



## AITKIN COUNTY ADMINISTRATION

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

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### MEMORANDUM

To: Aitkin County Cities/Townships  
From: Jessica Seibert, County Administrator  
Re: CARES Act Funds  
Date: July 29, 2020

This Memo is in regards to the Coronavirus Aid, Relief and Economic Security, (CARES) Act funds to be distributed by the State of Minnesota to local units of government. A portion of these Federal Funds are being distributed through the State of Minnesota to Counties, Cities and Townships. All CARES Act funds must comply with Federal Regulations. CARES Act funds for Cities and Townships are being distributed in one of two ways based on population. Essentially, Cities and Townships over 201 in population need to complete and submit the MN Department of Revenue, Coronavirus Relief Fund Certificate and Cities and Townships under 201 in population submit a similar form to Aitkin County to receive their funds. Aitkin County has already taken the necessary steps to receive funds.

#### All CARES Act Recipients;

- All funds used by the Local Governments are limited to these uses;
  - Expenditures incurred due to the public health emergency with respect to the COVID 19 as described in Federal Guidance.
  - Expenses not accounted for in the most recently approved budget.
  - Expenses were or will be incurred between March 1, 2020 and December 1, 2020.
  - Not for a revenue replacement for lower than expected tax or other revenue sources.
  - Cannot be expended for which the government unit has already received funding.
  - Cities and Townships can dedicate a portion or all of these funds to Aitkin County for County supported programs such as the Aitkin County CARES for Business grants. Government must still complete the Certifications.
  - City and Township aid amounts can be found at <https://www.revenue.state.mn.us/coronavirus-relief-fund-local-governments>
  - The CARES Act and Support Document prepared by the Association of MN Counties is attached for further clarification and Federal Guidelines.

#### Cities and Townships over 201 in population, direct distribution by the State of MN;

- The Coronavirus Relief Fund Certification Form can be found at the below link, [https://www.revenue.state.mn.us/sites/default/files/2020-06/LGD\\_Certification\\_Form\\_2020\\_06\\_25.pdf](https://www.revenue.state.mn.us/sites/default/files/2020-06/LGD_Certification_Form_2020_06_25.pdf)
- The form must be submitted prior to the disbursement of any funds.
- Forms are due to the MN Department of Revenue by September 15, 2020.
- If your city or township would like to give all or part of this distribution to Aitkin County to administer you must complete the online certification form as soon as possible to allow time to get this money into our communities.

#### Cities and Townships under 201 in population, not eligible for direct distribution, but eligible through the County;

- To receive these funds complete the *attached form and Resolution* and submit to the Aitkin County Auditor's Office no later than September 15, 2020. If you have not incurred expenses and would like Aitkin County to administer the funds for you, please indicate this on the attached certification form.

Aitkin County is in the process of determining the total expected cost of responding to COVID-19. We have also made an effort to get funds out into the community as quickly as possible by dedicating \$500,000 for economic business relief.

We hope to work closely with cities and townships to ensure as much relief as possible reaches our businesses and citizens affected by the pandemic. To date, I have held one meeting with our cities and have spoken to Anita Anderson about making arrangements to hold an online meeting with townships.

If there are any questions that I or County Auditor, Kirk Peysar, can help with please do not hesitate to contact us. We cannot answer questions related to specific uses of funds, but can offer feedback based on what we have learned and connect you with State resources. We are also happy to answer any questions related to the certification forms and how the County, Cities, and Townships can work together to distribute funds.

Thank you.

# Aitkin County Coronavirus Relief Fund—Small City and Town Expense Reimbursement and Certification Form

Cities and towns with populations under 200 are not eligible for a direct distribution of CARES Act dollars from the state but will receive CARES Act funds from their home county on a reimbursement basis for eligible expenses up to the lesser of the actual amount of the jurisdiction’s documented allowable expenses or

- \$75.34 multiplied by the city population for cities under 200 or \$25 multiplied by the town population for townships under 200.

Cities and townships applying to the county for supplemental aid will be required to provide documentation outlining allowable costs as provided under federal and state CARES Act guidance. Cities and towns will also be required to submit and sign this form to receive their dollars.

The Coronavirus Relief Fund (CRF) Certification Form must be submitted prior to disbursement of the funds.

Submit by email to County Auditor, Kirk Peysar, at [kirk.peysar@co.aitkin.mn.us](mailto:kirk.peysar@co.aitkin.mn.us) or by mail to Kirk Peysar, Aitkin County Government Center, 307 2<sup>nd</sup> St. NW Room 121, Aitkin, MN 56431.

|   |                                |               |
|---|--------------------------------|---------------|
| Name of Local Government                  | SWIFT Supplier ID # (if known) | Phone Number  |
| Name and Title of Person Filling Out Form |                                | Email Address |

**By submitting this application, the above-named local government (“local government”) certifies that it will honor all commitments in the statements below and the Information and Requirements document.**

1. The distributed funds will be used by the local government only to cover those costs that:
  - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (“necessary expenditures”), as described and defined by official federal guidance on section 601(d) of the Social Security Act, as added by section 5001 of Public Law 116-136 (“federal guidance”);
  - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for the local government; and
  - c. Were or will be incurred during the period that begins on March 1, 2020, and ends on December 1, 2020. A cost is incurred when the local government has expended funds to cover the cost.
2. The funds distributed pursuant to this certification will not be used by the local government in any manner contrary to federal guidance. This includes, but is not limited to:
  - a. As a revenue replacement for lower than expected tax or other revenue collections; and
  - b. For expenditures for which the local government has received other emergency COVID-19 supplemental funding for that same expense, regardless of the funding source.
3. The local government is responsible for repayment of any funds used by the local government in any manner contrary to federal or State of Minnesota guidance.
4. The local government will periodically report expenditures from the Coronavirus Relief Fund as required by Minnesota Management and Budget.
5. The county will pay reimbursements only for expenses incurred and requested by an eligible city or town by November 15, 2020.
6. The local government will maintain copies of any agreements to share Coronavirus Relief Funds pursuant to a joint powers agreement under Minn. Stat. § 471.59. Copies of such agreements and accounting records must be sufficient to document the funds distributed to other local governments.
7. The local government is responsible for FEMA nonfederal share, increased workers compensation costs, and costs of supporting its Community Health Board COVID-19 response, and should not anticipate additional state funds for these purposes.
8. The local government understands that these funds are subject to the requirements under the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

**COVID Expense Reimbursement Request**

| Date Incurred | Date Paid | Brief Description of Expense | Amount | Documentation Attached |
|---------------|-----------|------------------------------|--------|------------------------|
|               |           |                              |        |                        |
|               |           |                              |        |                        |
|               |           |                              |        |                        |
|               |           |                              |        |                        |
|               |           |                              |        |                        |
|               |           |                              |        |                        |

I certify as a small city/township under 200 that the city/township will not request CARES Act dollars to be distributed to the city/township. I authorize Aitkin County to administer these funds on behalf of the city/township (Resolution attached).

I certify as a small city/township of 200 or more that the city/township will complete the State certification form to directly receive CARES Act dollars. I authorize Aitkin County to administer funds in the amount of \$ \_\_\_\_\_ on behalf of the city/township (Resolution attached).

***I certify that I have the authority to complete this certification on behalf of the local government.***

| Signature of Chief Executive of Local Government | Title | Date |
|--|-------|------|
|  |       |      |

Federal Award Name and CFDA Number: 601(d) of the Social Security Act (CARES Act) CFDA Number 21.019

| Fund Dept  | 2020 Budgeted       |                  | 2020 Actual        |                  | 2020 Act - Bud   |                    | % of Budget |            | Comments   |
|--|---------------------|------------------|--------------------|------------------|------------------|--------------------|-------------|------------|--|
|  | Rev                 | Exp              | Rev                | Exp              | Rev +/-          | Exp +/-            | Rev         | Exp        |  |
| <b>General Fund</b>                                |                     |                  |                    |                  |                  |                    |             |            |  |
| <b>Administration/General Gov't Depts</b>          |                     |                  |                    |                  |                  |                    |             |            |  |
| 1 1 Commissioners                                  | 0                   | 257,045          | 0                  | 118,974          | 0                | (138,071)          | 46%         |            |  |
| 1 40 Auditor                                       | (286,420)           | 720,169          | (68,549)           | 346,968          | 217,871          | (373,201)          | 24%         | 48%        | Reduction in collected License Center fees.                                  |
| 1 41 Internal Audit                                | 0                   | 56,000           | 0                  | 19,328           | 0                | (36,672)           |             | 35%        |  |
| 1 42 Treasurer                                     | (30,200)            | 293,874          | (20,903)           | 148,660          | 9,297            | (145,214)          | 69%         | 51%        | TNT reimbursements & escrow maintenance fees collected at beginning of year. |
| 1 43 Assessor                                      | (159,613)           | 875,819          | (170,590)          | 417,391          | (10,977)         | (458,428)          | 107%        | 48%        | City & Township assessment charges collected early each year.                |
| 1 44 Central Services                              | (11,500,393)        | 206,146          | (5,265,363)        | 175,186          | 6,235,030        | (30,960)           | 46%         | 85%        | COVID-related expenses charged to this department                            |
| 1 45 Motor Pool                                    | (65,500)            | 59,700           | 0                  | 5,817            | 65,500           | (53,883)           | 0%          | 10%        | Revenue recorded at year end. Vehicles purchased in July.                    |
| 1 49 Information Technologies                      | (56,905)            | 680,263          | (289)              | 289,719          | 56,616           | (390,544)          | 1%          | 43%        | Intergovernmental transfer occurs at year end.                               |
| 1 52 Administration                                | 0                   | 215,972          | 0                  | 106,028          | 0                | (109,944)          |             | 49%        |  |
| 1 53 Human Resources                               | 0                   | 291,175          | 0                  | 147,062          | 0                | (144,113)          |             | 51%        |  |
| 1 60 Elections                                     | (50,525)            | 121,329          | (59,749)           | 83,019           | (9,224)          | (38,310)           |             | 68%        |  |
| 1 100 Recorder                                     | (210,500)           | 365,644          | (104,839)          | 139,603          | 105,661          | (226,041)          | 50%         | 38%        |  |
| 1 110 Courthouse Maint                             | 0                   | 451,337          | (20,588)           | 231,338          | (20,588)         | (219,999)          |             | 51%        |  |
| 1 111 Buildings                                    | 0                   | 75,000           | 0                  | 0                | 0                | (75,000)           |             | 0%         | Majority of funds to be used on future capital project.                      |
| 1 120 VSO  | (14,300)            | 153,798          | (5,359)            | 73,549           | 8,941            | (80,249)           | 37%         | 48%        |  |
| 1 121 HRA  | 0                   | 2,000            | 0                  | 945              | 0                | (1,055)            |             | 47%        |  |
| <b>Administration/General Gov't Depts Subtotal</b> | <b>(12,374,356)</b> | <b>4,825,271</b> | <b>(5,716,229)</b> | <b>2,303,587</b> | <b>6,658,127</b> | <b>(2,521,684)</b> | <b>46%</b>  | <b>48%</b> | <b>1st property tax payments due May 15th</b>                                |

| Fund Dept                              | 2020 Budgeted      |                  | 2020 Actual      |                  | 2020 Act - Bud |                    | % of Budget |            | Comments                                      |
|--|--------------------|------------------|------------------|------------------|----------------|--------------------|-------------|------------|---|
|  | Rev                | Exp              | Rev              | Exp              | Rev +/-        | Exp +/-            | Rev         | Exp        |   |
| <b>Public Safety</b>                   |                    |                  |                  |                  |                |                    |             |            |   |
| 1 12 Court Administration              | (5,100)            | 91,500           | (2,997)          | 29,148           | 2,103          | (62,352)           | 59%         | 32%        |   |
| 1 90 Attorney                          | (81,683)           | 1,114,664        | (41,246)         | 518,137          | 40,437         | (596,527)          | 50%         | 46%        |   |
| 1 123 Coroner                          | 0                  | 81,500           | 0                | 38,848           | 0              | (42,652)           |             | 48%        |   |
| 1 200 Enforcement                      | (276,418)          | 2,413,609        | (77,975)         | 1,094,561        | 198,443        | (1,319,048)        | 28%         | 45%        |   |
| 1 201 Sheriff Contingency              | 0                  | 0                | (3,095)          | 0                | (3,095)        | 0                  |             |            |   |
| 1 202 Boat and Water                   | (28,475)           | 97,926           | (23,056)         | 23,683           | 5,419          | (74,243)           | 81%         | 24%        |   |
| 1 203 Snowmobile                       | (5,976)            | 39,146           | (20)             | 32,242           | 5,956          | (6,904)            | 0%          | 82%        |   |
| 1 204 ATV                              | (12,500)           | 24,359           | 0                | 5,050            | 12,500         | (19,309)           | 0%          | 21%        |   |
| 1 206 Forfeitures                      | 0                  | 0                | (3,717)          | 1,676            | (3,717)        | 1,676              |             |            |   |
| 1 252 Corrections                      | (270,500)          | 3,036,486        | (78,391)         | 1,383,682        | 192,109        | (1,652,804)        | 29%         | 46%        | Reduction in boarder revenue due to COVID-19. |
| 1 253 Sentence to Serve                | (31,943)           | 149,783          | (17,545)         | 66,639           | 14,398         | (83,144)           | 55%         | 44%        |   |
| 1 254 Enhanced 911                     | (89,190)           | 89,190           | (37,162)         | 105,905          | 52,028         | 16,715             | 42%         | 119%       | Contracts paid at beginning of year.          |
| 1 255 Crime Victim                     | (71,500)           | 85,613           | (35,766)         | 38,921           | 35,734         | (46,692)           | 50%         | 45%        |   |
| 1 257 Aitkin Co. Community Corrections | (464,522)          | 929,383          | (204,221)        | 411,557          | 260,301        | (517,826)          | 44%         | 44%        |   |
| 1 280 Emergency Management             | (19,194)           | 50,323           | (5,000)          | 30,120           | 14,194         | (20,203)           | 26%         | 60%        |   |
| <i>Public Safety Subtotal</i>          | <i>(1,357,001)</i> | <i>8,203,482</i> | <i>(530,191)</i> | <i>3,780,169</i> | <i>826,810</i> | <i>(4,423,313)</i> | <i>39%</i>  | <i>46%</i> |   |
| <b>Culture and Recreation</b>          |                    |                  |                  |                  |                |                    |             |            |   |
| 1 500 Library & Historical Society     | 0                  | 296,298          | 0                | 168,935          | 0              | (127,363)          |             | 57%        |   |
| 1 601 Extension                        | (1,300)            | 84,984           | 480              | 38,711           | 1,780          | (46,273)           |             | 46%        |   |
| <i>Culture and Recreation Subtotal</i> | <i>(1,300)</i>     | <i>381,282</i>   | <i>480</i>       | <i>207,646</i>   | <i>1,780</i>   | <i>(173,636)</i>   |             | <i>54%</i> |   |

| Fund Dept   | 2020 Budgeted       |                   | 2020 Actual        |                  | 2020 Act - Bud   |                    | % of Budget |            | Comments  |
|---|---------------------|-------------------|--------------------|------------------|------------------|--------------------|-------------|------------|---|
|   | Rev                 | Exp               | Rev                | Exp              | Rev +/-          | Exp +/-            | Rev         | Exp        |   |
| <b>Conservation of Natural Resources</b>          |                     |                   |                    |                  |                  |                    |             |            |   |
| 1 122 Planning and Zoning                         | (339,316)           | 457,695           | (26,628)           | 227,017          | 312,688          | (230,678)          | 8%          | 50%        | Permit rev. through 6/30 is \$146,514 or 41% of annual budgeted amount. AIS dollars shown as negative revenue as pass through to SWCD skews revenue number.<br>Most license fees collected 1st quarter.<br><br>Appropriations paid at beginning of year to SWCD |
| 1 390 Environmental Health                        | (72,000)            | 84,217            | (64,275)           | 39,332           | 7,725            | (44,885)           | 89%         | 47%        |   |
| 1 391 Solid Waste                                 | (373,035)           | 371,884           | (172,600)          | 156,638          | 200,435          | (215,246)          | 46%         | 42%        |   |
| 1 392 Water Wells                                 | (11,000)            | 6,000             | (5,773)            | 2,766            | 5,227            | (3,234)            | 52%         | 46%        |   |
| 1 600 Ag Soc, Soil & Water, Ag                    | 0                   | 117,253           | 0                  | 107,728          | 0                | (9,525)            |             | 92%        |   |
| 1 603 Wetland Value Repl Fund                     | 0                   | 0                 | 0                  | 0                | 0                | 0                  |             |            |   |
| <b>Conservation of Natural Resources Subtotal</b> | <b>(795,351)</b>    | <b>1,037,049</b>  | <b>(269,276)</b>   | <b>533,481</b>   | <b>526,075</b>   | <b>(503,568)</b>   | <b>34%</b>  | <b>51%</b> |   |
| <b>Economic Development</b>                       |                     |                   |                    |                  |                  |                    |             |            |   |
| 1 700 Promotion, Tran, Airport,                   | 0                   | 38,707            | 0                  | 15,606           | 0                | (23,101)           |             | 40%        |   |
| 1 711 Economic Development                        | (64,094)            | 106,617           | (6,950)            | 46,203           | 57,144           | (60,414)           |             | 43%        |   |
| <b>Economic Development Subtotal</b>              | <b>(64,094)</b>     | <b>145,324</b>    | <b>(6,950)</b>     | <b>61,809</b>    | <b>57,144</b>    | <b>(83,515)</b>    |             | <b>43%</b> |   |
| <b>General Fund</b>                               | <b>(14,592,102)</b> | <b>14,592,408</b> | <b>(6,522,166)</b> | <b>6,886,692</b> | <b>8,069,936</b> | <b>(7,705,716)</b> | <b>45%</b>  | <b>47%</b> |   |
| <b>Road and Bridge Fund</b>                       |                     |                   |                    |                  |                  |                    |             |            |   |
| 3 0 Undesignated                                  | (4,724,979)         | 0                 | (2,165,196)        | 0                | 2,559,783        | 0                  | 46%         |            |   |
| 3 301 Administration/HR                           | 0                   | 564,852           | 0                  | 295,772          | 0                | (269,080)          |             | 52%        |   |
| 3 302 Engineering/Construction                    | 0                   | 557,114           | 0                  | 235,660          | 0                | (321,454)          |             | 42%        |   |
| 3 303 Highway Maintenance                         | 0                   | 3,603,013         | 0                  | 2,056,411        | 0                | (1,546,602)        |             | 57%        |   |
| 3 307 Capital Infrastructure                      | (4,327,700)         | 4,327,700         | (5,902,754)        | 1,093,570        | (1,575,054)      | (3,234,130)        | 136%        | 25%        |   |
| 3 308 Equipment and Facilities                    | (616,400)           | 616,400           | (516,400)          | 288,931          | 100,000          | (327,469)          | 84%         | 47%        |   |
| 3 310 232 Turnback                                | 0                   | 0                 | 0                  | 0                | 0                | 0                  |             |            |   |
| <b>Road and Bridge Fund</b>                       | <b>(9,669,079)</b>  | <b>9,669,079</b>  | <b>(8,584,350)</b> | <b>3,970,344</b> | <b>1,084,729</b> | <b>(5,698,735)</b> | <b>89%</b>  | <b>41%</b> |   |

| Fund Dept                             | 2020 Budgeted      |                  | 2020 Actual        |                  | 2020 Act - Bud   |                    | % of Budget |            | Comments                                    |
|---------------------------------------|--------------------|------------------|--------------------|------------------|------------------|--------------------|-------------|------------|---|
|                                       | Rev                | Exp              | Rev                | Exp              | Rev +/-          | Exp +/-            | Rev         | Exp        |   |
| <b>Health and Human Services Fund</b> |                    |                  |                    |                  |                  |                    |             |            |   |
| 5 400 Public Health                   | (885,377)          | 961,990          | (510,199)          | 395,069          | 375,178          | (566,921)          | 58%         | 41%        |   |
| 5 420 Income Maintenance              | (2,141,667)        | 1,927,932        | (1,257,435)        | 889,840          | 884,232          | (1,038,092)        | 59%         | 46%        |   |
| 5 430 Social Services                 | (3,855,629)        | 4,342,751        | (2,001,124)        | 1,937,728        | 1,854,505        | (2,405,023)        | 52%         | 45%        |   |
| <b>Health and Human Services Fund</b> | <b>(6,882,673)</b> | <b>7,232,673</b> | <b>(3,768,758)</b> | <b>3,222,637</b> | <b>3,113,915</b> | <b>(4,010,036)</b> | <b>55%</b>  | <b>45%</b> |   |
| <b>Trust</b>                          |                    |                  |                    |                  |                  |                    |             |            |   |
| 10 921 County Development             | (287,000)          | 363,423          | 0                  | 54,440           | 287,000          | (308,983)          | 0%          | 15%        |   |
| 10 923 Forfeited Tax Sales            | (1,500,000)        | 910,010          | (647,309)          | 1,139,780        | 852,691          | 229,770            | 43%         | 125%       |   |
| <b>Trust Fund</b>                     | <b>(1,787,000)</b> | <b>1,273,433</b> | <b>(647,309)</b>   | <b>1,194,220</b> | <b>1,139,691</b> | <b>(79,213)</b>    | <b>36%</b>  | <b>94%</b> |   |
| <b>Forest Development</b>             |                    |                  |                    |                  |                  |                    |             |            |   |
| 11 924 Forest Resource                | 0                  | 0                | 0                  | 0                | 0                | 0                  |             |            | Acct. combined with others - no longer used |
| 11 925 Resource Management            | (413,750)          | 381,821          | (480,366)          | 95,480           | (66,616)         | (286,341)          | 116%        | 25%        |   |
| 11 934 Memorial Forest                | 0                  | 0                | 0                  | 201,118          | 0                | 201,118            |             |            | Acct. combined with others - no longer used |
| 11 935 Forest Road                    | (136,088)          | 136,088          | (20,086)           | 20,086           | 116,002          | (116,002)          | 15%         | 15%        |   |
| 11 939 County Surveyor                | (362,050)          | 362,050          | (754)              | 188,950          | 361,296          | (173,100)          | 0%          | 52%        |   |
| <b>Forest Development</b>             | <b>(549,838)</b>   | <b>517,909</b>   | <b>(500,452)</b>   | <b>316,684</b>   | <b>49,386</b>    | <b>(201,225)</b>   | <b>91%</b>  | <b>61%</b> |   |
| <b>Long Lake Conservation Center</b>  |                    |                  |                    |                  |                  |                    |             |            |   |
| 19 521 LLCC Administration            | (55,076)           | 208,163          | (24,654)           | 119,522          | 30,422           | (88,641)           | 45%         | 57%        |   |
| 19 522 LLCC Education                 | (614,026)          | 267,795          | (81,553)           | 96,260           | 532,473          | (171,535)          | 13%         | 36%        | Loss of revenues due to COVID-19            |
| 19 523 LLCC Food                      | (4,500)            | 165,219          | (832)              | 47,881           | 3,668            | (117,338)          | 18%         | 29%        |   |
| 19 524 LLCC Maintenance               | (73,600)           | 97,764           | 0                  | 54,808           | 73,600           | (42,956)           | 0%          | 56%        |   |
| 19 525 LLCC Capital Improvement       | (7,200)            | 0                | (4,902)            | 7,871            | 2,298            | 7,871              | 68%         |            |   |
| <b>LLCC Fund</b>                      | <b>(754,402)</b>   | <b>738,941</b>   | <b>(111,941)</b>   | <b>326,342</b>   | <b>642,461</b>   | <b>(412,599)</b>   | <b>15%</b>  | <b>44%</b> |   |
| <b>21 520 Parks</b>                   |                    |                  |                    |                  |                  |                    |             |            |   |
|                                       | (542,102)          | 577,254          | (459,354)          | 409,188          | 82,748           | (168,066)          | 85%         | 71%        |   |



**MINNESOTA  
JUDICIAL BRANCH**  
NINTH JUDICIAL DISTRICT

**Crow Wing/Aitkin County Court Administration**  
**Court Administrator Alice Middendorf**  
213 Laurel Street, Suite 11, Brainerd, MN 56431  
209 Second Street NW, Aitkin, MN 56431  
Phone: 218-855-4153

July 27, 2020

Jessica Seibert  
County Administrator  
Aitkin County Courthouse  
209 2<sup>nd</sup> Street NE  
Aitkin, MN 56431

Dear Ms. Seibert:

Per your request, please accept this letter for the Aitkin County Board to approve the proposal for Aitkin County juries to be held in the Crow Wing County Judicial Center on a temporary basis. This request is being made to allow for Aitkin County jury trials to resume as soon as possible after being halted due to the COVID-19 pandemic. We are unable to adequately comply with mandated social distancing requirements while the Aitkin County Courthouse is under construction. The original date to get back into the courtroom, chambers and offices was scheduled for June of 2020, and we still do not have a definite date due to unforeseen delays. Since we have had jury trials on hold for several months due to the pandemic, we feel it would be in the best interest of justice to get these matters scheduled and heard as soon as possible for all parties involved.

The decision to make this request was not made lightly, and we met several times trying to solidify a plan that would accommodate the mandated requirements, yet we were unsuccessful. We recognize that it may be inconvenient for everyone involved, however, at this time we feel this plan is the most practical solution. We propose this temporary arrangement will continue through December 31, 2020, or until the Aitkin County Courthouse can accommodate and meet all jury trial specifications and COVID-19 safety requirements.

Thank you for your consideration.

Sincerely,

  
Alice Middendorf  
Court Administrator  
Aitkin and Crow Wing Counties

# Aitkin County Board of Commissioners Board Meeting Attendance Record

Date: July 28, 2020

| Name              | Please check the boxes that apply. |                              |                                       |
|-------------------|------------------------------------|------------------------------|---------------------------------------|
|                   | Aitkin<br>County<br>Citizen        | Aitkin<br>County<br>Employee | Company Representative – please list. |
| Cynthia Bennett   |                                    | ✓                            |                                       |
| Erin Melz         |                                    | ✓                            |                                       |
| Carli Goble       |                                    | ✓                            |                                       |
| Rich Courtemanche |                                    | ✓                            |                                       |
| Ross Wagner       |                                    | ✓                            |                                       |
| Kirk Peysar       |                                    | ✓                            |                                       |
|                   |                                    |                              |                                       |
|                   |                                    |                              |                                       |
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