

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS October 27, 2020 – BOARD AGENDA

Government Center Board Room

The Governor of the State of Minnesota has issued Executive Order 20-01 Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19. Based on these conditions, the Chair of the Aitkin County Board of Commissioners has determined that the requirements of Minnesota Statute 13D.021, Subd. (1) have been met and it is not practical or prudent for all members of the county board to meet in person. Therefore, on April 9th, 2020 the Aitkin County Board Chair signed a Determination related to COVID-19 part of which allows that the public, as well as some or all members of the County Board to join County board meetings remotely.

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code): 126 283 6573; (meeting password): 7282.

- 9:00 1) Bill Pratt, County Board Chair**
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
- 9:02 E) Health & Human Services (see separate HHS agenda)**
- 9:47 Break**
- 9:57 F) Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). 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.
Anyone attending virtually wishing to speak during the public comment period should notify the County Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the 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 October 13, 2020 to October 26, 2020
 - B) Approve October 13, 2020 County Board Minutes
 - C) Approve Electronic Funds Transfer
 - D) Approve Commissioner's Voucher
 - E) Approve Auditor's Vouchers – R&B Contract Payments, CARES Grant Payments
 - F) Approve Auditor's Vouchers – Contegrity Payments
 - G) Approve Auditor's Vouchers – September Sales & Use Tax
 - H) Approve Auditor's Vouchers – R&B Final Contract Payment, IT Invoice
 - I) Approve Auditor's Vouchers – School Advance Payments

- J) Approve Manual Warrants/Voids/Corrections – Mtg. Reg, Deed Tax
- K) Approve Manual Warrants/Voids/Corrections – Elan paid 10/1/20 Allocated (Received)
- L) Approve Manual Warrants/Voids/Corrections – FSA Claims
- M) Approve Manual Warrants/Voids/Corrections – Camping Refunds
- N) Approve Manual Warrants/Voids/Corrections – Elan paid 10/15/20
- O) Approve Manual Warrants/Voids/Corrections – Electronic Chargeback, Returned Checks – Taxes
- P) Approve Manual Warrants/Voids/Corrections – Returned Payment, Unable to Locate Acct
- Q) Approve Affidavit for Duplicate of Lost Warrant
- R) Approve Health & Human Services Roof Contract
- S) Adopt Resolution Donation to Veteran Services – MBJ Inc, Johnson’s Portside
- T) Adopt Resolution Final Contract Payment – Contract No. 20182

- 10:00 3) Terry Neff – Environmental Services Director
 - A) Final Plat – First Amendment to Savanna Ridge Second Addition
 - B) Final Plat – Lakes Storage Valhalla First Addition
- 10:05 4) Ross Wagner – Economic Development & Forest Industry Coordinator
 - A) Award Aitkin CARES for Business Grant, Round 2
- 10:20 5) Jessica Seibert – County Administrator
 - A) Authorize CARES Act Distribution
- 10:40 6) John Welle – County Engineer
 - A) Set Public Hearing Date – Revoke Portions of CSAH 25
- 10:45 7) Bobbie Danielson – Human Resources Director
 - A) Personnel Committee Recommendation
 - B) Personnel Committee Recommendation, Continued
- 11:00 8) Jessica Seibert – County Administrator
 - A) Aitkin County HRA Update – Teresa Smude
 - B) Administrator Updates
- 11:15 9) Committee Updates
- 11:45 Adjourn

AITKIN COUNTY BOARD

October 13, 2020

<p>The Aitkin County Board of Commissioners met this 13th day of October, 2020 at 9:02 p.m. at the Aitkin Government Center with the following members present: Board Chair William Pratt, Commissioners J. Mark Wedel, Laurie Westerlund, Donald Niemi, County Administrator Jessica Seibert, and Administrative Assistant Angie Sahr. Commissioner Anne Marcotte arrived via Webex at 9:08 a.m.</p>	<p>Call to Order</p>
<p>Motion made by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all voting yes to approve the October 13th, 2020 agenda.</p>	<p>Approved Agenda</p>
<p>There was no Citizens' Public Comment</p>	<p>Citizens' Public Comment</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows. A) Correspondence File September 22, 2020 to October 12, 2020; B) Approve September 22, 2020 County Board Minutes; C) Approve October 6, 2020 Special County Board Minutes; D) Approve Electronic Funds Transfers \$1,235,594.29; E) Approve Commissioner Vouchers: General Fund \$115,778.06, Road & Bridge \$33,814.09, Health & Human Services \$152,114.96, Trust \$4,605.94, Forest Development \$46,310.84, Capital Project \$505.36, Long Lake Conservation Center \$5,828.55, Parks \$5,317.28 for a total of \$364,275.08; F) Approve Auditor's Vouchers – R&B Contract Payment: Road & Bridge \$447,020.16; G) Approve Auditor's Vouchers – License Center Title Applications: General Fund \$35.00; H) Approve Auditor's Vouchers – Property Tax Overpayments: Taxes & Penalties \$6,262.92; I) Approve Auditor's Vouchers – CARES Business Grants: Coronavirus Relief Fund \$473,911.11; J) Approve Auditor's Vouchers – R&B Contract Payments, Assessor's New Vehicle: General Fund \$16,000.00, Road & Bridge \$345,578.23, for a total of \$361,578.23; K) Approve Auditor's Vouchers – Land Dept. Land Acquisition: Forest Development \$167,726.75; L) Approve Auditor's Vouchers – Duplicate Warrants: Health & Human Services \$3,788.26; M) Approve Manual Warrants/Voids/Corrections – FSA Claims, PEIP Participant Fee's: General Fund \$1,539.06; N) Approve Manual Warrants/Voids/Corrections – Elan Paid 9/17/20: General Fund \$5,870.00; O) Approve Manual Warrants/Voids/Corrections – Elan Paid 9/17/20 Allocated: General Fund -\$3,595.25, Road & Bridge \$484.19, Health & Human Services \$2,304.88, Capital Project \$776.19, Long Lake Conservation Center \$29.99, for a total of \$0.00; P) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$96.50; Q) Approve Manual Warrants/Voids/Corrections – Camping Refunds: Parks \$20.00; R) Approve Manual Warrants/Voids/Corrections – Elan Paid 10/1/20: General Fund \$8,385.28; S) Approve Manual Warrants/Voids/Corrections – LLCC Credit Card Fee's: Long Lake Conservation Center \$54.85; T) Approve Manual Warrants/Voids/Corrections – FSA Claims, Special Fuel License: General Fund \$691.61, Road & Bridge \$25.00, for a total of \$716.61; U) Approve Affidavit for Duplicate of Lost Warrant; V) Adopt Resolution: Donation to Veteran Services – Dale E Wayrynen American Legion; W) Adopt Resolution: Approve Energy Easement; X) Adopt Resolution: Final Contract Payment – Contract No. 20192; Y) Adopt Resolution: Sentence to Serve Donation – Wealthwood Rod & Gun Club; Z) Information Only – NRAC Support for LLCC;</p>	<p>Consent Agenda</p>
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voted to approve – Affidavit for Duplicate of Lost Warrant.</p>	<p>Affidavit for Duplicate of Lost Warrant</p>

AITKIN COUNTY BOARD

October 13, 2020

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: Donation to Veteran Services – Dale E Wayrynen American Legion.

**Resolution
#20201013-086
Donation to
Veteran Services
– Dale E
Wayrynen
American Legion**

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

Dale E Wayrynen American Legion Auxiliary, McGregor MN. \$500.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Dale E Wayrynen American Legion Auxiliary, McGregor MN Aitkin County
Veteran Services

WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: Approve Energy Easement.

**Resolution
#20201013-087
Approve Energy
Easement**

WHEREAS, On December 11, 2018, the Aitkin County Board of Commissioners granted a utility easement, temporary work space, and temporary road access (20181211-081) to Enbridge Energy, Limited Partnership, with an office at 11 East Superior Street; Suite 125, Duluth, MN 55802 (Enbridge) for a right-of-way easement to survey, locate, construct, install, operate, maintain (including cathodic protection systems), clear, inspect (including aerial patrol and subsurface digging), reclaim, remove, protect, idle in place, repair, replace, relocate, change the size of and reconstruct a single pipeline, together with any associated valves, fittings, location markers and signs, communication systems and lines, utility lines, safety and protective apparatus, and all other equipment and appurtenances, whether above or below grade across the Aitkin County managed lands,

WHEREAS, Enbridge requests an additional 0.12 acres of temporary work space in Section 26, Township, 51N, Range 24W (SESE; PIN 33-0-041400),

WHEREAS, said applicant will be charged Additional Temporary Work Space costs of \$1,000.00, as appraised by the County Land Commissioner,

WHEREAS, said applicant has an Enbridge Additional Temporary Workspace Payment of \$1,000,

WHEREAS, said applicant will thus pay Aitkin County a total of \$2,000.

WHEREAS, the Aitkin County Land Commissioner, after making an investigation of such

application, has advised that he finds no objection to granting such permit and easement,

WHEREAS, the Aitkin County Board of Commissioners resolved its support for Enbridge’s proposed Line 3 Replacement Project, their preferred route, and their plan for deactivating the existing Line 3 (20170926-073),

WHEREAS, the Aitkin County Board of Commissioners recognized Enbridge for its longstanding performance and continual efforts to protect the environment, wildlife and habitats, as well as the people who live in the communities in which it operates (20170926-073),

NOW THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor be and is hereby authorized to issue to Enbridge Energy, Limited Partnership, with an office located at 11 East Superior Street; Suite 125, Duluth, MN 55802, an easement to use said described land, if consistent with the law, as in the special conditions set forth herein,

BE IT FURTHER RESOLVED, that said easement be granted, subject to the following terms, and conditions:

1. The utility infrastructure shall be constructed and maintained by the grantee or permittee without any cost to the County of Aitkin and the land area shall be open for public use, as long as said easement is in force.
2. Any timber cut or destroyed shall be paid for at the usual rate as soon as determined by the Land Commissioner. (Timber has been included in the easement costs.)
3. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.
4. Any such easement may be canceled by resolution of the County Board for any substantial breach of its terms or if at any time its continuance will conflict with public use of the land, or any part thereof, on which it is granted, after ninety (90) days written notice, addressed to the record owner of the easement at the last known address.
5. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this easement and excepted from the conveyance or lease, while such easement remains in force.
6. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five years, shall result in the cancellation of this easement and any rights granted to the grantee by this easement shall cease to exist and shall revert to the grantor.
7. Aitkin County manages the property for many purposes such as a motorized and non-motorized recreation trails, access to county managed and other lands for resource management purposes, including the harvesting of timber, extraction of gravel, peat, fill dirt, etc, and the mining and extraction of minerals. The issuing and use of this easement shall not adversely affect any other Aitkin County authorized uses of this strip of land.

- 8. After construction, the lessee shall mark the location of the utilities and shall return the land to the same condition as prior to issuing of the easement.
- 9. If the County shall make any improvements or changes on all or any part of its property upon which utilities have been placed by this permit, the utility owner shall, after notice from the County, change vacate, or remove from County property said works necessary to conform with said changes without cost whatsoever to the County.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: Final Contract Payment – Contract No. 20192.

**Resolution
#20201013-088
Final Contract
Payment –
Contract No.
20192**

WHEREAS, Contract No. 20192 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Lot Pros Inc. in the amount of \$1,208.68.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: Sentence to Serve Donation – Wealthwood Rod & Gun Club.

**Resolution
#20201013-089
Sentence to Serve
Donation –
Wealthwood Rod
& Gun Club**

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

Wealthwood Rod & Gun Club	\$100.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Wealthwood Rod & Gun Club	Sentence to Service
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WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Kristen Houle from CliftonLarsonAllen LLP presented the 2019 Audit Review

2019 Audit Review

Commissioner Marcotte joined the Meeting at 9:08 a.m.

John Welle – County Engineer discussed the Trunk Highway Detour with the Board.

**Trunk Highway
Detour
Discussion**

Commissioner Marcotte left the Meeting at 9:40 a.m.

AITKIN COUNTY BOARD

October 13, 2020

Ross Wagner – Economic Development & Forest Industry Coordinator discussed the Proposed Revision to the Aitkin County ATV Ordinance with the Board. It was suggested to discuss further at the November 10th Board Meeting.

Commissioner Marcotte joined the Meeting at 9:49 a.m.

Commissioner Marcotte left the Meeting at 10:06 a.m.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Award Health & Human Service Roof Replacement;

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Wednesday, September 30, 2020 with a total of four bids received, and

WHEREAS, Nelson Roofing, Hibbing, MN was the lowest responsible bidder in the amount of \$111,365.00.

THEREFORE, BE IT RESOLVED, that Nelson Roofing is awarded Health & Human Service Roof Replacement.

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.

Jessica Seibert, County Administrator updated the Board on the following:

- Landscaping complete
- Substantial completion being signed today
- Attorney's moving scheduled for next week using a moving company
- Boardroom is back open for county use
- Jim Bright is working on cleaning out Motor Pool for auction
- Courthouse staff tours will be scheduled when construction is complete
- CARES update

The Board discussed: HRA, Development Achievement Center, Rum 1W1P, Facilities, MN Rural Caucus, East Central Regional Library, Lakes & Pines, Toward Zero Deaths, Aitkin Airport Commission, Historical Society, Health & Human Services, Natural Resources, McGregor Airport Commission.

Motion by Commissioner Wedel seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 10:52 a.m. until Tuesday, October 27, 2020 at the Aitkin County Government Center.

William Pratt, Board Chair
Aitkin County Board of Commissioners

Jessica Seibert
County Administrator

**Proposed
Revision to the
Aitkin County
ATV Ordinance**

**Resolution
#20201013-090
Award Health &
Human Service
Roof
Replacement**

**Administrator
Updates**

Board Discussion

Adjourn



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 10/27/20

Title of Item: Electronic Funds Transfer

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Electronic Funds Transfer thru 10/19/2020		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER

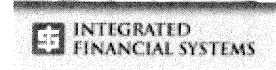
Thru October 19,2020 Board Meeting October 27, 2020

<u>Date</u>	<u>Amount</u>	<u>Reason</u>
10/5/20	\$54.85	Manual Abstract
10/7/20	\$716.61	Manual Abstract
10/8/20	\$100,574.36	Manual Abstract
10/9/20	\$341,456.72	Auditor Warrants
10/9/20	\$2,087.57	Auditor Warrants
10/9/20	\$12,334.20	Commissioner Warrants
10/9/20	\$595,635.32	Payroll Abstract
10/9/20	\$2,271.50	Auditor Warrants
10/13/20	\$45.00	Manual Abstract
10/14/20	\$1,501.91	Manual Abstract
10/15/20	\$1,917.48	Auditor Warrants
10/15/20	\$81,639.95	Commissioner Warrants
10/15/20	\$8,614.38	Manual Abstract
10/16/20	\$6,212.62	Auditor Warrants
10/16/20	\$7,372.83	Auditor Warrants
10/16/20	\$1,184.00	Manual Abstract

\$1,163,619.30

WLC1
10/13/20 11:50AM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

2D

Explode Dist. Formulas N

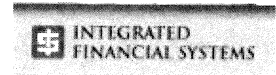
Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: Y

WLC1
 10/13/20 11:50AM
 1 General Fund

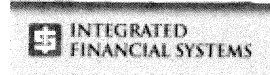
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
40	DEPT			Auditor			
86235	The Office Shop Inc						
	01-040-021-0000-6405		577.08	TONER CARTRIDGE	1085745-0	Office & Computer Supplies	N
	01-040-021-0000-6405		49.96	MISC SUPPLIES	3128170	Office & Computer Supplies	N
86235	The Office Shop Inc		627.04				
				2 Transactions			
40	DEPT Total:		627.04	Auditor	1 Vendors	2 Transactions	
41	DEPT			Internal Audit			
12780	CliftonLarsonAllen, LLP						
	01-041-000-0000-6231		7,350.00	PROGRESS BILL #6 - 2019 AUDIT	2634726	Services, Labor, Etc	Y
12780	CliftonLarsonAllen, LLP		7,350.00		1 Transactions		
41	DEPT Total:		7,350.00	Internal Audit	1 Vendors	1 Transactions	
42	DEPT			Treasurer			
14885	Jaguar Software						
	01-042-000-0000-6231		2,282.00	MirrorImage Software	9708	Services, Labor, Contracts	N
				11/13/2020 11/12/2021			
14885	Jaguar Software		2,282.00		1 Transactions		
86235	The Office Shop Inc						
	01-042-000-0000-6405		44.16	6x9 envelopes	1086514-0	Office & Computer Supplies	N
86235	The Office Shop Inc		44.16		1 Transactions		
42	DEPT Total:		2,326.16	Treasurer	2 Vendors	2 Transactions	
43	DEPT			Assessor			
10452	AT&T Mobility						
	01-043-000-0000-6250		390.07	Wireless bill	287298660812	Telephone	N
				08/26/2020 09/25/2020			
10452	AT&T Mobility		390.07		1 Transactions		
13934	The Tire Barn						
	01-043-000-0000-6511		61.35	Oil change - 2012 Ford Esc	54912	Gas And Oil	N
	01-043-000-0000-6511		40.09	LOF - 2007 Libery sport	54945	Gas And Oil	N
13934	The Tire Barn		101.44		2 Transactions		

Aitkin County

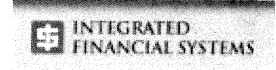


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
43	DEPT Total:		491.51	Assessor	2 Vendors	3 Transactions	
44	DEPT			Central Services			
7050	Anderson Brothers Construction						
	01- 044- 920- 0000- 6800		7,315.00	DRIVE LOOP- PARKING LOT -	26403	COVID Related Expenditures	N
7050	Anderson Brothers Construction		7,315.00		1 Transactions		
7916	AT&T						
	01- 044- 920- 0000- 6800		30.33	AUDITOR HOTSPOT	287298525602	COVID Related Expenditures	N
7916	AT&T		30.33		1 Transactions		
88628	Dalco Enterprises, Inc.						
	01- 044- 920- 0000- 6800		279.96	DISINFECTING WIPES	3672240	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		93.10	SPRAYERS AND TRIGGERS	3672257	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		177.36	SANITIZING WIPES	3675719	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		279.96	SANITIZING WIPES	3675725	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		69.99	SANITIZING WIPES	3675729	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		9,880.65	KAIVAC & SCRUBBER FOR DISINFEC	3675737	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		1,997.50	BACKPACK DISINFECTING GUN	3683015	COVID Related Expenditures	N
88628	Dalco Enterprises, Inc.		12,778.52		7 Transactions		
1333	Dell Marketing L.P.						
	01- 044- 920- 0000- 6800		3,408.00	CARES LAPTOP HIGHWAY MIKEQ	10417877016	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		2,169.39	CARES LAPTOP FOR HIGHWAY	10418916890	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		2,292.81	CARES ACT HIGHWAY LAPTOP	10418916902	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		2,292.81	CARES ACT LAPTOP FOR HIGHWAY	10418916929	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		4,110.75	15 DOCKING STATIONS	10425581335	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		10,936.17	7 PROBATION LAPTOPS/DOCKS	10426675451	COVID Related Expenditures	N
	01- 044- 920- 0000- 6800		27,029.70	15 LAPTOPS CARES/ VARIOUS DEPT	10427575570	COVID Related Expenditures	N
1333	Dell Marketing L.P.		52,239.63		7 Transactions		
9024	ETS Health						
	01- 044- 920- 0000- 6800		8,263.25	FOOR COATING	14195	COVID Related Expenditures	N
9024	ETS Health		8,263.25		1 Transactions		
89080	Meds- 1 Ambulance Service Inc						
	01- 044- 000- 0000- 6841		2,865.00	911 Calls - Aitkin Co (1/1- 8/3		Ambulance Appropriations	N
89080	Meds- 1 Ambulance Service Inc		2,865.00		1 Transactions		

WLC1
 10/13/20 11:50AM
 1 General Fund

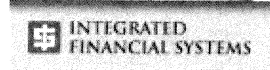
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
89081 North Ambulance Brainerd 01-044-000-0000-6841		Sept 2020 - Ambulance		Ambulance Appropriations	N
89081 North Ambulance Brainerd		1 Transactions			
44 DEPT Total:		85,381.73 Central Services	7 Vendors	19 Transactions	
49 DEPT		Information Technologies			
13719 SAVOR/MAX 01-049-000-0000-6330		LLCC mileage		Transportation & Travel & Parking	N
13719 SAVOR/MAX		1 Transactions			
49 DEPT Total:		33.82 Information Technologies	1 Vendors	1 Transactions	
52 DEPT		Administration			
11187 Regents Of The University of Minnesota 01-052-000-0000-6241		Policy Fellow Program Fee - J	330002767	Registration Fee	N
11187 Regents Of The University of Minnesota		1 Transactions			
52 DEPT Total:		4,500.00 Administration	1 Vendors	1 Transactions	
60 DEPT		Elections			
86222 Aitkin Independent Age 01-060-000-0000-6230		PRE- REGISTER 9/26	796454	Printing, Publishing & Adv	N
01-060-000-0000-6230		COUNTY VOTERS 9/30	797168	Printing, Publishing & Adv	N
01-060-000-0000-6230		PRE- REGISTER 10/3	797579	Printing, Publishing & Adv	N
01-060-000-0000-6230		NOTICE OF OFFICES	798397	Printing, Publishing & Adv	N
86222 Aitkin Independent Age		4 Transactions			
86235 The Office Shop Inc 01-060-920-0000-6800		ORANGE & PINK PAPER	1085912-0	Election Expenses - COVID Related	N
01-060-920-0000-6800		DATE STAMPER	1085916-0	Election Expenses - COVID Related	N
01-060-000-0000-6405		POST- IT NOTES - MULTI COLOR	1086018-0	Office & Computer Supplies	N
01-060-920-0000-6800		POST- IT NOTES	1086018-1	Election Expenses - COVID Related	N
01-060-000-0000-6405		DROP- OFF STAMP	1086357-0	Office & Computer Supplies	N
01-060-920-0000-6800		DYMO LABELS	1086388-0	Election Expenses - COVID Related	N
01-060-920-0000-6800		DATE STAMPER AND PAD	312843-0	Election Expenses - COVID Related	N
86235 The Office Shop Inc		7 Transactions			

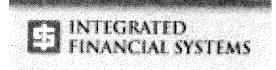
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
60	DEPT Total:		1,086.24	Elections	2 Vendors	11 Transactions	
90	DEPT			Attorney			
5462	Bremer Bank (Elan ACH) 01-090-000-0000-6234		82.75	Subpoena 01- CR- 19- 936	10124	Co Sheriff Services	N
5462	Bremer Bank (Elan ACH)		82.75	1 Transactions			
783	Canon Financial Services, Inc 01-090-000-0000-6625		326.99	Copier contract 09/01/2020 09/30/2020	21908425	Office Equipment	N
783	Canon Financial Services, Inc		326.99	1 Transactions			
10855	Culligan 01-090-000-0000-6213		58.80	Monthly water	150-01161207	Drug & Forfeiture Ms387.213	N
10855	Culligan		58.80	1 Transactions			
4260	St Louis Co Sheriff's Office 01-090-000-0000-6234		60.00	Subpoena 01- CR- 18- 1080	2002733	Co Sheriff Services	N
4260	St Louis Co Sheriff's Office		60.00	1 Transactions			
86235	The Office Shop Inc 01-090-000-0000-6405		28.49	Office supplies	1085381- 1	Office & Computer Supplies	N
	01-090-000-0000-6405		34.32	Office supplies	1085934- 0	Office & Computer Supplies	N
	01-090-000-0000-6625		1,018.49	Copier contract	312979- 0	Office Equipment	N
86235	The Office Shop Inc		1,081.30	3 Transactions			
90	DEPT Total:		1,609.84	Attorney	5 Vendors	7 Transactions	
100	DEPT			Recorder			
3951	Pro West & Associates, Inc 01-100-195-0000-6231		307.85	Aerial Imagery Caching	4493	Services, Labor, Contracts- Land Reco	N
3951	Pro West & Associates, Inc		307.85	1 Transactions			
100	DEPT Total:		307.85	Recorder	1 Vendors	1 Transactions	
110	DEPT			Courthouse Maintenance			
88628	Dalco Enterprises, Inc. 01-110-000-0000-6422		62.45	CLEANING PADS FOR STINGRAY	3683016	Janitorial Supplies	N

Aitkin County

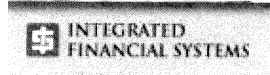


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
88628	Dalco Enterprises, Inc.		62.45		1 Transactions		
1754	Garrison Disposal Company, Inc						
	01-110-000-0000-6255		648.85	MONTHLY GARBAGE	1999800	Garbage	N
1754	Garrison Disposal Company, Inc		648.85		1 Transactions		
2340	Hyytinen Hardware Hank						
	01-110-000-0000-6422		287.15	MAINT. SUPPLIES	1598558	Janitorial Supplies	N
2340	Hyytinen Hardware Hank		287.15		1 Transactions		
3950	Public Utilities						
	01-110-000-0000-6254		4,556.13	New Addition	1430-00	Utilities & Heating	N
				08/16/2020 09/16/2020			
	01-110-000-0000-6254		119.72	CH Building Coord	50109-00	Utilities & Heating	N
				08/16/2020 09/16/2020			
	01-110-000-0000-6254		153.23	Glarco	50186--00	Utilities & Heating	N
				08/16/2020 09/16/2020			
	01-110-000-0000-6254		257.59	LA Tool Bldg	50188-00	Utilities & Heating	N
				08/16/2020 09/16/2020			
	01-110-000-0000-6254		38.33	Old County Garage	50202-00	Utilities & Heating	N
				08/16/2020 09/16/2020			
	01-110-000-0000-6254		34.59	Utilities CH	509-00	Utilities & Heating	N
				08/16/2020 09/16/2020			
3950	Public Utilities		5,159.59		6 Transactions		
110	DEPT Total:		6,158.04	Courthouse Maintenance	4 Vendors	9 Transactions	
120	DEPT			Service Officer			
2448	Janzen/Carroll Mark						
	01-120-000-0000-6350		50.00	Vet Van driver - SCVA 9/21		Per Diem	Y
2448	Janzen/Carroll Mark		50.00		1 Transactions		
14508	Janzen/Hugh						
	01-120-000-0000-6350		50.00	Vet Van driver - SCVA 9/8		Per Diem	Y
14508	Janzen/Hugh		50.00		1 Transactions		
10234	Miller/Conrad						
	01-120-000-0000-6350		50.00	Vet Van Driver- SCVA 9/17		Per Diem	Y

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 1 General Fund

Aitkin County

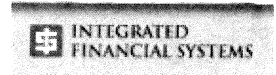


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10234	Miller/Conrad					
		50.00		1 Transactions		
10677	Olsen/Gerald D					
	01-120-000-0000-6350	50.00	Vet Van driver - SCVA 9/23		Per Diem	Y
10677	Olsen/Gerald D					
		50.00		1 Transactions		
11362	Roscoe/Bernie					
	01-120-000-0000-6350	50.00	Vet Van - SCVA 9/3		Per Diem	Y
11362	Roscoe/Bernie					
		50.00		1 Transactions		
6097	Verizon Wireless					
	01-120-000-0000-6250	13.39	Vet Van cell	9863275032	Telephone	N
			08/21/2020	09/20/2020		
6097	Verizon Wireless					
		13.39		1 Transactions		
9255	Witt/Warren					
	01-120-000-0000-6350	50.00	Vet Van - Mpls 9/23		Per Diem	Y
9255	Witt/Warren					
		50.00		1 Transactions		
120	DEPT Total:	313.39	Service Officer	7 Vendors	7 Transactions	
121	DEPT		Housing & Redevelopment			
11113	Anderson/Edward					
	01-121-000-0000-6350	105.00	HRA - 7/22, 8/26, 9/23		Per Diem	N
11113	Anderson/Edward					
		105.00		1 Transactions		
15266	Emanuel/Laura					
	01-121-000-0000-6350	105.00	HRA - 7/22, 8/26, 9/23		Per Diem	Y
15266	Emanuel/Laura					
		105.00		1 Transactions		
15271	Kullhem/JoLynn					
	01-121-000-0000-6350	105.00	HRA - 7/22, 8/26, 9/23		Per Diem	Y
15271	Kullhem/JoLynn					
		105.00		1 Transactions		
10017	Tveit/Galen					
	01-121-000-0000-6350	105.00	HRA - 7/22, 8/26, 9/23		Per Diem	Y
10017	Tveit/Galen					
		105.00		1 Transactions		
11355	Williams/Ihleen E					

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 1 General Fund

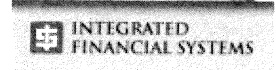
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
11355 Williams/Ihleen E		HRA - 7/22, 8/26, 9/23		Per Diem	Y
		1 Transactions			
121 DEPT Total:	525.00	Housing & Redevelopment	5 Vendors	5 Transactions	
122 DEPT		Planning & Zoning			
86222 Aitkin Independent Age		Notice of hrg 10/7	796122	Printing, Publishing & Adv	N
	95.12				
86222 Aitkin Independent Age	95.12		1 Transactions		
13066 Hargrave/Bryan		10/6- 10/9		Services, Labor, Contracts, Programm	Y
	1,400.00				
13066 Hargrave/Bryan	1,400.00		1 Transactions		
999999000 Kohl/Sky		REFUND - P&Z permit	2020- 005802	Refunds & Reimbursements	N
	350.00				
999999000 Kohl/Sky	350.00		1 Transactions		
14832 Kulifaj / Stephen		PC mtgs		Per Diem	Y
	90.00				
14832 Kulifaj / Stephen	31.63	PC Mlg		Boa/Pc Mileage	Y
	121.63		2 Transactions		
11990 Lange/David		PC mtgs		Per Diem	Y
	90.00				
11990 Lange/David	69.00	PC Mlg		Boa/Pc Mileage	Y
	159.00		2 Transactions		
5516 Paquette/Jeremy M		PC mtgs		Per Diem	Y
	90.00				
5516 Paquette/Jeremy M	46.58	PC mlg		Boa/Pc Mileage	Y
	136.58		2 Transactions		
13424 Sonnee/Dennise J		PC mtgs		Per Diem	Y
	90.00				
13424 Sonnee/Dennise J	37.38	PC mlg		Boa/Pc Mileage	Y
	127.38		2 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
122	DEPT Total:		2,389.71	Planning & Zoning	7 Vendors	11 Transactions	
123	DEPT			Coroner			
3987	Ramsey County Medical Examiner 01-123-000-0000-6260		1,572.00	ME 20- 2314, Medex 028153	08/20/2020	Autopsies- - Pathologist, Xrays, Etc	N
3987	Ramsey County Medical Examiner		1,572.00		1 Transactions		
9151	River Valley Forensic Services PA 01-123-000-0000-6231		500.00	ME 20- 2100	1227	Coroner Fees	6
	01-123-000-0000-6231		500.00	ME 20- 2105	1227	Coroner Fees	6
	01-123-000-0000-6231		250.00	ME 20- 2272	1227	Coroner Fees	6
	01-123-000-0000-6231		500.00	ME 20- 2298	1227	Coroner Fees	6
	01-123-000-0000-6231		500.00	ME 20- 2314	1227	Coroner Fees	6
	01-123-000-0000-6231		250.00	August monthly contract	1227	Coroner Fees	6
9151	River Valley Forensic Services PA		2,500.00		6 Transactions		
123	DEPT Total:		4,072.00	Coroner	2 Vendors	7 Transactions	
200	DEPT			Enforcement			
170	Aitkin Motor Company 01-200-000-0000-6302		218.02	oil change, brake pads #217	30584	Car Maintenance	N
170	Aitkin Motor Company		218.02		1 Transactions		
9138	ASAP Towing 01-200-000-0000-6359		120.00	20- 2596 evidence	7746	Wrecker Service	Y
9138	ASAP Towing		120.00		1 Transactions		
9203	AT&T Mobility 01-200-000-0000-6250		796.96	deputy cell phones	287297906116	Telephone	N
9203	AT&T Mobility		796.96		1 Transactions		
15239	AT&T Mobility 01-200-000-0000-6250		644.22	squad PCs	287258495419	Telephone	N
15239	AT&T Mobility		644.22		1 Transactions		
783	Canon Financial Services, Inc 01-200-000-0000-6231		164.95	admin copier lease	21951903	Services & Labor (Incl Contracts)	N

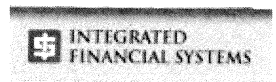
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
783	Canon Financial Services, Inc		164.95				
				1 Transactions			
9339	Dennis' Towing						
	01-200-000-0000-6359		125.00	20-2596 recovered	20-348	Wrecker Service	N
9339	Dennis' Towing		125.00				
				1 Transactions			
2925	L & M Supply, Inc.						
	01-200-000-0000-6409		26.99	batteries	9923769	Deputy Supplies	N
	01-200-019-0000-6409		56.98	food, biscuits	9923769	Supplies	N
2925	L & M Supply, Inc.		83.97				
				2 Transactions			
13416	Nartec, Inc						
	01-200-000-0000-6405		518.40	meth test ampules	14821	Office Supplies	N
13416	Nartec, Inc		518.40				
				1 Transactions			
13864	Sandberg/Kristi						
	01-200-000-0000-6150		1,000.00	Health insurance		Health Insurance- Employer	N
13864	Sandberg/Kristi		1,000.00				
				1 Transactions			
86235	The Office Shop Inc						
	01-200-000-0000-6231		536.96	admin copier count	312980-0	Services & Labor (Incl Contracts)	N
86235	The Office Shop Inc		536.96				
				1 Transactions			
13934	The Tire Barn						
	01-200-000-0000-6302		466.95	oil change, hub assembly #216	54340	Car Maintenance	N
	01-200-000-0000-6302		989.41	strut assemblies #222 Impala	54635	Car Maintenance	N
	01-200-000-0000-6302		61.69	oil change, rotate tires #206	54861	Car Maintenance	N
	01-200-000-0000-6302		26.69	bulb, install bulb #225	54903	Car Maintenance	N
	01-200-000-0000-6302		80.08	oil change, rotate tires #221	54973	Car Maintenance	N
13934	The Tire Barn		1,624.82				
				5 Transactions			
10930	Tidholm Productions						
	01-200-000-0000-6405		52.95	Civil Process Door Hangers	1468 9360	Office Supplies	Y
10930	Tidholm Productions		52.95				
				1 Transactions			
13848	WYATT'S TOWING						
	01-200-000-0000-6359		205.00	Chev Cavalier 20-2467	09/22/2020	Wrecker Service	Y
	01-200-000-0000-6359		209.00	Chev Silverado 20-2467	09/22/2020	Wrecker Service	Y
	01-200-000-0000-6359		209.00	Kabota UTV 20-2410	09/24/2020	Wrecker Service	Y

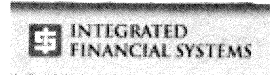
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
13848 WYATT'S TOWING		623.00	3 Transactions		
200 DEPT Total:		6,509.25	Enforcement	13 Vendors	20 Transactions
202 DEPT			Boat & Water		
9203 AT&T Mobility					
01- 202- 000- 0000- 6250		49.81	#208 cell	287297906116	Telephone N
9203 AT&T Mobility		49.81		1 Transactions	
15239 AT&T Mobility					
01- 202- 000- 0000- 6250		32.98	#208 squad PC	287258495419	Telephone N
15239 AT&T Mobility		32.98		1 Transactions	
3950 Public Utilities					
01- 202- 000- 0000- 6254		34.53	Boat and Water	1345-00	Utilities N
			08/16/2020 09/16/2020		
3950 Public Utilities		34.53		1 Transactions	
13934 The Tire Barn					
01- 202- 000- 0000- 6302		67.09	oil change, rotate tires B&W	54315	B&W Maintenance N
13934 The Tire Barn		67.09		1 Transactions	
202 DEPT Total:		184.41	Boat & Water	4 Vendors	4 Transactions
206 DEPT			Forfeitures		
117 Aitkin County Sheriff					
01- 206- 000- 0000- 6409		50.00	title 2 forfeited vehicles	20- 0517, - 1486	Forfeiture Supplies N
117 Aitkin County Sheriff		50.00		1 Transactions	
206 DEPT Total:		50.00	Forfeitures	1 Vendors	1 Transactions
252 DEPT			Corrections		
14005 American Tower Corporation					
01- 252- 000- 0000- 6231		356.44	Jacobson Tower Lease	407663340	Services & Labor (Incl Contracts) N
14005 American Tower Corporation		356.44		1 Transactions	
9203 AT&T Mobility					
01- 252- 000- 0000- 6250		99.62	dispatch, transport cell	28727906116	Telephone N

Aitkin County

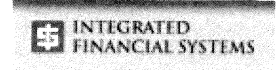


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9203	AT&T Mobility		99.62				
				1 Transactions			
710	Brainerd Dispatch						
	01- 252- 252- 0000- 6405		248.04	52 weeks 10/25/20	178234833	Prisoner Welfare	N
710	Brainerd Dispatch		248.04				
				1 Transactions			
788	Bureau of Crim. Apprehension						
	01- 252- 000- 0000- 6231		390.00	CJDN Access Fee	627390	Services & Labor (Incl Contracts)	N
788	Bureau of Crim. Apprehension		390.00				
				1 Transactions			
163	Charter Communications						
	01- 252- 252- 0000- 6405		197.52	inmate cable	6081092820	Prisoner Welfare	N
163	Charter Communications		197.52				
				1 Transactions			
5583	Crawford Supply Company						
	01- 252- 252- 0000- 6405		36.50	commissary bowl w/ lid	1342551	Prisoner Welfare	N
5583	Crawford Supply Company		36.50				
				1 Transactions			
1775	Galls LLC						
	01- 252- 000- 0000- 6410		66.60	jail duty belt	016605435	Clothing Allowance	N
	01- 252- 000- 0000- 6410		77.67	duty belt, 4 Airtek stand	16531311	Clothing Allowance	N
1775	Galls LLC		144.27				
				2 Transactions			
15362	GuidePoint Pharmacy #114 Aitkin						
	01- 252- 000- 0000- 6262		11.00	credit	Acct 167	Medical Expenses & Supplies - Inmat	N
	01- 252- 000- 0000- 6262		2,274.76	inmate meds	Acct 30	Medical Expenses & Supplies - Inmat	N
	01- 252- 000- 0000- 6262		18.25	inmated meds	Acct 82	Medical Expenses & Supplies - Inmat	N
15362	GuidePoint Pharmacy #114 Aitkin		2,282.01				
				3 Transactions			
5503	Keefe Supply Company						
	01- 252- 252- 0000- 6405		67.20	commissary supplies	1342550	Prisoner Welfare	N
	01- 252- 252- 0000- 6405		184.68	commissary supplies	1344401	Prisoner Welfare	N
5503	Keefe Supply Company		251.88				
				2 Transactions			
13844	McKesson Medical Surgical						
	01- 252- 000- 0000- 6262		214.58	thermometer, Acetaminophen	13326585	Medical Expenses & Supplies - Inmat	N
13844	McKesson Medical Surgical		214.58				
				1 Transactions			
13691	MEnD Correctional Care, PLLC						

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 1 General Fund

Aitkin County

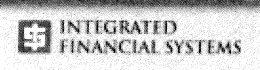


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099	On Behalf of Name
13691	MEnD Correctional Care, PLLC	01- 252- 000- 0000- 6262			7,518.48	October healthcare services		5130		Medical Expenses & Supplies - Inmat	6	
					7,518.48		1 Transactions					
89765	Minnesota Elevator, Inc	01- 252- 000- 0000- 6231			184.53	October monthly service		875104		Services & Labor (Incl Contracts)	N	
89765	Minnesota Elevator, Inc				184.53		1 Transactions					
3789	Pan- O- Gold Baking Company	01- 252- 000- 0000- 6418			14.88	groceries		10002420268011		Groceries	N	
		01- 252- 000- 0000- 6418			77.98	groceries		10002420275013		Groceries	N	
3789	Pan- O- Gold Baking Company				92.86		2 Transactions					
3950	Public Utilities	01- 252- 000- 0000- 6254			7,977.47	New Jail 2		1431- 00		Utilities & Heating	N	
						08/16/2020	09/16/2020					
		01- 252- 000- 0000- 6254			59.99	Sheriff Emerg Storage		507- 00		Utilities & Heating	N	
						08/16/2020	09/16/2020					
		01- 252- 000- 0000- 6254			852.12	New Jail		512- 00		Utilities & Heating	N	
						08/16/2020	09/16/2020					
3950	Public Utilities				8,889.58		3 Transactions					
9295	Reinhart Foodservice	01- 252- 000- 0000- 6418			1,541.61	groceries		375831		Groceries	Y	
		01- 252- 000- 0000- 6418			1,480.37	groceries		383598		Groceries	Y	
9295	Reinhart Foodservice				3,021.98		2 Transactions					
86235	The Office Shop Inc	01- 252- 000- 0000- 6231			386.23	booking copier count		312845- 0		Services & Labor (Incl Contracts)	N	
86235	The Office Shop Inc				386.23		1 Transactions					
13934	The Tire Barn	01- 252- 000- 0000- 6302			126.62	oil change, a/c chrg xport exp		54428		Car Maintenance	N	
		01- 252- 000- 0000- 6302			162.97	door latch xport impala		54782		Car Maintenance	N	
13934	The Tire Barn				289.59		2 Transactions					
252	DEPT Total:				24,604.11	Corrections		17 Vendors		26 Transactions		
253	DEPT					Sentence to Serve						
15239	AT&T Mobility											

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 1 General Fund

Aitkin County

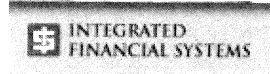


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
15239	AT&T Mobility		STS air card	287258495419	Telephone	N
				1 Transactions		
2340	Hyytinen Hardware Hank					
	01- 253- 000- 0000- 6405	29.99	Naptha Thinner & Solvent	1604057	Operating Supplies	N
	01- 253- 000- 0000- 6405	12.48	Bottle, Bowldozer Brush	1604994	Operating Supplies	N
	01- 253- 000- 0000- 6405	1.35	nuts, bolts	1605011	Operating Supplies	N
	01- 253- 000- 0000- 6405	29.95	sandpaper, sanding belt	1608079	Operating Supplies	N
	01- 253- 000- 0000- 6405	68.96	paint (probation)	1608742	Operating Supplies	N
	01- 253- 000- 0000- 6405	5.16	chip brush	1608785	Operating Supplies	N
2340	Hyytinen Hardware Hank	147.89		6 Transactions		
5551	Unclaimed Freight North					
	01- 253- 000- 0000- 6405	30.37	mixer, brushes, pans	10- 05- 20	Operating Supplies	N
5551	Unclaimed Freight North	30.37		1 Transactions		
253	DEPT Total:	211.24	Sentence to Serve	3 Vendors	8 Transactions	
257	DEPT		Community Corrections			
14603	MACPO					
	01- 257- 251- 0000- 6241	80.00	MACPO DV training 10/6- 12/1 Ta	03595	Registration Fee	N
	01- 257- 251- 0000- 6241	80.00	MACPO DV training 10/6- 12/1 Ja	03606	Registration Fee	N
14603	MACPO	160.00		2 Transactions		
14939	Mid- Minnesota Drug Testing, Inc.					
	01- 257- 267- 0000- 6274	80.00	Urinalysis Testing - CWC	10834	Drug Testing Fee	Y
14939	Mid- Minnesota Drug Testing, Inc.	80.00		1 Transactions		
86235	The Office Shop Inc					
	01- 257- 000- 0000- 6405	93.89	supplies	1085233- 0	Office Supplies	N
	01- 257- 000- 0000- 6405	20.00	supplies	1085643- 0	Office Supplies	N
	01- 257- 000- 0000- 6342	83.15	Copier contract	313039- 0	Office Equipment Rental/Contracts	N
86235	The Office Shop Inc	197.04		3 Transactions		
6097	Verizon Wireless					
	01- 257- 257- 0000- 6215	164.47	Wireless bill	9863533324	Wireless Telephone Services	N
			09/24/2020	10/23/2020		
6097	Verizon Wireless	164.47		1 Transactions		

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 1 General Fund

Aitkin County

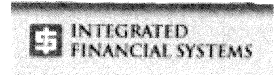


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
257	DEPT Total:		601.51	Community Corrections	4 Vendors	7 Transactions
280	DEPT			Emergency Management		
361	Arrowhead EMS Association					
	01-280-000-0000-6240		85.00	Annual Dues 10/1/20-9/30/21	11706	Dues N
361	Arrowhead EMS Association		85.00		1 Transactions	
280	DEPT Total:		85.00	Emergency Management	1 Vendors	1 Transactions
390	DEPT			Environmental Health (FBL)		
175	City Of McGregor					
	01-390-000-0000-6231		50.00	Comm Center - room rental		Services, Labor, Contracts N
175	City Of McGregor		50.00		1 Transactions	
390	DEPT Total:		50.00	Environmental Health (FBL)	1 Vendors	1 Transactions
391	DEPT			Solid Waste		
1754	Garrison Disposal Company, Inc					
	01-391-060-0000-6360		9,398.13	Aug Recycling		Recycling Contract N
1754	Garrison Disposal Company, Inc		9,398.13		1 Transactions	
391	DEPT Total:		9,398.13	Solid Waste	1 Vendors	1 Transactions
1	Fund Total:		158,865.98	General Fund		156 Transactions

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 3 Road & Bridge

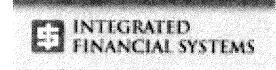
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
0	DEPT			Undesignated			
9464	ELL/JIM & JUDY 03-000-000-0000-5855		30.00	E-911SIGN REFUND- DUPLICATE		Charges- Individuals	N
9464	ELL/JIM & JUDY		30.00	1 Transactions			
0	DEPT Total:		30.00	Undesignated	1 Vendors	1 Transactions	
301	DEPT			R&B Administration			
10855	Culligan 03-301-000-0000-6400		10.50	RENTAL- OCTOBER	STMT	Supplies And Materials	N
10855	Culligan		10.50	1 Transactions			
11605	Shred Right 03-301-000-0000-6400		30.00	DOCUMENT DESTRUCTION	537976	Supplies And Materials	N
11605	Shred Right		30.00	1 Transactions			
86235	The Office Shop Inc 03-301-000-0000-6400		323.92	OFFICE SUPPLIES	312848-0	Supplies And Materials	N
86235	The Office Shop Inc		323.92	1 Transactions			
301	DEPT Total:		364.42	R&B Administration	3 Vendors	3 Transactions	
303	DEPT			R&B Highway Maintenance			
4	AAA Striping Service Co 03-303-000-0000-6514		25.24	PAEVMENT MARKING	107339	Pavement Striping	N
	03-303-000-0000-6514		32,212.82	PAVEMENT MARKING	107339	Pavement Striping	N
4	AAA Striping Service Co		32,238.06	2 Transactions			
195	Aitkin Tire Shop 03-303-000-0000-6590		50.00	REPAIR LABOR	0-060166	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		6.50	REPAIR PARTS	0-060166	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		342.00	REPAIR LABOR	0-060182	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		272.00	REPAIR PARTS	0-060182	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		75.00	REPAIR PARTS	0-060184	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,030.00	TIRES	0-060184	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		3,400.00	TIRES	0-060195	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		50.00	REPAIR LABOR	0-060197	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		93.00	REPAIR PARTS	0-060197	Repair & Maintenance Supplies	Y

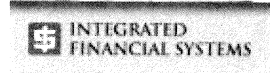
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03- 303- 000- 0000- 6590		45.00	REPAIR LABOR	0- 060200	Repair & Maintenance Supplies Y
03- 303- 000- 0000- 6590		50.00	REPAIR LABOR	0- 060207	Repair & Maintenance Supplies Y
03- 303- 000- 0000- 6590		93.00	TIRES	0- 060207	Repair & Maintenance Supplies Y
03- 303- 000- 0000- 6590		960.00	TIRES	0- 060209	Repair & Maintenance Supplies N
03- 303- 000- 0000- 6590		25.00	REPAIR PARTS	0- 060215	Repair & Maintenance Supplies N
195 Aitkin Tire Shop		6,491.50			14 Transactions
10452 AT&T Mobility					
03- 303- 000- 0000- 6254		32.98	PAUL'S IPAD SERVICE	287266104878X0	Utilities N
10452 AT&T Mobility		32.98			1 Transactions
14887 Cintas Corporation					
03- 303- 000- 0000- 6298		57.61	SHOP LAUNDRY	4062770424	Shop Maintenance N
14887 Cintas Corporation		57.61			1 Transactions
8618 Compass Minerals America					
03- 303- 000- 0000- 6518		3,473.96	DE- ICING SALT	684487	De- Icing Salt N
03- 303- 000- 0000- 6518		6,562.85	DE- ICING SALT	686029	De- Icing Salt N
03- 303- 000- 0000- 6518		3,478.19	DE- ICING SALT	686060	De- Icing Salt N
8618 Compass Minerals America		13,515.00			3 Transactions
2763 Countryside Sanitation					
03- 303- 000- 0000- 6254		76.05	OCT PALISADE	179374	Utilities Y
03- 303- 000- 0000- 6254		111.15	OCT MCGREGOR	179469	Utilities Y
2763 Countryside Sanitation		187.20			2 Transactions
7935 East Central Energy					
03- 303- 000- 0000- 6254		71.34	AUG/SEPT POWER- MCGRATH	35018290	Utilities N
03- 303- 000- 0000- 6254		34.47	AUG/SEPT POWER- STREET LIGHT	35018408	Utilities N
7935 East Central Energy		105.81			2 Transactions
11180 Fastenal Company					
03- 303- 000- 0000- 6298		25.84	AITKIN SHOP SUPPLIES	MNBAX239666	Shop Maintenance N
11180 Fastenal Company		25.84			1 Transactions
8622 Frontier					
03- 303- 000- 0000- 6254		71.79	JACOBSON	218- 752- 6591	Utilities N
03- 303- 000- 0000- 6254		71.79	MCGREGOR	218- 768- 4481	Utilities N
03- 303- 000- 0000- 6254		71.79	PALISADE	218- 845- 2607	Utilities N

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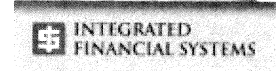


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8622	Frontier		MCGRATH	320- 592- 3580	Utilities	N
				4 Transactions		
1754	Garrison Disposal Company, Inc					
	03- 303- 000- 0000- 6254	140.28	AITKIN SHOP	147757	Utilities	N
	03- 303- 000- 0000- 6521	40.00	MATTRESS	835751	Maintenance Supplies	N
1754	Garrison Disposal Company, Inc	180.28		2 Transactions		
1818	Glen's Sign Dezine					
	03- 303- 000- 0000- 6516	80.00	E- 911 STREET SIGNING		Signs & Posts	Y
1818	Glen's Sign Dezine	80.00		1 Transactions		
1880	Gravelle Plumbing & Heating, Inc					
	03- 303- 000- 0000- 6590	50.96	REPAIR PARTS	84279	Repair & Maintenance Supplies	N
1880	Gravelle Plumbing & Heating, Inc	50.96		1 Transactions		
2340	Hyytinen Hardware Hank					
	03- 303- 000- 0000- 6298	20.98	MCGRATH SHOP SUPPLIES	1604998	Shop Maintenance	N
	03- 303- 000- 0000- 6590	4.59	REPAIR PARTS	1605168	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6298	11.99	JACOBSON SHOP SUPPLIES	1606349	Shop Maintenance	N
	03- 303- 000- 0000- 6590	22.47	REPAIR PARTS	1608158	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	18.47	REPAIR PARTS	1608905	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank	78.50		5 Transactions		
91187	Lake Country Power					
	03- 303- 000- 0000- 6254	55.09	AUG/SEPT CSAH 14	141979801	Utilities	N
	03- 303- 000- 0000- 6254	52.55	AUG/SEPT CSAH	141979901	Utilities	N
91187	Lake Country Power	107.64		2 Transactions		
13841	Lundquist/Al					
	03- 303- 000- 0000- 6411	145.00	WORK BOOTS REIMBURSEMENT	80069684	Safety Footwear	N
13841	Lundquist/Al	145.00		1 Transactions		
3100	McGregor Oil					
	03- 303- 000- 0000- 6513	1,054.60	PALISADE DIESEL	6303	Motor Fuel & Lubricants	N
	03- 303- 000- 0000- 6513	593.60	PALISADE DIESEL	6332	Motor Fuel & Lubricants	N
	03- 303- 000- 0000- 6513	599.60	JACOBSON DIESEL	6333	Motor Fuel & Lubricants	N
	03- 303- 000- 0000- 6513	1,071.75	PALISADE DIESEL	6389	Motor Fuel & Lubricants	N

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 10/13/20 11:50AM
 3 Road & Bridge

Aitkin County

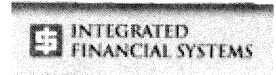


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3100	McGregor Oil					
		3,319.55		4 Transactions		
12927	Midwest Machinery Co.					
	03- 303- 000- 0000- 6590	97.00	REPAIR PARTS	2229345	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	112.51	REPAIR PARTS	2245773	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	13.62	REPAIR PARTS	2248774	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.	223.13		3 Transactions		
9692	Minnesota Energy Resources Corporation					
	03- 303- 000- 0000- 6297	67.34	NAT GAS: AITKIN SHOP	SEPT	Shop Fuel	N
9692	Minnesota Energy Resources Corporation	67.34		1 Transactions		
8436	Northland Parts					
	03- 303- 000- 0000- 6590	29.98	REPAIR PARTS	410544	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6298	30.87	MCGREGOR SHOP SUPPLIES	410677	Shop Maintenance	N
8436	Northland Parts	60.85		2 Transactions		
3950	Public Utilities					
	03- 303- 000- 0000- 6254	46.46	HWY 47 & CR 12	1686- 00	Utilities	N
	03- 303- 000- 0000- 6254	42.71	HWY 210 W & CR 28	59455- 00	Utilities	N
	03- 303- 000- 0000- 6254	88.67	AITKIN SHOP WATER	6335- 00	Utilities	N
	03- 303- 000- 0000- 6254	51.42	HWY 210/169 E & CR 12	63388- 00	Utilities	N
3950	Public Utilities	229.26		4 Transactions		
14785	Pylvanen/Scott					
	03- 303- 000- 0000- 6411	137.43	WORKBOOT REIMBURSEMENT		Safety Footwear	N
14785	Pylvanen/Scott	137.43		1 Transactions		
4070	Riley Auto Supply					
	03- 303- 000- 0000- 6590	49.00	REPAIR PARTS	619544	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	170.79	REPAIR PARTS	619559	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	6.99	REPAIR PARTS	619596	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	61.81	REPAIR PARTS	619812	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	356.17	REPAIR PARTS	619827	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	192.77	REPAIR PARTS	619890	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	101.99	REPAIR PARTS	619904	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	332.74	REPAIR PARTS	620012	Repair & Maintenance Supplies	N
4070	Riley Auto Supply	1,272.26		8 Transactions		

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 3 Road & Bridge

Aitkin County

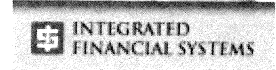


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8208	Royal Tire, Inc 03-303-000-0000-6590		TIRES	317-42671	Repair & Maintenance Supplies	N
8208	Royal Tire, Inc			1 Transactions		
8300	Smith/Greg 03-303-000-0000-6411		WORK BOOTS REIMBURSEMENT		Safety Footwear	N
8300	Smith/Greg			1 Transactions		
12788	Timmer Implement of Aitkin 03-303-000-0000-6590		REPAIR LABOR	WA03326	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		REPAIR PARTS	WA03326	Repair & Maintenance Supplies	Y
12788	Timmer Implement of Aitkin			2 Transactions		
8364	Towmaster, Inc 03-303-000-0000-6590		REPAIR PARTS	431687	Repair & Maintenance Supplies	N
8364	Towmaster, Inc			1 Transactions		
15340	VANDERMEY/KYLE 03-303-000-0000-6411		WORK BOOTS REIMBURSEMENT	52733	Safety Footwear	N
15340	VANDERMEY/KYLE			1 Transactions		
10431	Verizon Business 03-303-000-0000-6254		SEPT- HWY OFFICE	4227948182009	Utilities	N
10431	Verizon Business			1 Transactions		
6097	Verizon Wireless 03-303-000-0000-6254		DEPT CELL PHONES	9864033806	Utilities	N
6097	Verizon Wireless			1 Transactions		
8671	Village Laundromat & Car Wash, Inc 03-303-000-0000-6298		RAGS	474681	Shop Maintenance	N
8671	Village Laundromat & Car Wash, Inc			1 Transactions		
9642	WEX BANK 03-303-000-0000-6513		REBATE	8/8-9/7/20	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		GASOLINE	8/8-9/7/20	Motor Fuel & Lubricants	N
9642	WEX BANK			2 Transactions		

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 3 Road & Bridge

Aitkin County

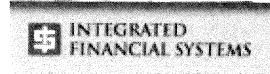


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
303 DEPT Total:		70,655.93	R&B Highway Maintenance	31 Vendors	76 Transactions
307 DEPT			R&B Capital Infrastructure		
8694 Department of Transportation 03-307-000-0000-6260		260.65	JOB COST TRANSFERS	P00012406	Professional Services N
8694 Department of Transportation		260.65		1 Transactions	
10285 Duluth Archaeology Center LLC 03-307-000-0000-6260		17,965.57	CSAH 3 MONITORING	2020-31	Professional Services N
10285 Duluth Archaeology Center LLC		17,965.57		1 Transactions	
9466 STROM/CHARLES W 03-307-000-0000-6362		300.00	DAMAGES	DW 11689 110TH	Right Of Way Y
9466 STROM/CHARLES W		300.00		1 Transactions	
307 DEPT Total:		18,526.22	R&B Capital Infrastructure	3 Vendors	3 Transactions
308 DEPT			R&B Equipment & Facilities		
5128 Widseth Smith & Nolting Inc 03-308-000-0000-6600		8,910.00	ACHD REMODEL	206935	Capital Outlay- Facilities N
5128 Widseth Smith & Nolting Inc		8,910.00		1 Transactions	
308 DEPT Total:		8,910.00	R&B Equipment & Facilities	1 Vendors	1 Transactions
3 Fund Total:		98,486.57	Road & Bridge		84 Transactions

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 5 Health & Human Services

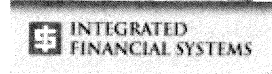
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
257	DEPT			Community Corrections			
10855	Culligan 05- 257- 000- 0000- 6342		20.28	Cooler Rental Service 10/01/2020 10/31/2020	150- 10016285- 1	Office Equipment Rental/Contracts	N
10855	Culligan		20.28	1 Transactions			
89765	Minnesota Elevator, Inc 05- 257- 000- 0000- 6300		96.03	Elevator Service - Repair 09/29/2020	874769	Maintenance- Service Contracts	N
	05- 257- 000- 0000- 6300		20.50	Elevator Service - Oct '20 10/01/2020 10/31/2020	875502	Maintenance- Service Contracts	N
89765	Minnesota Elevator, Inc		116.53	2 Transactions			
3950	Public Utilities 05- 257- 000- 0000- 6254		276.30	Electric Bill 08/16/2020 09/16/2020	1433- 00	Utilities- Gas and Electric	N
3950	Public Utilities		276.30	1 Transactions			
257	DEPT Total:		413.11	Community Corrections	3 Vendors	4 Transactions	
400	DEPT			Public Health Department			
86222	Aitkin Independent Age 05- 400- 440- 0410- 6231		42.97	Roofing Ad 09/23/2020	796120	Services/Labor/Contracts	N
86222	Aitkin Independent Age		42.97	1 Transactions			
88023	American Payment Centers, LLC 05- 400- 440- 0410- 6301		13.67	Box Service 10/01/2020 12/31/2020	30779	Equipment Lease/Space Rental	N
88023	American Payment Centers, LLC		13.67	1 Transactions			
10855	Culligan 05- 400- 440- 0410- 6301		25.81	Cooler Rental Service 10/01/2020 10/31/2020	150- 10016285- 1	Equipment Lease/Space Rental	N
10855	Culligan		25.81	1 Transactions			
89765	Minnesota Elevator, Inc 05- 400- 440- 0410- 6300		122.22	Elevator Service - Repair 09/29/2020	874769	Maintenance/Service Contracts	N

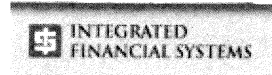
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	05- 400- 440- 0410- 6300		26.08	Elevator Service - Oct '20	875502	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		148.30	10/01/2020 10/31/2020 2 Transactions			
3950	Public Utilities						
	05- 400- 440- 0410- 6254		351.64	Electric Bill	1433- 00	Utilities- Gas and Electric	N
3950	Public Utilities		351.64	08/16/2020 09/16/2020 1 Transactions			
86235	The Office Shop Inc						
	05- 400- 440- 0410- 6405		5.67	Agency- Scotch Tape	1084736- 0	Office Supplies	N
	05- 400- 440- 0410- 6405		33.04	Agency- Post IT, binders, env m	1084774- 0	Office Supplies	N
	05- 400- 440- 0410- 6405		13.90	Agency- Pens, Highlighters	1085261- 0	Office Supplies	N
	05- 400- 440- 0410- 6405		18.41	PH- Planner (EM)	1085668- 0	Office Supplies	N
	05- 400- 440- 0410- 6405		6.14	Agency- Hanging File folders	1085673- 0	Office Supplies	N
	05- 400- 440- 0410- 6405		15.39	Agency- Catalog env, scan stamp	1085870- 0	Office Supplies	N
	05- 400- 440- 0410- 6405		11.87	Agency- Disc Mailer	1085921- 0	Office Supplies	N
	05- 400- 440- 0410- 6405		7.12	Agency- 6x9 envelopes	1085986- 0	Office Supplies	N
	05- 400- 440- 0410- 6300		1,899.31	PH- Copier Contract IRC5550III	312983- 0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		2,010.85	09/28/2020 9 Transactions			
400	DEPT Total:		2,593.24	Public Health Department	6 Vendors	15 Transactions	
420	DEPT			Income Maintenance			
86222	Aitkin Independent Age						
	05- 420- 600- 4800- 6231		88.62	Roofing Ad	796120	Services/Labor/Contracts	N
86222	Aitkin Independent Age		88.62	09/23/2020 1 Transactions			
88023	American Payment Centers, LLC						

Aitkin County

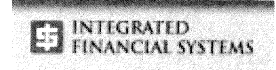


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
<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>	
05- 420- 600- 4800- 6301		Box Service	30779	Equipment Lease/Space Rental	N
88023 American Payment Centers, LLC		10/01/2020 12/31/2020 1 Transactions			
10855 Culligan		Cooler Rental Service	150- 10016285- 1	Equipment Lease/Space Rental	N
05- 420- 600- 4800- 6301		10/01/2020 10/31/2020 1 Transactions			
10855 Culligan					
89765 Minnesota Elevator, Inc		Elevator Service - Repair	874769	Maintenance/Service Contracts	N
05- 420- 600- 4800- 6300		09/29/2020			
05- 420- 600- 4800- 6300		Elevator Service - Oct '20	875502	Maintenance/Service Contracts	N
		10/01/2020 10/31/2020 2 Transactions			
89765 Minnesota Elevator, Inc					
3950 Public Utilities		Electric Bill	1433- 00	Utilities- Gas and Electric	N
05- 420- 600- 4800- 6254		08/16/2020 09/16/2020 1 Transactions			
3950 Public Utilities					
86235 The Office Shop Inc		Agency- Scotch Tape	1084736- 0	Office Supplies	N
05- 420- 600- 4800- 6405		09/01/2020			
05- 420- 600- 4800- 6405		Agency- Post IT, binders, env m	1084774- 0	Office Supplies	N
		09/02/2020			
05- 420- 600- 4800- 6405		Agency- Pens, Highlighters	1085261- 0	Office Supplies	N
		09/14/2020			
05- 420- 600- 4800- 6405		Agency- Hanging File folders	1085673- 0	Office Supplies	N
		09/22/2020			
05- 420- 600- 4800- 6405		Agency- Catalog env, scan stamp	1085870- 0	Office Supplies	N
		09/25/2020			
05- 420- 600- 4800- 6405		Agency- Disc Mailer	1085921- 0	Office Supplies	N
		09/28/2020			
05- 420- 600- 4800- 6405		Agency- 6x9 envelopes	1085986- 0	Office Supplies	N
		09/29/2020			
86235 The Office Shop Inc					

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 5 Health & Human Services

Aitkin County

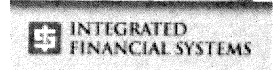


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
420	DEPT Total:		1,398.00	Income Maintenance	6 Vendors	13 Transactions	
430	DEPT			Social Services			
86222	Aitkin Independent Age 05- 430- 700- 4800- 6231		136.97	Roofing Ad 09/23/2020	796120	Services/Labor/Contracts	N
86222	Aitkin Independent Age		136.97		1 Transactions		
88023	American Payment Centers, LLC 05- 430- 700- 4800- 6301		43.61	Box Service 10/01/2020	30779	Equipment Lease/Space Rental	N
88023	American Payment Centers, LLC		43.61		12/31/2020 1 Transactions		
10855	Culligan 05- 430- 700- 4800- 6301		84.80	Cooler Rental Service 10/01/2020	150- 10016285- 1	Equipment Lease/Space Rental	N
10855	Culligan		84.80		10/31/2020 1 Transactions		
89765	Minnesota Elevator, Inc 05- 430- 700- 4800- 6300		401.58	Elevator Service - Repair 09/29/2020	874769	Maintenance/Service Contracts	N
	05- 430- 700- 4800- 6300		85.71	Elevator Service - Oct '20 10/01/2020	875502	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		487.29		10/31/2020 2 Transactions		
3950	Public Utilities 05- 430- 700- 4800- 6254		1,155.42	Electric Bill 08/16/2020	1433- 00	Utilities- Gas and Electric	N
3950	Public Utilities		1,155.42		09/16/2020 1 Transactions		
86235	The Office Shop Inc 05- 430- 700- 4800- 6405		18.05	Agency- Scotch Tape 09/01/2020	1084736- 0	Office Supplies	N
	05- 430- 700- 4800- 6405		105.33	Agency- Post IT, binders, env m 09/02/2020	1084774- 0	Office Supplies	N
	05- 430- 700- 4800- 6402		114.50	SS- Monitor Privacy Filter (HP) 09/04/2020	1084970- 0	Computer/Technology Supplies	N
	05- 430- 700- 4800- 6405		44.30	Agency- Pens, Highlighters 09/14/2020	1085261- 0	Office Supplies	N

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 5 Health & Human Services

Aitkin County

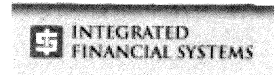


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	05- 430- 700- 4800- 6405		Agency- Hanging File folders 09/22/2020	1085673- 0	Office Supplies	N
	05- 430- 700- 4800- 6405		Agency- Catalog env, scan stamp 09/25/2020	1085870- 0	Office Supplies	N
	05- 430- 700- 4800- 6405		Agency- Disc Mailer 09/28/2020	1085921- 0	Office Supplies	N
	05- 430- 700- 4800- 6405		Agency- 6x9 envelopes 09/29/2020	1085986- 0	Office Supplies	N
86235	The Office Shop Inc					
		411.36		8 Transactions		
430	DEPT Total:	2,319.45	Social Services	6 Vendors		14 Transactions
5	Fund Total:	6,723.80	Health & Human Services			46 Transactions

WLC1
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 9 State

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT		Undesignated		
	4580 Mn Dept Of Finance				
	09- 000- 000- 0000- 2030		Sept 2020 - Marriage Lic Fees		State Fees, Assessments & Surcharge: N
	4580 Mn Dept Of Finance		1 Transactions		
0	DEPT Total:		Undesignated	1 Vendors	1 Transactions
9	Fund Total:		State		1 Transactions

WLC1
 10/13/20 11:50AM
 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
921	DEPT			Co. Development			
4989	Austin Powder 10-921-000-0000-6231		1,577.83	supplies	2030832	Services, Labor, Contracts	N
4989	Austin Powder		1,577.83	1 Transactions			
921	DEPT Total:		1,577.83	Co. Development	1 Vendors	1 Transactions	
923	DEPT			Forfeited Tax Sales			
90762	Aitkin Co License Center 10-923-000-0000-6374		25.00	Duplicate tabs (2 vehicles)	962046	Auto & Trailer License	N
90762	Aitkin Co License Center		25.00	1 Transactions			
86222	Aitkin Independent Age 10-923-000-0000-6230		454.44	9/16-9/23 Auction Ads	1073976	Printing, Publishing & Adv	N
	10-923-000-0000-6230		134.28	9/23 Land Auction Ad	796121	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		588.72	2 Transactions			
170	Aitkin Motor Company 10-923-000-0000-6590		276.18	#317 2012 F150 - LOF/spk plugs	30219	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		48.12	#046 2019 F150 - LOF	30566	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		324.30	2 Transactions			
195	Aitkin Tire Shop 10-923-000-0000-6590		515.00	1 tire - grader	60151	Repair & Maintenance Supplies	Y
	10-923-000-0000-6590		492.00	3 tires - #303 truck	60210	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		1,007.00	2 Transactions			
10452	AT&T Mobility 10-923-000-0000-6250		604.46	Wireless bill 08/18/2020 09/17/2020	287257204209	Telephone	N
10452	AT&T Mobility		604.46	1 Transactions			
10855	Culligan 10-923-000-0000-6254		34.50	Water cooler, refills, etc	150-10046456-2	Utilities	N
10855	Culligan		34.50	1 Transactions			
1754	Garrison Disposal Company, Inc 10-923-000-0000-6254		110.30	Garbage - ACLD	147667	Utilities	N

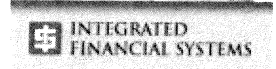
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1754	Garrison Disposal Company, Inc		110.30		1 Transactions		
2340	Hyytinen Hardware Hank						
	10- 923- 000- 0000- 6406		26.39	Air hose	1606451	Field Supplies	N
	10- 923- 000- 0000- 6406		22.99	ratchet tie down	1606451	Field Supplies	N
	10- 923- 000- 0000- 6406		13.99	coarse yard broom	1606451	Field Supplies	N
	10- 923- 000- 0000- 6406		9.98	2 econo paint trays	1606868	Field Supplies	N
	10- 923- 000- 0000- 6406		9.49	trim brush	1606887	Field Supplies	N
	10- 923- 000- 0000- 6406		5.99	1- in brush	1606887	Field Supplies	N
	10- 923- 000- 0000- 6406		47.97	3 padlocks	1606887	Field Supplies	N
2340	Hyytinen Hardware Hank		136.80		7 Transactions		
9692	Minnesota Energy Resources Corporation						
	10- 923- 000- 0000- 6254		48.42	Shop heat 08/21/2020	0502544561 09/23/2020	Utilities	N
9692	Minnesota Energy Resources Corporation		48.42		1 Transactions		
3760	Palisade Cooperative Oil Assoc						
	10- 923- 000- 0000- 6511		86.40	Gas	454912	Gas And Oil	N
3760	Palisade Cooperative Oil Assoc		86.40		1 Transactions		
4010	Rasley Oil Company						
	10- 923- 000- 0000- 6511		232.72	Sept Gas/Oil	AITCOL&PS	Gas And Oil	N
4010	Rasley Oil Company		232.72		1 Transactions		
11187	Regents Of The University of Minnesota						
	10- 923- 000- 0000- 6231		2,175.00	Bird Survey	280033906	Services, Labor, Contracts	N
11187	Regents Of The University of Minnesota		2,175.00		1 Transactions		
86235	The Office Shop Inc						
	10- 923- 000- 0000- 6405		113.40	2021 appt books (10)	1085849- 0	Office Supplies	N
	10- 923- 000- 0000- 6405		9.99	11x17 paper	1085850- 0	Office Supplies	N
	10- 923- 000- 0000- 6405		7.58	Labels	312587	Office Supplies	N
	10- 923- 000- 0000- 6405		6.18	stamper ink	312820	Office Supplies	N
86235	The Office Shop Inc		137.15		4 Transactions		
923	DEPT Total:		5,510.77	Forfeited Tax Sales	13 Vendors	25 Transactions	
10	Fund Total:		7,088.60	Trust		26 Transactions	

Aitkin County

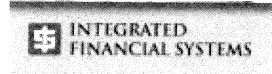


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
925	DEPT			Resource Management			
	2030 Hansen/Dale G.						
	11- 925- 000- 0000- 6231		6,650.52	Roadside mowing	174	Services, Labor, Contracts	S
	2030 Hansen/Dale G.		6,650.52		1 Transactions		
	14198 JOHNNY'S GARAGE						
	11- 925- 000- 0000- 6590		253.99	Battery- '97 Ford F150	3491	Repair & Maintenance Supplies	N
	14198 JOHNNY'S GARAGE		253.99		1 Transactions		
	12927 Midwest Machinery Co.						
	11- 925- 000- 0000- 6590		638.62	John Deer #825 repair	2245700	Repair & Maintenance Supplies	N
	12927 Midwest Machinery Co.		638.62		1 Transactions		
	14386 Paradigm Automotive						
	11- 925- 000- 0000- 6590		52.20	LOF #046	9686	Repair & Maintenance Supplies	N
	14386 Paradigm Automotive		52.20		1 Transactions		
	10891 Roth Construction						
	11- 925- 000- 0000- 6361		5,575.00	Road 38- 1 - Jewett dozer/skids		Road Construction Service	Y
	10891 Roth Construction		5,575.00		1 Transactions		
	15370 Sullivan Jr/Barry D						
	11- 925- 000- 0000- 6231		1,575.00	Brushing - LeMay 51- 27- 27		Services, Labor, Contracts	Y
	15370 Sullivan Jr/Barry D		1,575.00		1 Transactions		
	10930 Tidholm Productions						
	11- 925- 000- 0000- 6231		1,141.88	Bud caps	1467.1 9321	Services, Labor, Contracts	Y
	10930 Tidholm Productions		1,141.88		1 Transactions		
925	DEPT Total:		15,887.21	Resource Management	7 Vendors	7 Transactions	
939	DEPT			County Surveyor			
	10452 AT&T Mobility						
	11- 939- 000- 0000- 6250		50.37	Wireless bill	287257204209	Telephone	N
	10452 AT&T Mobility		50.37		08/18/2020 09/17/2020		
	12525 CES Imaging						
	11- 939- 000- 0000- 6405		193.70	Randy's Printer maint	118879	Office & Computer Supplies	N

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 10/13/20 11:50AM
 11 Forest Development

Aitkin County

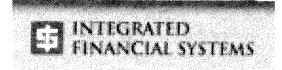


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12525	CES Imaging		193.70	1 Transactions		
939	DEPT Total:		244.07	County Surveyor	2 Vendors	2 Transactions
11	Fund Total:		16,131.28	Forest Development		9 Transactions

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 10/13/20 11:50AM
 14 Capital Project

Aitkin County

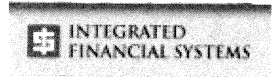


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
949	DEPT		Courthouse Addition			
88628	Dalco Enterprises, Inc. 14- 949- 000- 0000- 6630		54.45	SOAP DISPENSERS FOR COURTHOUSE	3675723	Miscellaneous- Capital Expense N
88628	Dalco Enterprises, Inc.		54.45	1 Transactions		
9024	ETS Health 14- 949- 000- 0000- 6630		898.00	SUPPLIES FOR COATING LVC	14198	Miscellaneous- Capital Expense N
9024	ETS Health		898.00	1 Transactions		
14071	Marco Technologies LLC 14- 949- 000- 0000- 6231		721.82	Ethernet switch- Tech Closet 4	7992846	Services, Labor, Contracts N
14071	Marco Technologies LLC		721.82	1 Transactions		
11522	Sherwin- Williams Company/The 14- 949- 000- 0000- 6630		62.54	PAINT FOR JURY ROOM	65137	Miscellaneous- Capital Expense N
11522	Sherwin- Williams Company/The		62.54	1 Transactions		
949	DEPT Total:		1,736.81	Courthouse Addition	4 Vendors	4 Transactions
14	Fund Total:		1,736.81	Capital Project		4 Transactions

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 19 Long Lake Conservation C

Aitkin County

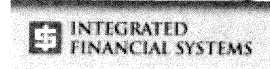


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
14812	SCI Broadband/Savage Communications					
	19- 521- 000- 0000- 6250					
	14812	658.13	BROADBAND INTERNET	024- 033167	Telephone	N
	14812	658.13		1 Transactions		
	86235					
	The Office Shop Inc					
	19- 521- 000- 0000- 6231					
	86235	51.97	COPIER CONTRACT	312987- 0	Services, Labor, Contracts	N
	86235	51.97		1 Transactions		
521	DEPT Total:	710.10	LLCC Administration	2 Vendors	2 Transactions	
524	DEPT		LLCC Maintenance			
	3760					
	Palisade Cooperative Oil Assoc					
	19- 524- 000- 0000- 6511					
	3760	21.78	FUEL	453626	Gas And Oil	N
	3760	21.78		1 Transactions		
524	DEPT Total:	21.78	LLCC Maintenance	1 Vendors	1 Transactions	
19	Fund Total:	731.88	Long Lake Conservation Center		3 Transactions	

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 21 Parks

Aitkin County

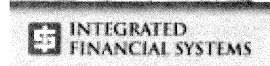


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
520	DEPT			Parks			
9075	Aardvark by On Site Companies						
	21- 520- 000- 0000- 6231		105.00	Satellite - Snake River 09/01/2020 09/30/2020	1006755	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		165.00	Satellite - Round Lake 09/01/2020 09/30/2020	1012064	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Satellite - Blind Lake 09/01/2020 09/30/2020	1012065	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Satellite - Swatara 09/01/2020 09/30/2020	1012066	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		112.50	Satellite - Lone Lake 09/01/2020 09/30/2020	1012067	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Satellite - Lawler 09/01/2020 09/30/2020	1012068	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Satellite - McGrath 09/01/2020 09/30/2020	1012070	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Satellite - Axtell 09/01/2020 09/30/2020	1012071	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Satellite - LLCC 09/01/2020 09/30/2020	1012072	Services, Labor, Contracts	N
9075	Aardvark by On Site Companies		802.50	9 Transactions			
13649	Aitkin Rental Center						
	21- 520- 000- 0000- 6231		121.75	Backpack blower- LLCC 9/10	10646	Services, Labor, Contracts	1
	21- 520- 000- 0000- 6231		90.00	Backpack blower- LLCC 9/16	10657	Services, Labor, Contracts	1
13649	Aitkin Rental Center		211.75	2 Transactions			
10246	Boyd Electric, Inc						
	21- 520- 000- 0000- 6231		354.00	light sensor/GFI - Berglund	13056	Services, Labor, Contracts	N
10246	Boyd Electric, Inc		354.00	1 Transactions			
2763	Countryside Sanitation						
	21- 520- 000- 0000- 6231		234.00	Garbage- Berglund	179445	Services, Labor, Contracts	Y
2763	Countryside Sanitation		234.00	1 Transactions			
14455	Dependable Demolition						
	21- 520- 000- 0000- 6802		500.00	Moving Equip	343	Trail Grants- State	Y
14455	Dependable Demolition		500.00	1 Transactions			

WLC1
 10/13/20 11:50AM
 21 Parks

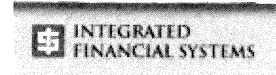
Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1754	Garrison Disposal Company, Inc			100.00	Garbage - Aitkin Camp	147668	Services, Labor, Contracts	N
1754	Garrison Disposal Company, Inc			100.00	1 Transactions			
1829	Goble's Sewer Service Inc.			120.00	Dump - Aitkin Camp 8/28	20143	Services, Labor, Contracts	N
				120.00	Dump - Berglund Pk 9/10	20144	Services, Labor, Contracts	N
				120.00	Dump - Berglund Pk 9/23	20298	Services, Labor, Contracts	N
1829	Goble's Sewer Service Inc.			360.00	3 Transactions			
7525	Hometown Bldg Supply			21.25	play sand, 4 strap hinges	020536	Field Supplies	N
				20.32	4 @ 60lb concrete	021900	Field Supplies	N
7525	Hometown Bldg Supply			41.57	2 Transactions			
3024	Kingsley/Russell Lee		Q	2,100.00	Trail maint/repair - Rd 55- 5		Trail Grants- State	Y
3024	Kingsley/Russell Lee			2,100.00	1 Transactions			
3950	Public Utilities			159.51	Miss Access	1670-00	Utilities	N
					08/16/2020 09/16/2020			
				198.03	Parks Shower MS Access	1671-00	Utilities	N
					08/16/2020 09/16/2020			
				211.63	ACLD	348-00	Utilities	N
					08/16/2020 09/16/2020			
3950	Public Utilities			569.17	3 Transactions			
8783	Road Machinery & Supplies		Q	2,159.30	Rubber Trac Carrier Rental	R0588705	Trail Grants- State	N
8783	Road Machinery & Supplies			2,159.30	1 Transactions			
520	DEPT Total:			7,432.29	Parks	11 Vendors	25 Transactions	
21	Fund Total:			7,432.29	Parks		25 Transactions	
	Final Total:			297,857.21	195 Vendors	354 Transactions		

Aitkin County

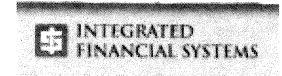


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	158,865.98	General Fund	
	3	98,486.57	Road & Bridge	
	5	6,723.80	Health & Human Services	
	9	660.00	State	
	10	7,088.60	Trust	
	11	16,131.28	Forest Development	
	14	1,736.81	Capital Project	
	19	731.88	Long Lake Conservation Center	
	21	7,432.29	Parks	
	All Funds	297,857.21	Total	Approved by,
			
			

WLC1
10/7/20 4:30PM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

2E

R&B Contract Payments
CARES Grant Payments

Explode Dist. Formulas N

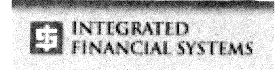
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on Audit List?: N

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S - Condensed Audit List

Save Report Options?: N

WLC1
 10/7/20 4:30PM
 3 Road & Bridge

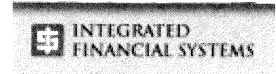
Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
307	DEPT		R&B Capital Infrastructure			
	7050 Anderson Brothers Construction		Partial Payment #6	20204	Contract Payments	N
	03- 307- 000- 0000- 6262		09/14/2020 10/04/2020			
	7050 Anderson Brothers Construction		1 Transactions			
	7814 Kern & Tabery Inc		Partial Payment #8	20198	Contract Payments	N
	03- 307- 000- 0000- 6262		09/09/2020 10/05/2020			
	7814 Kern & Tabery Inc		1 Transactions			
307	DEPT Total:		R&B Capital Infrastructure	2 Vendors	2 Transactions	
		621,768.17				
3	Fund Total:		Road & Bridge		2 Transactions	
		621,768.17				

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1
10/7/20 4:30PM
22 Coronavirus Relief Fund

Vendor No.	Name <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Descripti</u> <u>On Behalf of Name</u>	<u>1099</u>
0	DEPT			Undesignated			
176	City Of Palisade 22-000-000-0000-6825		11,451.68	CARES Grant - Advance		CARES Grant Pmt to Townships	N
176	City Of Palisade		11,451.68	1 Transactions			
9462	Forty (40) Club Inn 22-000-000-0000-6808		5,000.00	CARES Act Business Grant		CARES Business/Economic Develop C	Y
9462	Forty (40) Club Inn		5,000.00	1 Transactions			
9430	Mark Filas, Inc. 22-000-000-0000-6808		9,692.69	CARES Act Business Grant		CARES Business/Economic Develop C	Y
9430	Mark Filas, Inc.		9,692.69	1 Transactions			
7036	Town Of White Pine Treasurer 22-000-000-0000-6825		187.55	Election Expenses (CARES)		CARES Grant Pmt to Townships	N
7036	Town Of White Pine Treasurer		187.55	1 Transactions			
0	DEPT Total:		26,331.92	Undesignated	4 Vendors	4 Transactions	
22	Fund Total:		26,331.92	Coronavirus Relief Fund		4 Transactions	
	Final Total:		648,100.09	6 Vendors	6 Transactions		

WLC1
10/7/20

4:30PM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	621,768.17	Road & Bridge
22	26,331.92	Coronavirus Relief Fund
All Funds	648,100.09	Total

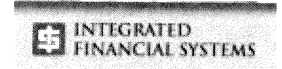
Approved by,

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WLC1
10/8/20 9:58AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

2F

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

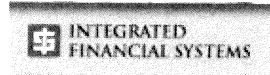
Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Contegrity Payments

WLC1
 10/8/20 9:58AM
 14 Capital Project

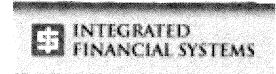
Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
949	DEPT			Courthouse Addition			
14928	Always There Staffing Inc. 14- 949- 000- 0000- 6231		777.04	Aitkin Co Gov't Center	29256	Services, Labor, Contracts	N
14928	Always There Staffing Inc.		777.04	1 Transactions			
9447	Anderson Glass Co., Inc 14- 949- 000- 0000- 6231		45,248.50	Aitkin Co Gov't Center	App #9	Services, Labor, Contracts	N
9447	Anderson Glass Co., Inc		45,248.50	1 Transactions			
15056	Bartley Sales Company, Inc. 14- 949- 000- 0000- 6231		216.00	Aitkin Co Gov't Center	142596	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		5,185.10	Aitkin Co Gov't Center	App #8	Services, Labor, Contracts	N
15056	Bartley Sales Company, Inc.		5,401.10	2 Transactions			
13725	Beartooth True Value 14- 949- 000- 0000- 6231		22.99	Aitkin Co Gov't Center	B129754	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		16.58	Aitkin Co Gov't Center	B130874	Services, Labor, Contracts	N
13725	Beartooth True Value		39.57	2 Transactions			
13545	Contegrity Group, Inc. 14- 949- 000- 0000- 6231		8,708.57	Aitkin Co Gov't Center	2020185	Services, Labor, Contracts	N
13545	Contegrity Group, Inc.		8,708.57	1 Transactions			
10855	Culligan 14- 949- 000- 0000- 6231		19.25	Aitkin Co Gov't Center	10046118- 8 Brk	Services, Labor, Contracts	N
10855	Culligan		19.25	1 Transactions			
11411	Dorholt Tile & Home Center 14- 949- 000- 0000- 6231		19,164.35	Aitkin Co Gov't Center	App #8	Services, Labor, Contracts	N
11411	Dorholt Tile & Home Center		19,164.35	1 Transactions			
12150	Eagle Construction Co. Inc. 14- 949- 000- 0000- 6231		46,685.28	Aitkin Co Gov't Center	App #16	Services, Labor, Contracts	N
12150	Eagle Construction Co. Inc.		46,685.28	1 Transactions			
9969	Fransen Decorating 14- 949- 000- 0000- 6231		12,570.97	Aitkin Co Gov't Center	App #9	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		620.77	Aitkin Co Gov't Center	Prime/Paint pa	Services, Labor, Contracts	N

Aitkin County



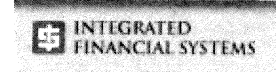
Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1
10/8/20 9:58AM
14 Capital Project

<u>Vendor No.</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
9969	Fransen Decorating		13,191.74		2 Transactions		
1754	Garrison Disposal Company, Inc						
	14- 949- 000- 0000- 6231		2,048.00	Aitkin Co Gov't Center	141003	Services, Labor, Contracts	N
1754	Garrison Disposal Company, Inc		2,048.00		1 Transactions		
5845	Gobles Portable Toilets						
	14- 949- 000- 0000- 6231		230.00	Aitkin Co Gov't Center	676	Services, Labor, Contracts	N
5845	Gobles Portable Toilets		230.00		1 Transactions		
8803	Gopher State Contractors Inc						
	14- 949- 000- 0000- 6231		1,585.03	Aitkin Co Gov't Center	20- 10	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		12,217.04	Aitkin Co Gov't Center	App #17	Services, Labor, Contracts	N
8803	Gopher State Contractors Inc		13,802.07		2 Transactions		
12755	Harbor City Masonry Inc						
	14- 949- 000- 0000- 6231		15,333.00	Aitkin Co Gov't Center	App #12	Services, Labor, Contracts	N
12755	Harbor City Masonry Inc		15,333.00		1 Transactions		
9216	Holden Electric Co						
	14- 949- 000- 0000- 6231		18,516.45	Aitkin Co Gov't Center	App #28	Services, Labor, Contracts	N
9216	Holden Electric Co		18,516.45		1 Transactions		
14071	Marco Technologies LLC						
	14- 949- 000- 0000- 6231		2,977.14	Aitkin Co Gov't Center	INV7969612	Services, Labor, Contracts	N
14071	Marco Technologies LLC		2,977.14		1 Transactions		
14926	Masters Plumbing Heating & Cooling LLC						
	14- 949- 000- 0000- 6231		13,329.45	Aitkin Co Gov't Center	App #29	Services, Labor, Contracts	Y
14926	Masters Plumbing Heating & Cooling LLC		13,329.45		1 Transactions		
4777	Thelen Heating & Roofing Inc						
	14- 949- 000- 0000- 6231		9,307.15	Aitkin Co Gov't Center	App #17	Services, Labor, Contracts	N
4777	Thelen Heating & Roofing Inc		9,307.15		1 Transactions		
14924	Thompson Construction of Princeton, Inc						
	14- 949- 000- 0000- 6231		12,177.40	Aitkin Co Gov't Center	Final	Services, Labor, Contracts	N
14924	Thompson Construction of Princeton, Inc		12,177.40		1 Transactions		

WLC1
 10/8/20 9:58AM
 14 Capital Project

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

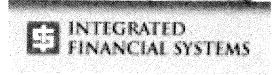
Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
14927	Thurnbeck Steel Fabrication, Inc.		7,323.10	Aitkin Co Gov't Center	App #14	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231						
14927	Thurnbeck Steel Fabrication, Inc.		7,323.10	1 Transactions			
8302	Twin Ports Testing Inc		927.50	Aitkin Co Gov't Center	81309	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231						
8302	Twin Ports Testing Inc		927.50	1 Transactions			
949	DEPT Total:		235,206.66	Courthouse Addition	20 Vendors	24 Transactions	
14	Fund Total:		235,206.66	Capital Project		24 Transactions	
	Final Total:		235,206.66	20 Vendors		24 Transactions	

WLC1
10/8/20

9:58AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
14	235,206.66	Capital Project
All Funds	235,206.66	Total

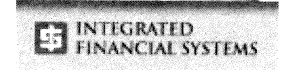
Approved by,

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10/13/20 12:18PM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

2G

September Sales and Use Tax

Explode Dist. Formulas Y

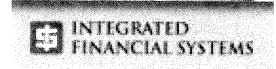
Paid on Behalf Of Name
on Audit List?: N

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D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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 1 General Fund

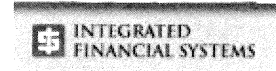
Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
89991	Bremer Bank						
1	01-040-000-0000-5840		0.06	Receipt Nbr 14721 09/18/2020		Misc Receipts	N
2	01-040-000-0000-5840		0.39	Receipt Nbr 14721 09/18/2020		Misc Receipts	N
3	01-040-021-0000-5840		0.13	Receipt Nbr 14633 09/01/2020		Misc Receipts	N
4	01-040-021-0000-5840		0.32	Receipt Nbr 14633 09/01/2020		Misc Receipts	N
5	01-040-021-0000-5840		0.64	Receipt Nbr 14706 09/15/2020		Misc Receipts	N
6	01-040-021-0000-5840		0.13	Receipt Nbr 14706 09/15/2020		Misc Receipts	N
7	01-040-021-0000-5840		0.13	Receipt Nbr 14734 09/23/2020		Misc Receipts	N
8	01-042-000-0000-5840		0.13	Receipt Nbr 14631 09/01/2020		Misc Receipts	N
9	01-042-000-0000-5840		0.13	Receipt Nbr 14729 09/22/2020		Misc Receipts	N
10	01-042-000-0000-5840		1.54	Receipt Nbr 14759 09/29/2020		Misc Receipts	N
11	01-043-000-0000-5840		1.80	Receipt Nbr 14664 09/08/2020		Misc Receipts	N
12	01-100-000-0000-5529		0.06	Receipt Nbr 521 09/11/2020		County Recorder Fees	N
13	01-100-000-0000-5840		21.94	Receipt Nbr 473 09/02/2020		Misc Receipts	N
14	01-200-000-0000-5532		2.57	Receipt Nbr 14760 09/29/2020		County Sheriff Mileage	N
15	01-252-252-0000-5872		62.08	Receipt Nbr 14647 09/03/2020		Phone Card Prisoner Welfare(Taxab	N
16	01-252-252-0000-5872		64.40	Receipt Nbr 14687 09/11/2020		Phone Card Prisoner Welfare(Taxab	N
17	01-252-252-0000-5872		71.41	Receipt Nbr 14720 09/18/2020		Phone Card Prisoner Welfare(Taxab	N
18	01-252-252-0000-5885		11.43	Receipt Nbr 14647 09/03/2020		Commissary Sales Taxable	N
19	01-252-252-0000-5885		17.51	Receipt Nbr 14687 09/11/2020		Commissary Sales Taxable	N
20	01-252-252-0000-5885		17.59	Receipt Nbr 14720 09/18/2020		Commissary Sales Taxable	N
21	01-252-252-0000-5885		8.31	Receipt Nbr 14736 09/23/2020		Commissary Sales Taxable	N
89991	Bremer Bank		282.70	21 Transactions			
1 Fund Total:			282.70	General Fund	1 Vendors	21 Transactions	

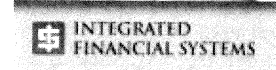
Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank					
22 03-000-000-0000-5855		1.93	Receipt Nbr 14639 09/02/2020	Charges- Individuals	N
23 03-000-000-0000-5855		1.93	Receipt Nbr 14651 09/04/2020	Charges- Individuals	N
24 03-000-000-0000-5855		3.86	Receipt Nbr 14652 09/04/2020	Charges- Individuals	N
25 03-000-000-0000-5855		10.31	Receipt Nbr 14652 09/04/2020	Charges- Individuals	N
26 03-000-000-0000-5855		1.93	Receipt Nbr 14657 09/08/2020	Charges- Individuals	N
27 03-000-000-0000-5855		1.93	Receipt Nbr 14674 09/10/2020	Charges- Individuals	N
28 03-000-000-0000-5855		3.86	Receipt Nbr 14684 09/11/2020	Charges- Individuals	N
29 03-000-000-0000-5855		3.44	Receipt Nbr 14684 09/11/2020	Charges- Individuals	N
30 03-000-000-0000-5855		1.93	Receipt Nbr 14690 09/14/2020	Charges- Individuals	N
31 03-000-000-0000-5855		1.93	Receipt Nbr 14709 09/16/2020	Charges- Individuals	N
32 03-000-000-0000-5855		1.93	Receipt Nbr 14712 09/17/2020	Charges- Individuals	N
33 03-000-000-0000-5855		7.72	Receipt Nbr 14722 09/18/2020	Charges- Individuals	N
34 03-000-000-0000-5855		6.88	Receipt Nbr 14722 09/18/2020	Charges- Individuals	N
35 03-000-000-0000-5855		1.93	Receipt Nbr 14735 09/23/2020	Charges- Individuals	N
36 03-000-000-0000-5855		1.93	Receipt Nbr 14745 09/24/2020	Charges- Individuals	N
37 03-000-000-0000-5855		1.93	Receipt Nbr 14746 09/25/2020	Charges- Individuals	N
38 03-000-000-0000-5855		3.86	Receipt Nbr 14747 09/25/2020	Charges- Individuals	N
39 03-000-000-0000-5855		3.44	Receipt Nbr 14747 09/25/2020	Charges- Individuals	N
40 03-000-000-0000-5855		1.93	Receipt Nbr 14750 09/28/2020	Charges- Individuals	N
41 03-000-000-0000-5855		1.93	Receipt Nbr 14762 09/30/2020	Charges- Individuals	N
42 03-000-000-0000-5855		5.79	Receipt Nbr 14766 09/30/2020	Charges- Individuals	N
43 03-000-000-0000-5855		6.88	Receipt Nbr 14766 09/30/2020	Charges- Individuals	N
44 03-000-000-0000-5857		27.16	Receipt Nbr 14652 09/04/2020	Culverts	N
45 03-000-000-0000-5857		13.30	Receipt Nbr 14722 09/18/2020	Culverts	N
46 03-000-000-0000-5857		13.30	Receipt Nbr 14747 09/25/2020	Culverts	N
47 03-000-000-0000-5857		13.30	Receipt Nbr 14766 09/30/2020	Culverts	N
99 03-303-000-0000-6513		1,178.48	Diesel Tax: September 2020	Motor Fuel & Lubricants	N
89991 Bremer Bank		1,324.74	27 Transactions		
3 Fund Total:		1,324.74	Road & Bridge	1 Vendors	27 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
10/13/20 12:18PM
10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank					
48	10- 923- 000- 0000- 5260		1.48	Receipt Nbr 1734 09/02/2020		FTS- Leases/Easements N
89991	Bremer Bank		1.48	1 Transactions		
10 Fund Total:			1.48	Trust	1 Vendors	1 Transactions

KMR1
 10/13/20 12:18PM
 11 Forest Development

Aitkin County

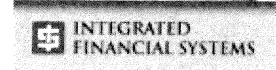


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank					
49 11- 939- 000- 0000- 5840		0.96	Receipt Nbr 1744 09/09/2020	Misc Receipts	N
89991 Bremer Bank		0.96	1 Transactions		
11 Fund Total:		0.96	Forest Development	1 Vendors	1 Transactions

KMR1
 10/13/20 12:18PM
 19 Long Lake Conservation C

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank					
50 19- 521- 000- 0000- 5885		0.86	Receipt Nbr 14753 09/28/2020	Commissary Sales Taxable	N
89991 Bremer Bank		0.86	1 Transactions		
19 Fund Total:		0.86	Long Lake Conservation Center	1 Vendors	1 Transactions

Aitkin County

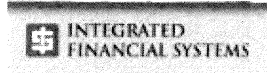


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
10/13/20 12:18PM
21 Parks

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
89991	Bremer Bank						
51	21-520-000-0000-5510		2.25	Receipt Nbr 1732 09/02/2020		Co. Parks Campground Fees	N
52	21-520-000-0000-5510		2.19	Receipt Nbr 1732 09/02/2020		Co. Parks Campground Fees	N
53	21-520-000-0000-5510		2.57	Receipt Nbr 1737 09/02/2020		Co. Parks Campground Fees	N
54	21-520-000-0000-5510		5.79	Receipt Nbr 1737 09/02/2020		Co. Parks Campground Fees	N
55	21-520-000-0000-5510		18.01	Receipt Nbr 1738 09/02/2020		Co. Parks Campground Fees	N
56	21-520-000-0000-5510		3.10	Receipt Nbr 1738 09/02/2020		Co. Parks Campground Fees	N
57	21-520-000-0000-5510		6.75	Receipt Nbr 1738 09/02/2020		Co. Parks Campground Fees	N
58	21-520-000-0000-5510		15.50	Receipt Nbr 1738 09/02/2020		Co. Parks Campground Fees	N
59	21-520-000-0000-5510		5.15	Receipt Nbr 1738 09/02/2020		Co. Parks Campground Fees	N
60	21-520-000-0000-5510		0.32	Receipt Nbr 1738 09/02/2020		Co. Parks Campground Fees	N
61	21-520-000-0000-5510		0.32	Receipt Nbr 1738 09/02/2020		Co. Parks Campground Fees	N
62	21-520-000-0000-5510		9.01	Receipt Nbr 1732 09/02/2020		Co. Parks Campground Fees	N
63	21-520-000-0000-5510		4.82	Receipt Nbr 1732 09/02/2020		Co. Parks Campground Fees	N
64	21-520-000-0000-5510		9.01	Receipt Nbr 1732 09/02/2020		Co. Parks Campground Fees	N
65	21-520-000-0000-5510		5.15	Receipt Nbr 1739 09/04/2020		Co. Parks Campground Fees	N
66	21-520-000-0000-5510		12.87	Receipt Nbr 1739 09/04/2020		Co. Parks Campground Fees	N
67	21-520-000-0000-5510		5.79	Receipt Nbr 1739 09/04/2020		Co. Parks Campground Fees	N
68	21-520-000-0000-5510		0.96	Receipt Nbr 1739 09/04/2020		Co. Parks Campground Fees	N
69	21-520-000-0000-5510		3.86	Receipt Nbr 1740 09/08/2020		Co. Parks Campground Fees	N
70	21-520-000-0000-5510		15.44	Receipt Nbr 1740 09/08/2020		Co. Parks Campground Fees	N
71	21-520-000-0000-5510		5.79	Receipt Nbr 1740 09/08/2020		Co. Parks Campground Fees	N
72	21-520-000-0000-5510		1.93	Receipt Nbr 1740 09/08/2020		Co. Parks Campground Fees	N
73	21-520-000-0000-5510		3.86	Receipt Nbr 1745 09/09/2020		Co. Parks Campground Fees	N
74	21-520-000-0000-5510		6.43	Receipt Nbr 1745 09/09/2020		Co. Parks Campground Fees	N
75	21-520-000-0000-5510		18.98	Receipt Nbr 1745 09/09/2020		Co. Parks Campground Fees	N
76	21-520-000-0000-5510		5.15	Receipt Nbr 1745 09/09/2020		Co. Parks Campground Fees	N
77	21-520-000-0000-5510		4.64	Receipt Nbr 1745 09/09/2020		Co. Parks Campground Fees	N
78	21-520-000-0000-5510		2.51	Receipt Nbr 1745 09/09/2020		Co. Parks Campground Fees	N
79	21-520-000-0000-5510		5.15	Receipt Nbr 1746 09/14/2020		Co. Parks Campground Fees	N
80	21-520-000-0000-5510		12.87	Receipt Nbr 1746 09/14/2020		Co. Parks Campground Fees	N
81	21-520-000-0000-5510		4.82	Receipt Nbr 1746 09/14/2020		Co. Parks Campground Fees	N
82	21-520-000-0000-5510		5.79	Receipt Nbr 1746 09/14/2020		Co. Parks Campground Fees	N
83	21-520-000-0000-5510		11.58	Receipt Nbr 1747 09/15/2020		Co. Parks Campground Fees	N
84	21-520-000-0000-5510		1.93	Receipt Nbr 1747 09/15/2020		Co. Parks Campground Fees	N
85	21-520-000-0000-5510		9.01	Receipt Nbr 1759 09/17/2020		Co. Parks Campground Fees	N
86	21-520-000-0000-5510		19.23	Receipt Nbr 1759 09/17/2020		Co. Parks Campground Fees	N
87	21-520-000-0000-5510		0.96	Receipt Nbr 1759 09/17/2020		Co. Parks Campground Fees	N
88	21-520-000-0000-5510		12.87	Receipt Nbr 1759 09/17/2020		Co. Parks Campground Fees	N

Aitkin County

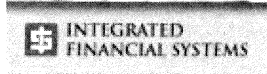


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
10/13/20 12:18PM
21 Parks

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</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>	
89	21- 520- 000- 0000- 5510		2.12 Receipt Nbr 1759 09/17/2020		Co. Parks Campground Fees	N
90	21- 520- 000- 0000- 5510		0.77 Receipt Nbr 1759 09/17/2020		Co. Parks Campground Fees	N
91	21- 520- 000- 0000- 5510		5.15 Receipt Nbr 1760 09/21/2020		Co. Parks Campground Fees	N
92	21- 520- 000- 0000- 5510		10.29 Receipt Nbr 1760 09/21/2020		Co. Parks Campground Fees	N
93	21- 520- 000- 0000- 5510		3.86 Receipt Nbr 1760 09/21/2020		Co. Parks Campground Fees	N
94	21- 520- 000- 0000- 5510		5.79 Receipt Nbr 1775 09/25/2020		Co. Parks Campground Fees	N
95	21- 520- 000- 0000- 5510		0.96 Receipt Nbr 1775 09/25/2020		Co. Parks Campground Fees	N
96	21- 520- 000- 0000- 5510		6.43 Receipt Nbr 1776 09/29/2020		Co. Parks Campground Fees	N
97	21- 520- 000- 0000- 5510		5.15 Receipt Nbr 1776 09/29/2020		Co. Parks Campground Fees	N
98	21- 520- 000- 0000- 5510		3.86 Receipt Nbr 1776 09/29/2020		Co. Parks Campground Fees	N
89991	Bremer Bank		306.74	48 Transactions		
21 Fund Total:			306.74	Parks	1 Vendors	48 Transactions
Final Total:			1,917.48	6 Vendors	99 Transactions	

Aitkin County

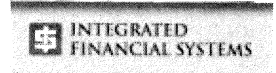


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	282.70	General Fund	
	3	1,324.74	Road & Bridge	
	10	1.48	Trust	
	11	0.96	Forest Development	
	19	0.86	Long Lake Conservation Center	
	21	306.74	Parks	
	All Funds	1,917.48	Total	Approved by,
			
			

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10/15/20 9:27AM

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

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

2H

R&B Final Contract Payment IT Invoice

Explode Dist. Formulas N

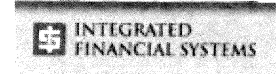
Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLC1
 10/15/20 9:27AM
 1 General Fund

Aitkin County

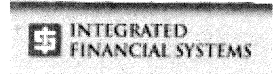


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
			<u>Amount</u>			
49	DEPT					
	9032 Henricksen PSG					
	01-049-000-0000-6231		6,164.15	IT DESKS	703076	Programming, Services, Contracts N
	9032 Henricksen PSG		6,164.15	1 Transactions		
49	DEPT Total:		6,164.15	Information Technologies	1 Vendors	1 Transactions
1	Fund Total:		6,164.15	General Fund		1 Transactions

WLC1
 10/15/20 9:27AM
 3 Road & Bridge

Aitkin County

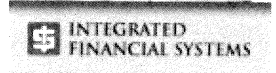


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
303	DEPT		R&B Highway Maintenance			
	15335 LOT PROS INC.		Final Payment #5	20192	Maintenance Supplies	N
			12/07/2019 03/04/2020			
					1 Transactions	
	15335 LOT PROS INC.					
					1 Transactions	
303	DEPT Total:		R&B Highway Maintenance	1 Vendors		1 Transactions
		1,208.68				
3	Fund Total:		Road & Bridge			1 Transactions
		1,208.68				
	Final Total:		2 Vendors	2 Transactions		
		7,372.83				

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	6,164.15	General Fund
	3	1,208.68	Road & Bridge
All Funds		7,372.83	Total

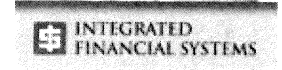
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10/21/20 9:40AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

21

School Advance Payments

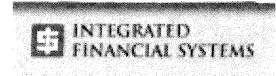
Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County

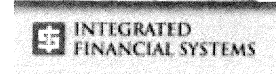


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1
10/21/20 9:40AM
12 Agency

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	393 ISD 1 Aitkin- Treasurer 12- 932- 000- 0000- 6801		666,060.16	Oct 2020 Advance	Appropriations	N
	393 ISD 1 Aitkin- Treasurer		666,060.16	1 Transactions		
5	1985 ISD 182 Crosby- Treasurer 12- 932- 000- 0000- 6801		18.50	Oct 2020 Advance	Appropriations	N
	1985 ISD 182 Crosby- Treasurer		18.50	1 Transactions		
2	392 ISD 2 Hill City- Treasurer 12- 932- 000- 0000- 6801		163,580.85	Oct 2020 Advance	Appropriations	N
	392 ISD 2 Hill City- Treasurer		163,580.85	1 Transactions		
9	1983 ISD 2165 Hinckley Finlayson- Treasurer 12- 932- 000- 0000- 6801		61,657.37	Oct 2020 Advance	Appropriations	N
	1983 ISD 2165 Hinckley Finlayson- Treasurer		61,657.37	1 Transactions		
10	1979 ISD 2580 East Central- Treasurer 12- 932- 000- 0000- 6801		12,065.58	Oct 2020 Advance	Appropriations	N
	1979 ISD 2580 East Central- Treasurer		12,065.58	1 Transactions		
3	395 ISD 4 McGregor- Treasurer 12- 932- 000- 0000- 6801		522,866.23	Oct 2020 Advance	Appropriations	N
	395 ISD 4 McGregor- Treasurer		522,866.23	1 Transactions		
6	1982 ISD 473 Isle- Treasurer 12- 932- 000- 0000- 6801		97,003.61	Oct 2020 Advance	Appropriations	N
	1982 ISD 473 Isle- Treasurer		97,003.61	1 Transactions		
7	1981 ISD 577 Willow River- Treasurer 12- 932- 000- 0000- 6801		2,385.80	Oct 2020 Advance	Appropriations	N
	1981 ISD 577 Willow River- Treasurer		2,385.80	1 Transactions		
8	394 ISD 698 Floodwood- Treasurer 12- 932- 000- 0000- 6801		4,902.58	Oct 2020 Advance	Appropriations	N
	394 ISD 698 Floodwood- Treasurer		4,902.58	1 Transactions		
4	1984 ISD 95 Cromwell- Wright- Treasurer 12- 932- 000- 0000- 6801		181.75	Oct 2020 Advance	Appropriations	N
	1984 ISD 95 Cromwell- Wright- Treasurer		181.75	1 Transactions		

Aitkin County



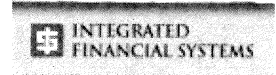
Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1
10/21/20 9:40AM
12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
12 Fund Total:		1,530,722.43	Agency	10 Vendors	10 Transactions
Final Total:		1,530,722.43	10 Vendors	10 Transactions	

WLC1
10/21/20 9:40AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	1,530,722.43	Agency
All Funds		1,530,722.43	Total

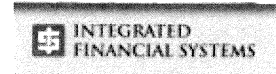
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KMR1
10/8/20 10:33AM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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

2J

Mtg. Reg
Deed Tax

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 10/8/20 10:33AM
 1 General Fund

Aitkin County

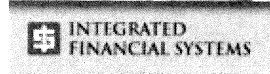


Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>	
780 Bremer Bank					
3 01- 040- 000- 0000- 5081		0.02-	Mtg Reg - September	Mortgage Registry- 3%	N
780 Bremer Bank		0.02-	1 Transactions		
1 Fund Total:		0.02-	General Fund	1 Vendors	1 Transactions

KMR1
 10/8/20 10:33AM
 9 State

Aitkin County



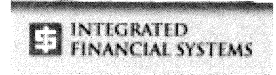
Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
2	780 Bremer Bank 09-000-000-0000-2025		Deed Tax - September		State's Share Of Deed Tax (97%)	N
1	09-000-000-0000-2026		Mtg Reg - September		State Share Of Mortgage Registry (9	N
	780 Bremer Bank					
		100,574.38		2 Transactions		
9 Fund Total:		100,574.38	State	1 Vendors	2 Transactions	
Final Total:		100,574.36	2 Vendors	3 Transactions		

KMR1
10/8/20

10:33AM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	-0.02	General Fund
	9	100,574.38	State
All Funds		100,574.36	Total

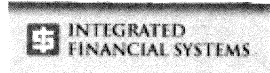
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10/13/20 8:38AM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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

2K

Elan Paid 10/1/20 Allocated

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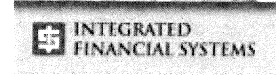
Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 10/13/20 8:38AM
 1 General Fund

Aitkin County

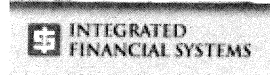


Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
5462	Bremer Bank (Elan ACH)						
34	01-040-000-0000-6405		246.98	Monitors (2)		Office & Computer Supplies	N
38	01-040-021-0000-6205		65.35	MNDrivers Manuals - Mortcycle		Postage	N
46	01-044-000-0000-6800		8,385.28	ELAN- Paid 10/01/2020 Allocatio		ELAN - Statement Payment	N
2	01-044-920-0000-6800		829.92	Covid- 19 CS Scanner 09/10/2020		COVID Related Expenditures	N
3	01-044-920-0000-6800		829.92	Covid- 19 CS Scanner 09/10/2020		COVID Related Expenditures	N
14	01-044-920-0000-6800		147.60	Covid- 19 Sanitizer Refills 09/22/2020		COVID Related Expenditures	N
22	01-049-000-0000-6402		219.64	Replacement DC Adapters.HDMI		Computer Supplies & Software	N
19	01-052-000-0000-6405		58.99	Projector Lamp- Powerlite Proje		Office & Computer Supplies	N
31	01-052-000-0000-6405		55.57	Toner Cartridges (Angie&Jessic		Office & Computer Supplies	N
33	01-053-000-0000-6208		295.00	MN Safety Council - A. Sahr 10/19/2020 10/20/2020		Staff Development/Training	N
29	01-053-000-0000-6298		100.00	Employee Recognition - K. Bene		Employee Recognition	N
21	01-053-000-0000-6405		32.29	Dell Laptop Charger		Office & Computer Supplies	N
32	01-053-000-0000-6405		19.99	Cool Toner Compatable Cartridg		Office & Computer Supplies	N
23	01-060-000-0000-6405		79.95	Ipad Cases (5)- Election Ipads		Office & Computer Supplies	N
42	01-090-000-0000-6240		252.00	Lawyer Registration - L Rakotz		Dues & Registration Fee	N
39	01-110-000-0000-6422		21.99	Cleaning Solution		Janitorial Supplies	N
20	01-120-000-0000-6405		90.28	Arc Mouse for Surface Pro 4		Office & Computer Supplies	N
27	01-200-000-0000-6405		39.48	Zip Drives, Face Shield #223		Office Supplies	N
30	01-044-920-0000-6800		16.02	Zoom Monthly- Corrections 09/23/2020 10/22/2020	42881245	COVID Related Expenditures	N
25	01-060-000-0000-6231		313.20	Purge Past Election Material	8180544356	Services, Labor, Contracts	N
41	01-043-000-0000-6340		75.99	Meals- MAAO Mass Appraisal Basi 09/21/2020 09/24/2020	B Mowers	Meals (Overnight)	N
45	01-200-019-0000-6409		80.00	NPCA - Membership/Cert	G Payment	Supplies	N
44	01-043-000-0000-6405		819.85	Replacement Ipad	L Tibbetts	Office, Film & Computer Supplies	N
40	01-043-000-0000-6340		58.82	Meals- MAAO Mass Appraisal Basi 09/21/2020 09/24/2020	S. Mello	Meals (Overnight)	N
43	01-392-000-0000-6405		13.69	Water Lab Supplies	Sample Cups	Office & Film Supplies	N
5462	Bremer Bank (Elan ACH)		3,622.76-	25 Transactions			
1 Fund Total:			3,622.76-	General Fund	1 Vendors	25 Transactions	

KMR1
 10/13/20 8:38AM
 2 Reserves Fund

Aitkin County

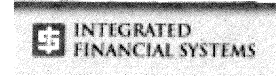


Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5462 Bremer Bank (Elan ACH)					
26 02-200-020-0000-6231		290.57	S & R Supplies, Ropes, Etc.		Sheriff Search & Rescue Reserve Exp N
28 02-200-020-0000-6231		902.79	3 Garmin DPS S&R		Sheriff Search & Rescue Reserve Exp N
5462 Bremer Bank (Elan ACH)		1,193.36	2 Transactions		
2 Fund Total:		1,193.36	Reserves Fund	1 Vendors	2 Transactions

KMR1
 10/13/20 8:38AM
 5 Health & Human Services

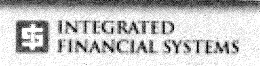
Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
4	5462 Bremer Bank (Elan ACH) 05-400-000-0000-6801		154.66	Covid- 19 Diapers 09/09/2020		Disaster Services - Expenditure	N
11	05-400-440-0410-6405		47.93	Spiral Notebooks (EM) 09/15/2020		Office Supplies	N
13	05-400-440-0410-6405		3.08	Spiral Notebooks (EM) credit t 09/22/2020		Office Supplies	N
35	05-400-440-0410-6405		2.48	Flash Drive (Dir) 09/16/2020	09/16/2020	Office Supplies	N
17	05-400-450-0451-6231		2.99	SHIP- HC Website 09/21/2020		Services/Labor/Contracts	N
8	05-420-600-4800-6405		32.75	IM- Planner (DJ) 09/14/2020		Office Supplies	N
35	05-420-600-4800-6405		5.11	Flash Drive (Dir) 09/16/2020	09/16/2020	Office Supplies	N
1	05-430-700-4800-6241		35.00	MSSA Region 9 Fall Conf Reg 09/10/2020		Meeting/Conference Registration Fe	N
9	05-430-700-4800-6241		60.00	St. Louis Cty Conf Reg (KH) 09/14/2020		Meeting/Conference Registration Fe	N
16	05-430-700-4800-6405		21.99	SS- File Organizer (KH) 09/23/2020		Office Supplies	N
35	05-430-700-4800-6405		7.89	Flash Drive (Dir) 09/16/2020	09/16/2020	Office Supplies	N
12	05-430-700-4800-6810		38.43	MH Flex - Charging Table Credi 09/15/2020	63989790	Mh Init - Flex	N
15	05-430-700-4800-6810		299.00	MH Flex - iPad - CRE Program 09/23/2020	64007788	Mh Init - Flex	N
10	05-430-700-4800-6810		24.95	MH Flex - Gift Card 09/15/2020	64153216	Mh Init - Flex	N
5	05-400-440-0410-6406		49.00	Shutterstock Image Download 09/11/2020	Budget	PH Program Related Supplies	N
6	05-400-440-0410-6406		49.00	Shutterstock Image Download 09/11/2020	Budget	PH Program Related Supplies	N
7	05-400-440-0410-6406		49.00	Shutterstock Image Download 09/11/2020	Budget	PH Program Related Supplies	N
	5462 Bremer Bank (Elan ACH)		800.24	17 Transactions			
5 Fund Total:			800.24	Health & Human Services	1 Vendors	17 Transactions	

Aitkin County



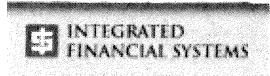
Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
10/13/20 8:38AM
10 Trust

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</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>	
5462	Bremer Bank (Elan ACH)					
18	10- 923- 000- 0000- 6405		Apple - Icloud 50 GB Storage		Office Supplies	N
36	10- 923- 000- 0000- 6405		Money Counter	76927	Office Supplies	N
5462	Bremer Bank (Elan ACH)		2 Transactions			
10 Fund Total:			Trust	1 Vendors	2 Transactions	

KMR1
 10/13/20 8:38AM
 19 Long Lake Conservation C

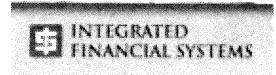
Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5462	Bremer Bank (Elan ACH)					
24	19- 522- 000- 0000- 6416		Snake Food		Education Supplies	N
37	19- 521- 000- 0000- 6590		GARN- Parts for Furnace @ LLCC	3145	Repair & Maintenance Supplies	N
5462	Bremer Bank (Elan ACH)		2 Transactions			
19 Fund Total:			1,478.20	Long Lake Conservation Center	1 Vendors	2 Transactions
Final Total:			0.00	5 Vendors	48 Transactions	

Aitkin County

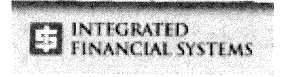


Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	-3,622.76	General Fund	
	2	1,193.36	Reserves Fund	
	5	800.24	Health & Human Services	
	10	150.96	Trust	
	19	1,478.20	Long Lake Conservation Center	
	All Funds	0.00	Total	Approved by,
			
			

KMR1
10/14/20 2:54PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

Page 1

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

2L

FSA Claims

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 10/14/20 2:54PM
 1 General Fund

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	8410 Bremer Bank					
1	01- 044- 904- 0000- 6360		446.68	Dep Care FSA Claims - 2020	39579899	Flex Plan Withdrawals N
2	01- 044- 904- 0000- 6360		1,055.23	Med FSA Claims - 2020	39579899	Flex Plan Withdrawals N
	8410 Bremer Bank		1,501.91	2 Transactions		
1 Fund Total:			1,501.91	General Fund	1 Vendors	2 Transactions
Final Total:			1,501.91	1 Vendors	2 Transactions	

KMR1
10/14/20 2:54PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	1,501.91	General Fund
	All Funds	1,501.91	Total

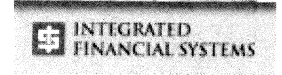
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KMR1
10/15/20 2:41PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

Page 1

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

2M

Camping Refunds

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 10/15/20 2:41PM
 21 Parks

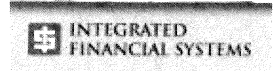
Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	8410 Bremer Bank		Camping Refund	3370&2901	Co. Parks Campground Fees	N
	21-520-000-0000-5510					
	8410 Bremer Bank					
21 Fund Total:						
		45.00	Parks	1 Vendors	1 Transactions	
Final Total:						
		45.00	1 Vendors	1 Transactions		

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	45.00	Parks
	All Funds	45.00	Total

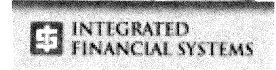
Approved by,

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KMR1
10/15/20 2:44PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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

2N

Elan Paid 10/15/20

Explode Dist. Formulas Y

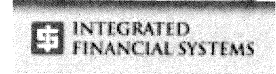
Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 10/15/20 2:44PM
 1 General Fund

Aitkin County

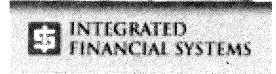


Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5462 Bremer Bank (Elan ACH)					
1 01- 044- 000- 0000- 6800		8,614.38	ELAN - Paid 10/15/2020		ELAN - Statement Payment N
5462 Bremer Bank (Elan ACH)		8,614.38	1 Transactions		
1 Fund Total:		8,614.38	General Fund	1 Vendors	1 Transactions
Final Total:		8,614.38	1 Vendors	1 Transactions	

KMR1
10/15/20 2:44PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	8,614.38	General Fund
	All Funds	8,614.38	Total

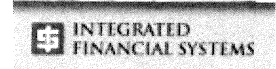
Approved by,

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KMR1
10/16/20 2:12PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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

20

Explode Dist. Formulas Y

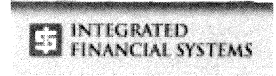
Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Electronic Chargeback
Returned Check - Taxes

Aitkin County



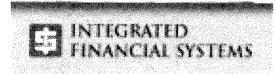
Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
10/16/20 2:12PM
12 Agency

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</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>
3	8410 Bremer Bank 12-000-000-0000-2280		98.00	Returned Checks Unprocessable	Multiple	Prepaid Property Taxes
	8410 Bremer Bank		98.00	1 Transactions		N
12 Fund Total:			98.00	Agency	1 Vendors	1 Transactions

KMR1
 10/16/20 2:12PM
 13 Taxes & Penalties

Aitkin County

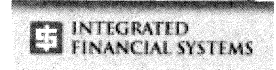


Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>		<u>1099</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>		
	8410 Bremer Bank						
1	13- 943- 000- 0000- 2001		626.00	Unable to locate account	08- 1- 064300	Cur - Property Taxes	N
2	13- 943- 000- 0000- 2001		460.00	Returned Checks Unprocessable	Multiple	Cur - Property Taxes	N
	8410 Bremer Bank		1,086.00	2 Transactions			
13 Fund Total:			1,086.00	Taxes & Penalties	1 Vendors	2 Transactions	
Final Total:			1,184.00	2 Vendors	3 Transactions		

KMR1
10/16/20 2:12PM

Aitkin County

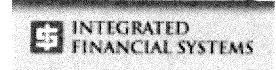


Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	12	98.00	Agency	
	13	1,086.00	Taxes & Penalties	
All Funds		1,184.00	Total	Approved by,
			
			

KMR1
10/20/20 1:11PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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

2P

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

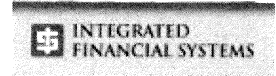
Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Returned Payment - Unable to
Locate Acct.

KMR1
 10/20/20 1:11PM
 13 Taxes & Penalties

Aitkin County

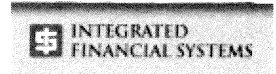


Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
8410 Bremer Bank					
1 13-943-000-0000-2001		Returned Pmt- Unable to Locate	11-1-240700	Cur - Property Taxes	N
8410 Bremer Bank		1 Transactions			
13 Fund Total:		525.00	Taxes & Penalties	1 Vendors	1 Transactions
Final Total:		525.00	1 Vendors	1 Transactions	

KMR1
10/20/20 1:11PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	13	525.00	Taxes & Penalties	
	All Funds	525.00	Total	Approved by,
			
			



Board of County Commissioners Agenda Request

2Q

Agenda Item #

Requested Meeting Date: October 27 2020

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	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Julie Hughes		Department: Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Stacey Durgin, Commissioner Warrant number 44879 dated September 18, 2017 in the amount of \$ 3.00 (duplicate check for Commissioner Warrant 104674 issued March 4, 2016) Jared Bobenmoyer, Commissioner Warrant number 77813 dated March 8 2019 in the amount of 3.43		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Stacey Durgin, Commissioner Warrant number 44879 dated September 18, 2017 in the amount of \$ 3.00 (duplicate of Warrant 104674) Jared Bobenmoyer, Commissioner Warrant number 77813 dated March 8, 2019 in the amount of 3.43		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss. Jared Bobenmoyer

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

dated the 8th day of March, 2019, numbered 77813, issued by

Aitkin County to Jared Bobenmoyer

in the sum of \$ 3.43 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 Commissioner Warrant

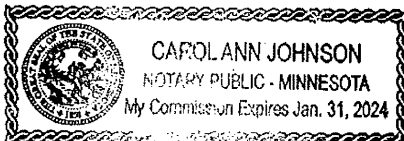
X Jared Bobenmoyer

Subscribed and sworn to before me this 25th day of September, 2020

[Signature]

Notary Public Aitkin County, Minnesota

My Commission Expires January 31, 2024



Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss. Stacey Durgin

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

dated the 18th day of September, 2017, numbered 44879 (replacement for check 104674 issued 3-4-2016), issued by Aitkin County to Stacey Durgin

in the sum of \$ 3.00 has been lost in the manner
("Lost" or "Destroyed")

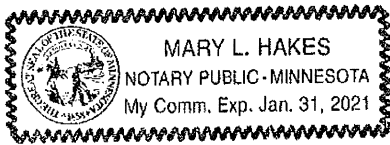
following, to wit:

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 Commissioner Warrant

X [Signature]

Subscribed and sworn to before me this 23rd day of September, 2020

[Signature]



Notary Public Aitkin County, Minnesota

My Commission Expires 1-31-2021



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: October 27, 2020

Title of Item: Approve Health & Human Services Roof Contract

- REGULAR AGENDA
- CONSENT AGENDA
- INFORMATION ONLY

Action Requested:

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

- Direction Requested
- Discussion Item
- Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:
Jim Bright, Facilities Coordinator

Department:
Maintenance

Presenter (Name and Title):

Estimated Time Needed:

Summary of Issue:

The Board has previously awarded the bid for re-roofing the Health & Human Services building. Attached is the contract between Nelson Roofing, Inc. and Aitkin County.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve contract with Nelson Roofing, Inc. and authorize County Administrator to sign.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 111,365

Is this budgeted? Yes No *Please Explain:*

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General Conditions of the Contract for Construction

for the following PROJECT:

(Name and location or address)

Aitkin County Human Services Building Reroof
ARI Project #20-057

THE OWNER:

(Name, legal status and address)

Aitkin County
209 2nd Street NW
Aitkin, MN 56431
Telephone Number: 218-927-7363

THE ARCHITECT:

(Name, legal status and address)

Architectural Resources, Inc.
704 Howard Street
Hibbing, MN 55746
Telephone Number: 218-263-6868

TABLE OF ARTICLES

1	GENERAL PROVISIONS
2	OWNER
3	CONTRACTOR
4	ARCHITECT
5	SUBCONTRACTORS
6	CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS
7	CHANGES IN THE WORK
8	TIME
9	PAYMENTS AND COMPLETION
10	PROTECTION OF PERSONS AND PROPERTY
11	INSURANCE AND BONDS
12	UNCOVERING AND CORRECTION OF WORK
13	MISCELLANEOUS PROVISIONS

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

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- 14 **TERMINATION OR SUSPENSION OF THE CONTRACT**
- 15 **CLAIMS AND DISPUTES**

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Extensions of Time
3.2.4, 3.7.4, 5.2.3, 7.2.1, 7.3, 7.4, 9.5.1, 9.7, 10.3.2, 10.4, 14.3, 15.1.6, **15.2.5**

Failure of Payment
9.5.1.3, **9.7**, 9.10.2, 13.5, 14.1.1.3, 14.2.1.2

Faulty Work
(See Defective or Nonconforming Work)

Final Completion and Final Payment
4.2.1, 4.2.9, 9.8.2, **9.10**, 12.3, 14.2.4, 14.4.3

Financial Arrangements, Owner's
2.2.1, 13.2.2, 14.1.1.4

GENERAL PROVISIONS

1

Governing Law

13.1
Guarantees (See Warranty)

Hazardous Materials and Substances
10.2.4, **10.3**

Identification of Subcontractors and Suppliers
5.2.1

Indemnification
3.17, **3.18**, 9.6.8, 9.10.2, 10.3.3, 11.3

Information and Services Required of the Owner
2.1.2, **2.2**, 2.3, 3.2.2, 3.12.10.1, 6.1.3, 6.1.4, 6.2.5, 9.6.1, 9.9.2, 9.10.3, 10.3.3, 11.2, 13.4.1, 13.4.2, 14.1.1.4, 14.1.4, 15.1.4

Initial Decision
15.2

Initial Decision Maker, Definition of
1.1.8

Initial Decision Maker, Decisions
14.2.4, 15.1.4.2, 15.2.1, 15.2.2, 15.2.3, 15.2.4, 15.2.5

Initial Decision Maker, Extent of Authority
14.2.4, 15.1.4.2, 15.2.1, 15.2.2, 15.2.3, 15.2.4, 15.2.5

Injury or Damage to Person or Property
10.2.8, 10.4

Inspections
3.1.3, 3.3.3, 3.7.1, 4.2.2, 4.2.6, 4.2.9, 9.4.2, 9.8.3, 9.9.2, 9.10.1, 12.2.1, 13.4

Instructions to Bidders
1.1.1

Instructions to the Contractor
3.2.4, 3.3.1, 3.8.1, 5.2.1, 7, 8.2.2, 12, 13.4.2

Instruments of Service, Definition of
1.1.7

Insurance
6.1.1, 7.3.4, 8.2.2, 9.3.2, 9.8.4, 9.9.1, 9.10.2, 10.2.5, **11**

Insurance, Notice of Cancellation or Expiration
11.1.4, 11.2.3

Insurance, Contractor's Liability
11.1

Insurance, Effective Date of
8.2.2, 14.4.2

Insurance, Owner's Liability
11.2

Insurance, Property
10.2.5, 11.2, 11.4, 11.5

Insurance, Stored Materials
9.3.2

INSURANCE AND BONDS

11

Insurance Companies, Consent to Partial Occupancy
9.9.1

Insured loss, Adjustment and Settlement of
11.5

Intent of the Contract Documents
1.2.1, 4.2.7, 4.2.12, 4.2.13

Interest
13.5

Interpretation
1.1.8, 1.2.3, **1.4**, 4.1.1, 5.1, 6.1.2, 15.1.1

Interpretations, Written
4.2.11, 4.2.12

Judgment on Final Award
15.4.2

Labor and Materials, Equipment
1.1.3, 1.1.6, **3.4**, 3.5, 3.8.2, 3.8.3, 3.12, 3.13, 3.15.1, 5.2.1, 6.2.1, 7.3.4, 9.3.2, 9.3.3, 9.5.1.3, 9.10.2, 10.2.1, 10.2.4, 14.2.1.1, 14.2.1.2

Labor Disputes
8.3.1

Laws and Regulations
1.5, 2.3.2, 3.2.3, 3.2.4, 3.6, 3.7, 3.12.10, 3.13, 9.6.4, 9.9.1, 10.2.2, 13.1, 13.3.1, 13.4.2, 13.5, 14, 15.2.8, 15.4

Liens
2.1.2, 9.3.1, 9.3.3, 9.6.8, 9.10.2, 9.10.4, 15.2.8

Limitations, Statutes of
12.2.5, 15.1.2, 15.4.1.1

Limitations of Liability
3.2.2, 3.5, 3.12.10, 3.12.10.1, 3.17, 3.18.1, 4.2.6, 4.2.7, 6.2.2, 9.4.2, 9.6.4, 9.6.7, 9.6.8, 10.2.5, 10.3.3, 11.3, 12.2.5, 13.3.1

Limitations of Time
2.1.2, 2.2, 2.5, 3.2.2, 3.10, 3.11, 3.12.5, 3.15.1, 4.2.7, 5.2, 5.3, 5.4.1, 6.2.4, 7.3, 7.4, 8.2, 9.2, 9.3.1, 9.3.3, 9.4.1, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 12.2, 13.4, 14, 15, 15.1.2, 15.1.3, 15.1.5

Materials, Hazardous
10.2.4, 10.3

Materials, Labor, Equipment and
1.1.3, 1.1.6, 3.4.1, 3.5, 3.8.2, 3.8.3, 3.12, 3.13, 3.15.1, 5.2.1, 6.2.1, 7.3.4, 9.3.2, 9.3.3, 9.5.1.3, 9.10.2, 10.2.1.2, 10.2.4, 14.2.1.1, 14.2.1.2

Means, Methods, Techniques, Sequences and Procedures of Construction
3.3.1, 3.12.10, 4.2.2, 4.2.7, 9.4.2

Mechanic's Lien
2.1.2, 9.3.1, 9.3.3, 9.6.8, 9.10.2, 9.10.4, 15.2.8

Mediation
8.3.1, 15.1.3.2, 15.2.1, 15.2.5, 15.2.6, **15.3**, 15.4.1, 15.4.1.1

Minor Changes in the Work
1.1.1, 3.4.2, 3.12.8, 4.2.8, 7.1, **7.4**

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Project, Definition of
1.1.4
Project Representatives
4.2.10
Property Insurance
10.2.5, **11.2**
Proposal Requirements
1.1.1
PROTECTION OF PERSONS AND PROPERTY
10
Regulations and Laws
1.5, 2.3.2, 3.2.3, 3.6, 3.7, 3.12.10, 3.13, 9.6.4, 9.9.1,
10.2.2, 13.1, 13.3, 13.4.1, 13.4.2, 13.5, 14, 15.2.8, 15.4
Rejection of Work
4.2.6, 12.2.1
Releases and Waivers of Liens
9.3.1, 9.10.2
Representations
3.2.1, 3.5, 3.12.6, 8.2.1, 9.3.3, 9.4.2, 9.5.1, 9.10.1
Representatives
2.1.1, 3.1.1, 3.9, 4.1.1, 4.2.10, 13.2.1
Responsibility for Those Performing the Work
3.3.2, 3.18, 4.2.2, 4.2.3, 5.3, 6.1.3, 6.2, 6.3, 9.5.1, 10
Retainage
9.3.1, 9.6.2, 9.8.5, 9.9.1, 9.10.2, 9.10.3
Review of Contract Documents and Field
Conditions by Contractor
3.2, 3.12.7, 6.1.3
Review of Contractor's Submittals by Owner and
Architect
3.10.1, 3.10.2, 3.11, 3.12, 4.2, 5.2, 6.1.3, 9.2, 9.8.2
Review of Shop Drawings, Product Data and Samples
by Contractor
3.12
Rights and Remedies
1.1.2, 2.4, 2.5, 3.5, 3.7.4, 3.15.2, 4.2.6, 5.3, 5.4, 6.1,
6.3, 7.3.1, 8.3, 9.5.1, 9.7, 10.2.5, 10.3, 12.2.1, 12.2.2,
12.2.4, **13.3**, 14, 15.4
Royalties, Patents and Copyrights
3.17
Rules and Notices for Arbitration
15.4.1
Safety of Persons and Property
10.2, 10.4
Safety Precautions and Programs
3.3.1, 4.2.2, 4.2.7, 5.3, **10.1**, 10.2, 10.4
Samples, Definition of
3.12.3
Samples, Shop Drawings, Product Data and
3.11, **3.12**, 4.2.7
Samples at the Site, Documents and
3.11
Schedule of Values
9.2, 9.3.1
Schedules, Construction
3.10, 3.12.1, 3.12.2, 6.1.3, 15.1.6.2
Separate Contracts and Contractors
1.1.4, 3.12.5, 3.14.2, 4.2.4, 4.2.7, 6, 8.3.1, 12.1.2
Separate Contractors, Definition of
6.1.1
Shop Drawings, Definition of
3.12.1
Shop Drawings, Product Data and Samples
3.11, **3.12**, 4.2.7
Site, Use of
3.13, 6.1.1, 6.2.1
Site Inspections
3.2.2, 3.3.3, 3.7.1, 3.7.4, 4.2, 9.9.2, 9.4.2, 9.10.1, 13.4
Site Visits, Architect's
3.7.4, 4.2.2, 4.2.9, 9.4.2, 9.5.1, 9.9.2, 9.10.1, 13.4
Special Inspections and Testing
4.2.6, 12.2.1, 13.4
Specifications, Definition of
1.1.6
Specifications
1.1.1, **1.1.6**, 1.2.2, 1.5, 3.12.10, 3.17, 4.2.14
Statute of Limitations
15.1.2, 15.4.1.1
Stopping the Work
2.2.2, 2.4, 9.7, 10.3, 14.1
Stored Materials
6.2.1, 9.3.2, 10.2.1.2, 10.2.4
Subcontractor, Definition of
5.1.1
SUBCONTRACTORS
5
Subcontractors, Work by
1.2.2, 3.3.2, 3.12.1, 3.18, 4.2.3, 5.2.3, 5.3, 5.4, 9.3.1.2,
9.6.7
Subcontractual Relations
5.3, 5.4, 9.3.1.2, 9.6, 9.10, 10.2.1, 14.1, 14.2.1
Submittals
3.10, 3.11, 3.12, 4.2.7, 5.2.1, 5.2.3, 7.3.4, 9.2, 9.3, 9.8,
9.9.1, 9.10.2, 9.10.3
Submittal Schedule
3.10.2, 3.12.5, 4.2.7
Subrogation, Waivers of
6.1.1, **11.3**
Substances, Hazardous
10.3
Substantial Completion
4.2.9, 8.1.1, 8.1.3, 8.2.3, 9.4.2, **9.8**, 9.9.1, 9.10.3, 12.2,
15.1.2
Substantial Completion, Definition of
9.8.1
Substitution of Subcontractors
5.2.3, 5.2.4
Substitution of Architect
2.3.3
Substitutions of Materials
3.4.2, 3.5, 7.3.8
Sub-subcontractor, Definition of
5.1.2

Init.

Subsurface Conditions
3.7.4

Successors and Assigns
13.2

Superintendent
3.9, 10.2.6

Supervision and Construction Procedures
1.2.2, 3.3, 3.4, 3.12.10, 4.2.2, 4.2.7, 6.1.3, 6.2.4, 7.1.3, 7.3.4, 8.2, 8.3.1, 9.4.2, 10, 12, 14, 15.1.4

Suppliers
1.5, 3.12.1, 4.2.4, 4.2.6, 5.2.1, 9.3, 9.4.2, 9.5.4, 9.6, 9.10.5, 14.2.1

Surety
5.4.1.2, 9.6.8, 9.8.5, 9.10.2, 9.10.3, 11.1.2, 14.2.2, 15.2.7

Surety, Consent of
9.8.5, 9.10.2, 9.10.3

Surveys
1.1.7, 2.3.4

Suspension by the Owner for Convenience
14.3

Suspension of the Work
3.7.5, 5.4.2, 14.3

Suspension or Termination of the Contract
5.4.1.1, 14

Taxes
3.6, 3.8.2.1, 7.3.4.4

Termination by the Contractor
14.1, 15.1.7

Termination by the Owner for Cause
5.4.1.1, **14.2, 15.1.7**

Termination by the Owner for Convenience
14.4

Termination of the Architect
2.3.3

Termination of the Contractor Employment
14.2.2

TERMINATION OR SUSPENSION OF THE CONTRACT

14

Tests and Inspections

3.1.3, 3.3.3, 3.7.1, 4.2.2, 4.2.6, 4.2.9, 9.4.2, 9.8.3, 9.9.2, 9.10.1, 10.3.2, 12.2.1, **13.4**

TIME

8

Time, Delays and Extensions of

3.2.4, 3.7.4, 5.2.3, 7.2.1, 7.3.1, 7.4, **8.3, 9.5.1, 9.7, 10.3.2, 10.4, 14.3.2, 15.1.6, 15.2.5**

Time Limits
2.1.2, 2.2, 2.5, 3.2.2, 3.10, 3.11, 3.12.5, 3.15.1, 4.2, 5.2, 5.3, 5.4, 6.2.4, 7.3, 7.4, 8.2, 9.2, 9.3.1, 9.3.3, 9.4.1, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 12.2, 13.4, 14, 15.1.2, 15.1.3, 15.4

Time Limits on Claims
3.7.4, 10.2.8, 15.1.2, 15.1.3

Title to Work
9.3.2, 9.3.3

UNCOVERING AND CORRECTION OF WORK
12

Uncovering of Work
12.1

Unforeseen Conditions, Concealed or Unknown
3.7.4, 8.3.1, 10.3

Unit Prices
7.3.3.2, 9.1.2

Use of Documents
1.1.1, 1.5, 2.3.6, 3.12.6, 5.3

Use of Site
3.13, 6.1.1, 6.2.1

Values, Schedule of
9.2, 9.3.1

Waiver of Claims by the Architect
13.3.2

Waiver of Claims by the Contractor
9.10.5, 13.3.2, **15.1.7**

Waiver of Claims by the Owner
9.9.3, 9.10.3, 9.10.4, 12.2.2.1, 13.3.2, 14.2.4, **15.1.7**

Waiver of Consequential Damages
14.2.4, 15.1.7

Waiver of Liens
9.3, 9.10.2, 9.10.4

Waivers of Subrogation
6.1.1, **11.3**

Warranty
3.5, 4.2.9, 9.3.3, 9.8.4, 9.9.1, 9.10.2, 9.10.4, 12.2.2, 15.1.2

Weather Delays
8.3, 15.1.6.2

Work, Definition of
1.1.3

Written Consent
1.5.2, 3.4.2, 3.7.4, 3.12.8, 3.14.2, 4.1.2, 9.3.2, 9.10.3, 13.2, 13.3.2, 15.4.4.2

Written Interpretations
4.2.11, 4.2.12

Written Orders
1.1.1, 2.4, 3.9, 7, 8.2.2, 12.1, 12.2, 13.4.2, 14.3.1

ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Basic Definitions

§ 1.1.1 The Contract Documents

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

§ 1.1.2 The Contract

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

§ 1.1.3 The Work

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

§ 1.1.4 The Project

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

§ 1.1.5 The Drawings

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

§ 1.1.6 The Specifications

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

§ 1.1.7 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.1.8 Initial Decision Maker

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 1.2 Correlation and Intent of the Contract Documents

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

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§ 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

§ 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

§ 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

§ 1.4 Interpretation

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.6 Notice

§ 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

§ 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.7 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document

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G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 OWNER

§ 2.1 General

§ 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

§ 2.2 Evidence of the Owner's Financial Arrangements

§ 2.2.1 Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.

§ 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.

§ 2.2.3 After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

§ 2.2.4 Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

§ 2.3 Information and Services Required of the Owner

§ 2.3.1 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

§ 2.3.2 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

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§ 2.3.3 If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

§ 2.3.4 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 2.3.5 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

§ 2.3.6 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

§ 2.4 Owner's Right to Stop the Work

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

§ 2.5 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

ARTICLE 3 CONTRACTOR

§ 3.1 General

§ 3.1.1 The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

§ 3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents.

§ 3.1.3 The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

§ 3.2 Review of Contract Documents and Field Conditions by Contractor

§ 3.2.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

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§ 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

§ 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 3.3 Supervision and Construction Procedures

§ 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

§ 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

§ 3.3.3 The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

§ 3.4 Labor and Materials

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 3.4.2 Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

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§ 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

§ 3.5 Warranty

§ 3.5.1 The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

§ 3.5.2 All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

§ 3.6 Taxes

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 3.7 Permits, Fees, Notices and Compliance with Laws

§ 3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

§ 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 3.7.4 Concealed or Unknown Conditions

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

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§ 3.8 Allowances

§ 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

§ 3.8.2 Unless otherwise provided in the Contract Documents,

- .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
- .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

§ 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

§ 3.9 Superintendent

§ 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

§ 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

§ 3.10 Contractor's Construction and Submittal Schedules

§ 3.10.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.

§ 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

§ 3.10.3 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

§ 3.11 Documents and Samples at the Site

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and

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delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

§ 3.12 Shop Drawings, Product Data and Samples

§ 3.12.1 Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

§ 3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

§ 3.12.3 Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.

§ 3.12.4 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

§ 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.

§ 3.12.6 By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

§ 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.

§ 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

§ 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.

§ 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

§ 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will

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17

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specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

§ 3.13 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

§ 3.14 Cutting and Patching

§ 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.

§ 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

§ 3.15 Cleaning Up

§ 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

§ 3.15.2 If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

§ 3.16 Access to Work

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

§ 3.17 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

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§ 3.18 Indemnification

§ 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

§ 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

ARTICLE 4 ARCHITECT

§ 4.1 General

§ 4.1.1 The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

§ 4.1.2 Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

§ 4.2 Administration of the Contract

§ 4.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

§ 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 4.2.4 Communications

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

§ 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

§ 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

§ 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.

§ 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

§ 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

ARTICLE 5 SUBCONTRACTORS

§ 5.1 Definitions

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.

§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

§ 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

§ 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

§ 5.3 Subcontractual Relations

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

§ 5.4 Contingent Assignment of Subcontracts

§ 5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

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When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

§ 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

§ 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

§ 6.1 Owner's Right to Perform Construction and to Award Separate Contracts

§ 6.1.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

§ 6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

§ 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.

§ 6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

§ 6.2 Mutual Responsibility

§ 6.2.1 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

§ 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

§ 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.

§ 6.2.4 The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.

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§ 6.2.5 The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

§ 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

ARTICLE 7 CHANGES IN THE WORK

§ 7.1 General

§ 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

§ 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.

§ 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

§ 7.2 Change Orders

§ 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

§ 7.3 Construction Change Directives

§ 7.3.1 A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

§ 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

§ 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.4.

§ 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

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- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- .5 Costs of supervision and field office personnel directly attributable to the change.

§ 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

§ 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

§ 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

§ 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

§ 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

ARTICLE 8 TIME

§ 8.1 Definitions

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

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§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 8.2 Progress and Completion

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

§ 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

§ 8.3 Delays and Extensions of Time

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.

§ 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

ARTICLE 9 PAYMENTS AND COMPLETION

§ 9.1 Contract Sum

§ 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

§ 9.2 Schedule of Values

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

§ 9.3 Applications for Payment

§ 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

§ 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

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§ 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

§ 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.

§ 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

§ 9.4 Certificates for Payment

§ 9.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.

§ 9.4.2 The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 9.5 Decisions to Withhold Certification

§ 9.5.1 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;

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- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

§ 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

§ 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.

§ 9.5.4 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

§ 9.6 Progress Payments

§ 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

§ 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.

§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.

§ 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

§ 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

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§ 9.7 Failure of Payment

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

§ 9.8 Substantial Completion

§ 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

§ 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

§ 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

§ 9.9 Partial Occupancy or Use

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

§ 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

Init.

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

§ 9.10 Final Completion and Final Payment

§ 9.10.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

§ 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

§ 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

§ 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

§ 10.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

§ 10.2 Safety of Persons and Property

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

Init.

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

§ 10.2.2 The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.

§ 10.2.3 The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.

§ 10.2.4 When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

§ 10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

§ 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

§ 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

§ 10.2.8 Injury or Damage to Person or Property

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

§ 10.3 Hazardous Materials and Substances

§ 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

§ 10.3.2 Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will

Init.

promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

§ 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 10.3.4 The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

§ 10.3.5 The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

§ 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

§ 10.4 Emergencies

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

ARTICLE 11 INSURANCE AND BONDS

§ 11.1 Contractor's Insurance and Bonds

§ 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

§ 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

§ 11.1.4 **Notice of Cancellation or Expiration of Contractor's Required Insurance.** Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or

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expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

§ 11.2 Owner's Insurance

§ 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

§ 11.2.2 Failure to Purchase Required Property Insurance. If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

§ 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance. Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

§ 11.3 Waivers of Subrogation

§ 11.3.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

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§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

§11.5 Adjustment and Settlement of Insured Loss

§ 11.5.1 A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 11.5.2 Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

§ 12.1 Uncovering of Work

§ 12.1.1 If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

§ 12.2 Correction of Work

§ 12.2.1 Before Substantial Completion

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

§ 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during

that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

§ 12.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 12.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

§ 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

§ 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

§ 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

§ 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

ARTICLE 13 MISCELLANEOUS PROVISIONS

§ 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

§ 13.2 Successors and Assigns

§ 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

§ 13.3 Rights and Remedies

§ 13.3.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

§ 13.3.2 No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

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§ 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.

§ 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

§ 13.4.5 If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

§ 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

§ 13.5 Interest

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

§ 14.1 Termination by the Contractor

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

§ 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

§ 14.2 Termination by the Owner for Cause

§ 14.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

§ 14.2.2 When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

§ 14.3 Suspension by the Owner for Convenience

§ 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

§ 14.3.2 The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

§ 14.4 Termination by the Owner for Convenience

§ 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

§ 14.4.2 Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;

- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
- .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

§ 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Claims

§ 15.1.1 Definition

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

§ 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

§ 15.1.3 Notice of Claims

§ 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

§ 15.1.4 Continuing Contract Performance

§ 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

§ 15.1.5 Claims for Additional Cost

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

§ 15.1.6 Claims for Additional Time

§ 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

Init.

§ 15.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

§ 15.1.7 Waiver of Claims for Consequential Damages

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

§ 15.2 Initial Decision

§ 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

§ 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

§ 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

§ 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

§ 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

§ 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

Init.

§ 15.2.6.1 Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

§ 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

§ 15.3 Mediation

§ 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

§ 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 15.4 Arbitration

§ 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

§ 15.4.4 Consolidation or Joinder

§ 15.4.4.1 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 15.4.4.2 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

Init.

Additions and Deletions Report for AIA® Document A201® – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 15:04:39 CT on 10/21/2020.

PAGE 1

Aitkin County Human Services Building Reroof
ARI Project #20-057

...

Aitkin County
209 2nd Street NW
Aitkin, MN 56431
Telephone Number: 218-927-7363

(Name, legal status and address)

Architectural Resources, Inc.
704 Howard Street
Hibbing, MN 55746
Telephone Number: 218-263-6868

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 15:04:39 CT on 10/21/2020 under Order No. 8664313601 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A201™ – 2017, General Conditions of the Contract for Construction, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: October 27, 2020

Title of Item: Donation to Veteran Services - MJB Inc/Johnson's Portside

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Penny Harms		Department: Veteran Services Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Aitkin County Veteran Services received a donations totalling \$500.00 from MJB Inc/Johnson's Portside in Isle This money is to be used to assist veterans in Aitkin County.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Accept donation.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: 10-27-20

Title of Item: Final Contract Payment - Contract No. 20182

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): NA		Estimated Time Needed: NA - consent agenda
Summary of Issue: <p>Authorization by the following resolution is requested to make final payment to Knife River, Sauk Rapids, MN in the amount of \$8,819.38 for Contract No. 20182, which included the following projects: 1) CP 001-053-003, CH 53 bituminous surfacing, 2) SAP 001-612-021, CH 12 shoulder widening, aggregate base, bituminous surfacing, and 3) SAP 001-612-022, CH 12 bituminous resurfacing.</p> <p>The final contract amount of \$3,474,739.51 is less than 1% lower than the bid amount of \$3,489,566.86. Although it was known at the time of contract award that the contract amount would be reduced by \$330,782.76 by modifying the grade of asphalt cement used on these projects, those contract cost savings were offset by increased construction costs to correct unsuitable subgrade soils with class 5 aggregate on SAP 001-612-021, by increased quantities of granular borrow and added guardrail on SAP 001-612-021, and by increased quantities of bituminous bituminous pavement needed on the various projects.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 8,819.38 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED October 27, 2020

By Commissioner: xxxx

20201027-xxx

Final Contract Payment – Contract No. 20182

WHEREAS, Contract No. 20182 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Knife River in the amount of \$8,819.38.

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 27th day of October, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of October, 2020

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: October 27, 2020

Title of Item: Final Plat - First Amendment to Savanna Ridge Second Addition

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Terry Neff, Environmental Services Director		Department: Environmental Services
Presenter (Name and Title): Terry Neff, Environmental Services Director		Estimated Time Needed: N/A
Summary of Issue: <p>The original Conditional Use Permit was approved by the Planning Commission on May 16, 2005 as a 22 lot Residential Planned Unit Development named Savanna Ridge. The Final Plat of Savanna Ridge was approved by the County Board in 2005. In 2007 there were some relocation of several lots within Savanna Ridge that created Savanna Ridge Second Addition that was approved by the County Board in August, 2007. Recent survey work has shown all of the dwellings within Savanna Ridge Second Addition to be slightly located outside of the lots so an amendment to Savanna Ridge Second Addition (First Amendment to Savanna Ridge Second Addition) is needed to bring the subdivision into compliance.</p>		
Alternatives, Options, Effects on Others/Comments: N/A		
Recommended Action/Motion: Approve the Final Plat and authorize the Board Chairs signature on the documents.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

Check-list for Plat Approval

** Applicant is responsible for acquiring all signatures for items 1 through 8 prior to County Board approval.

Name of Plat: First Amendment to Savanna Ridge Second Addition Developer: _____

Owner: Savanna Ridge Townhomes Association

Address: _____ City: _____ State: _____ Zip: _____

Surveyor: Michael Stang - Northwestern Surveying & Engineering

1. Final Approval of Planning Commission: (Date) N/A 10/8/20
Any conditions necessary for final approval: _____

Replat fee \$200.00
Savanna Ridge Townhomes ✓
Check #3021 ✓
[Signature]
Zoning Administrator
10/8/20

23 lots

2. Surveyor's Plat Inspection Fee Paid: \$ 570.00 On (Date): _____

[Signature]
County Surveyor
3. Title Opinion Approved by County Attorney: (Date) 10/19/20

[Signature]
County Attorney
4. Roads Approved by County Engineer: (Date) N/A

5. If Bond or Escrow Amount Needed to Insure Completion of Roads or other Improvements:
Amount of Surety: \$ _____ Date: _____

N/A
County Auditor
6. Plat Inspection Fee Paid: \$ 121.00 Date: 10/8/20

[Signature]
County Auditor
7. Current Taxes Paid: \$ in full Date: 10-20-2020

[Signature]
County Treasurer
8. Delinquent Taxes Paid: \$ N/A Date: 10-8-20

[Signature]
County Auditor
9. Approved by County Board: Date: _____

10. Filing Fee Paid: _____
Date: _____
Chairman, Aitkin County Board of Commissioners

County Recorder

JAMES P. RATZ
AITKIN COUNTY ATTORNEY
209 SECOND STREET N.W., ROOM 268
AITKIN, MINNESOTA 56431

TELEPHONE (218) 927-7347
TOLL FREE 1-888-422-7347
FAX (218) 927-7365

SENIOR ASSISTANT COUNTY ATTORNEY
LISA ROGGENKAMP RAKOTZ

ASSISTANT COUNTY ATTORNEYS
SARAH WINGE
NATALIE SCHIFERL
TRACY N. PERPICH

PARALEGALS
TAMMY K. MILLER
SONDRA SWANSON

CRIME VICTIM COORDINATOR
GABREA ANDERSON
TELEPHONE (218) 927-7446

October 19, 2020

Terry Neff
Director of Environmental Services
307 2nd St. N.W., Room 219
Aitkin, MN 56431

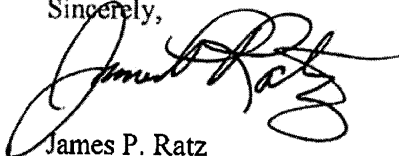
Re: Plat of First Amended Plat of Savanna Ridge Second Addition

Dear Mr. Neff:

I have reviewed the title documents with regards to the above-referenced plat and find that they are sufficient to meet the requirements of the Ordinance.

If you have any questions please feel free to contact my office.

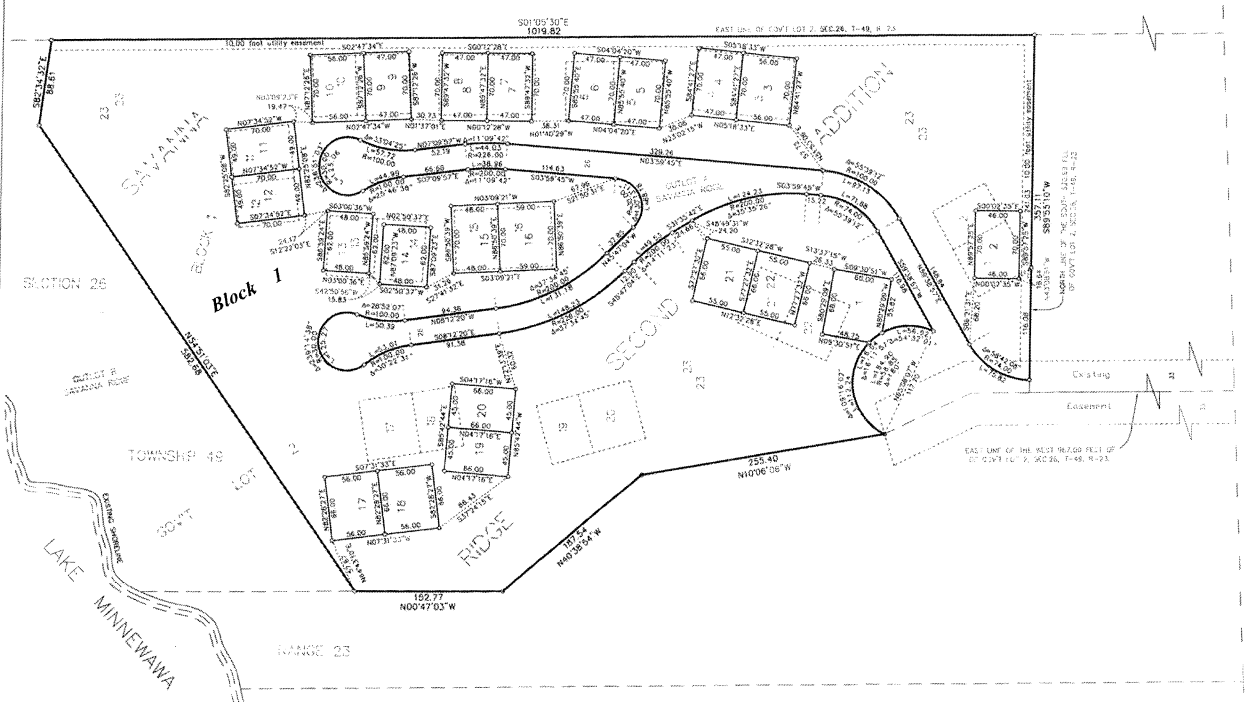
Sincerely,



James P. Ratz
County Attorney

JPR:sls

FIRST AMENDMENT TO SAVANNA RIDGE SECOND ADDITION



NORTHWESTERN
 SURVEYING & ENGINEERING, INC.

KNOW ALL PERSONS BY THESE PRESENTS that Jamie Bowden, President and David Nelson, Vice President on behalf of Savannah Ridge Townhomes Association, Inc., a Minnesota nonprofit corporation, Amending the plat of the following described property situated in the County of Aitkin and the State of Minnesota, to wit:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23, Block 1 of SAVANNA RIDGE SECOND ADDITION, as of public record, Aitkin County, Minnesota

has caused the same to be surveyed and platted as FIRST AMENDMENT TO SAVANNA RIDGE SECOND ADDITION and does hereby donate and dedicate to the public for the public use forever drainage and utility easement as shown on the plat

In witness whereof Jamie Bowden, President and David Nelson, Vice President on behalf of Savannah Ridge Townhomes Association, Inc., a Minnesota nonprofit corporation, has caused these presents to be signed this _____ day of _____, 2020

Jamie Bowden, President _____ David Nelson, Vice President _____

STATE OF MINNESOTA
 COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Jamie Bowden, President on behalf of Savannah Ridge Townhomes Association, Inc., a Minnesota nonprofit corporation

Notary Public Signature _____

Notary Printed Name _____
 County, Minnesota
 My Commission Expires _____

STATE OF MINNESOTA
 COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by David Nelson, Vice President on behalf of Savannah Ridge Townhomes Association, Inc., a Minnesota nonprofit corporation

Notary Public Signature _____

Notary Printed Name _____
 County, Minnesota
 My Commission Expires _____

I hereby certify that this plat of FIRST AMENDMENT TO SAVANNA RIDGE SECOND ADDITION is a correct representation of the boundary survey, that all mathematical data and labels are correctly designated on the plat, that all monuments depicted on the plat have been or will be correctly set within one year as indicated on the plat, that all water boundaries and wet lands as of the date of the surveyor's certification are shown and labeled on the plat, that all public ways are shown and labeled on the plat. I further certify that this plat was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota

Michael Stang
 Minnesota License No. 52991

STATE OF MINNESOTA
 COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Michael Stang, R.L.S. No. 52991

Notary Public Signature _____

Notary Printed Name _____
 County, Minnesota
 My Commission Expires _____

I hereby certify that this plat has been checked and approved this _____ day of _____, 2020

County Surveyor, Aitkin County

I, _____, Auditor of Aitkin County, Minnesota, do hereby certify that the taxes on the lands described herein have been paid for the years prior to 2020.

Aitkin County Auditor

I, _____, Treasurer for Aitkin County, Minnesota, do hereby certify that the taxes on the lands described herein have been paid for the year 2020.

Aitkin County Treasurer

This plat of FIRST AMENDMENT TO SAVANNA RIDGE SECOND ADDITION was accepted and approved by the Board of County Commissioners of Aitkin County, Minnesota, this _____ day of _____, 2020

Chairperson, Aitkin County Board _____ Aitkin County Auditor _____

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 2020, at _____ o'clock _____ M., and was duly recorded in Document No. _____

County Recorder, Aitkin County, Minnesota



Board of County Commissioners Agenda Request

3B
Agenda Item #

Requested Meeting Date: October 27, 2020

Title of Item: Final Plat - Lakes Storage Valhalla First Addition

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA		<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY		<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Terry Neff, Environmental Services Director	Department: Environmental Services
---	--

Presenter (Name and Title): Terry Neff, Environmental Services Director	Estimated Time Needed: N/A
---	--------------------------------------

Summary of Issue:

The original Conditional Use Permit was approved by the Planning Commission on May 20, 2019 as a Storage Facility Planned Unit Development with 8 conditions. The Final Plat came before the County Board of Commissioners on October 8, 2019 for final plat approval and signatures.

The landowner is requesting a slight change in the locations of lots 17 thru 32 which requires a replat, and another approval of the final plat.

Alternatives, Options, Effects on Others/Comments:
N/A

Recommended Action/Motion:
Approve the Final Plat and authorize the Board Chairs signature on the documents.

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:*

JAMES P. RATZ
AITKIN COUNTY ATTORNEY
209 SECOND STREET N.W., ROOM 268
AITKIN, MINNESOTA 56431

TELEPHONE (218) 927-7347
TOLL FREE 1-888-422-7347
FAX (218) 927-7385

SENIOR ASSISTANT COUNTY ATTORNEY
LISA ROGGENKAMP RAKOTZ

ASSISTANT COUNTY ATTORNEYS
SARAH WINGE
NATALIE SCHIFERL
TRACY N. PERPICH

PARALEGALS
TAMMY K. MILLER
SONDRA SWANSON

CRIME VICTIM COORDINATOR
GABREA ANDERSON
TELEPHONE (218) 927-7446

October 19, 2020

Terry Neff
Director of Environmental Services
307 2nd St. N.W., Room 219
Aitkin, MN 56431

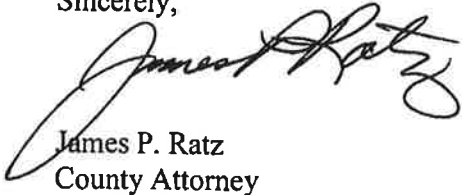
Re: Plat of Lakes Storage Valhalla (Re-Plat)

Dear Mr. Neff:

I have reviewed the Owner's Policy of Title Insurance and find that it meets the requirements of the Ordinance.

If you have any questions please feel free to contact my office.

Sincerely,



James P. Ratz
County Attorney

JPR:sls

Check-list for Plat Approval

** Applicant is responsible for acquiring all signatures for items 1 through 8 prior to County Board approval.

Name of Plat: Lakes Storage Valkalla 1st Addn Developer: Rinta Brothers

Owner: Rinta Brothers LLC

Address: 19165 484th st City: McBreen State: MM Zip: 55760

Surveyor: Northwestern Surveying & Engineering

1. Final Approval of Planning Commission: (Date) May 20, 2019 & Sept 16, 2019
Any conditions necessary for final approval: 8 conditions

2. Surveyor's Plat Inspection Fee Paid: \$ 1590.00 On (Date): 10/19/20
[Signature]
Zoning Administrator

3. Title Opinion Approved by County Attorney: (Date) October 19, 2020
[Signature]
County Surveyor

4. Roads Approved by County Engineer: (Date) _____
[Signature]
County Attorney

5. If Bond or Escrow Amount Needed to Insure Completion of Roads or other Improvements:
Amount of Surety: \$ _____ Date: _____
N/A
County Engineer

6. Plat Inspection Fee Paid: \$ 109.00 Date: 10/20/20
[Signature]
County Auditor

7. Current Taxes Paid: \$ 120.00 Date: 10-20-2020
[Signature]
County Auditor

8. Delinquent Taxes Paid: \$ N/A Date: 10-20-2020
[Signature]
County Treasurer

9. Approved by County Board: Date: _____
[Signature]
County Auditor

10. Filing Fee Paid: _____
Date: _____
Chairman, Aitkin County Board of Commissioners

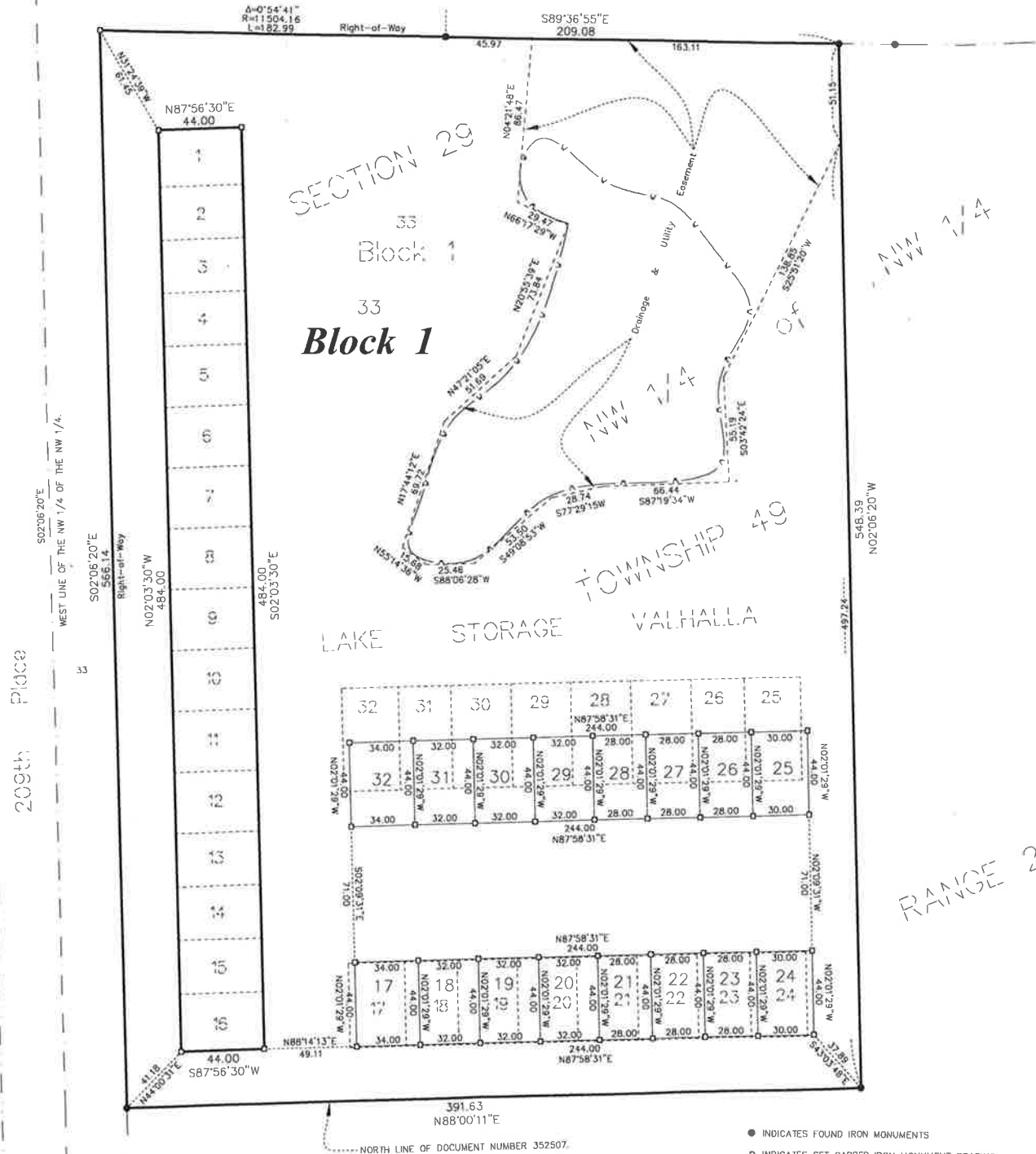
County Recorder

LAKES STORAGE VALHALLA FIRST ADDITION

Aitkin County Highway Right-of-Way Plat No. 4 (Lake Avenue) (C.S.A.H. No. 14)

NW COR. SEC. 29,
T-49, R-23.

NORTH LINE OF THE NW 1/4 OF THE NW 1/4



KNOW ALL PERSONS BY THESE PRESENTS: That Rinta Brothers LLC, a Minnesota Limited Liability Company owner and proprietor of the following described property situated in the County of Aitkin and the State of Minnesota, to wit:

Lots 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32 and 33 of LAKE STORAGE VALHALLA, as of public record, Aitkin County, Minnesota.

has caused the same to be surveyed and platted as LAKES STORAGE VALHALLA FIRST ADDITION and does hereby donate and dedicate to the public for the public use forever the drainage and utility easement as shown on the plat.

In witness whereof said Rinta Brothers LLC, has caused these presents to be signed by its proper officer this ___ day of ___, 2020.

as _____ of Rinta Brothers LLC, a Minnesota Limited Liability Company

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ___ day of ___, 2020, by _____ the _____ of Rinta Brothers LLC, a Minnesota Limited Liability Company

Notary Public Signature

Notary Printed Name

County, Minnesota
My Commission Expires

I hereby certify that this plat of LAKES STORAGE VALHALLA FIRST ADDITION is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been or will be correctly set within one year as indicated on the plat; that all water boundaries and wet lands as of the date of the surveyor's certification are shown and labeled on the plat; that all public ways are shown and labeled on the plat. I further certify that this plat was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Michael Stang
Minnesota License No. 52591

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ___ day of ___, 2020, by Michael Stang, R.L.S. No. 52591.

Notary Public Signature

Notary Printed Name

County, Minnesota
My Commission Expires

I hereby certify that this plat has been checked and approved this ___ day of ___, 2020.

County Surveyor, Aitkin County

I, _____, Auditor of Aitkin County, Minnesota, do hereby certify that the taxes on the lands described hereon have been paid for the years prior to 2020.

Aitkin County Auditor

I, _____, Treasurer for Aitkin County, Minnesota, do hereby certify that the taxes on the lands described hereon have been paid for the year 2020.

Aitkin County Treasurer

This plat of LAKES STORAGE VALHALLA FIRST ADDITION was accepted and approved by the Board of County Commissioners of Aitkin County, Minnesota, this ___ day of ___, 2020.

Chairperson, Aitkin County Board

Aitkin County Auditor

I hereby certify that this instrument was filed in the office of the County Recorder for record on this ___ day of ___, 2020, at ___ o'clock ___ M., and was duly recorded in Document No. _____

County Recorder, Aitkin County, Minnesota

NORTHWESTERN
SURVEYING & ENGINEERING, INC.



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: October 27, 2020

Title of Item: Award Aitkin County CARES for Business Grants, Round 2

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Ross Wagner	Department: Economic Development & Forest Ind
Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator	Estimated Time Needed: 15 Minutes
Summary of Issue: <p>Aitkin County has concluded Round 2 of the Aitkin County CARES for Businesses Grants. For Round 2, 26 applications were received for an amount of \$209,997.50. The attached spreadsheet shows the applicants and grant requests. Sheet 1 shows the Aitkin County CARES for Businesses grants previously awarded. The Economic Development Committee has reviewed the applications and agrees that all of the applicants meet the criteria. It is the recommendation of the Economic Development Committee to award the grants as presented.</p> <p>Similar to the Round 1, the applications have come from throughout the county and represent a diverse mix of businesses that have been affected negatively by the COVID 19 Pandemic. The grants are greatly appreciated by the business community a big "hats off" to the Aitkin County Board of Commissioners for implementing the Aitkin County CARES for Businesses grant program.</p>	
Alternatives, Options, Effects on Others/Comments: 	
Recommended Action/Motion: Award Aitkin County CARES for Business Grants, Round 2.	
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 209,997.58 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: Through Aitkin County CARES funding.	

Business Name	Contact	Grant Request \$	Back		Location	City of Aitkin	Total
			up info	Eligible			
Voyager Press	John Groner	9,554.72	Y	Y	McGregor		
Minnesota Nat. Golf Course	Elisa Proulx	10,000.00	Y	Y	McGregor		
Superior Thermowood	John Bieganek	10,000.00	Y	Y	Palisade		
Lake Area Home Investments	Marc Hoffman	7,500.00	Y	Y	Wealthwood		
Cornerstone Custom Homes	John Baker	6,000.00	Y	Y	Aitkin		
Larson's Barn	Kathy Larson	10,000.00	Y	Y	Palisade		
Sorenson Root Funeral Home	Jason Brezinsky		Y	Y	Aitkin	10,000.00	
Trails Inn Quadna Mountain	Renae Rasmusson	10,000.00	Y	Y	Hill City		
Rustic Trail	Dawn Quade	7,500.00	Y	Y	Palisade		
McGregor Thrifty White	Pauline Anderson	10,000.00	Y	Y	McGregor		
LemCo Hydraulics	Erin Boleman	10,000.00	Y	Y	Hill City		
Hill Lake Café	Pat Korst	10,000.00	Y	Y	Hill City		
McGregor Printing	Mike Kruse	10,000.00	Y	Y	McGregor		
The Joint, Tavern & Eatery	Cindy Chuhanic	10,000.00	Y	Y	Bennetville		
Rivers Edge Assisted Living	Scott Duffney		Y	Y	Aitkin	10,000.00	
40 Club Inn/Banquet Center*	Jerry Dagen		Y	Y	Aitkin	10,000.00	
40 Club Restaurant and Bar	Jerry Dagen	10,000.00	Y	Y	Aitkin		
The Red Door Resort	Brian Linne	10,000.00	Y	Y	Wealthwood		
Hillcrest Resort	Joel Carr	10,000.00	Y	Y	McGregor		
Country Meadows Inn	Dipal Patel	10,000.00	Y	Y	McGregor		
Ripple River Motel & RV Park	Dipal Patel	10,000.00	Y	Y	Aitkin		
Hair by Clair	Clair Taylor	1,797.80	Y	Y	Aitkin		
Coombs Cuts	Stephanie Coombs	4,060.00	Y	Y	Aitkin		
McGregor Lanes	Christina Williams	10,000.00	Y	Y	McGregor		
Roadside Restaurant	Peter Welshons	10,000	Y	Y	Aitkin		
Zorbaz of Big Sandy	Cole Hansen	10,000.00	Y	Y	McGregor		
Forester Pontoons	Chad Christenson	10,000.00	Y	Y	Hill City		
Memories and Milestones	Donelle Welch	2,452.00	Y	Y	Aitkin		
Knuckleheads	David Olson	10,000.00	Y	Y	Hill City		
Harry's Bar	Alan Hilton	10,000.00	Y	Y	Hill City		
Snap Fitness	Mark Filas	9,692.69	Y	Y	Aitkin		

Ruthies Restaurant	Randall Landrus	9,022.88	Y	Y	Hill City				
Village Laundromat	Kari Dragovich	5,000.00	Y	Y	Aitkin				
Lorries Hair Studio	Heather Duffney	10,000.00	Y	Y	Aitkin				
The Glen Store and Grill	Chris Hagman	10,000.00	Y	Y	Glen				
TBP Management/Butler Bldg	Sylvia Allen	7,101.79	Y	Y	Aitkin				
NatureScape Ventures	Kim Risen	6,927.00	Y	Y	Tamarack				
Denny's Detailing	Dennis Ruschmeier	6,690.00	Y	Y	Aitkin				
Eye Care Ctr Aitkin & McGregor	Steve Kinzer	10,000.00	Y	Y	Aitkin/McGregor				
Shire in the Woods	Michael Bonnette	10,000.00	Y	Y	McGrath				
Sunny's/Roadside Market*	Anita Sonaglia	10,000.00	Y	Y	Hill City				
Block North	Peter Lowe	10,000.00	Y	Y	Aitkin				
Grammas Pantry/Beanery	Peter Lowe	10,000.00	Y	Y	Aitkin				
Log Home Wood Fired Pizza	Rick Herman	7,084.00	Y	Y	McGregor	30,000.00			
Precision Cabinetry	Steve Janzen	10,000.00	Y	Y	Palisade				
Modern Beauty	Sarah Cox	4,188.48	Y	Y	Aitkin				
Righteous Oaks Farm	Matthew Nix	2,863.75	Y	Y	Aitkin				
MN Fitness Revolution	Shawn Hankel	2,100.00	Y	Y	Aitkin	Aitkin	19	3	22
Aitkin Lanes	Christina Patrick	10,000.00	Y	Y	Aitkin	McGregor	11		11
One Stop Mini Mart	Kuljit Chauhan	10,000.00	Y	Y	Glen	Hill City	10		10
Sarah's Shining Star Daycare	Sarah Meyer	5,955	Y	Y	McGregor	Palisade	4		4
The Hills at Quadna Golf Course	Robert Hagen	8,421.00	Y	Y	Hill City	Other	8		8
The Corner Club	Jeffrey Holm	10,000.00	Y	Y	Hill City	totals	52	3	55
Hazelwood Corp.	Chris Zasmata	10,000.00	Y	Y	Aitkin				
Northern Ridge Lawn & Landscape	Joe Koerber	10,000.00	Y	Y	McGregor				

* combined by Business ID #

443,911.11

473,911.11

Total Requests

473,911.11

Total available

530,000.00

Remaining, Aitkin Co/City

56,088.89

Back up

Business Name	Contact	Grant Request \$	info	Eligible	Location	W-9
Zimmerman Blind & Shades	Erica Zimmerman	6,560.67	Y	Y	McGrath	no
Castaways Resort	Steve MacDonald	10,000.00	Y	Y	Malmo	Y
ASAP Towing	Debra Paulson	10,000.00	Y	Y	Aitkin	Y
Aitkin County DAC	Tammy Jo Johnson	9,850.29	Y	Y	McGregor	Y
Duffney & Sons Refrigeration	Chris Duffney	10,000.00	Y	Y	Aitkin	Y
Aitkin Flowers and Gifts	Amanda Lowe	10,000.00	Y	Y	Aitkin	Y
The Office Shop	Scott Johnson	10,000.00	Y	Y	Aitkin	Y
John Coombs Ceramic & Tile	John Coombs	7,636.64	Y	Y	Aitkin	Y
McGregor Care Free Living	Natalie Wilkins	10,000.00	Y	Y	McGregor	Y
Aitkin Co Habitat for Humanity	Ann Schwartz	4,650.00	Y	Y	Aitkin	Y
Minnesota Mobility Systems	Mark Bliss	5,285.00	Y	Y	Aitkin	Y
Summer Breeze Resort	Cathyann Laplante	1,000.00	Y	Y	Aitkin	no
Jack's Shack	Kathy Eken	10,000.00	Y	Y	McGregor	Y
ANGELS	Kathryn Beatty	4,516.00	Y	Y	McGregor	Y
Little Farmers Daycare	Candice Roberts	3,594.74	Y	Y	Aitkin	Y
Roberts Farm	Brandon Roberts	4,400.00	Y	Y	Aitkin	Y
Aitkin Northland Counseling Ctr	Steve Loney	10,000.00	Y	Y	Aitkin	Y
Brenda's Country House	Brenda Nistler	10,000.00	Y	Y	McGregor	Y
Lakes Area Masonary of Hill City	Jim Bjerkness	10,000.00	Y	Y	Hill City	Y
Wealthwood Golf Course	Jim Dougherty	10,000.00	Y	Y	Wealthwood	Y
Pour Leweys Saloon	Cory Eken	10,000.00	no	Y	McGrath	Y
Shirts Plus of Aitkin	Molly James	10,000.00	Y	Y	Aitkin	Y
Furlong Up North Properties	Sandra Furlong	2,504.24	Y	Y	Aitkin	Y
CinnieSmith	Denny Smith	10,000.00	no	Y	McGregor	no
Round Lake Resort & Bar	Becky Knoop	10,000.00	Y	Y	McGregor	Y
Mississippi Landing	John Beasley	10,000.00	Y	Y	Jacobson	Y

Total Requests	209,997.58
Total Available	200,000

26 applications, Rd 2

Aitkin, 13
 McGregor, 7
 McGrath, 2
 Hill City, 1
 Wealthwood, 1
 Malmo, 1
 Jacobson, 1

Total Applications,

Round 1 and 2	Aitkin	19
81 apps, \$683,908.69	McGregor	11
Aitkin, 35	Hill City	10
McGregor, 18	Palisade	4
Hill City, 11	Other	8
McGrath, 3	totals	52
Palisade, 4		
Jacobson, 1		
Wealthwood, 3		
Glen, 1		
Tamarack, 1		
Bennetville, 1		
Aitkin/McGregor, 1		
Malmo, 2		



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: October 27, 2020

Title of Item: Authorize CARES Act Distribution

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 20 minutes
Summary of Issue: <p>Aitkin County has received funding from the State of MN through the Federal CARES Act program. The Aitkin County Board has previously approved expenditures for internal equipment, supplies, and staffing costs as well as providing funding for small businesses and not for profit organizations.</p> <p>Staff will review the estimated amount of funds remaining and ask for Board direction/approval to distribute remaining funds. Further information will be provided at the meeting.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Authorize distribution of remaining CARES Act Funds.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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



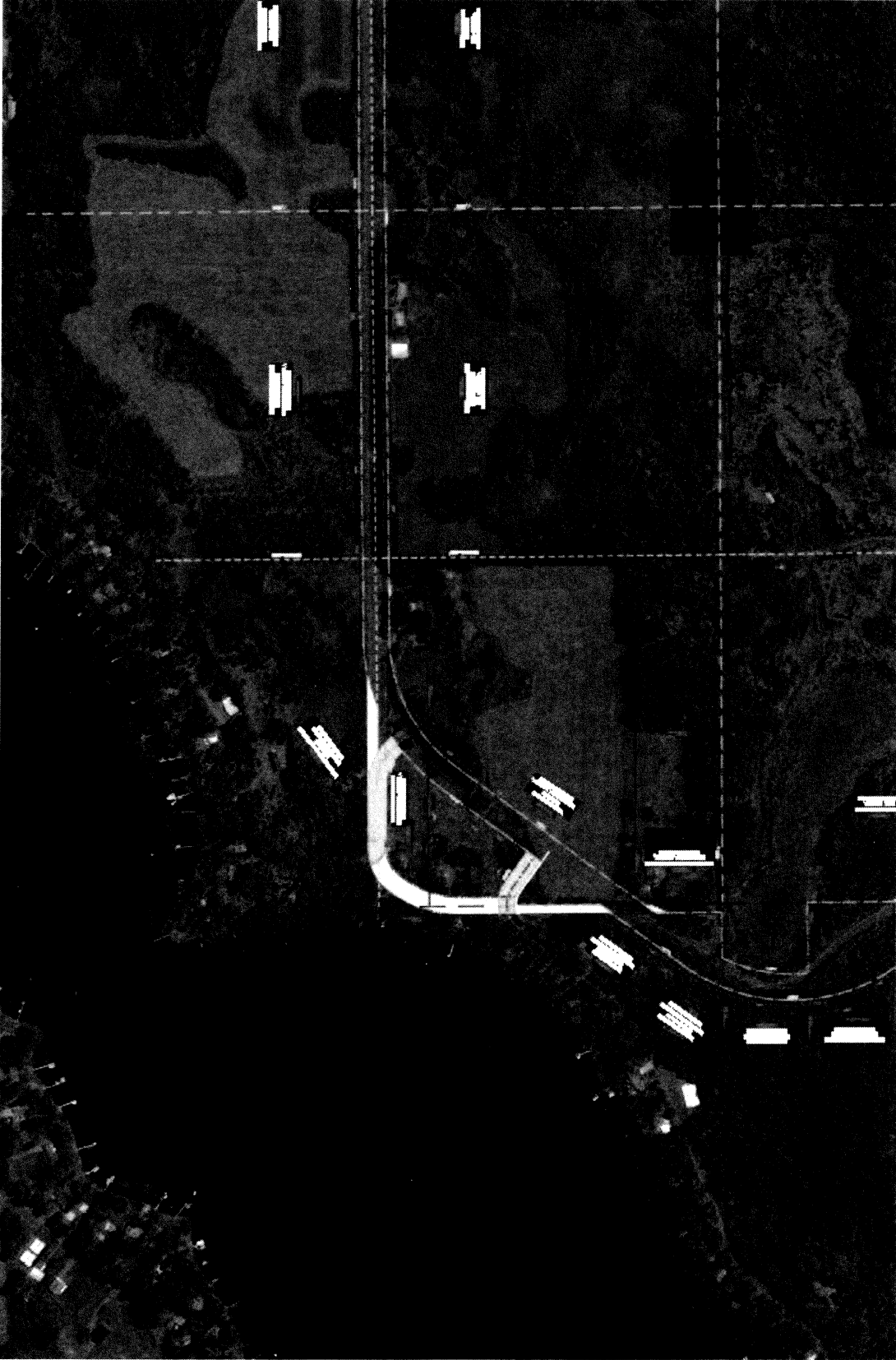
Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: 10-27-20

Title of Item: Set Public Hearing Date - Revoke Portions of CSAH 25

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 5 minutes
Summary of Issue: <p>As a result of the CSAH 25 reconstruction project that was completed recently in Wagner Township, two short segments of road through the realignment area adjacent to Pine Lake will need to be kept open to connect to existing Wagner Township roads on the south and east sides of Pine Lake. These segments, as shown by green highlight on the attached aerial photograph, are approximately 250 feet and 450 feet in length. As discussed with Wagner Township during the development of the CSAH 25 project over the past several years, these two segments are proposed to be revoked to Wagner Township for their future maintenance as township road mileage. The first step in the revocation process as outlined in M.S. 163.11 Subd. 5 is to schedule a public hearing in Wagner Township. Wagner Township is willing to host this public hearing as part of their monthly meetings on either Wednesday, December 9, 2020 or Wednesday, January 13, 2021. The proposed meeting time would be at 7:30 pm on either of these dates.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Set public hearing date.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		





Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: 10/27/2020

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 10
Summary of Issue: <p>The Personnel Committee met twice to discuss a new security position for the courthouse/judicial center. Many options were considered, including Grade 4 (unarmed) Correctional Officers, Grade 6 (new, armed) Security/Transport Deputy Sheriff, and Grade 8 (armed) Deputy Sheriff. Full-time vs. part-time, electronic technology vs. a staffed post, employee vs. vendor contract, were all options considered. The desk will be staffed to screen visitors Monday through Friday during normal business hours, 8:00 a.m. to 4:30 p.m. while the doors are open to the public. The Committee is recommending a Grade 6 (new, armed) Security/Transport Deputy Sheriff. The job description is attached. (We will advertise and consider applications for part-time or full-time, and make a hiring recommendation to the County Administrator based on best qualified and best availability for the post(s).) Cost estimates are noted below.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to authorize creating a new Security/Transport Deputy Sheriff, with a cost estimated up to \$16,727 in 2020 and \$67,203 in 2021. (One full-time vs. two part-time will be determined by the County Administrator at a later date, based on applicant pool and in cooperation with the Sheriff and Personnel Committee.)		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> <p>If Grade 6, one full-time it would cost roughly \$16,727 (Step A) in 2020, and \$67,203 in 2021. (If hired at Step C, it would be about \$17,503 in 2020 and \$70,308 in 2021.) A savings of about \$10k per year over the Grade 8 Deputy Sheriff position. Two part-time \$15,390 (A) / \$63,336.</p>		

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



SECURITY/TRANSPORT DEPUTY SHERIFF

Department Sheriff's Office
Grade Grade 6
Reports to Undersheriff
FLSA Status Non-exempt
Union Status Teamsters Licensed Essential Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Manager.

Job Summary

The Security/Transport Deputy Sheriff ensures the protection of the citizens of Aitkin County by providing law enforcement services. Duties include protecting life and property, preventing crime, apprehending criminals and enforcing laws, rules, and regulations in Aitkin County. The incumbent safely transports prisoners with security procedures appropriate to risk, and provides facility and court security.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Primarily performs thorough search operations to screen members of the public who seek admittance to the courthouse or other assigned county facilities [ask Jessica what this building will be officially named...courthouse...judicial center...justice center...other?], typically Monday through Friday, 8:00 a.m. to 4:30 p.m.
2. Adheres to all applicable safety policies and procedures.
3. Responds to and handles calls for service at county facilities; evacuates and secures buildings in the event of bomb threats, fires, or other emergencies; assists in conducting building searches during bomb threats. Calls for appropriate response based on assessment of the situation.
4. Assists the Sheriff's Office and other law enforcement officers, court bailiffs, and correctional officers as directed. Serves warrants, summonses, and other processes; makes arrests.
5. Administers first aid, as the situation requires, until relieved by medical personnel.



Position Description

6. Stays current with ever changing technology, tools, and equipment.
7. Serves warrants, summonses and other processes on persons; executes court orders.
8. Prepares all necessary reports in a timely manner.
9. Acquires and maintains current knowledge of federal, state, county, and local laws and ordinances.
10. Attends training and meetings as needed.

11. May occasionally be assigned to perform any of the following duties:
 - a. Transport prisoners on writs or warrants from other counties, to and from Minnesota correctional facilities, from the jail, and from state and private hospitals for required court appearances; works closely with and cooperates with the jail staff to safely supervise inmate movement from the jail to the courts; transports juveniles to and from secure and non-secure facilities to court. Escorts defendants to the jail to be booked and released. Examples of trips include chemical and mental illness hearings. May also travel out-of-state to escort prisoners. Completes required paperwork prior to transporting prisoners.
 - b. Prepare courtrooms and coordinates courtroom activities. Conducts a search of courtrooms and the Justice Center prior to court, looking for signs of tampering and/or suspicious packages, etc.; ensures that doors are secured. Limits the number of spectators and media persons allowed in the courtrooms. Restricts cameras, cell phones, and other recording devices from entering the Justice Center. Prepares each courtroom by checking in people schedule to appear, as well as county attorneys, probation officers, defense attorneys, and social workers. Assists the public by directing them to the proper courtrooms. Takes extra security measures for multi-defendant or high-risk trials.
 - c. Maintain direct supervision of juveniles, prisoners, and other secured individuals at all times. Stands by with inmates during emergency hospital visits. Inspects the transport vehicle prior to transports; searches the prisoner compartment of the transport vehicle both prior to and after the prisoner is transported, and documents inspections. Conducts a thorough pat search of the prisoner prior to placing restraints on the prisoner.
 - d. Maintain order and decorum in the courtroom. Ensures that litigants, attorneys, court staff, and spectators conduct themselves properly. Enforces laws and arrests violators. Remains alert and ready at all times to control unusual or unexpected situations in and around the courtrooms. Uses restraints in the courtroom on dangerous prisoners who are in custody, or witnesses, when appropriate. Provides security for judges, witnesses, attorneys, juries, grand juries, and the public.
 - e. Perform duties involved with a jury trial, including 24-hour jury sequestration.
 - f. Perform duties associated with court orders requiring a licensed deputy to enforce the order at the courthouse, such as no-contact orders and orders for protection.
 - g. Carry out lawful orders and directions of the court. Places contraband into evidence and completes required reports. Administers preliminary breath tests for alcohol to defendants when requested by a judge. Promptly submits required reports and forms.
 - h. Assist with emergencies or natural disasters, including those that occur away from County offices.
 - i. Maintain and arrange for service, upkeep, and repair of vehicles in the transport fleet.
 - j. Provide input and recommendations to the Safety Committee. Assist in developing transport and security policies and procedures, including emergency plan guidelines for county buildings and staff; assists in developing methodologies for assessing the effectiveness of security operations, methods, and training programs; seeks out budget and operational efficiencies and makes



Position Description

recommendations to the Undersheriff; serves as a member of various committees addressing transport and/or court and county facility security issues and building needs as requested; attends departmental meetings and trainings as directed; provides assistance to trainees as needed.

- Performs other related duties as assigned or apparent.

Minimum Qualifications

Licensed or eligible to be licensed by the Minnesota P.O.S.T. Board, which includes two years post-secondary education or more; and continues to receive education credits to be licensed. First Responder Certification within six months of hire.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check, pre-employment physical and psychological evaluation will be performed as part of the pre-employment process.

Must be First Aid, CPR/AED certified or obtain within 30 days of hire.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices to safely and effectively accomplish the needs of the department.
2. Federal, State, and local laws relevant to the work performed in the position.
3. The principals, practices, methods and modern techniques of criminal investigations, gathering and preserving evidence, interrogation, rules of evidence, court procedures, and data privacy.

Skill in:

1. Reading, writing, and speaking English proficiently. Must be able to communicate well to resolve problems and to explain laws or departmental operations and rules.
2. Organizing and prioritizing work.
3. Efficient computer and typing skills.
4. Use of cameras and complex audio and video recording devices.
5. Proper care and use of firearms. Use of intermediate weapons such as soft hand, hard hand, Taser, asp, baton, and mace.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, subordinates, and members of the public with respect, honesty, and consideration.
2. Physically protect and defend self and others.
3. Perform emergency first aid.
4. Operate vehicles and all other job-related equipment. (Note, this position does not have a take-home squad car.)



Position Description

5. Demonstrate effective oral and written English communication skills. Understand and carry out oral and written instructions.
6. Perform duties in a safe manner; act professionally with tact and impartiality; react quickly and calmly to emergency situations.
7. Speak comfortably in front of groups, such as students or jury members.
8. Gather and analyze facts, and prepare clear, concise, accurate reports.
9. Maintain P.O.S.T. License.
10. Maintain confidentiality.
11. Travel and work in excess of standard hours when necessary.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Webfusion, Microsoft Word, Excel, Outlook, PowerPoint, specialized law enforcement software - Enfors/portals/APS/Accurint/DVS, Internet, and other job-related software.

Ability to Travel

Occasional travel is required for transports, paper service, and other job-related tasks as assigned.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, delegation, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, patience, decisiveness, flexibility, and crisis management.



Position Description

Work Environment

The noise level in the work environment is usually moderate. Most work will be performed in and around the courthouse facility. May involve continuous radio noise. Occasionally, will perform transports that require a large portion of the day to be spent in a patrol vehicle or prisoner van, frequently exiting and entering the vehicle. Subject to dealing with emergency situations including hostile and combative persons, as well as dealing with people wielding deadly weapons such as guns or knives; routinely exposed to contagious diseases. Works with or required to handle firearms and substances such as tear gas, pepper mace, and controlled substances such as marijuana, cocaine, etc. on rare occasion may be subject to intense siren, gun shot, and K-9 barking; may be required to work outside of normal business hours as assigned.

Equipment and Tools

Personal protective equipment, county vehicle or squad car, radars, Intoxilyzer sensors, portable and mobile radios, firearms (handgun, shotgun, semi-automatic rifle), Taser, Preliminary Breath Tester, expandable baton, handcuffs, flashlight, first aid, measuring and metering devices, oxygen units, tape recorders, cameras, audio and video equipment, computer and software, printer, telephone, pagers, copier, fax, statute books, calculator, shredder, county-owned vehicles, trailers, and other job-related equipment.

Physical Activities/Requirements

Must have and maintain the physical ability to perform the essential functions of this position. Physical requirements include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, twisting, fingering, grasping, feeling, smelling, talking, hearing, seeing and repetitive motions.

Very Heavy Work which involves exerting in excess of 100 pounds of force.

Physical requirements also include the following: eyesight correctable to 20/20; ability to engage in activities which require physical exertion; ability to withstand inclement conditions (i.e. cold, rain, snow, heat) for extended periods of time; ability to perform under high stress situations; the capability of responding to situations involving physical violence.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and



Position Description

encourages both prospective and current employees to discuss potential accommodations with the employer.

10/21/2020

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: 10/27/2020

Title of Item: Personnel Committee Recommendations, continued

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: (continued)
Summary of Issue: <p>The Personnel Committee recommends one step increase for Ben Mowers and Sean Mellow who will be moving from Certified Appraiser Trainee to Certified Appraiser in October 2020. The Afscome Courthouse union supports this request. Will pay for reserves from Assessor's budget. Est. \$2800.</p> <p>Pam Brand, LLCC part-time Instructor Naturalist, has been issued a layoff notice, effective 11/30/2020, end of day (CARES Act dollars end 12/1/2020). Molly Burman, full-time Instructor Naturalist, will be retained to assist Land Commissioner Courtemanche in keeping things operational at LLCC during this interim period.</p> <p>Terry Neff will be retiring in March 2021. The Personnel committee recommends a 2 month overlap for training. Cost will be covered by the salary savings in the 2021 budget.</p> <p>Veterans Day cards will be mailed to Veterans this year, rather than a public gathering due to Covid-19 to ensure staff safety.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to grant one step increase to Ben Mowers and Sean Mellow in October 2020 (MOA w/union will be developed), authorize 2 month overlap in hiring of Env. Services Director position. (Other info is just FYI.)		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Noted above.		



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: October 27, 2020

Title of Item: Aitkin County HRA Update

- REGULAR AGENDA
- CONSENT AGENDA
- INFORMATION ONLY

Action Requested:

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

Direction Requested

Discussion Item

Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:

Jessica Seibert, County Administrator

Department:

Administration

Presenter (Name and Title):

Teresa Smude, HRA Director

Estimated Time Needed:

15 minutes

Summary of Issue:

Aitkin County Housing & Redevelopment Authority Director, Teresa Smude, will provide an update to the Board on HRA activities.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Information only.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No

Please Explain:



Aitkin County Board of Commissioners Agenda Request Form

9

Agenda Item #

Requested Meeting Date: October 27, 2020

Title of Item: Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	3 rd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	Monthly	3 rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 rd Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Wednesday	Pratt, Alt. Marcotte
Budget Committee	Most months	1 st Tuesday	Wedel and Westerlund
Development Achievement Center	Monthly	3 rd or 4 th Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 st Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 th Monday	Pratt and Land Cmr Courtemanche
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	10x year	3 rd Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Pratt
MN Rural Caucus	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2nd Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Pratt and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 th Thursday	Marcotte, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed	2 nd Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4th Monday	Pratt
Sobriety Court	Bi-Monthly	3 rd Thursday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund