commissioner. The detailed reclamation plan shall contain detailed plans, schedules, designs, specifications, and supporting data for reclamation activities, including cleanup as specified in paragraph 34 of this lease. The lessee shall reclaim the leased premises in accordance with the approved reclamation plan. The reclamation of disturbed areas shall proceed concurrently with mining operations to the extent practical, and shall be completed following termination of the mine's operation.

27. RECLAMATION BONDS. Prior to the onset of active mining operations, unless waived, in whole or in part, by the commissioner, the lessee shall file with the commissioner a surety bond, cash, certificates of deposit or assignable bonds or notes of the United States in the amount of One hundred ninety thousand and 00/100 (190,000) Dollars, conditioned that the lessee shall faithfully perform all reclamation requirements, including cleanup, as specified in the approved reclamation plan. All bonds shall be signed by the lessee as principal and by a good and sufficient surety licensed to do business in the State of Minnesota. Any bond or other security submitted pursuant to this section shall remain in force

until such time as bonding is no longer considered necessary by the commissioner, or until reclamation is completed in accordance with the approved reclamation plan.

The need for and amount of all bonds, or other security, shall be reviewed by the commissioner annually, and at the commissioner's discretion, such bond or security shall be increased or decreased to reflect changes in the cost of future reclamation of all lands disturbed and unreclaimed by peat mining operations. At the time of review the lessee shall submit a statement estimating the number of additional acres expected to be disturbed during the ensuing year. The total number of acres disturbed and unreclaimed plus those acres expected to be disturbed during said period shall be considered in revising the bond amount.

28. **RELEASE OF BOND.** When the lessee has completed reclamation of an area, as provided for in this lease, or its attachments, the lessee may request a release of a portion of the retained bond or other security commensurate with the amount of land so reclaimed. The commissioner shall inspect the reclaimed area and rule on the release request within sixty (60) days. If reclamation criteria have been met, the commissioner shall release the appropriate portion of any bond or other security.

If reclamation criteria have not been met, the commissioner shall notify the lessee and recommend corrective actions. Upon correction of the noted deficiency, the commissioner shall release the appropriate portion of the bond or other security.

29. **FORFEITURE OF BOND.** Should the lessee fail to reclaim in a timely manner, the commissioner shall initiate forfeiture proceedings against the bond or other security.

30. **LESSEE TO ACQUIRE NECESSARY RIGHTS TO SURFACE NOT OWNED BY STATE.** It is understood and agreed that in case any interest in the land covered by this lease or in any minerals therein is owned by anyone other than the state, this lease shall not be construed as authorizing any invasion of or trespass upon such other interest, that in case it shall be necessary to make use of any such other interest in connection with any operations hereunder, the lessee shall obtain all necessary legal rights therefore before proceeding therewith, that the lessee shall be liable for all damages to any other interest caused by any operations hereunder, and that the state shall not incur or be subject to any liability therefore.

31. **INDEMNIFICATION.** No liability shall be imposed upon or incurred by the state or any of its officers, agents, or employees, officially or personally, on account of the granting of this lease or on account of any damage to any person or property resulting from any act or omission of the lessee or any of its agents, employees, or contractors relating to any matter hereunder. The lessee hereby agrees and is obligated to indemnify and hold the state harmless from all claims arising out of the use of the property covered by this lease, regardless of the manner in which the claims are asserted. This lease shall not be construed as estopping or limiting any legal claim or right of action of the state against the lessee, its agents, employees, or contractors for violation of or failure to comply with the provisions of this lease or applicable provisions of law.

32. **LESSEE TO PAY ALL TAXES.** The lessee covenants and agrees to pay when due all taxes, general and specific, personal and real, that may be assessed against the leased premises and improvements made on the leased premises, the peat thereon or removed therefrom, and any personal property thereon owned, used, or controlled by the lessee. The cancellation, termination, or expiration of this lease shall not relieve the lessee of the obligation to pay taxes assessed during the continuance of the lease, even though such taxes may be due or payable after such cancellation, termination, or expiration date.

33. STATE LIEN FOR UNPAID SUMS DUE. The state reserves and shall at all times have a lien upon all peat removed from the leased premises and upon all improvements made by the lessee upon the leased premises for any sums not paid when due and for any of the expenses specified in paragraph 35 herein.

34. LESSEE'S RIGHT TO TERMINATE LEASE. The lessee may at any time deliver to the commissioner written notice of intention to terminate this lease, and this lease shall terminate sixty (60) days after such delivery unless notice is revoked by the lessee by further written notice to the commissioner before the expiration of said sixty (60) days. Such termination shall not relieve the lessee from any liability for payment or other liability incurred hereunder. All sums due to state under this lease up to the effective date of such termination shall be paid by the lessee.

35. STATE'S RIGHT TO CANCEL LEASE UPON DEFAULT. This lease is granted upon the express condition that, if any sum owing hereunder by the lessee for rental, royalty, or otherwise shall remain unpaid after the time when the same became due as herein provided, or if the lessee or any agent or servant thereof shall knowingly or willfully make any false statement in any report, account, or tabulation submitted to the state or to the commissioner, or any of the lessee's agents pertaining to any matter hereunder, or if the lessee shall fail to perform any of the covenants or conditions herein expressed to be performed by said lessee, the commissioner may cancel this lease by mailing or delivering to the lessee sixty (60) days' notice thereof in writing, specifying such non-payment or other default as the case may be, and this lease shall terminate at the expiration of said sixty (60) days, and the lessee and all persons claiming under the lessee shall be wholly excluded from the leased premises except as hereinafter provided. Such termination shall not relieve the lessee from any liability for payment or other liability incurred hereunder. If the default consists of a non-performance of an act required hereunder other than payment of royalty or rental, the lessee may perform within said period of sixty (60) days and the lease shall continue in full force and effect, and if the correction of any such default requires more time than sixty (60) days after the notice has been received by the lessee, the commissioner, upon written request of the lessee and for good cause shown, may, at the commissioner's discretion, grant an extension of such period of sixty (60) days. If the default consists of a nonpayment of royalty or rental and the lessee performs within fifteen (15) days from the mailing or delivery of notice of cancellation, the lease shall continue in full force and effect; and if the lessee performs at any time thereafter within said period of sixty (60) days, the commissioner, at the commissioner's discretion, may continue the lease in full force and effect.

36. RIGHTS OF STATE AND LESSEE DURING 180-DAY PERIOD FOLLOWING TERMINATION. Upon termination of this lease, whether by expiration of the term hereof or by act of either party, except as necessary to comply with the provisions of paragraph 23 herein, the lessee shall have one hundred eighty (180) days thereafter in which to remove all equipment, materials, structures, and other property placed or erected by the lessee upon the leased premises, and any such property not removed within said time shall, at the discretion of the commissioner, become the property of the state. During said period of one hundred eighty (180) days, the lessee shall, at its own expense, do all work which the commissioner deems necessary to leave the premises in a safe and orderly condition to protect against injury or damage to persons or property; and, except as otherwise directed by the commissioner, access roads are to be left in place and all drainage ditches are to be left intact and open. Subject to the foregoing, upon the termination of this lease, whether by expiration of the term hereof or otherwise, the lessee shall quietly and peaceably surrender possession of the leased premises to the state. During said period of one hundred eighty (180) days, the lessee shall not be relieved of any obligation or liability resulting from the occupancy of the leased premises, unless the lessee has wholly vacated said leased premises prior to the expiration of said period and has notified the commissioner thereof in writing.

37. RECOVERY OF EXPENSES. If it is necessary for the state to incur expenses by court action or otherwise for the ejectment of the lessee, or removal from the leased premises of the lessee's property, or recovery of rent or royalties, or reclamation of the land, or for any other remedy of the state, the lessee shall pay to the state all expenses, including attorneys' fees, thus incurred by the state.

38. SUBJECT TO LEASING FOR MINERAL AND OTHER PURPOSES. The state reserves the right to lease or grant to other persons or corporations the right to explore for, mine, remove, and beneficiate any minerals that are located on or in the leased premises. The state agrees that any permit or lease granted by it to any person or corporation to explore for, develop, mine, or dispose of such minerals shall contain a provision that the permittee or lessee thereof shall exercise such rights so as not to cause any unnecessary or unreasonable injury or hindrance to the operations of the lessee herein in the opening of, the exploration for, or removal of peat from the leased premises. Lessee herein agrees that it shall exercise the rights granted to it by this lease in such manner as not to cause any unnecessary or unreasonable injury or hindrance to the operations of any permittee or lessee of the state in the exploration for, or the development, mining, or removal of any minerals from the leased premises.

The state further reserves the right to sell or dispose of timber, and to grant leases, permits, or licenses to any portion of the surface of the leased premises to any person, partnership, corporation, or other association under the authority of Minnesota Statutes, Section 92.50, or other applicable laws, after consultation with lessee, and provided that such leases, permits or licenses shall not unduly interfere with peat development operations conducted thereon.

39. AGREEMENTS, ASSIGNMENTS, OR CONTRACTS. All assignments, agreements, or contracts affecting this lease shall be made in writing and signed by all parties thereto, witnessed by two witnesses, properly acknowledged and shall contain the post office addresses of all parties thereto, and when so executed shall be presented in triplicate to the commissioner for record. No such instrument shall be valid until approved in writing by the commissioner and approved as to form and execution by the attorney general. No assignment or other agreement shall relieve the lessee of any obligation or liability imposed by this lease, and all assignees, sublessees, and subcontractors shall also be liable for all obligations or liabilities imposed by this lease

40. LEASE BINDING ON ASSIGNEES AND SUCCESSORS. The covenants, terms, and conditions of this lease shall run with the land and shall extend to and bind all assignees and other successors in interest of the lessee.

41. NOTICES. For the purposes of this lease, the addresses of the parties shall be as follows, unless changed by written notice to all parties: For the state -- Commissioner of Natural Resources, State of Minnesota, Box 45, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045; for the lessee -- American Peat Technology, LLC, 36203 350<sup>th</sup> Avenue, Aitkin, Minnesota 56431.

IN TESTIMONY WHEREOF, The state by and through its Commissioner of Natural Resources, has caused this instrument to be executed, and the lessee has hereto set its hand, the day and year first above written.

Signed in Presence of:

STATE OF MINNESOTA  
DEPARTMENT OF NATURAL RESOURCES

\_\_\_\_\_

\_\_\_\_\_

Jess Richards, Director  
Division of Lands and Minerals

As to State

Signed in Presence of:

AMERICAN PEAT TECHNOLOGY, LLC

\_\_\_\_\_

By \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

Title: \_\_\_\_\_

As to Lessee

STATE OF MINNESOTA )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by Jess Richards, Director, Division of Lands and Minerals, Department of Natural Resources, on behalf of the State of Minnesota.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018,  
by \_\_\_\_\_ and  
\_\_\_\_\_ of  
American Peat Technology, LLC, a Minnesota limited liability company, on behalf of the company.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

This Instrument was drafted by:

DEPT. OF NATURAL RESOURCES  
Division of Lands and Minerals  
500 Lafayette Road  
St. Paul, MN 55155-4045



STATE OF MINNESOTA  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF LANDS AND MINERALS

PEAT LEASE  
PURSUANT TO  
MINNESOTA STATUTES 2016, SECTIONS  
92.50; 282.04, SUBD. 1; AND 471.59.

Lease No. **MLPN200003**

This lease agreement is made this 2<sup>nd</sup> day of March, 2018, by and between the State of Minnesota, under the authority and subject to the provisions of Minnesota Statutes 2016, Sections 92.50, 282.04, subd. 1, and 471.59, and acting by and through its Commissioner of Natural Resources, for itself and for the County of Aitkin pursuant to the Joint Powers Agreement dated February 6, 2017, and as amended, hereinafter called the state, and

American Peat Technology, LLC  
36203 350<sup>th</sup> Avenue  
Aitkin, Minnesota, 56431, a Minnesota limited liability company,

hereinafter called the lessee.

By resolution adopted on March 1, 2018, the State Executive Council approved the execution of this lease. A copy of this resolution is attached hereto and marked "Exhibit A".

NOW, THEREFORE, in consideration of the premises and agreements herein contained, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO, as follows:

1. TERM; DESCRIPTION OF LEASED PREMISES. The state, for and in consideration of the sum of Two thousand two hundred thirty-five and 78/100 (2,235.78) Dollars to it in hand paid by the lessee, being the rental hereinafter provided for the unexpired portion of the current calendar quarter, the receipt whereof is hereby acknowledged, and in further consideration of the covenants and conditions hereof to be kept and performed by the lessee, does hereby lease and demise unto the lessee for a term of twenty-five (25) years beginning the 2<sup>nd</sup> day of March, 2018, the following described lands, hereinafter collectively called "the leased premises", situated in the County of Aitkin in the State of Minnesota,

Northeast Quarter (NE1/4), and South Half-section (S1/2) in Section Twelve (12);  
All of Section Thirteen (13);  
Northeast Quarter of Southwest Quarter (NE1/4-SW1/4), South Half of Southwest Quarter (S1/2-SW1/4), and Southeast Quarter (SE1/4) in Section Fourteen (14);  
East Half of Northeast Quarter (E1/2-NE1/4) in Section Twenty-two (22);  
North Half-section (N1/2), North Half of Southwest Quarter (N1/2-SW1/4), Southeast Quarter of Southwest Quarter (SE1/4-SW1/4), except the Southwest Quarter thereof, North Half of Southeast Quarter (N1/2-SE1/4), and Southwest Quarter of Southeast Quarter (SW1/4-SE1/4) in Section Twenty-three (23);  
North Half-section (N1/2), North Half of Southwest Quarter (N1/2-SW1/4), North Half of

Southeast Quarter (N1/2-SE1/4), and Southeast Quarter of Southeast Quarter (SE1/4-SE1/4) in Section Twenty-four (24);  
all in Township Forty-four (44) North, Range Twenty-four (24) West of the Fourth Principal Meridian, containing 2,550.00 acres, more or less, hereinafter referred to as the "tax-forfeited lands";

AND

Southwest Quarter of Northeast Quarter (SW1/4-NE1/4), Lot Two (2), Southeast Quarter of Northwest Quarter (SE1/4-NW1/4), East Half of Southwest Quarter (E1/2-SW1/4), Lot Three (3), Lot Four (4), and West Half of Southeast Quarter (W1/2-SE1/4) in Section Seven (7);

West Half of Northeast Quarter (W1/2-NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), Lot One (1), Lot Two (2), Lot Three (3), Lot Four (4), and Northwest Quarter of Southeast Quarter (NW1/4-SE1/4) in Section Eighteen (18);  
all in Township Forty-four (44) North, Range Twenty-three (23) West of the Fourth Principal Meridian, containing 927.95 acres, more or less, hereinafter referred to as "consolidated conservation area lands".

2. DEFINITIONS. For the purposes of this lease, the following words shall have the meanings ascribed to them:

- (a) "Commissioner" means the Commissioner of Natural Resources of the State of Minnesota, or the commissioner's designated representative.
- (b) "Peat" means organic matter, excluding coal, formed by the partial decomposition of dead plant remains covered by water. It has an ash content not exceeding 25% by dry weight.
- (c) "Fibers" means plant material 0.15 mm or larger, consisting of stems, leaves, or fragments of bog plants, but containing no plant material greater than 12.7 mm. Percentages of fiber are based on oven-dried weight at 105° Celsius.
- (d) "Reed-Sedge Peat" means peat containing a minimum of 33 1/3% fiber by weight of which reed-sedge and other non-moss fibers shall comprise over 50%.
- (e) "Sphagnum Moss Peat" means peat containing a minimum of 66 2/3% sphagnum moss fiber by weight. The sphagnum moss fiber shall be stems and leaves of sphagnum that have recognizable fibrous and cellular structure.
- (f) "Ton" means 2,000 pounds avoirdupois.
- (g) "Disturbed Area" means any part(s) of the leased premises which have been cleared of vegetation or affected by drainage, mining, or facilities related to the operations conducted under the terms of this lease.
- (h) "Reclamation" means the rehabilitation of the affected land for useful purposes, and the protection of the natural resources of the surrounding area. These "useful purposes" may be different from the original condition and may include, but are not limited to, revegetation, afforestation, reforestation, planting of crops, or creation of waterfowl ponding areas.

3. PURPOSE OF LEASE; RIGHT OF LESSEE TO CONTRACT WORK. This lease is granted to the lessee for the purpose of opening, exploring, removing, and processing reed-sedge peat and sphagnum moss peat found on or in the leased premises. Subject to paragraphs 18 and 19 and other applicable provisions of this lease, the lessee shall have the right to construct or make such private drainage ditches, housing or storage facilities, processing plants, buildings, roads, or other improvements upon the leased premises as may be necessary or suitable for such purposes; provided that the plans for constructing any such private drainage ditches shall be subject to the written approval of the commissioner; and provided further that the construction, location, and operation of any such processing plant on the leased premises shall be subject to the written approval of the commissioner. All buildings and ditches must be constructed in accordance with applicable federal, state and local laws.

The lessee may contract with others for doing any work authorized or required hereunder, or for the use of the leased premises or any part thereof for the purposes hereof, but no such contract shall relieve the lessee of any duty, obligation, or liability hereunder. No such contract providing for harvesting, removing, or processing of peat shall become effective for any purpose until three duplicates of such contract have been executed as required by this lease and filed with the commissioner.

4. PROPERTY LINES TO BE POSTED. Prior to conducting any harvesting activities on the leased premises, the Lessee must survey and post the property line between Township 44 North, Range 23 West and Township 44 North, Range 24 West as it crosses the leased premises.

The location of the property lines must be verified and approved in writing by the Commissioner of Natural Resources prior to conducting any harvesting activities.

5. ANNUAL RENTAL. The lessee covenants and agrees to pay to the lessor, through the Department of Natural Resources, rental for the leased premises at the rate of \$9.00 per acre of land included in the leased premises, per calendar year, for the unexpired portion of the current calendar year from the effective date hereof and for the next three (3) succeeding calendar years. Thereafter, the rental rate shall be subject to the escalation clause as specified in paragraph 7 herein. At no time, however, shall the rate per acre of land be less than \$9.00. Such rental shall be payable in advance for the unexpired portion of the current calendar quarter from the effective date hereof; and thereafter payable quarterly on or before the 20<sup>th</sup> day of April, July, October, and January each year during the term hereof. The first calendar quarter is the first three calendar months of the year, and so on.

Any amount paid for rental accrued under this lease during any calendar year shall be credited on any royalty that may become due for the same calendar year in which the rental was due but no further, and only to the extent that such rental was paid or deposited into the particular fund to which the royalty for such peat is due.

6. ROYALTY RATES. The royalties to be paid by the lessee to the state shall be based on a royalty rate of \$1.50 per ton of reed-sedge peat and \$6.00 per ton of sphagnum moss peat removed from the leased premises, subject to the escalator provisions of paragraph 7 herein.

#### 7. ESCALATOR CLAUSE.

(a) Rental. The rental to be paid to the state by the lessee, as specified in paragraph 5 herein, shall be escalated on January 1, 2022, and on January first of each subsequent fourth calendar year in accordance with the formula set forth below.

Rental shall be adjusted in relation to the variation from a Base Index, in the average of the values of the unadjusted Producer Price Index for Processed Materials Less Foods and Feeds (Final Demand-Intermediate Demand Code WPUID69111) (1982 equals 100), as originally published (unrevised) by the Bureau of Labor Statistics of the United States Department of Labor, or any succeeding Federal government agency publishing such Index, for the months of March, June, September, and December of the previous year to the year for which rental is being computed. The Base Index shall be 188.9, which is the average of the values of such index for the months of January - June, 2017. The variation shall be the difference between the Base Index and the average of the values of the Processed Materials Less Foods and Feeds index for the months of March, June, September, and December of the calendar year previous to the year for which rental is being computed. The variation shall be divided by the Base Index to determine the Amount of Variation from the Base Index. The adjusted rental for the appropriate calendar year shall be determined by multiplying the rental rate per acre of land pursuant to paragraph 5 herein by the Amount of Variation from the Base Index, the resulting product carried to six decimal places, and adding the product to said rental rate.

For example, the Base Index under this lease is 188.9 and the rental rate pursuant paragraph 5 herein is \$9.00 per acre; and if the Producer Price Index for Processed Materials Less Foods and Feeds were 206.1 for March, 2021, 206.8 for June, 2021, 209.1 for September, 2021, and 209.5 for December, 2021, then the escalated rental payable would be computed as follows:

$$\frac{206.1 + 206.8 + 209.1 + 209.5}{4} - 188.9 = 0.100582$$


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188.9

Escalated Rental = (Amount of Variation from the Base Index x Rental Rate) + Rental Rate - (0.100582 x \$9.00) + \$9.00 = \$9.9052.

In this example, the escalated rental payable per acre of land for each of the successive four calendar years commencing January 1, 2022 would be \$9.9052.

In no case shall the rental payable hereunder be less than the minimum rental prescribed in paragraph 5 herein.

(b) Royalty. The royalty to be paid to the state by the lessee, as specified in paragraph 6 herein, shall be escalated each calendar quarter in accordance with the formula set forth below.

Royalty shall be increased for royalty payment periods in relation to the variation from a Base Index, in the value of the unadjusted Producer Price Index for Processed Materials Less Foods and Feeds (Final Demand-Intermediate Demand Code WPUID69111) (1982 equals 100), as originally published (unrevised) by the Bureau of Labor Statistics of the United States Department of Labor, or any succeeding Federal government agency publishing such Index, for the first month in the calendar quarter for which royalty payment is to be made. The Base Index shall be 188.9, which is the average of the values of such index for the months of January - June, 2017. The variation shall be the difference between the Base Index and the value of the unadjusted Processed Materials Less Foods and Feeds index for the first month in the calendar quarter for which royalty is being computed. The variation shall be divided by the Base Index to determine the Amount of Variation from the Base Index. The escalated royalty for the appropriate calendar quarter shall be determined by multiplying the royalty rate per ton payable on reed-sedge peat, and the royalty rate per ton payable on sphagnum moss peat, pursuant to paragraph 6 herein by the Amount of Variation from the Base Index, the resulting product carried to six decimal places, and adding the product to said royalty rate.

For example, the Base Index under this lease is 188.9 and the royalty rate for reed-sedge peat pursuant to paragraph 6 herein is \$1.50 per ton; if the Producer Price Index for Processed Materials Less Foods and Feeds were 209.5 for January, 2022, then the escalated royalty payable on any such ton of reed-sedge peat removed from the leased premises during the first calendar quarter of 2022 would be computed as follows:

$$\frac{209.5 - 188.9}{188.9} = 0.109052$$

Escalated Royalty = (Amount of Variation from the Base Index x Royalty Rate) + Royalty Rate = (0.109052 x \$1.50) + \$1.50 = \$1.6636

In this example, the escalated royalty payable per ton of reed-sedge peat removed from the leased premises during the first calendar quarter of 2022 would be \$1.6636.

In this example, the escalated rental payable per acre of land for each of the successive four calendar years commencing January 1, 2022 would be \$9.9052.

In no case shall the royalties payable hereunder be less than the minimum royalties prescribed in paragraph 6 herein.

(c) In the event some period other than 1982 is used as a base of 100 in determining the Producer Price Index for Processed Materials Less Foods and Feeds, for the purposes hereof such index shall be adjusted so as to be in correct relationship to such 1982 base. In the event such index is not published by any Federal agency, the index to be used as aforesaid shall be that index independently published, which, after necessary adjustments, if any, provides the most reasonable substitute for such Producer Price Index for Processed Materials Less Foods and Feeds during any period subsequent to December, 2017, it being intended to substitute an index that most accurately reflects fluctuations in the prices of commodities in the Processed Materials Less Foods and Feeds index in the manner presently reported by the Producer Price Index for Processed Materials Less Foods and Feeds (1982 equals 100), published by the Bureau of Labor Statistics of the United States Department of Labor. If the parties hereto cannot agree upon a substitute index which accomplishes this purpose, such question shall be determined by arbitration as hereinafter provided.

8. CONVERSION FORMULAS. The following formula shall be used when peat is weighed or produced in units other than those specified for the calculation of royalties:

2.5 cubic yards of reed-sedge peat equal one ton; and  
4.5 cubic yards of sphagnum moss peat equal one ton.

The commissioner may prescribe such other reasonable conversion formulas as may be necessary for the calculation of royalties.

9. METHOD OF COMPUTING ROYALTY RATES. In computing royalty rates hereunder, any fraction of a cent less than five-thousandths shall be disregarded and any fraction amounting to five-thousandths or more shall be counted as one-hundredth of a cent.

10. QUARTERLY PAYMENT OF ROYALTY. The lessee covenants and agrees to pay to the lessor through the Department of Natural Resources, on or before the twentieth day of April, July,

October, and January each year during the period this lease continues in force, royalty at the rates hereinbefore specified for all the reed-sedge peat and sphagnum moss peat removed from the leased premises during the three months preceding the first day of the month in which such payment is due as hereinbefore provided.

If the royalty due on the reed-sedge peat and sphagnum moss peat shall not be determined and accounted for as herein otherwise provided by the twentieth day of the month in which such payment is due for peat removed from the leased premises during the previous three months, the commissioner may determine such royalty by such method as the commissioner deems appropriate and give the lessee written notice thereof, whereupon such royalty shall be due and payable within 20 days after the mailing or delivery of such notice, unless the time therefore shall be extended by the commissioner.

11. **LESSEE TO TRANSMIT STATEMENT OF PEAT REMOVED AND ROYALTY DUE.** The lessee shall transmit to the commissioner with each royalty payment an exact and truthful statement of the tonnage of reed-sedge peat and sphagnum moss peat removed from the tax-forfeited lands and consolidated conservation area lands during each calendar year for which such payment is made, the royalty value of such peat, and the amount of royalty due thereon. The commissioner may prescribe the format for such statement.

The lessee shall provide for all the operations required for such determinations except as otherwise specified.

12. **WEIGHING.** The method or methods of obtaining the weights used to determine tonnages for the calculation of royalty, or to determine other weights required by the state, shall be subject to the approval of the commissioner.

The State may appoint such special inspectors of such scales, weighing devices, and methods and practices (including vehicle count inspectors) as the State deems necessary to insure proper accounting and protect the interests of the State, and the Lessee shall reimburse the State monthly for the cost of all such inspection service upon notification thereof by the Commissioner.

Should the lessee desire to stockpile reed-sedge peat or sphagnum moss peat off the leased premises for a temporary period not to exceed one year, the commissioner may prescribe the method of removal and the method of sampling and weighing such peat for the purpose of determining the amount of royalty due. Royalties shall be paid in full after 365 days of temporary storage off the leased premises.

13. **INSPECTION.** The commissioner may at all reasonable times enter the leased premises and any other premises used or operated by the lessee in connection with the operation of said leased premises, inspect the operations conducted hereunder, and conduct such engineering and sampling procedures and other investigations as the commissioner may require, not unreasonably hindering or interrupting the operations of the lessee.

The lessee shall allow the commissioner, at all reasonable times, prompt access to and inspection of all records necessary to monitor compliance with the provisions of this lease.

14. **SAMPLING.** Samples for royalty purposes shall be taken of the peat at places and intervals subject to the approval of the commissioner. A portion of such sample or composite sample shall be delivered to the commissioner unless, by mutual agreement, it has been decided that certain of such portions are not needed by the state. Except as otherwise permitted by the commissioner, all peat removed from the leased premises shall be sampled as to type and its weight determined before commingling with any other peat or other materials.

15. REMOVAL OF PEAT FOR EXPERIMENTAL PURPOSES. Notwithstanding the provisions of paragraphs 6 and 7 relating to the payment of royalty, upon written application of the lessee, the commissioner may authorize the removal of peat from the leased premises for experimental purposes without payment of royalty.

16. ADDITIONAL REPORTS.

(a) Except as otherwise permitted by the commissioner, the lessee shall transmit to the commissioner on or before the tenth of each month a statement in such form as the commissioner shall prescribe, covering the tonnage of reed-sedge peat and sphagnum moss peat removed from the tax-forfeited lands and the consolidated conservation area lands during the preceding calendar month.

(b) In addition to the reporting requirements of paragraphs 11 and 14 of this lease, the lessee shall provide the state by March 15 of each year a report which shall contain:

- (1) A description of the amount and location of acreage disturbed during the preceding calendar year on the leased premises;
- (2) An accurate map of the locations of all facilities, drainage ditches, and other structures on the leased premises, including those constructed within the preceding year;
- (3) A description of the plans for additional peat removal or additional drainage ditches, facilities, or other structures for the current year on the leased premises;
- (4) A description and map of the area for which reclamation has been completed during that year; and
- (5) Any other reasonable or necessary data which the state may require.

17. HOW REMITTANCES AND REPORTS ARE TO BE TRANSMITTED. All remittances by the lessee hereunder shall be made payable to the Department of Natural Resources, and all such remittances and all reports, notices, and documents required hereunder shall be transmitted to the commissioner through the assistant director of the Division of Lands and Minerals at Hibbing, Minnesota: 1525 Third Avenue East, Hibbing, Minnesota 55746.

18. LESSEE'S OBLIGATIONS UNDER LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS. The provisions of this lease are subject to all applicable local, state and federal statutes, orders, rules and regulations, and all operations under this lease shall be conducted in conformity with them. These include, but are not necessarily limited to, the reclamation and water appropriation permits from the Minnesota Department of Natural Resources; the NPDES-SDS permit and the Section 401 certification from the Minnesota Pollution Control Agency; the Section 404-Dredge and Fill from the U.S. Army Corps of Engineers and any other county or local government requirements. All activities shall be conducted in conformity with the applicable mineland reclamation statutes and rules. No interference, diversion, use or appropriation of any waters over which the commissioner or any other state agency has jurisdiction, shall be undertaken unless authorized in writing by the commissioner or the said state agency.

(a) The lessee is subject to the rules of the Minnesota Environmental Quality Board, which require the following:

(1) an Environmental Assessment Worksheet (EAW) for development of a facility for the extraction or mining of peat which will result in the excavation of 160 or more acres of land during its existence, and

(2) an Environmental Impact Statement (EIS) for development of a facility for the extraction or mining of peat which will utilize 320 acres of land or more during its existence.

19. EXISTING ENCUMBRANCES. This lease is subject to all prior leases, easements, rights of way, permits, licenses, and other encumbrances upon the leased premises.

20. MANNER OF OPERATION. It is further understood and agreed as follows:

(a) The lessee shall open, use and work the peat deposit on the leased premises in such manner only as is usual and customary in skillful and proper peat operations of similar size and scope.

(b) The lessee shall conduct its operations in accordance with the requirements, methods, and practices of good peat removal engineering and environmental engineering, and in a manner which

(1) will not cause any undue injury to the land or the remaining peat deposits;

(2) will not cause any significant inconvenience or hindrance in the use, development, or disposal of any peat left on the leased premises after the termination, cancellation, or expiration of this lease; and

(3) will not endanger the public health, welfare, or safety. If a situation occurs in the construction or operations authorized by this lease which does endanger the public health or safety, the lessee shall immediately take corrective measures and shall notify the commissioner. The lessee shall cease construction or operations if the commissioner determines that danger to public health and safety will result from continued operations.

(c) The lessee shall keep the leased premises in a neat, clean, and safe condition and remove all refuse and debris that may from time to time accumulate on the leased premises.

(d) The lessee shall take all reasonable steps to prevent fires starting as a result of its operations, and shall maintain a reasonable and adequate system for suppressing fires on the leased premises. The lessee shall be responsible for the suppression of fires started as a result of its operations. The lessee shall hold the state harmless and indemnify the state for any damages caused by fires started as a result of its operations.

(e) No timber shall be cut, used, removed or destroyed by the lessee without first paying to the state the stumpage value thereof as determined by the commissioner.

21. LESSEE TO OBTAIN REQUIRED STATE AND FEDERAL PERMITS WITHIN FIVE YEARS. If the Lessee fails to obtain the required state and federal permits to harvest peat from the leased premises by the end of the fifth year following the date of this lease, the state may, at its option cancel this lease in the manner hereinafter provided. If the Lessee fails to obtain the required state and federal



permits by such date and the state chooses not to cancel this lease, such other later date for obtaining the required permits shall be mutually agreed to between the state and Lessee.

22. LESSEE TO OPEN LEASED PREMISES IN A SUBSTANTIAL MANNER AFTER OBTAINING REQUIRED STATE AND FEDERAL PERMITS. If Lessee fails to open a minimum of forty (40) acres of the leased premises in a substantial manner by the end of the fourth full calendar year after obtaining required state and federal permits, the state may, at its option cancel this lease in the manner hereinafter provided. For purposes of this paragraph, opening the leased premises in a substantial manner consists of activities approved by the commissioner, such clearing surface vegetation, constructing drainage ditches, or such comparable performance standards as may be determined by the commissioner.

23. DRAINAGE. Subject to paragraph 18, the lessee may employ such drainage methods as are necessary for the efficient removal of peat except that the locations of all outlets must be approved by the commissioner prior to the construction of the drainage system.

24. INVASIVE SPECIES. The Lessee is responsible for controlling invasive species on the Premises.

25. RECLAMATION REQUIRED. The lessee shall, at its own expense, begin reclamation of disturbed areas:

(a) During the first normal planting period following the point when a surface, structure, facility, or element is no longer scheduled to be disturbed or used in a manner that would interfere with the establishment and maintenance of vegetation; or

(b) Upon the termination of the lease, either by expiration of the term or by act of either party; unless directed otherwise in writing by the commissioner.

26. MINING AND RECLAMATION PROCEDURES. The lessee shall submit a mining plan for the approval of the commissioner prior to the onset of active mining operations. The plan shall describe the life of the operation and the mining activities to be conducted.

The lessee shall submit a general reclamation plan for the approval of the commissioner prior to the onset of active mining operations. The general reclamation plan shall describe the methods and sequence of reclamation activities. At least two (2) years prior to the time reclamation is to begin under the provisions of this lease, the lessee shall submit a detailed reclamation plan for the approval of the commissioner. The detailed reclamation plan shall contain detailed plans, schedules, designs, specifications, and supporting data for reclamation activities, including cleanup as specified in paragraph 34 of this lease. The lessee shall reclaim the leased premises in accordance with the approved reclamation plan. The reclamation of disturbed areas shall proceed concurrently with mining operations to the extent practical, and shall be completed following termination of the mine's operation.

27. RECLAMATION BONDS. Prior to the onset of active mining operations, unless waived, in whole or in part, by the commissioner, the lessee shall file with the commissioner a surety bond, cash, certificates of deposit or assignable bonds or notes of the United States in the amount of One million thirty-five thousand one hundred and 00/100 (1,035,100.00) Dollars, conditioned that the lessee shall faithfully perform all reclamation requirements, including cleanup, as specified in the approved reclamation plan. All bonds shall be signed by the lessee as principal and by a good and sufficient surety licensed to do business in the State of Minnesota. Any bond or other security submitted pursuant to this

section shall remain in force until such time as bonding is no longer considered necessary by the commissioner, or until reclamation is completed in accordance with the approved reclamation plan.

The need for and amount of all bonds, or other security, shall be reviewed by the commissioner annually, and at the commissioner's discretion, such bond or security shall be increased or decreased to reflect changes in the cost of future reclamation of all lands disturbed and unreclaimed by peat mining operations. At the time of review the lessee shall submit a statement estimating the number of additional acres expected to be disturbed during the ensuing year. The total number of acres disturbed and unreclaimed plus those acres expected to be disturbed during said period shall be considered in revising the bond amount.

28. **RELEASE OF BOND.** When the lessee has completed reclamation of an area, as provided for in this lease, or its attachments, the lessee may request a release of a portion of the retained bond or other security commensurate with the amount of land so reclaimed. The commissioner shall inspect the reclaimed area and rule on the release request within sixty (60) days. If reclamation criteria have been met, the commissioner shall release the appropriate portion of any bond or other security.

If reclamation criteria have not been met, the commissioner shall notify the lessee and recommend corrective actions. Upon correction of the noted deficiency, the commissioner shall release the appropriate portion of the bond or other security.

29. **FORFEITURE OF BOND.** Should the lessee fail to reclaim in a timely manner, the commissioner shall initiate forfeiture proceedings against the bond or other security.

30. **LESSEE TO ACQUIRE NECESSARY RIGHTS TO SURFACE NOT OWNED BY STATE.** It is understood and agreed that in case any interest in the land covered by this lease or in any minerals therein is owned by anyone other than the state, this lease shall not be construed as authorizing any invasion of or trespass upon such other interest, that in case it shall be necessary to make use of any such other interest in connection with any operations hereunder, the lessee shall obtain all necessary legal rights therefore before proceeding therewith, that the lessee shall be liable for all damages to any other interest caused by any operations hereunder, and that the state shall not incur or be subject to any liability therefore.

31. **INDEMNIFICATION.** No liability shall be imposed upon or incurred by the state or any of its officers, agents, or employees, officially or personally, on account of the granting of this lease or on account of any damage to any person or property resulting from any act or omission of the lessee or any of its agents, employees, or contractors relating to any matter hereunder. The lessee hereby agrees and is obligated to indemnify and hold the state harmless from all claims arising out of the use of the property covered by this lease, regardless of the manner in which the claims are asserted. This lease shall not be construed as estopping or limiting any legal claim or right of action of the state against the lessee, its agents, employees, or contractors for violation of or failure to comply with the provisions of this lease or applicable provisions of law.

32. **LESSEE TO PAY ALL TAXES.** The lessee covenants and agrees to pay when due all taxes, general and specific, personal and real, that may be assessed against the leased premises and improvements made on the leased premises, the peat thereon or removed therefrom, and any personal property thereon owned, used, or controlled by the lessee. The cancellation, termination, or expiration of this lease shall not relieve the lessee of the obligation to pay taxes assessed during the continuance of the lease, even though such taxes may be due or payable after such cancellation, termination, or expiration date.

33. STATE LIEN FOR UNPAID SUMS DUE. The state reserves and shall at all times have a lien upon all peat removed from the leased premises and upon all improvements made by the lessee upon the leased premises for any sums not paid when due and for any of the expenses specified in paragraph 35 herein.

34. LESSEE'S RIGHT TO TERMINATE LEASE. The lessee may at any time deliver to the commissioner written notice of intention to terminate this lease, and this lease shall terminate sixty (60) days after such delivery unless notice is revoked by the lessee by further written notice to the commissioner before the expiration of said sixty (60) days. Such termination shall not relieve the lessee from any liability for payment or other liability incurred hereunder. All sums due to state under this lease up to the effective date of such termination shall be paid by the lessee.

35. STATE'S RIGHT TO CANCEL LEASE UPON DEFAULT. This lease is granted upon the express condition that, if any sum owing hereunder by the lessee for rental, royalty, or otherwise shall remain unpaid after the time when the same became due as herein provided, or if the lessee or any agent or servant thereof shall knowingly or willfully make any false statement in any report, account, or tabulation submitted to the state or to the commissioner, or any of the lessee's agents pertaining to any matter hereunder, or if the lessee shall fail to perform any of the covenants or conditions herein expressed to be performed by said lessee, the commissioner may cancel this lease by mailing or delivering to the lessee sixty (60) days' notice thereof in writing, specifying such non-payment or other default as the case may be, and this lease shall terminate at the expiration of said sixty (60) days, and the lessee and all persons claiming under the lessee shall be wholly excluded from the leased premises except as hereinafter provided. Such termination shall not relieve the lessee from any liability for payment or other liability incurred hereunder. If the default consists of a non-performance of an act required hereunder other than payment of royalty or rental, the lessee may perform within said period of sixty (60) days and the lease shall continue in full force and effect, and if the correction of any such default requires more time than sixty (60) days after the notice has been received by the lessee, the commissioner, upon written request of the lessee and for good cause shown, may, at the commissioner's discretion, grant an extension of such period of sixty (60) days. If the default consists of a nonpayment of royalty or rental and the lessee performs within fifteen (15) days from the mailing or delivery of notice of cancellation, the lease shall continue in full force and effect; and if the lessee performs at any time thereafter within said period of sixty (60) days, the commissioner, at the commissioner's discretion, may continue the lease in full force and effect.

36. RIGHTS OF STATE AND LESSEE DURING 180-DAY PERIOD FOLLOWING TERMINATION. Upon termination of this lease, whether by expiration of the term hereof or by act of either party, except as necessary to comply with the provisions of paragraph 23 herein, the lessee shall have one hundred eighty (180) days thereafter in which to remove all equipment, materials, structures, and other property placed or erected by the lessee upon the leased premises, and any such property not removed within said time shall, at the discretion of the commissioner, become the property of the state. During said period of one hundred eighty (180) days, the lessee shall, at its own expense, do all work which the commissioner deems necessary to leave the premises in a safe and orderly condition to protect against injury or damage to persons or property; and, except as otherwise directed by the commissioner, access roads are to be left in place and all drainage ditches are to be left intact and open. Subject to the foregoing, upon the termination of this lease, whether by expiration of the term hereof or otherwise, the lessee shall quietly and peaceably surrender possession of the leased premises to the state. During said period of one hundred eighty (180) days, the lessee shall not be relieved of any obligation or liability resulting from the occupancy of the leased premises, unless the lessee has wholly vacated said leased premises prior to the expiration of said period and has notified the commissioner thereof in writing.

37. RECOVERY OF EXPENSES. If it is necessary for the state to incur expenses by court action or otherwise for the ejectment of the lessee, or removal from the leased premises of the lessee's property, or recovery of rent or royalties, or reclamation of the land, or for any other remedy of the state, the lessee shall pay to the state all expenses, including attorneys' fees, thus incurred by the state.

38. SUBJECT TO LEASING FOR MINERAL AND OTHER PURPOSES. The state reserves the right to lease or grant to other persons or corporations the right to explore for, mine, remove, and beneficiate any minerals that are located on or in the leased premises. The state agrees that any permit or lease granted by it to any person or corporation to explore for, develop, mine, or dispose of such minerals shall contain a provision that the permittee or lessee thereof shall exercise such rights so as not to cause any unnecessary or unreasonable injury or hindrance to the operations of the lessee herein in the opening of, the exploration for, or removal of peat from the leased premises. Lessee herein agrees that it shall exercise the rights granted to it by this lease in such manner as not to cause any unnecessary or unreasonable injury or hindrance to the operations of any permittee or lessee of the state in the exploration for, or the development, mining, or removal of any minerals from the leased premises.

The state further reserves the right to sell or dispose of timber, and to grant leases, permits, or licenses to any portion of the surface of the leased premises to any person, partnership, corporation, or other association under the authority of Minnesota Statutes, Section 92.50, or other applicable laws, after consultation with lessee, and provided that such leases, permits or licenses shall not unduly interfere with peat development operations conducted thereon.

39. AGREEMENTS, ASSIGNMENTS, OR CONTRACTS. All assignments, agreements, or contracts affecting this lease shall be made in writing and signed by all parties thereto, witnessed by two witnesses, properly acknowledged and shall contain the post office addresses of all parties thereto, and when so executed shall be presented in triplicate to the commissioner for record. No such instrument shall be valid until approved in writing by the commissioner and approved as to form and execution by the attorney general. No assignment or other agreement shall relieve the lessee of any obligation or liability imposed by this lease, and all assignees, sublessees, and subcontractors shall also be liable for all obligations or liabilities imposed by this lease

40. LEASE BINDING ON ASSIGNEES AND SUCCESSORS. The covenants, terms, and conditions of this lease shall run with the land and shall extend to and bind all assignees and other successors in interest of the lessee.

41. NOTICES. For the purposes of this lease, the addresses of the parties shall be as follows, unless changed by written notice to all parties: For the state -- Commissioner of Natural Resources, State of Minnesota, Box 45, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045; for the lessee -- American Peat Technology, LLC, 36203 350<sup>th</sup> Avenue, Aitkin, Minnesota 56431.

IN TESTIMONY WHEREOF, The state by and through its Commissioner of Natural Resources, has caused this instrument to be executed, and the lessee has hereto set its hand, the day and year first above written.

Signed in Presence of:

STATE OF MINNESOTA  
DEPARTMENT OF NATURAL RESOURCES

---

Jess Richards, Director

Division of Lands and Minerals

\_\_\_\_\_  
As to State

Signed in Presence of:

AMERICAN PEAT TECHNOLOGY, LLC

\_\_\_\_\_

By \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
As to Lessee

STATE OF MINNESOTA        )  
  ) SS  
COUNTY OF \_\_\_\_\_  )



**m** DEPARTMENT OF  
NATURAL RESOURCES

Minnesota Department of Natural Resources  
Division of Lands and Minerals  
1525 Third Ave. E.  
Hibbing, MN 55746

January 19, 2018

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

Re: American Peat Technology LLC Peat Leases

Dear Mr. Jacobs:

The Department of Natural Resources has completed its negotiations with American Peat Technology LLC for two peat leases in Aitkin County: the Rossburg Bog comprising 638.43 acres and the Seavey Bog comprising 3,477.95 acres.

Aitkin County and the State (DNR) entered into a joint powers agreement on February 4, 2017, as amended on January 5, 2018, to allow the DNR to lease the tax-forfeited lands located within the lease requests on behalf of the county. I have enclosed a copy of the agreement and amendment for your reference.

Enclosed are drafts of the proposed leases. The negotiated lease terms contained in both leases are as follows:

Term: 25 years

Base Rental Rate: \$9.00/acre/year (payable in quarterly installments)

rental rate is subject to escalation every 4th year of the lease - first rent escalation on January 1, 2022

Base Royalty Rate: \$1.50/ton of reed-sedge peat, and \$6.00/ton of sphagnum moss peat

royalty rates are subject to quarterly escalation

The next step in the leasing process is for the county to hold a public hearing. The county needs to schedule the hearing and post notice of it in the courthouse 20 days prior to the hearing. The notice must also be published at least 10 days prior to the hearing in a legal newspaper in the county. The county's authority to issue a lease for the removal of peat is found in Minnesota Statutes, Sec. 282.04, subd 1(h). Please inform me of the date of the public hearing. If needed, DNR staff can attend the public hearing to provide information about the leases. A representative from American Peat Technology LLC will be invited to attend the hearing.

Please provide me with copies of the notice of hearing and the newspaper clipping of the published notice. After the public hearing, I will need a certified copy of the county board's resolution approving the lease of the

Minnesota Department of Natural Resources • Division of Lands and Minerals  
1525 Third Ave. E., Hibbing, MN 55746

county lands. The lease is scheduled to be brought to the State Executive Council for approval at its March 1, 2018 meeting.

If you have any questions, please feel free to contact me at 218-231-8454.

Sincerely,

A handwritten signature in cursive script that reads "Vicki Sellner".

Vicki Sellner  
Attorney  
vicki.sellner@state.mn.us

Enc.

cc: Kirk Peysar, Aitkin County Auditor/Treasurer  
Andrew Reed  
Thomas Lee  
Jim Sellner  
Joe Rokala – Northeast Region



JOINT POWERS PEAT LEASING AGREEMENT

This AGREEMENT, made this 6th day of February, 2017, between the STATE OF MINNESOTA, acting by and through its Commissioner of Natural Resources, hereinafter referred to as the "Commissioner", and the COUNTY OF AITKIN, MINNESOTA, acting by and through its County Board, hereinafter referred to as "Aitkin County";

WITNESSETH:

WHEREAS, Minnesota Statutes 2015, Section 92.50, provides that the Commissioner of Natural Resources may lease any state-owned lands under his jurisdiction for the purpose of removing peat for a term not exceeding 25 years, and

WHEREAS, Minnesota Statutes 2015, Section 282.04, subd.1(h), provides that the county auditor may, with the approval of the county board and the Commissioner of Natural Resources, grant leases, for a term not exceeding 25 years, for the removal of peat from tax-forfeited lands upon such terms and conditions as the county board may prescribe, and

WHEREAS, Minnesota Statutes 2015, Section 471.59, provides for the joint exercise of powers common to contracting governmental units, and authorizes contractual agreements by which one governmental unit may exercise such powers on behalf of the other contracting governmental units.

NOW THEREFORE, IT IS MUTUALLY AGREED between the parties hereto as follows:

1. Aitkin County hereby authorizes the Commissioner to lease the tax-forfeited lands as described in the attached "Exhibit A" and made part of this Agreement, for the removal of peat in the same manner as other state-owned property under the jurisdiction of the Commissioner except as provided elsewhere in this Agreement and pursuant to Minnesota Statutes 2015, Section 282.04, subd. 1(h) and the Commissioner hereby accepts this authority.

This authority includes the authority to engage in the leasing of lands owned by the parties for the removal of peat, together with the necessarily related authority to grant temporary easements, permits and licenses, collect rents and royalties, pay necessary expenses, apportion net revenues, and such other authority deemed necessary to the leasing of the lands by the parties.

- a. The annual rental for any land which is leased pursuant to this Agreement shall be determined by the Commissioner prior to the time of lease, following consultation with, and approval by, the County Auditor of Aitkin County. Rental shall be payable as specified in the lease.
- b. The minimum royalty per ton of sphagnum peat moss and the minimum royalty per ton of reed-sedge peat to be paid by the lessee shall be determined by the Commissioner prior to the time of lease, following consultation with, and approval by, the County Auditor of Aitkin County. Royalty shall be escalated pursuant to a formula to be established by the Commissioner following consultation with, and approval by, the County Auditor of Aitkin County.

2. The Commissioner shall provide annual reports to Aitkin County stating the rental paid, the tonnages of sphagnum moss peat and reed-sedge peat removed during the calendar year, the royalty values of such peat types, rental credit, if any, expenses incurred in the administration of the lease, and the amount of net revenues to be apportioned to Aitkin County, together with a copy of any easements, permits, and licenses issued since the date of the last report and not previously furnished to Aitkin County.

3. The Commissioner shall charge Aitkin County an annual fee of twenty percent (20%) of all calendar year revenues from the tax-forfeited lands listed in Exhibit A for the administration of the lease or leases.

4. All assignments, agreements, or contracts affecting any lease issued pursuant to this Agreement shall not be valid until approved in writing by the Commissioner, following consultation with, and approval by, the County Auditor of Aitkin County. Each party shall be responsible for any other legal work, including but not limited to litigation, together with costs relating to any other legal work, involving lands owned by Aitkin County in the absence of any agreement for such services between Aitkin County and the Minnesota Attorney General.


5. The Commissioner, in issuing a lease, may not authorize a lessee to invade or trespass upon any minerals therein or upon any interest in land located within the area described by the lease that is owned by anyone other than the State or Aitkin County.

6. Tort liability of counties is governed by Minnesota Statutes 2015, Chapter 466, and related laws. Tort liability of the State is governed by Minnesota Statutes 2015, Section 3.736, and related laws. Each party to this Agreement shall be responsible to the extent authorized by law for its own acts and those of its officers, employees, and agents. Any lease issued pursuant to this Agreement shall contain a provision to indemnify the parties and hold them harmless from all damages or losses caused directly or indirectly by activities undertaken pursuant to the lease, whether to land, timber, minerals, growing crops, or buildings, or to any person or other property.

7. The duration of this Agreement is coterminous with the lease or leases issued pursuant to this Agreement. This Agreement may be amended from time to time in regard to any provision which does not alter the terms of the lease or leases by the mutual agreement of the parties hereto. Official notices required under this Agreement shall be directed as follows: for Aitkin County -- Aitkin County Auditor, Aitkin County Courthouse, 209 Second Street NW, Room 202, Aitkin, MN 56431; for the State -- Commissioner of Natural Resources, State of Minnesota, 500 Lafayette Road, Box 45, St. Paul, MN 55155-4037.

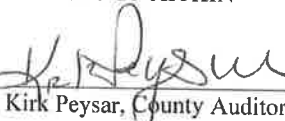
APPROVED:

DEPARTMENT OF NATURAL RESOURCES

By   
Jess Richards, Director  
Division of Lands and Minerals

Date: 2/6/ <sup>2017</sup>~~2016~~

COUNTY BOARD OF AITKIN  
By resolution dated:  
1-10, 2017  
(certified copy attached)

COUNTY OF AITKIN  
  
Kirk Peysar, County Auditor

Date: 1-26, 2017

## Exhibit A

### Rosburg Bog Area

East Half of Southwest Quarter (E1/2-SW1/4), and Lot 4 in Section Eighteen (18),

Southwest Quarter of Northeast Quarter (SW1/4-NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), and Lot 2, Nineteen (19),

all in Township Forty-seven (47) North, Range Twenty-five (25) West.

### Seavey Bog Area

Northeast Quarter (NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), Lot 1, Lot 2, Lot 3, North Half of Southeast Quarter (N1/2-SE1/4), and Southeast Quarter of Southeast Quarter (SE1/4-SE1/4) in Section Nineteen (19),

Northwest Quarter (NW1/4) and West Half of Southwest Quarter (W1/2-SW1/4) in Section Twenty (20),

Southwest Quarter of Northwest Quarter (SW1/4-NW1/4) and Southwest Quarter (SW1/4) in Section Twenty-nine (29),

Northeast Quarter of Northeast Quarter (NE1/4-NE1/4), South Half of Northeast Quarter (S1/2-NE1/4), Lot 2, Southeast Quarter of Northwest Quarter (SE1/4-NW1/4), East Half of Southwest Quarter (E1/2-SW1/4), Lot 3, Lot 4, and Southeast Quarter (SE1/4) in Section Thirty (30),

Northeast Quarter (NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), Lot 1, Lot 2, East Half of Southwest Quarter (E1/2-SW1/4), Lot 3, Lot 4, North Half of Southeast Quarter (N1/2-SE1/4), and Southwest Quarter of Southeast Quarter (SW1/4-SE1/4) in Section Thirty-one (31),

all in Township Forty-four (44) North, Range Twenty-three (23) West.

North Half (N1/2), North Half of Southwest Quarter (N1/2-SW1/4), and North Half of Southeast Quarter (N1/2-SE1/4) in Section One (1),

All of Section Two (2),

East Half of Northeast Quarter (E1/2-NE1/4) and Northeast Quarter of Southeast Quarter (NE1/4-SE1/4) in Section Three (3),

all in Township Forty-three (43) North, Range Twenty-four (24) West.

Southeast Quarter (SE1/4) in Section One (1),

Northeast Quarter (NE1/4) and South Half in Section Twelve (12),

South Half of Northeast Quarter (S1/2-NE1/4), West Half (W1/2), and Southeast Quarter (SE1/4) in Section Thirteen (13),

Northeast Quarter of Northeast Quarter (NE1/4-NE1/4), South Half of Northeast Quarter (S1/2-NE1/4), Northwest Quarter (NW1/4), North Half of Southwest Quarter (N1/2-SW1/4), Southwest Quarter of Southwest Quarter (SW1/4-SW1/4), and Southeast Quarter (SE1/4) in Section Fourteen (14),

East Half of Northeast Quarter (E1/2-NE1/4) in Section Twenty-two (22),

North Half (N1/2) and North Half of Southeast Quarter (N1/2-SE1/4) in Section Twenty-three (23),

North Half (N1/2), North Half of Southeast Quarter (N1/2-SE1/4), and Southeast Quarter of Southeast Quarter (SE1/4-SE1/4) in Section Twenty-four (24),

Northeast Quarter of Northeast Quarter (NE1/4-NE1/4), South Half of Northeast Quarter (S1/2-NE1/4), Southeast Quarter of Northwest Quarter (SE1/4-NW1/4), South Half (S1/2), and Northwest Quarter of Northeast Quarter (NW1/4-NE1/4), except 3 acres described as follows: Starting at the Northwest corner of Northwest Quarter of Northeast Quarter (NW1/4-NE1/4), going South along the line 900 feet, then East along a line 145 feet, then North along a line 900 feet, then West along a line 145 feet to the point of beginning, in Section Twenty-five (25),

South Half (S1/2) of Section Twenty-six (26),

All of Section Thirty-five (35),

all in Township Forty-four (44) North, Range Twenty-four (24) West.

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

ADOPTED January 10, 2017

By Commissioner: Marcotte

20170110-008

Joint Powers Agreement with MN DNR - Peat Leasing

**WHEREAS**, American Peat Technologies LLC has requested two peat leases involving State and County administered lands in Kimberly Township (known as the Rossburg Bog Area) and Seavey/Pliny/Idun Townships (known as the Seavey Bog Area), and

**WHEREAS**, MN Statute 282.04 allows 25-year peat leases on County Tax Forfeited land and

**WHEREAS**, on leases involving County and State administered lands, joint powers agreements may be entered into where MN DNR staff will administer the lease and

**WHEREAS**, MN DNR staff has considerable expertise and experience involving peat mining.

**THEREFORE**, the Aitkin County Board of Commissioners resolves to enter into a joint powers agreement with MN DNR for the administration of peat leases in the Rossburg and Seavey Bog areas (described in Exhibit A)

**Exhibit A**

Roszburg Bog Area

East Half of Southwest Quarter (E1/2-SW1/4), and Lot 4 in Section Eighteen (18),

Southwest Quarter of Northeast Quarter (SW1/4-NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), and Lot 2, Nineteen (19),

all in Township Forty-seven (47) North, Range Twenty-five (25) West.

Seavey Bog Area

Northeast Quarter (NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), Lot 1, Lot 2, Lot 3, North Half of Southeast Quarter (N1/2-SE1/4), and Southeast Quarter of Southeast Quarter (SE1/4-SE1/4) in Section Nineteen (19),

Northwest Quarter (NW1/4) and West Half of Southwest Quarter (W1/2-SW1/4) in Section Twenty (20),

Southwest Quarter of Northwest Quarter (SW1/4-NW1/4) and Southwest Quarter (SW1/4) in Section Twenty-nine (29),

Northeast Quarter of Northeast Quarter (NE1/4-NE1/4), South Half of Northeast Quarter (S1/2-NE1/4), Lot 2, Southeast Quarter of Northwest Quarter (SE1/4-NW1/4), East Half of Southwest Quarter (E1/2-SW1/4), Lot 3, Lot 4, and Southeast Quarter (SE1/4) in Section Thirty (30),

Northeast Quarter (NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), Lot 1, Lot 2, East Half of Southwest Quarter (E1/2-SW1/4), Lot 3, Lot 4, North Half of Southeast Quarter (N1/2-SE1/4), and Southwest Quarter of Southeast Quarter (SW1/4-SE1/4) in Section Thirty-one (31),

all in Township Forty-four (44) North, Range Twenty-three (23) West.

North Half (N1/2), North Half of Southwest Quarter (N1/2-SW1/4), and North Half of Southeast Quarter (N1/2-SE1/4) in Section One (1),

All of Section Two (2),

East Half of Northeast Quarter (E1/2-NE1/4) and Northeast Quarter of Southeast Quarter (NE1/4-SE1/4) in Section Three (3),

all in Township Forty-three (43) North, Range Twenty-four (24) West.

Southeast Quarter (SE1/4) in Section One (1),

Northeast Quarter (NE1/4) and South Half in Section Twelve (12),

South Half of Northeast Quarter (S1/2-NE1/4), West Half (W1/2), and Southeast Quarter (SE1/4) in Section Thirteen (13),

Northeast Quarter of Northeast Quarter (NE1/4-NE1/4), South Half of Northeast Quarter (S1/2-NE1/4), Northwest Quarter (NW1/4), North Half of Southwest Quarter (N1/2-SW1/4), Southwest Quarter of Southwest Quarter (SW1/4-SW1/4), and Southeast Quarter (SE1/4) in Section Fourteen (14),

East Half of Northeast Quarter (E1/2-NE1/4) in Section Twenty-two (22),

North Half (N1/2) and North Half of Southeast Quarter (N1/2-SE1/4) in Section Twenty-three (23),

North Half (N1/2), North Half of Southeast Quarter (N1/2-SE1/4), and Southeast Quarter of Southeast Quarter (SE1/4-SE1/4) in Section Twenty-four (24),

Northeast Quarter of Northeast Quarter (NE1/4-NE1/4), South Half of Northeast Quarter (S1/2-NE1/4), Southeast Quarter of Northwest Quarter (SE1/4-NW1/4), South Half (S1/2), and Northwest Quarter of Northeast Quarter (NW1/4-NE1/4), except 3 acres described as follows: Starting at the Northwest corner of Northwest Quarter of Northeast Quarter (NW1/4-NE1/4), going South along the line 900 feet, then East along a line 145 feet, then North along a line 900 feet, then West along a line 145 feet to the point of beginning, in Section Twenty-five (25),

South Half (S1/2) of Section Twenty-six (26),

All of Section Thirty-five (35),

all in Township Forty-four (44) North, Range Twenty-four (24) West.

Commissioner Pratt 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, Patrick Wussow, Interim 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 10th day of January 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of January 2017



\_\_\_\_\_  
Patrick Wussow  
Interim County Administrator

AMENDMENT TO  
JOINT POWERS PEAT LEASING AGREEMENT

This AMENDMENT, made this 5<sup>th</sup> day of January, 2018, between the STATE OF MINNESOTA, acting by and through its Commissioner of Natural Resources, hereinafter referred to as the "Commissioner", and the COUNTY OF AITKIN, MINNESOTA, acting by and through its County Board, hereinafter referred to as "Aitkin County";

WITNESSETH:

WHEREAS, by a joint powers agreement made on February 6, 2017, Aitkin County authorized the Commissioner to lease certain tax-forfeited lands for the removal of peat;

WHEREAS, additional tax-forfeited lands have been requested for a peat lease in the Seavey Bog area covered by the joint powers agreement;

NOW THEREFORE, IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES HERETO, THAT THE JOINT POWERS AGREEMENT DATED FEBRUARY 6, 2017, is amended to add the following described tax-forfeited lands:

Seavey Bog Area

North Half of Northeast Quarter (N1/2-NE1/4) in Section Thirteen (13),

Southeast Quarter of Southwest Quarter (SE1/4-SW1/4) in Section Fourteen (14),

North Half of Southwest Quarter (N1/2-SW1/4), Southeast Quarter of Southwest Quarter (SE1/4-SW1/4), except the Southwest Quarter thereof, and Southwest Quarter of Southeast Quarter (SW1/4-SE1/4) in Section Twenty-three (23),

North Half of Southwest Quarter (N1/2-SW1/4) in Section Twenty-four (24),

all in Township Forty-four (44) North, Range Twenty-four (24) West in Aitkin County.

Except as expressly provided herein, all of the provisions of the joint powers agreement shall remain in full force and effect.





The Aitkin County Board of Commissioners met this 28<sup>th</sup> day of November, 2017 at 9:02 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 Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the November 28, 2017 agenda.

**APPROVED  
AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
November 28, 2017**

**HEALTH & HUMAN  
SERVICES BOARD**

**Attendance**

The Aitkin County Board of Commissioners met this 28<sup>th</sup> day of November, 2017 at 9:03 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Anne Marcotte, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Fiscal Supervisor Carli Goble, Public Health Supervisor Erin Melz, Social Services Supervisor-Children's Services Jessi Schultz, Health & Human Services Administrative Assistant Shawn Speed, and Guests: Marlene Abear/H&HS Advisory Committee Member, Roberta Elvecrog/H&HS Advisory Committee Member, and Brielle Bredsten/Aitkin Independent Age.

**Agenda**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the November 28, 2017 Health & Human Services Board agenda.

Commissioner Wedel noted that there would be a presentation by Erin Melz during her talk on the Aitkin, Itasca, and Koochiching Community Health Board.

**Minutes**

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the October 24, 2017 Health and Human Services Board minutes.

**Bills**

Carli Goble, Accounting Technician, presented the bills to the board.

Question from Commissioner Marcotte on the monies we are paying to Anoka and St. Peter. Carli assured the Commissioner that she would get her that information and let the board know the details of those transactions.

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

**CHB Update**

Erin Melz, Public Health Supervisor, went over her PowerPoint presentation on the formation of Community Health Boards (CHB), their history in the state, and the statutory requirements of the CHB's.

Commissioner Marcotte asked how SCHSAC influences work at the State or Legislative level. Erin explained that there are several programmatical SCHSAC workgroups that are tasked with reviewing grant duties, funding and reporting elements. Additionally, SCHSAC assists with advising the State of successes and challenges at a local level as well as determining areas of legislative concern.

Commissioner Westerlund also commented on how much the SCHSAC committee does as she was our representative in the past.

Erin showed a short video highlighting the work of local Public Health.

Erin went over a CHB 101 Pamphlet that reviewed the 6 areas of Public Health responsibility, and the services or programs they provide to the citizens, communities, and state.

Commissioner Niemi asked about what they have found in relation to Radon in the county and Erin used her own personal experience with it to answer that it is spotty throughout the county and that it is the second leading cause of lung cancer after smoking, so it is a big problem, but it is invisible so no one thinks about it until they actually test for it and find it in their home. Mitigation costs can vary depending on if your basement is finished and the area available to install the system.

Commissioner Wedel asked about how grants are split up and how that is all decided. Erin answered that many have set percentages based on the population of each county when they come to the CHB so the CHB doesn't make the decision on how to split monies. Others are just based on identified county needs or planned activities and the three counties can negotiate together how those dollars are distributed. If there is monies left over after the designated county has used the grant money the CHB can redistribute that to the other two counties to use.

Approval of the AIKCHB Joint Powers Agreement Approval - Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the AIKCHB Joint Powers Agreement.

Approval of the AIKCHB By-laws Approval - Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the AIKCHB By-laws.

Approval of the AIKCHB Joint Powers Member Appointment - Motion by Commissioner Westerlund to appoint Ihleen Williams, seconded by Commissioner Marcotte and carried, all members voting yes to appoint Ihleen to the AIKCHB .

Approve agreement between ACH&HS and Dr. Donald Hughes, as the Public Health Medical Consultant - Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the agreement.

### **Health & Human Services Director Reports**

**Legislative Updates** – In the Directors absence, Shawn Speed, Health & Human Services Administrative Assistant, reported that the priorities that have been discussed previously are still being pursued at the state level.

**Re-Design Committee Update** – Shawn Speed, also reported that the lobby area

had been painted and that they had picked out a flooring for the area that they hope to get installed soon. Also he noted that they had narrowed down the furniture options and hope to have that picked out in the near future.

**Financial Reports**

Carli Goble reviewed the financial statement for the board-

- 1) We are on budget overall.
- 2) Foster Care still a high cost.
- 3) Budget may look skewed as they are running checks this week due to the holiday last week.

**Committee Reports**

**H&HS Advisory Committee** – Commissioner Westerlund and/or Pratt

Committee members Marlene Abear and Roberta Elvecrog provided details of their last meeting, held November 1, 2017. Was a good meeting, minutes are attached.

**NEMOJT Update** – Commissioner Niemi

Opportunity for people to rehabilitate their homes in Wagner and Williams townships and receive a loan for up to \$22,000. People have to agree to live in the home for at least 8 years and loan would be forgiven, otherwise the amount due would be prorated. Will be getting word out to people about this opportunity.

**ARDC Update** – Commissioner Niemi

Passed out a new ARDC newsletter, first time for newsletter, that concentrated its information on important items the ARDC has helped with in Aitkin Count

Next Meeting – December 19, 2017

Break: 10:05 a.m. to 10:21 a.m.

Tiffany Stenglein, representative with Congressman Rick Nolan's Office out of Brainerd, introduced herself to the Board.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: November 14, 2017 to November 27, 2017; B) Approve County Board Minutes: November 14, 2017; C) Approve Commissioner Warrants: General Fund \$85,104.28, Road & Bridge \$73,556.62, Health & Human Services \$32.69, Debt Service \$4,200.00, State \$195.00, Trust \$1,844.02, Forest Development \$5,114.02, Long Lake Conservation Center \$7,267.26, Parks \$16,388.65 for a total of \$193,702.54; D) Approve Auditor Warrants – October Sales & Use Tax: General Fund \$652.50, Road & Bridge \$1,567.16, State \$11,934.50, Trust \$20.59, Forest Development \$0.34, Long Lake Conservation Center \$34.25, Parks \$62.76 for a total of \$14,272.10; E) Approve Auditor Warrants – RE Tax Overpays: Taxes & Penalties \$21,556.17; F) Approve Auditor Warrants – 2017 PER 2 RE Tax Settlement Payments: Agency \$3,075,650.94; G) Approve Amendment to Joint Powers Agreement (dated February 2, 2017) with MN DNR; H) Approve 2018 Newspaper Bid Specifications; I) Approve Fire Protection Contract – City of McGrath; J) Approve Consultant's Job Classification Recommendation – Assistant Maintenance Supervisor (R&B); K) Approve Vehicle Purchase – County Assessor's Office; L) Approve Final Plat of Pine Grove Cemetery 4<sup>th</sup> Addition

**HHS BOARD  
ADJOURNS**

**BREAK**

**CITIZEN'S PUBLIC  
COMMENT**

**CONSENT  
AGENDA**

# AITKIN COUNTY BOARD

November 28, 2017

<p>Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the consultant's recommendation of Grade 7 for the Assistant Maintenance Supervisor position (R&amp;B), effective November 28, 2017.</p>	<p><b>ASSISTANT MAINTENANCE SUPERVISOR (R&amp;B) JOB CLASSIFICATION</b></p>
<p>Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve budgeted purchase of 2013 Ford Escape SUV for \$15,270.00 – County Assessor's Office.</p>	<p><b>VEHICLE PURCHASE – ASSESSOR'S OFFICE</b></p>
<p>Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve Final Plat of Pine Grove Cemetery 4<sup>th</sup> Addition.</p>	<p><b>FINAL PLAT OF PINE GROVE CEMETERY 4<sup>TH</sup> ADDITION</b></p>
<p>Bobbie Danielson, Human Resources Director discussed Personnel Committee recommendations with the Board.</p>	<p><b>PERSONNEL COMMITTEE</b></p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to hire two 67 day temporary scanning clerks to prep/scan file records in the Environmental Services Department.</p>	<p><b>2 TEMPORARY SCANNING CLERKS</b></p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to refill vacant IT position as a Grade 7 Network/Application Support Specialist.</p>	<p><b>REFILL VACANT IT POSITION</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to remove on-site living requirement from LLCC Education Manager Job Description.</p>	<p><b>LLCC ON-SITE LIVING REQUIREMENT</b></p>
<p>Sheriff Scott Turner discussed his 2018 salary increase request with the Board. No action was taken.</p>	<p><b>SHERIFF SALARY REQUEST</b></p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting to reappoint Rebecca May as At Large representative on the East Central Regional Library Board.</p>	<p><b>ECRL</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to reappoint Ihleen Williams as District 1 representative on the Aitkin County Housing Authority Board.</p>	<p><b>HRA</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting to reappoint Ed Spiel as District 2 representative and reappoint Jeremy Pacquette as District 4 representative on the Aitkin County Board of Adjustment.</p>	<p><b>BOA</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to reappoint Dennise Sonne as District 3 representative and to appoint Steve Kulifaj as District 2 representative on the Aitkin County Planning Commission.</p>	<p><b>PLANNING COMMISSION</b></p>

# AITKIN COUNTY BOARD

November 28, 2017

Bruce Schwartzmann, BKV Group and Travis Feuchtmann, Contegry Inc. updated the Board on the Government Center Design project and answered questions.

The Board discussed: MHB, Balancing Natural Resources, Arrowhead Counties, ARDC, CARE, CARE Board, ACCC, DAC, JCNRB, and Aitkin County Water Planning Task Force.

Motion by Commissioner Westerlund seconded by Commissioner Pratt and carried, all members voting to adjourn the meeting at 11:29 a.m. until Tuesday, December 5, 2017. The December 5<sup>th</sup> County Board meeting will be held just prior to the December 5<sup>th</sup> Budget Hearing scheduled for 6:05 p.m.

**GOVERNMENT  
CENTER DESIGN  
PROJECT**

**BOARD  
DISCUSSION**

**ADJOURN**



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

  
Jessica Seibert, County Administrator

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

ADOPTED February 13, 2018

By Commissioner: xx

20180213-0xx

APT Peat Leasing

**WHEREAS**, MN Statute 282.04 subd 1(h) provides for leasing county tax forfeited land for a term not to exceed 25-years, for removal of peat resources, and

**WHEREAS**, American Peat Technology, LLC - 36203 350th Avenue Aitkin, Minnesota, 56431, a Minnesota limited liability company has requested to lease the following tax forfeited property in Aitkin County...

East Half of Southwest Quarter (E1/2-SW1/4) and Lot Four (4) in Section Eighteen (18), Southwest Quarter of Northeast Quarter (SW1/4-NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), and Lot Two (2), in Section Nineteen (19), all in Township Forty-seven (47) North, Range Twenty-five (25) West of the Fourth Principal Meridian, containing 292.67 acres, more or less, hereinafter referred to as the "Rosburg bog";

AND

Northeast Quarter (NE1/4), and South Half-section (S1/2) in Section Twelve (12); All of Section Thirteen (13); Northeast Quarter of Southwest Quarter (NE1/4-SW1/4), South Half of Southwest Quarter (S1/2-SW1/4), and Southeast Quarter (SE1/4) in Section Fourteen (14); East Half of Northeast Quarter (E1/2-NE1/4) in Section Twenty-two (22); North Half-section (N1/2), North Half of Southwest Quarter (N1/2-SW1/4), Southeast Quarter of Southwest Quarter (SE1/4-SW1/4), except the Southwest Quarter thereof, North Half of Southeast Quarter (N1/2-SE1/4), and Southwest Quarter of Southeast Quarter (SW1/4-SE1/4) in Section Twenty-three (23); North Half-section (N1/2), North Half of Southwest Quarter (N1/2-SW1/4), North Half of Southeast Quarter (N1/2-SE1/4), and Southeast Quarter of Southeast Quarter (SE1/4-SE1/4) in Section Twenty-four (24); all in Township Forty-four (44) North, Range Twenty-four (24) West of the Fourth Principal Meridian, containing 2,550.00 acres, more or less, hereinafter referred to as the "Seavey bog"

**AND, WHEREAS** Aitkin County and the State of MN (DNR) entered into a joint powers agreement on February 4, 2017, as amended on January 5, 2018, to allow MN DNR to lease the tax-forfeited lands on behalf of the County,

**AND, WHEREAS** a public hearing to receive comments on the proposed lease was held on February 13, 2018 at 11:00 AM at the Aitkin County Court House after posting notice as required by statute.

**THEREFORE**, the Aitkin County Board of Commissioners resolves to approve the lease of tax forfeited lands in the Seavey and Rosburg bogs per the terms in lease numbers: MLPN200002 and MLPN200003.

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 13<sup>th</sup> day of February 2018, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 13<sup>th</sup> day of February 2018**

---

Jessica Seibert  
County Administrator





# Aitkin County Board of Commissioners

## Agenda Request Form

7  
 Agenda Item #

**Requested Meeting Date:** February 13, 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 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	2 <sup>nd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Monthly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Thursday	Pratt, Alt. Marcotte
Budget Committee 2019			Wedel, Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Wedel and Pratt
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA (Liaison)	Monthly	4 <sup>th</sup> Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Pratt and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Pratt
Mille Lacs Fisheries Input Group	Monthly		Westerlund
Mille Lacs Watershed	10x year	4 <sup>th</sup> Thursday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> Friday	Marcotte, Alt. Pratt
MN Rural Counties	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 <sup>nd</sup> Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
NE MN ATP	Quarterly		Pratt, Alt. Niemi and Engineer Welle
NE MN Regional ECB	5x year	4 <sup>th</sup> Thursday	Marcotte, Alt. Sheriff Turner
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Niemi
Sobriety Court	Monthly	3 <sup>rd</sup> Tuesday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund