



August 2020

Dear Official,

Enclosed is your copy of the **Pipeline Awareness** newsletter containing **Safety Information for Public Officials**.

You are receiving this information because one or more participating member pipeline companies operate gas or hazardous liquid pipelines in your area of jurisdiction. See the reverse side of this letter for a listing of member companies in Aitkin County, Minnesota

The newsletter includes information about:

- The purpose of various types of pipelines and how to find the location of pipelines in your area
- Land use practices, One-Call requirements and safe excavation procedures involving pipeline right-of-ways
- Potential hazards associated with pipelines and the actions that should be taken in the event of an emergency
- Who regulates pipelines and what actions operators are required to take to ensure the reliability of their systems
- How you can provide feedback to the Association or request additional information from member pipeline operators

Please share this newsletter with others in your organization. The Information Request form on page 15 is also available online under the *Resources* tab on the Association web site. A postage paid return envelope is included in this packet, if you prefer to provide feedback or request additional information through the US mail.

Thank you for taking time to review and share the enclosed materials.

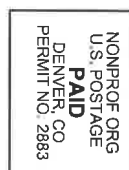
Pipeline Association for Public Awareness and Participating Members

www.pipelineawareness.org

See reverse side for a listing of pipeline members in Aitkin County, Minnesota.

*****AUTO**5-DIGIT 56431
 MS JESSICA SEIBERT
 OR CURRENT COUNTY MANAGER
 AITKIN COUNTY OFFICES
 217 2ND ST NW UNIT 134
 AITKIN MN 56431-1272

289 8329 116



Member Companies operating pipeline facilities in Aitkin County, Minnesota

<u>Company</u>	<u>Products / Facilities</u>	<u>Emergency</u>	<u>Non-Emergency</u>
Minnesota Energy Resources	Natural Gas Distribution Facilities	(800) 889-4970	(800) 889-9508

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

ADOPTED September 22, 2020

By Commissioner: xxxx

20200922-xxx

Award Highway Department Office Addition – Renovation Contract

WHEREAS, Project No. 2019-13247 is for an addition and renovations for the Aitkin County Highway Department Office and Maintenance Facility, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Thursday, September 17, 2020 with a total of eight bids received, and

WHEREAS, Project One Construction, Inc., Kimball, MN was the lowest responsible bidder in the amount of \$748,782.

THEREFORE, BE IT RESOLVED, that Project One Construction, Inc. is awarded Project No. 2019-13247.

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

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 22nd day of September, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of September, 2020

Jessica Seibert
County Administrator

September 21, 2020

WIDSETH

Brainerd/Baxter

7804 Industrial Park Road
PO Box 2720
Baxter MN 56425-2720

218.829.5117

Baxter@Widseth.com
Widseth.com

John Welle, Aitkin County Engineer
Aitkin County Highway Department
1211 Air Park Dr.
Aitkin, MN 56431

RE: Aitkin County Highway Department Building
Addition and Remodeling
Widseth Letter of Recommendation for Bid Award
WSN No. 2020-13247

Dear Mr. Welle:

Pursuant to authority of Aitkin County Highway Department and after proper legal advertisement, bids for the referenced project were obtained at 2:00 p.m. in the Aitkin County Highway Department Building on Thursday, September 17, 2020.

Lump sum base bids were received:

<u>Contractor</u>	<u>Base Bid</u>
Project One Construction, Inc.	\$748,782.00
Eagle Construction Co., Inc.	\$788,000.00
The Tradesmen Construction, Inc.	\$791,000.00
Nor-Son Construction	\$832,900.00
CoBuilt Construction Services, LLC.	\$847,400.00
Donlar Construction	\$889,500.00
Johnson Wilson Constructors	\$899,000.00
BCI Construction Inc.	\$1,162,000.00

Details of all bids are shown on the attached Tabulation of Bids (Bid Abstract). The bids were conforming to the plans, specifications, and advertisement.

We recommend that the Contract be awarded to Project One Construction, the lowest responsible bidder, on the basis of the lump sum price on the bid proposal.

WIDSETH SMITH NOLTING & ASSOC., INC.



Douglas Archer, R.A.

Enc. (Tabulation of Bids – 1 page)

c: Widseth File

Widseth Smith Nolting & Assoc., Inc.

BID ABSTRACT

September 17, 2020 2:00 P.M.

Aitkin County Hwy Dept. Building Addition and Remodeling Aitkin, MN Widseth Project No. 2019-13247	Lump Sum Base Bid	Responsible Contractor Certification & Response Form	5% Bid Security	Addendum No. 1	Addendum No. 2	Addendum No. 3
Bidder:						
BCI Construction, Inc. 7135 5 th Ave NE Sauk Rapids, MN 56379	\$1,162,000.00	Yes	Yes	Yes	Yes	Yes
CoBuilt Construction Services, LLC. PO Box 8 Menahga, MN 56464	\$847,400.00	Yes	Yes	Yes	Yes	Yes
Nor-Son Construction 7900 Hastings Road Baxter, MN 56425	\$832,900.00	Yes	Yes	Yes	Yes	Yes
Project One Construction, Inc. 10375 County Rd 8 Kimball, MN 55353	\$748,782.00	Yes	Yes	Yes	Yes	Yes
Johnson Wilson Constructors 4431 W. Michigan St., PO Box 16006 Duluth, MN 55816	\$899,000.00	Yes	Yes	Yes	Yes	Yes
Donlar Construction 601 28 th Ave S. Waite Park, MN 56387	\$889,500.00	Yes	Yes	Yes	Yes	Yes
The Tradesmen Construction, Inc. 4015 Minnesota Street Alexandria, MN 56308	\$791,000.00	Yes	Yes	Yes	Yes	Yes
Eagle Construction Co., Inc. 515 9 th Ave. NW Little Falls, MN 56345	\$788,000.00	Yes	Yes	Yes	Yes	Yes

I hereby certify that this tabulation is a true and correct copy of the bids for the Aitkin County Highway Department Building Addition and Remodeling.


22902
Sept. 17, 2020
Reg. No.
Date



Aitkin County CARES for Business Grants

Aitkin County has received Federal CARES Act Funds through the State of Minnesota for the purpose of providing business assistance grants to for profit businesses and not for profit organizations negatively affected by the COVID Pandemic either through mandatory shut down or restrictions, or lack of business or revenue or an increase in demand for services provided also as a result of the Pandemic.

Due to the restrictions placed on Aitkin County's receipt of the CARES Act funds, eligible expenses reimbursable by this grant must comply with all Federal and State Guidelines. Reimbursement will be only for eligible expenses.

Businesses eligible for the Aitkin County CARES Grant, must have a physical location in Aitkin County, be in operation as of December 31st, 2019 and are currently open for business with one or more full time employee, which can be the business owner. A business must have a structure in which they operate, home based businesses such as Mary Kay are not eligible.

Not for profit organizations must have a physical location in Aitkin County and provide direct assistance to the residents of Aitkin County. Additionally, not for profit organizations must demonstrate an increase in demand for services, increased costs or loss of revenue due to the COVID 19 Pandemic. Consideration will also be given to not for profit organizations that can demonstrate the ability to make an impact for individuals or the community negatively affected by the COVID 19 pandemic.

All eligible not for profit organizations must be registered with the Minnesota Secretary of State and have been operating since December 31, 2019.

All applicants must be current on their property taxes through 2019 or any other obligations to Aitkin County.

All applicants must submit a full application with signatures and complete the attached Eligible Expense Worksheet to determine their grant request. Expenses that are listed must not have been reimbursed by or purchased by other COVID Relief Funds such as the PPP Loan.

All applicants agree that by signing and submitting the Aitkin County CARES Business Grant application they will be subject to a random audit by Aitkin County for accuracy in expenses, demonstration of business loss or any other statements or information requested. If it is determined that false or misleading information is provided on the Aitkin County CARES Grant Application, the Business will be required to repay Aitkin County the entire grant amount.

Maximum Grant amount is \$10,000.00 and Minimum Grant amount is \$1,000.00, based upon request and eligible expenses.

Applications will be made available on September 28, 2020 and are due to Aitkin County by 4:00 PM October 16, 2020. Grants will continue to be awarded until all funds are expended. Final approval will be subject to approval by the Aitkin County Board.

For profit business applications that meet eligibility requirements will receive first priority over not for profit organizations.

Not for Profit Organization Grants will be awarded based on the negative COVID impact on your organization, services your organization provides and how this grant will allow your organization to respond to community needs and impacts from the COVID 19 pandemic.

If additional funding becomes available at a later date, eligible but non funded applications will be given first priority.

Grant applications will be available on the Aitkin County website and by request and may be submitted by mail to Aitkin County Government Center, ATTN: Ross Wagner, 307 2nd Street NW #316, Aitkin, MN 56431 or electronically to ross.wagner@co.aitkin.mn.us

It is the intent of Aitkin County to award the Aitkin County Cares Grant as soon as possible.

For any questions or clarifications, please contact Ross Wagner, Economic Development and Forest Industry Coordinator at 218-927-7305 or ross.wagner@co.aitkin.mn.us

Aitkin County reserves the right to reject or modify any application or portions thereof it feels does not meet the guidelines or application process requirements. Applications may be prioritized based on impact.

Aitkin County CARES Grant Application

Name of Business; _____

Address; _____

Phone, Email; _____

Name of Person responsible for this application and information provided; _____

State of MN Business ID# or MN Secretary of State Confirmation _____

Number of Current Full Time or Full Time Equivalent Employees'; _____

Year and Month-business or organization established; _____

Current with obligations to Aitkin County through 2019; Yes ___ No ___

Please describe how the COVID 19 Pandemic has had a negative impact on your business or organization. Not only in terms of required shutdowns or restrictions but demonstrated loss of business, sales, customers etc.

Provide backup information for the above such as sales comparisons, receipts, financial statement comparisons, list below and attach to the application

Amount of Grant requested, from the Eligible Expenses Worksheet; \$ _____

Signature of Applicant; _____

I hereby agree that by signing the Aitkin County CARES Grant application I claim all information is accurate and that I am subject to audit by Aitkin County for the information given. If it determined that the information provided is not accurate, I agree to pay Aitkin County the entire grant that I receive.

Eligible Expenses Worksheet,

Please list your cost for any of the following allowable reimbursable expenses. Provide documentation such as invoices, statements, canceled checks etc. and attach to your application.

- The cost of constructing either temporary (i.e. tents) or permanent outdoor facilities to allow service to customers with proper social distancing. \$ _____
- The conversion of an area, sidewalk, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating including tables and fencing. \$ _____
- Signage – Acquisition of signage relating to the operation of the business or customer safety in accordance with the Covid-19 guidelines. \$ _____
- Checkout counter modifications such as screens and buffers to allow for proper social distancing practices. \$ _____
- Indoor modifications – Costs associated with the reduction of seating or cordoning customer space in public spaces to comply with social distancing guidelines including the costs of storage facilities to store excess seating or other materials. \$ _____
- Computer Hardware necessary to support remote work by employees or upgrades to existing hardware to support e-commerce. \$ _____
- Software support remote work by employees or upgrades to existing Internet presence to support expanded e-commerce. \$ _____
- Personal Protection Equipment, Sanitation Stations – The cost to purchase masks, gloves, face shields or protective garments to protect against the spread of the virus. \$ _____
- Sanitation Supplies to clean equipment or furnishings as well as supplies necessary for proper hygiene of employees and customers. \$ _____
- Disinfection Equipment or Contracts needed to dispense the disinfection agents for safe operation of the business. \$ _____
- Rent or Mortgage Payments during the period of, March, April, May, June, July, 2020. \$ _____
- Utility payments during the period of March, April, May, June, July, 2020. \$ _____
- Payroll costs incurred for employees for the months of March, April, May, June, and July 2020. \$ _____ (request can not exceed \$3,500.00)

Total Expenses, \$ _____, maximum grant is \$10,000.00

Signature of person providing this information; _____

I hereby agree that by signing this expense worksheet I claim all information is accurate and that I am subject to audit by Aitkin County for the expenses listed. I further agree to abide by all State and Federal Guidelines.



Aitkin County Developmental Achievement Center, Inc.

181 North Maddy Street, McGregor, MN 55760

(218) 768-4031

September 18, 2020

Aitkin County

307 2nd Street NW, Aitkin, MN 56431

Dear Mrs. Seibert,

Thank You for allowing me to address our needs at the DAC in hopes that some Cares money can help alleviate some fixed operational expenses that are consuming us from our recent mandated closures. I have been in contact with Ross Wagner and he has been very open about the need for the Cares money to be allocated to for-profit small businesses and assured me he would let me know if the guidelines changed. I am reaching out to see if the board is willing to assist.

The DAC is a pay for service 501c3 non-profit organization. 85% of our revenue comes from supports and services provided to adults with disabilities through waived dollars. 15% of revenue is acquired from our DACMART thrift store and other contracted services. Due to mandated closures late March through early June, significant revenue was lost. The DAC has a current revenue deficit of approximately \$305,000. From March- June 2020 we had a revenue loss of approximately \$25,000 at the DAC Thrift store. Our DACWORKS employment center was estimated to open April 1, 2020. We carry a mortgage on that property as expectations were to have that up and running with added revenue from employment services. We are currently open but slower than anticipated due to the COVID-19 impact on small business in our community. We have restrictions placed on services from the Department of Human Services that impacts our overall revenue. We are currently providing supports to 60% of persons served with restricted limited hours both in the community and in-house and have maximized our building capacities. We continue to work with guardians and provider teams to creatively assist those that are not receiving services due to guardian, health and or DHS restrictions.

The DAC provides employment to 18 FT and 3PT staff. We provide support to 68 individuals with disabilities. In August we added back our last furloughed FT staff member and still do not have back 2 PT staff. Our business is very labor intensive with multiple routes, staff to disabled individual served ratios and various supports that take a tremendous amount of staff hours. Limited billable hours have not supported the expense for increased number of transportation routes and multiple work shifts, due to COVID-19 social distancing guidelines and overall safety for the people we serve.

As good stewards of our resources the DAC has been very intentional about assessing processes, needs and our overall payables, trimming where we can. Any assistance that may be granted would be appreciated. We are respectfully asking for grant funding to assist with our Mortgage payment for our DACWORKS building. Mortgage payments from March-July of 2020 would total \$8500.00. A grant towards our mortgage would allow us to reallocate funding sources to other operational expenses not supported by current limited funding. This will allow us to be more fiscally stable throughout the coming months as we continue to adjust for Winter weather approaching, seasonal colds and Covid-19 threats.

Please feel free to reach out to me. I would be happy to speak or give more detailed financial information as needed.

I appreciate your time and assistance. Thank You.

Warmest Regards,

A handwritten signature in cursive script that reads "Tammy Jo Johnson".

Tammy Jo Johnson,

Executive Director for the DAC

tjohnson@aitkindac.org

(218)768-4031

FUND BALANCES

BALANCE
12/31/2019

Unassigned
Assigned
Restricted

GENERAL FUND
(Excludes non-spendables)

1 12,607,314

Restricted Funds

Debt Service	(67,737.00)
Recorder's Tech.	(472,228.00)
Prosecutorial	(5,000.00)
Enhanced 911	(209,913.00)
Law Enforcement	(5,000.00)
Permit to Carry	(114,811.00)
Conservation	(107,649.00)
Loans Receivable	(96,755.00)
Solid Waste	(574,503.00)
Recorder's Equip.	(305,347.00)
Parks	(404,609.00)

Total Restricted Funds:	(2,363,552.00)
Adjusted Balance	10,243,762.00
Minus Total Committed Funds	(462,295.00)
Final Adjusted Balance	9,781,467.00
2020 Planned Fund Balance Use	546,107.00
2021 Planned Fund Balance Use	210,800.00
2021 Est. Capital Use of Fund Balance	1,200,000.00
LLCC	??
CARES Salary Reimbursements	??

2020 Operations = \$14,592,408

	40%	50%
\$	5,836,963	\$ 7,296,204

\$2,485,263 OVER
Using 50%

\$3,944,504 OVER
Using 40%

ROAD & BRIDGE

3 4,172,528

Inventories	(559,107.00)
2019 Actuals Adjustment	(189,892.00)
Adjusted Balance	3,423,529.00

2020 Operations = \$4,229,979

40% + \$500,000 50% + \$500,000

2020 Planned Fund Balance Use	
Expected to Impact Balance	300,000.00
2021 Planned Fund Balance Use	246,000.00

\$	2,191,991	\$ 2,614,989
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\$808,540 Over
Using 50% + \$500,000

\$1,231,538 Over
Using 40% + \$500,000

HEALTH & HUMAN SERVICES
(Excludes non-spendables)

5 4,021,192

Prepaid Items	(1,291.00)
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2020 Operations = \$7,141,623

Adjusted Balance	4,019,901.00
2020 Planned Fund Balance Use	350,000.00
2021 Planned Fund Balance Use	450,000.00

\$	2,856,649	\$ 3,570,811
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\$449,090 OVER
Using 50%

\$1,163,252 OVER
Using 40%

Aitkin County Board of Commissioners Board Meeting Attendance Record

Date: September 22, 2020

Name	Please check the boxes that apply.		
	Aitkin County Citizen	Aitkin County Employee	Company Representative – please list.
John Welle		✓	Highway Department - 218- 927 ⁹²⁷⁻⁷⁴⁶⁹
Rich Courtemanche		✓	Land Dept.
Mike Dangers		✓	Assessor
Randy Quake		✓	Co. Surveyor
Jacki Wilprecht	✓		Self
Ruth Nelson	✓		Township of WOODLAND
Rebecca Marshall			SELF
Cynthia Bennett		✓	
Erin Melz		✓	
Carl Goble		✓	
Jennifer Eisenbart	✓		Aitkin Age

