

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS April 27, 2021 – BOARD AGENDA

Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code): 182 885 7887; (meeting password): 7282.

- 9:00 1) **J. Mark Wedel, County Board Chair**
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
- 9:05 E) **Health & Human Services (see separate HHS agenda)**
- 10:00 Break
- 10:10 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 April 13, 2021 to April 26, 2021
 - B) Approve April 13, 2021 County Board Minutes
 - C) Approve Electronic Funds Transfers
 - D) Approve Commissioner's Vouchers
 - E) Approve Auditor's Vouchers – Sales/Use/Diesel Tax March 2021
 - F) Approve Auditor's Vouchers – Hwy Dept Furniture
 - G) Approve Manual Warrants/Voids/Corrections – Elan paid 4/1/21 Allocated
 - H) Approve Manual Warrants/Voids/Corrections – Camping Refund
 - I) Approve Manual Warrants/Voids/Corrections – Medical FSA Claims
 - J) Approve Manual Warrants/Voids/Corrections – Medical FSA Claims
 - K) Approve Township Approval of 3.2% License Application
 - L) Approve 3.2% Malt Liquor Licenses
 - M) Approve LLCC Housing Rental Agreement
 - N) Adopt Resolution: Search & Rescue Donation – Clark Township
 - O) Adopt Resolution: Search & Rescue Donation – Macville Township
 - P) Adopt Resolution: Search & Rescue Donation – Williams Township
 - Q) Adopt Resolution: Award Contract No. 20217

- R) **Adopt Resolution: LG214 Premises Permit – McGregor Fire Department Relief Association**
- S) **Adopt Resolution: LG220 Application for Exempt Permit – Wheel House Warriors**
- T) **Adopt Resolution: Airport Coronavirus Relief Grant Program**

- 10:13 3) **Jessica Seibert – County Administrator**
 - A) **Information Only: Mark Jeffers – Community Broadband Resources Update**

- 10:23 4) **Kirk Peysar – Auditor**
 - A) **Adopt Resolution: On and Sunday Sale Liquor License – Martys**

- 10:25 5) **Bobbie Danielson – HR Director**
 - A) **Approve Personnel Committee Recommendations**

- 10:40 6) **Mike Dangers – County Assessor**
 - A) **Discussion Item: 2021 Assessment Summary**

- 11:00 7) **Jessica Seibert – County Administrator**
 - A) **Administrator Updates**

- 11:05 8) **Committee Updates**

- 11:35 **Adjourn**

AITKIN COUNTY BOARD

April 13, 2021

<p>The Aitkin County Board of Commissioners met this 13th day of April, 2021 at 9:07 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Donald Niemi, Anne Marcotte, Brian Napstad, Administrative Assistants Angie Sahr and Shawn Speed. County Administrator Jessica Seibert attended via phone, Commissioner Anne Marcotte did not attend.</p>	<p>Call to Order</p>
<p>Motion made by Commissioner Napstad, seconded by Commissioner Niemi and carried, all voting yes to approve the April 13, 2021 amended agenda. Item 11A was removed.</p>	<p>Approved Agenda</p>
<p>There was no Citizens' Public Comment</p>	<p>Citizens' Public Comment</p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows.</p>	<p>Consent Agenda</p>
<p>A) Correspondence File March 23, 2021 to April 12, 2021; B) Approve March 23, 2021 County Board Minutes; C) Approve Electronic Funds Transfers \$724,377.47; D) Approve Commissioner Vouchers: General Fund \$96,601.75, Reserves Fund \$33.00; Road & Bridge \$35,436.78, Health & Human Services \$6,122.34, State \$57,502.00, Trust \$4,826.75, Long Lake Conservation Center \$3,768.76, Parks \$344.31 for a total of \$204,635.69; E) Approve Auditor's Vouchers – Highway Dept Capital Purchases: Road & Bridge \$48,789.13; F) Approve Auditor's Vouchers – Highway Addition & Renovation Project Payment #5: Road & Bridge \$186,790.90; G) Approve Auditor's Vouchers – Certified Court File – Attorney's Office: General Fund \$5.00; H) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$640.94; I) Approve Manual Warrants/Voids/Corrections – Elan paid 3/4/21 Allocated: General Fund -\$744.36, Health & Human Services \$650.97, Trust \$22.63, Parks \$70.76, for a total of \$0.00; J) Approve Manual Warrants/Voids/Corrections – FSA Claims, Participant Fees: General Fund \$1,916.87; K) Approve Manual Warrants/Voids/Corrections – Elan paid 3/18/21 Allocated: General Fund -\$1,287.19, Reserves Fund \$45.77, Road & Bridge \$229.00, Health & Human Services \$621.44, Trust \$243.98, Forest Development \$147.00, for a total of \$0.00; L) Approve Manual Warrants/Voids/Corrections – Medical FSA Claims: General Fund \$55.18; M) Approve Manual Warrants/Voids/Corrections – LLCC Credit Card Fees: Long Lake Conservation Center \$53.15; N) Approve Manual Warrants/Voids/Corrections – Mtg Reg & Deed Tax March 2021: General Fund \$0.05, State \$85,535.96, for a total of \$85,536.01; O) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$1,625.35; P) Approve Certifications of Destroyed Payroll Vendor Checks; Q) Approve STS Joint Powers Contract; R) Approve LLCC Housing Rental Agreement; S) Approve Letter of Support; T) Adopt Resolution: Search & Rescue Donation – Haugen Township; U) Adopt Resolution: K-9 Donation – Dan and Joanne Lastavich; V) Adopt Resolution: Search & Rescue Donation – Pliny Township; W) Adopt Resolution: Search & Rescue Donation – Libby Township; X) Adopt Resolution: Amended Resolution 20201222-104 – 2021 Elected Officials Salaries;</p>	
<p>Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to approve – Certifications of Destroyed Payroll Vendor Checks.</p>	<p>Certifications of Destroyed Payroll Vendor Checks</p>

AITKIN COUNTY BOARD

April 13, 2021

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to approve – STS Joint Powers Contract.

STS Joint Powers Contract

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to approve – LLCC Housing Rental Agreement.

LLCC Housing Rental Agreement

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to approve – Letter of Support.

Letter of Support

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: Search & Rescue Donation – Haugen Township.

Resolution #20210413-042 Search & Rescue Donation – Haugen Township

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 amount set forth below to the county:

Haugen Township	\$150.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Haugen Township	Aitkin County Search & Rescue
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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 donation offered.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: K-9 Donation – Dan and Joanne Lastavich.

Resolution #20210413-043 K-9 Donation – Dan and Joanne Lastavich

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:

Dan and Joanne Lastavich	\$5,000.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Dan and Joanne Lastavich	Aitkin County Sheriff's Office K9 Program
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AITKIN COUNTY BOARD

April 13, 2021

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 Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: Search & Rescue Donation – Pliny Township.

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 amount set forth below to the county:

Pliny Township	\$100.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Pliny Township	Aitkin County Search & Rescue
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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 donation offered.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: Search & Rescue Donation – Libby Township.

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 amount set forth below to the county:

Libby Township	\$50.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Libby Township	Aitkin County Search & Rescue
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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 donation offered.

**Resolution
#20210413-044
Search & Rescue
Donation – Pliny
Township**

**Resolution
#20210413-045
Search & Rescue
Donation – Libby
Township**

AITKIN COUNTY BOARD

April 13, 2021

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: Amended Resolution 20201222-204 – 2021 Elected Officials Salaries.

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2021 salaries of Aitkin County Elected Officials at the amounts listed below, plus a one-time \$339.88 lump sum:

County Auditor, Kirk Peysar	\$98,695.74
County Treasurer, Lori Grams	\$84,778.07
County Recorder, Michael Moriarty	\$76,141.01
County Sheriff, Daniel Guida	\$105,487.20
County Attorney, Jim Ratz	\$133,125.33

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – On and Sunday Sale Liquor License – The Craft House;

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period ending December 31, 2021:

“ON” and “SUNDAY” Sale:

Cocktails Drafts & Eats, Inc., d/b/a **The Craft House** – Shamrock Township
This establishment has an address of 19037 Goshawk Street, McGregor, MN 55760

Mark Wedel – Board Chair presented Patty Thielen, DNR Regional Director who gave an update to the Board on DNR activities.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members present voted to approve Title VI Plan for MnDOT FHWA Subrecipient.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members present voted to approve Set Land Auction – June 4, 2021.

WHEREAS, the classification of the following county owned and tax-forfeited lands to be offered for sale has been made by the County Board in accordance with Minnesota Statutes 282, and

WHEREAS, public hearings were held on March 6, 2012, November 24, 2015, September 12, 2017, March 13, 2018, May 14, 2019, April 28, 2020, and on April 13, 2021 at 10:00am in Aitkin County regarding the classification of the attached lands and classified them to dispose of, and

WHEREAS, the County Board has made appraisals of the lands classified as non-conservation and of the timber and timber products thereon, and has made appraisal of timber and buildings on such lands as have not been classified, and a list of such lands

**Resolution
#20210413-046
Amended
Resolution
20201222-204 –
2021 Elected
Officials Salaries**

**Resolution
#20210413-047
On and Sunday
Sale Liquor
License – The
Craft House**

DNR Update

**Title VI Plan for
MnDOT FHWA
Subrecipient**

**Resolution
#20210413-048
Set Land Auction
– June 4, 2021**

and timber, timber only and of buildings so appraised has been filed with the County Auditor for the purpose of offering lands, timber and buildings, so listed, for sale at not less than the appraised value of the land, timber, and buildings combined, with said appraisals of each property following, and

WHEREAS, the County Board is by law designated with authority to provide for the sale of such lands on terms:

NOW, THEREFORE BE IT RESOLVED, that such parcels shall be sold on the following terms, to wit: That on sales amounting to \$5,000.00 or less per parcel, the purchase price shall be paid in full at the time of purchase. On sales amounting to more than \$5,000.00 per parcel, the purchaser shall pay a minimum of \$5,000.00 down or 25% of the purchase price (whichever is greater). Any remaining balance must be paid within 60 days. No timber shall be cut, removed, or damaged until the entire purchase price for the parcel is paid in full.

The land and improvements are being sold AS IS and the County makes no warranties as to the condition of any buildings, wells, septic systems, soils, roads, or any other thing on the tract. The tract is being sold with the understanding that the buyer and seller agree to waive disclosures required under Minnesota Statutes Chapters 513.52 to 513.60, and 103I.235 and any associated liabilities. No representation is made as to access, the condition of any structure, its fixtures or contents, or the suitability for any particular use.

Provided that in case any parcel of land bearing standing timber, buildings or timber products is sold at public auction for more than the appraised value, the amount bid in excess of the appraised value shall be allocated between the land, buildings, and timber in proportion to the respective appraised value. Upon payment in full, the purchaser of tax forfeited land at such sale shall be entitled to immediate possession, subject to the provision of any existing lease made in behalf of the State, and

BE IT FURTHER RESOLVED, that notice of such sale of lands, timber and buildings be given by publication in the official newspaper of the County as provided by law; that the County Auditor of Aitkin County offer such parcels of land for sale in the order in which they appear in said NOTICE OF SALE, and that such sale shall commence at 1:00 P.M. on Friday, the 4th day of June 2021 and continue until all parcels classified as non-conservation and timber only, buildings on parcels not classified, are offered to the highest bidder for sale. This sale will be held at the Aitkin County Fairgrounds in Aitkin, Minnesota – 632 Minnesota Ave N, Aitkin, MN 56431.

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 284.28, there will be added to the sale price of any tax-forfeited lands sold, an amount equal to three percent (3%) of the total sale price. Said additional amount to be deposited in the State Treasury and credited to the State Real Estate Assurance Fund, and

BE IT FURTHER RESOLVED, that the Land Commissioner may withdraw any description on the list, later subject to the approval of the County Board, when it may appear to be in the public interest to do so, and

BE IT FURTHER RESOLVED, Minnesota Statutes 282.014, imposes a \$25.00 fee upon purchasers of tax-forfeited land for issuance of a State Deed.

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 282.01, Subdivision 6, all State Tax Deeds must be recorded with the County Recorder prior to issuing the Deed to the purchaser, therefore a recording fee for each State Deed issued must be paid to the Aitkin County Recorder by the purchaser when tax-forfeitedland is paid for in full, as required in MS 357.18,

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 287.22, all State Tax Deeds are subject to State Deed Tax which must be paid by the purchaser.

BE IT FURTHER RESOLVED, Aitkin County is not responsible for location of or determining property lines or boundaries.

BE IT FURTHER RESOLVED, that all lands sold hereunder are sold subject to the Zoning Ordinance adopted by the County Board, and all lands are sold subject to railroad and highway easements, power and pipeline easements, any recreational easements, and subject to all flowage rights, and

BE IT FURTHER RESOLVED, that except in the case of Deeds issued for platted property and Deeds issued to correct errors in either legal description or grantees, the Deeds issued for these parcels will contain a restrictive covenant which will prohibit enrollment of the land in a State Funded program providing compensation of marginal land or wetlands.

BE IT FURTHER RESOLVED, that properties not sold at the auction will be available for the appraised price set by the county board on a first come first serve basis at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours until 4:30pm on September 7, 2021. At that time the properties will be withdrawn from available listing with the exception of the following parcels which would be continuously offered until sold or removed from sale by the County Land Commissioner later subject to the approval of the County Board: Parcel 1 (05-0-021702), Parcel 3 (15-1-064600, 15-1-065500, 15-1-065500), Parcel 5 (20-0-016300), Parcel 11 (29-1-208800, 29-1-208900), and Parcel 18 (58-1-005200).

Aitkin County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment and the provision of services. Prospective bidders who require special accommodations to participate in this sale should inform the Land Department as soon as possible and more than three working days before the sale. You may write to Aitkin County Land Department at 502 Minnesota Ave N. Aitkin, MN 56431 or call 218-927-7364. Pre-registration prior to the sale is encouraged. If the bidder has not preregistered, registration will be required before the sale commences to receive a bidding number.

Aitkin County Tax-Forfeited Land Sale

Friday, June 4, 2021 at 1:00pm

Aitkin County Fair Grounds - 632 Minnesota Ave N, Aitkin, MN

Parcel #	PIN	Sec	Twp	Rge	Legal	Address	Access	Acres	Starting Bid
1	05-0-021702	17	48	22	E 1/2 of E 1/2 of E 1/2 of NE SE less .38 ac and less BN RR ROW	CLARK TWP	*	4.22	\$ 2,300.00
2	08-0-058502	35	48	25	S 568 FT OF W 460 FT OF SW OF SE IN DOC 174949	40088 Nature Ave, Aitkin	*	6	\$ 17,000.00
3	15-1-064600 15-1-065500 15-1-065600	14	47	25	Oppegads Original Townsite Kimberly S 75 ft Lots 1, 2, 3 blk 1. Lot 11 blk 1, Lot 12 blk 1	30015 380th Ave, Aitkin	*	0.59	\$ 3,100.00
4	16-0-017600	12	44	25	SW SW	LAKESIDE TWP	no	40	\$ 32,500.00
5	20-0-016300	11	51	26	SW NE	MACVILLE TWP	no	40	\$ 6,700.00
6	21-0-009400	6	45	25	S 1/2 NE	MALMO TWP	no	78	\$ 27,000.00
7	20-1-063100 20-1-063200 20-1-063300 20-1-063400 20-1-063500	20	51	26	County Auditors Plat of Swatara Lot 3 Blk 4	38881 510th St, Swatara	*	0.7	\$ 10,000.00
8	20-1-065800 20-1-065900	20	51	26	County Auditors Plat of Swatara Lots 11 & 12 Blk 5	Swatara	*	0.28	\$ 1,500.00
9	25-0-057901	35	44	23	W 1/2 OF NW SE	PLINY TWP	no	19.8	\$ 3,200.00
10	29-1-095600	20	49	23	INDIAN PORTAGE PLAT 1, LOT 1 BLK 15	SHAMROCK TWP	***	0.17	\$ 2,300.00
11	29-1-208800 29-1-208900	22	49	23	Sheshebe Point 2nd Addition, Lot 61 and 62	SHAMROCK TWP	***	1.36	\$ 23,200.00
12	29-1-283700	27	49	23	Sheshebe Point Third Addition, Lot 5 Block 40	SHAMROCK TWP	*	0.22	\$ 1,500.00
13	29-1-308900 29-1-308800	27	49	23	Sheshebe Point Third Addition	SHAMROCK TWP	*	0.45	\$ 4,000.00
14	30-0-016405	10	47	23	SE SW LYING S OF RD & NE OF SOO R/W	SPALDING TWP	*	2.12	\$ 11,000.00
15	38-0-031905	20	43	23	N 1/2 NE OF NW SW DOC 369425	WILLIAMS TWP	*	4.95	\$ 11,900.00
16	57-1-016301	14	52	26	Buck's Add to Hill City Plat 1; Lots 10, 11, 12; Blk 12	301 Main St N, Hill City	*	0.489	\$ 28,500.00
17	57-1-048600	14	52	26	HILL CITY REALTY COS ADD 2, PLAT 4, LOT 7, BLK 4	City of Hill City	*	0.163	\$ 5,600.00
18	58-1-005200	5	43	23	McGrath Plat 1, Lots 1-2 Block 5	202 N 4th St, McGrath	*	0.32	\$ 2,400.00

"no" = Access - none * = Access - maintained public road ** = Access - unmaintained public road *** = Access - road easement

Further details on the parcels of land on this sale are available here: www.co.aitkin.mn.us "Tax-Forfeited Land for Sale" or contact:

Aitkin County Land Department

acld@co.aitkin.mn.us

502 Minnesota Ave N, Aitkin MN 56431

218-927-7364

Sale parcels are subject to change, please check the web page for the most up-to-date information.

AITKIN COUNTY BOARD

April 13, 2021

<p>Rich Courtemanche – Land Commissioner held a Public Hearing – Land Classification at 10:00am. There was no public comment.</p>	<p>Public Hearing – Land Classification</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – Land Classification;</p>	<p>Resolution #20210413-049 Land Classification</p>
<p>WHEREAS, a public meeting was held on April 13, 2021 at 10:00 am at the regular county board meeting and that prior to meeting for the purpose of classifying or reclassifying tax-forfeited lands, the county board gave notice of its intent to meet for that purpose in postings, on the web site, and in the local newspaper, in addition to sending letters to any township, city, and school district in which the properties were located, and</p>	
<p>WHEREAS, at the meeting, no objections were raised on any of the attached parcels.</p>	
<p>THEREFORE, BE IT RESOLVED, that the Aitkin County tax forfeited parcels be classified as per below.</p>	
<p>Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – ECP Grant;</p>	<p>Resolution #20210413-050 ECP Grant</p>
<p>WHEREAS, the Aitkin County Board of Commissioners supports the grant application made to the Minnesota Department of Natural Resources for the Expedited Conservation Projects Grant Program. The application is to acquire an important landlocked property, and</p>	
<p>WHEREAS, the Aitkin County Board of Commissioners adopted Road Easement Policy (080106-112) where it states, “... there are instances involving property in remote areas adjacent to large blocks of Aitkin County tax forfeited lands, the County may consider purchase of a remote land locked property if an easement is not deemed advisable and an exchange is not desirable to the landowner,” and</p>	
<p>WHEREAS, Aitkin County has the financial capability to meet the 10% match of non-state funds or in-kind resources.</p>	
<p>THEREFORE, BE IT RESOLVED, IF Aitkin County is awarded the grant by the Minnesota Department of Natural Resources, Aitkin County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced acquisition. Aitkin County will comply with all applicable laws, environmental requirements, and regulations as stated in the grant agreement.</p>	
<p>BE IT FURTHER RESOLVED, that the Aitkin County Land Commissioner is hereby authorized to execute such agreements as are necessary to implement the project on behalf of Aitkin County.</p>	
<p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution –Award Contract No. 20216;</p>	<p>Resolution #20210413-051 Award Contract 20216</p>
<p>WHEREAS, Contract No. 20216 is for construction of S.A.P 001-605-013, S.A.P. 001-</p>	

AITKIN COUNTY BOARD

April 13, 2021

614-014, S.A.P. 001-636-004, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, March 22, 2021 with a total of eight bids received, and

WHEREAS, Gladen Construction, Laporte, MN was the lowest responsible bidder in the amount of \$592,485.65.

THEREFORE, BE IT RESOLVED, that Gladen Construction is awarded Contract No. 20216.

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.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members present voted to approve Office 365 / Exchange Plan 1.

Dan Guida – Sheriff informed the Board of 2020 Autopsy Services performed for Aitkin County.

Dan Guida – Sheriff informed the Board of the MN DOC Facility Inspection Report.

The Board discussed: HRA, Blandin Broadband Meeting, Extension, Mn Rural Caucus, McGregor Airport, Budget Committee, HHS Advisory, Aitkin Airport, Historical Society.

Motion by Commissioner Napstad, Seconded by Commissioner Niemi and carried, all members voting yes to close the meeting at 11:21 a.m. under MN Statute 13D.05 Subd 3(d) Security Briefing Report.

Motion by Commissioner Westerlund, Seconded by Commissioner Napstad and carried, all members voting yes to reopen the meeting at 11:49 a.m.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 11:49 a.m. until Tuesday, April 27, 2021 at the Aitkin County Government Center.

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

Jessica Seibert
County Administrator

**Office 365 /
Exchange Plan 1**

Autopsy Services

**MN DOC Facility
Inspection Report**

Board Discussion

Close Meeting

Reopen Meeting

Adjourn



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 04/27/2021

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 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: Lori Grams	Department: County Treasurer	
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Electronic Funds Transfer thru 4/19/2021		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input 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>		

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

ELECTRONIC FUNDS TRANSFER**Thru April 19, 2021 Board Meeting April 27, 2021**

Date	Amount	Reason	Abstract Number
4/6/21	\$85,536.01	Manual Abstract	20899
4/7/21	\$1,625.35	Manual Abstract	20900
4/9/21	\$5.00	Auditor Warrants	20901
4/9/21	\$565,954.64	Payroll Abstract	20902
4/9/21	\$2,834.93	Auditor Warrants	20904
4/9/21	\$27,738.31	Commissioner Warrants	20905
4/12/21	\$1,748.92	Manual Abstract	20903
4/12/21	\$90.00	Manual Abstract	20906
4/14/21	\$6.19	Manual Abstract	20909
4/15/21	\$8,885.38	Manual Abstract	20912
4/16/21	\$54,386.77	Commissioner Warrants	20907
4/16/21	\$60,966.81	Auditor Warrants	20911
4/16/21	\$4,730.73	Auditor Warrants	20913
		Commissioner Warrants	
		Auditor Warrants	
		Manual Abstract	

\$814,509.04

WLC1
4/12/21

4:18PM



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

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

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		134.28	3/9 SYNOPSIS 03/09/2021	827695	Printing, Publishing & Adv	Y
	86222 Aitkin Independent Age		134.28	1 Transactions			
1	DEPT Total:		134.28	Commissioners	1 Vendors	1 Transactions	
12	DEPT			Court Administration			
9323	Avery/Jill 01-012-000-0000-6232		142.50	01-P4-99-194		Attorney Services	Y
	9323 Avery/Jill		142.50	1 Transactions			
11634	Gammello & Pearson PLLC						
	01-012-000-0000-6232		82.50	01-PR-15-650	79209	Attorney Services	Y
	01-012-000-0000-6232		352.30	01-PR-20-708	79211	Attorney Services	Y
	01-012-000-0000-6232		22.50	01-P4-05-000433	79212	Attorney Services	Y
	01-012-000-0000-6232		135.00	01-JV-20-767	79213	Attorney Services	Y
	01-012-000-0000-6232		60.00	01-PR-20-877	79214	Attorney Services	Y
	01-012-000-0000-6232		37.50	01-CR-20-664	79215	Attorney Services	Y
	01-012-000-0000-6232		142.50	01-PR-20-1037	79218	Attorney Services	Y
	01-012-000-0000-6232		15.00	01-JV-20-945	79219	Attorney Services	Y
	01-012-000-0000-6232		329.85	01-PR-21-199	79221	Attorney Services	Y
	01-012-000-0000-6232		135.00	01-PR-21-261	79222	Attorney Services	Y
	01-012-000-0000-6232		123.75	01-P2-04-000016	79223	Attorney Services	Y
	01-012-000-0000-6232		60.00	01-PR-21-152	79224	Attorney Services	Y
11634	Gammello & Pearson PLLC		1,495.90	12 Transactions			
1976	Haberkorn Law Offices,Ltd						
	01-012-000-0000-6232		37.50	01-JV-20-781	2546	Attorney Services	Y
	01-012-000-0000-6232		135.00	01-JV-19-1147	2547	Attorney Services	Y
	01-012-000-0000-6232		112.50	01-FA-20-931	2548	Attorney Services	Y
	01-012-000-0000-6232		232.50	01-JV-20-756/01-JV-20-757	2549	Attorney Services	Y
1976	Haberkorn Law Offices,Ltd		517.50	4 Transactions			
9046	Loffler Companies, Inc.						
	01-012-000-0000-6250		26.57	Feb Phone		Telephone	N
	01-012-000-0000-6250		27.39	Mar Phone		Telephone	N

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
9046	Loffler Companies, Inc.				53.96							
							2 Transactions					
12	DEPT Total:				2,209.86	Court Administration		4 Vendors			19 Transactions	
40	DEPT					Auditor						
86222	Aitkin Independent Age											
	01-040-000-0000-6230				965.00	2020 DELINQ TAX (1)		826322		Printing, Publishing & Adv		Y
	01-040-000-0000-6230				912.50	2020 DELINQ TAXES (2)		826323		Printing, Publishing & Adv		Y
	01-040-000-0000-6230				965.00	2020 DELINQ TAXES (3)		826324		Printing, Publishing & Adv		Y
	01-040-000-0000-6230				965.00	2020 DELINQ TAXES (4)		826325		Printing, Publishing & Adv		Y
	01-040-000-0000-6230				965.00	2020 DELINQ TAXES (5)		826326		Printing, Publishing & Adv		Y
	01-040-000-0000-6230				472.50	2020 DELINQ TAXES (6)		826327		Printing, Publishing & Adv		Y
86222	Aitkin Independent Age				5,245.00							
							6 Transactions					
9046	Loffler Companies, Inc.											
	01-040-000-0000-6250				31.89	Feb Phone				Telephone		N
	01-040-000-0000-6250				32.87	Mar Phone				Telephone		N
	01-040-021-0000-6250				26.57	Feb Phone				License Center-Phone		N
	01-040-021-0000-6250				27.39	Mar Phone				License Center-Phone		N
9046	Loffler Companies, Inc.				118.72							
							4 Transactions					
10879	Shred-It											
	01-040-000-0000-6231				350.00	ELECTION/OTHER SHREDDING		8181707049		Services, Labor, Contracts		N
	01-040-021-0000-6231				351.51	DOCUMENT SHREDDING		8181707049		Services, Labor, Contracts		N
10879	Shred-It				701.51							
							2 Transactions					
86235	The Office Shop Inc											
	01-040-000-0000-6405				26.69	EX-OFFICIO NOTARY STAMP (K.P.)		1094021-0		Office & Computer Supplies		N
	01-040-021-0000-6231				75.58	COPIER CONTRACT		315611-0		Services, Labor, Contracts		N
						12/07/2020	03/04/2021					
86235	The Office Shop Inc				102.27							
							2 Transactions					
40	DEPT Total:				6,167.50	Auditor		4 Vendors			14 Transactions	
41	DEPT					Internal Audit						
12780	CliftonLarsonAllen LLP											
	01-041-000-0000-6231				1,260.00	AUDIT 2020-BILLING #4		2801998		Services, Labor, Etc		Y

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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
12780	CliftonLarsonAllen LLP			1,260.00		1 Transactions		
41	DEPT Total:			1,260.00	Internal Audit	1 Vendors	1 Transactions	
42	DEPT				Treasurer			
4173	Grams/Lori							
	01-042-000-0000-6405			29.25	Printer ink		Office & Computer Supplies	N
4173	Grams/Lori			29.25		1 Transactions		
9046	Loffler Companies, Inc.							
	01-042-000-0000-6250			15.94	Feb Phone		Telephone	N
	01-042-000-0000-6250			16.44	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.			32.38		2 Transactions		
86235	The Office Shop Inc							
	01-042-000-0000-6405			8.85	Dymo labels	1093882-0	Office & Computer Supplies	N
	01-042-000-0000-6405			119.69	EPI Trimmer	1094326-0	Office & Computer Supplies	N
86235	The Office Shop Inc			128.54		2 Transactions		
42	DEPT Total:			190.17	Treasurer	3 Vendors	5 Transactions	
43	DEPT				Assessor			
10452	AT&T Mobility							
	01-043-000-0000-6250			391.55	Wireless bill	287298660812	Telephone	N
10452	AT&T Mobility			391.55		1 Transactions		
10330	Dangers/Mike							
	01-043-000-0000-6330			60.48	Tax for mlg (108@ .56)		Transportation & Travel & Parking	N
10330	Dangers/Mike			60.48		1 Transactions		
4641	Holiday Credit Office							
	01-043-000-0000-6511			168.95	Fuel charges	1400x147443	Gas And Oil	N
4641	Holiday Credit Office			168.95		1 Transactions		
9046	Loffler Companies, Inc.							
	01-043-000-0000-6250			63.79	Feb Phone		Telephone	N
	01-043-000-0000-6250			65.75	Mar Phone		Telephone	N

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1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc.			129.54		2 Transactions		
4291	Sanbeck/Thomas C							
	01-043-000-0000-6405			145.00	Work boots		Office, Film & Computer Supplies	N
4291	Sanbeck/Thomas C			145.00		1 Transactions		
86235	The Office Shop Inc							
	01-043-000-0000-6405			27.04	Envelopes	1093832-0	Office, Film & Computer Supplies	N
86235	The Office Shop Inc			27.04		1 Transactions		
6097	Verizon Wireless							
	01-043-000-0000-6250			35.03	Wireless bill	9876699784	Telephone	N
					04/02/2021	05/01/2021		
6097	Verizon Wireless			35.03		1 Transactions		
43	DEPT Total:			957.59	Assessor	7 Vendors	8 Transactions	
44	DEPT				Central Services			
356	Arrowhead Counties Assn							
	01-044-000-0000-6846			2,750.00	2021 LOBBYING FEES AND DUES		Arrowhead Counties approp	N
					01/01/2021	12/31/2021		
356	Arrowhead Counties Assn			2,750.00		1 Transactions		
9046	Loffler Companies, Inc.							
	01-044-000-0000-6250			26.57	Feb Phone		Telephone	N
	01-044-000-0000-6250			27.39	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.			53.96		2 Transactions		
9261	RTVision, Inc.							
	01-044-000-0000-6231			424.36	TIME OFF REQUEST SUPPORT/MAINT	2021-1010435	Services, Labor, Contracts	N
9261	RTVision, Inc.			424.36		1 Transactions		
44	DEPT Total:			3,228.32	Central Services	3 Vendors	4 Transactions	
49	DEPT				Information Technologies			
9046	Loffler Companies, Inc.							
	01-049-000-0000-6250			31.89	Feb Phone		Telephone	N
	01-049-000-0000-6250			32.87	Mar Phone		Telephone	N

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9046	Loffler Companies, Inc.		64.76		2 Transactions		
9584	StormWind LLC 01-049-000-0000-6208		1,280.00	TRAINING 2 LICENSE YEARLY	34933	Training/Education	Y
9584	StormWind LLC		1,280.00		1 Transactions		
49	DEPT Total:		1,344.76	Information Technologies	2 Vendors	3 Transactions	
52	DEPT			Administration			
9046	Loffler Companies, Inc. 01-052-000-0000-6250		37.20	Feb Phone		Telephone	N
	01-052-000-0000-6250		38.35	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.		75.55		2 Transactions		
52	DEPT Total:		75.55	Administration	1 Vendors	2 Transactions	
53	DEPT			Human Resources			
15240	AT&T Mobility 01-053-000-0000-6250		112.41	FIRSTNET BILL 02/26/2021	287299383308X0 03/25/2021	Telephone	N
15240	AT&T Mobility		112.41		1 Transactions		
6121	Identisys 01-053-000-0000-6405		10.72	KEY CARD SHIPPING COST	511816	Office & Computer Supplies	N
6121	Identisys		10.72		1 Transactions		
9046	Loffler Companies, Inc. 01-053-000-0000-6250		15.94	Feb Phone		Telephone	N
	01-053-000-0000-6250		16.44	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.		32.38		2 Transactions		
12048	McDowell Agency, Inc./The 01-053-000-0000-6234		97.00	BACKGROUND CHK - 02/01/2021	TC0034022821-1 02/28/2021	Background Check Fees	N
12048	McDowell Agency, Inc./The		97.00		1 Transactions		
53	DEPT Total:		252.51	Human Resources	4 Vendors	5 Transactions	

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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
90	DEPT			Attorney			
10452	AT&T Mobility 01-090-000-0000-6250		249.65	Wireless bill	287301408597	Telephone	N
10452	AT&T Mobility		249.65	1 Transactions			
966	Chisago County Sheriff's Office 01-090-000-0000-6234		60.00	Subpoena Service	21-000954	Co Sheriff Services	N
966	Chisago County Sheriff's Office		60.00	1 Transactions			
9539	Clerk of Courts 01-090-000-0000-6234		6.25	Cert papers / C.O.	3/18/21	Co Sheriff Services	N
9539	Clerk of Courts		6.25	1 Transactions			
10855	Culligan Water 01-090-000-0000-6213		66.60	Monthly Water	150x01207703	Drug & Forfeiture Ms387.213	N
10855	Culligan Water		66.60	1 Transactions			
9046	Loffler Companies, Inc. 01-090-000-0000-6250		69.10	Feb Phone		Telephone	N
	01-090-000-0000-6250		71.23	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.		140.33	2 Transactions			
9489	Redwood Toxicology Laboratory, Inc 01-090-000-0000-6213		26.68	pretrial testing	12289120212	Drug & Forfeiture Ms387.213	6
9489	Redwood Toxicology Laboratory, Inc		26.68	1 Transactions			
10879	Shred-It 01-090-000-0000-6231		277.46	On-site service	8181716831	Services, Labor, Contracts	N
10879	Shred-It		277.46	1 Transactions			
86235	The Office Shop Inc 01-090-000-0000-6405		207.83	Office Supplies	1093874-0	Office & Computer Supplies	N
	01-090-000-0000-6405		148.36	Office Supplies	1093874-1	Office & Computer Supplies	N
	01-090-000-0000-6405		57.18	Office Supplies	1094242-0	Office & Computer Supplies	N
	01-090-000-0000-6405		188.85	Office Supplies	1094242-1	Office & Computer Supplies	N
	01-090-000-0000-6625		1,209.05	Copier Contract	315584-0	Office Equipment	N
86235	The Office Shop Inc		1,811.27	5 Transactions			
5173	Thomson Reuters-West Publishing						

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-090-000-0000-6239		1,507.15	West Info 03/01/2021 03/31/2021	844084927	Computer Research	N
	01-090-000-0000-6239		333.26	West Subscription 04/01/2021 04/30/2021	844187955	Computer Research	N
5173	Thomson Reuters-West Publishing		1,840.41	2 Transactions			
90	DEPT Total:		4,478.65	Attorney	9 Vendors	15 Transactions	
100	DEPT			Recorder			
9046	Loffler Companies, Inc. 01-100-000-0000-6250		15.94	Feb Phone		Telephone	N
	01-100-000-0000-6250		16.44	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.		32.38	2 Transactions			
86235	The Office Shop Inc 01-100-000-0000-6405		42.00	Office Supplies	1093033-0	Office & Computer Supplies	N
86235	The Office Shop Inc		42.00	1 Transactions			
100	DEPT Total:		74.38	Recorder	2 Vendors	3 Transactions	
110	DEPT			Courthouse Maintenance			
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		584.50	MONTHLY GARBAGE	163333	Garbage	N
1754	Garrison Disposal Company, Inc		584.50	1 Transactions			
2340	Hyytinen Hardware Hank 01-110-000-0000-6422		106.54	MISC. MAINT ITEMS	1632564	Janitorial Supplies	N
2340	Hyytinen Hardware Hank		106.54	1 Transactions			
9046	Loffler Companies, Inc. 01-110-000-0000-6250		10.63	Feb Phone		Phone	N
	01-110-000-0000-6250		10.96	Mar Phone		Phone	N
9046	Loffler Companies, Inc.		21.59	2 Transactions			
89765	Minnesota Elevator, Inc 01-110-000-0000-6231		160.48	MONTHLY INSPECTION	902300	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		160.48	1 Transactions			

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
15205	Nelson Excavating & Landscaping 01-110-000-0000-6231		730.00	SNOW PLOWING	1840	Services, Labor, Contracts	Y
15205	Nelson Excavating & Landscaping		730.00	1 Transactions			
110	DEPT Total:		1,603.11	Courthouse Maintenance	5 Vendors	6 Transactions	
120	DEPT			Service Officer			
86222	Aitkin Independent Age 01-120-000-0000-6405		55.95	Age Subscription (2-yr)	210606	Office & Computer Supplies	Y
86222	Aitkin Independent Age		55.95	1 Transactions			
10452	AT&T Mobility 01-120-000-0000-6250		99.86	Wireless bill 02/26/2021 03/25/2021	287298585696	Telephone	N
10452	AT&T Mobility		99.86	1 Transactions			
10981	Bakken/Glen A.J. 01-120-000-0000-6350		50.00	Vet Van 3/19/21		Per Diem	Y
10981	Bakken/Glen A.J.		50.00	1 Transactions			
2448	Janzen/Carroll Mark 01-120-000-0000-6350		50.00	Vet Van 3/22/21		Per Diem	Y
2448	Janzen/Carroll Mark		50.00	1 Transactions			
14508	Janzen/Hugh 01-120-000-0000-6350		50.00	Vet Van 3/30/21		Per Diem	Y
14508	Janzen/Hugh		50.00	1 Transactions			
9046	Loffler Companies, Inc. 01-120-000-0000-6250 01-120-000-0000-6250		15.94 16.44	Feb Phone Mar Phone		Telephone Telephone	N N
9046	Loffler Companies, Inc.		32.38	2 Transactions			
11362	Roscoe/Bernie 01-120-000-0000-6350		50.00	Vet van 3/17/21		Per Diem	Y
11362	Roscoe/Bernie		50.00	1 Transactions			
6097	Verizon Wireless 01-120-000-0000-6250		13.46	Ven Van Cell	9875958680	Telephone	N

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
6097	Verizon Wireless		13.46	02/21/2021 03/20/2021	1 Transactions		
9063	Workman/Jeff						
	01-120-000-0000-6350		50.00	Vet Van 3/10		Per Diem	Y
	01-120-000-0000-6350		50.00	Vet Van 3/24		Per Diem	Y
9063	Workman/Jeff		100.00		2 Transactions		
120	DEPT Total:		501.65	Service Officer	9 Vendors	11 Transactions	
122	DEPT			Planning & Zoning			
86222	Aitkin Independent Age						
	01-122-000-0000-6230		82.00	Notice of Hrg 4/7	826328	Printing, Publishing & Adv	Y
	01-122-000-0000-6230		85.25	Notice of Hrg 4/19	827696	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		167.25		2 Transactions		
10452	AT&T Mobility						
	01-122-000-0000-6250		81.21	P&Z wireless	287301120814	Telephone	N
				02/26/2021 03/25/2021			
10452	AT&T Mobility		81.21		1 Transactions		
9046	Loffler Companies, Inc.						
	01-122-000-0000-6250		26.57	Feb Phone		Telephone	N
	01-122-000-0000-6250		27.39	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.		53.96		2 Transactions		
122	DEPT Total:		302.42	Planning & Zoning	3 Vendors	5 Transactions	
123	DEPT			Coroner			
9151	River Valley Forensic Services PA						
	01-123-000-0000-6231		250.00	ME 21-0654 02-26-21	1401	Coroner Fees	6
	01-123-000-0000-6231		250.00	February monthly service	1401	Coroner Fees	6
9151	River Valley Forensic Services PA		500.00		2 Transactions		
123	DEPT Total:		500.00	Coroner	1 Vendors	2 Transactions	
200	DEPT			Enforcement			
86359	Aitkin Co Attorney						

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1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
86359	Aitkin Co Attorney	01-200-039-0000-6425			1,275.00	1st Q permit consultations				Gun Permit Expenses		N
					1,275.00				1 Transactions			
9138	ASAP Towing	01-200-000-0000-6359			109.00	Squad #209 tow		8366		Wrecker Service		Y
					109.00				1 Transactions			
9203	AT&T Mobility	01-200-000-0000-6250			882.01	deputy cell phones		287297906116		Telephone		N
					882.01				1 Transactions			
15239	AT&T Mobility	01-200-000-0000-6250			642.82	deputy squad pc's		287258495419		Telephone		N
					642.82				1 Transactions			
10442	Bureau Of Crim.Apprehension	01-200-039-0000-6425			1,470.00	1st Q new and renewals		01-000068		Gun Permit Expenses		N
					1,470.00				1 Transactions			
783	Canon Financial Services, Inc	01-200-000-0000-6231			170.74	admin copier lease		26445230		Services & Labor (Incl Contracts)		N
					170.74				1 Transactions			
1775	Galls LLC	01-200-000-0000-6410			142.17	uniform shirt #224		017911002		Clothing Allowance		N
		01-200-000-0000-6410			24.16	clip on badge holders (2)		017932005		Clothing Allowance		N
		01-200-000-0000-6610			380.99	Stinger flashlights (2)		017995740		Equipment & Radios		N
					547.32				3 Transactions			
2340	Hyytinen Hardware Hank	01-200-000-0000-6405			2.38	storage room cage key		1630519		Office Supplies		N
					2.38				1 Transactions			
6121	Identisys	01-200-039-0000-6425			5,761.64	carry permit printer		515887		Gun Permit Expenses		N
					5,761.64				1 Transactions			
2925	L & M Supply, Inc.	01-200-019-0000-6409			70.77	bowl, food Reno		10180582WSID		Supplies		N

Aitkin County



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

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	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>	
	01-200-000-0000-6302		25.99	ball hitch for #209 squad	10187593WSID	Car Maintenance	N
2925	L & M Supply, Inc.		96.76				
	9046 Loffler Companies, Inc.			2 Transactions			
	01-200-000-0000-6250		154.14	Feb Phone		Telephone	N
	01-200-000-0000-6250		158.89	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.		313.03				
	12553 MEYER'S SERVICE CENTER			2 Transactions			
	01-200-000-0000-6302		61.74	oil change, repair tire #207	18949	Car Maintenance	N
12553	MEYER'S SERVICE CENTER		61.74				
	3810 Paulbeck's County Market			1 Transactions			
	01-200-000-0000-6405		7.09	office supplies	tax exempt	Office Supplies	N
3810	Paulbeck's County Market		7.09				
	86235 The Office Shop Inc			1 Transactions			
	01-200-000-0000-6625		188.99	desk chair Jen	1094061-0	Office Equipment	N
86235	The Office Shop Inc		188.99				
	13934 The Tire Barn			3 Transactions			
	01-200-000-0000-6302		62.68	oil change, rotate #225	57077	Car Maintenance	N
	01-200-000-0000-6302		181.35	battery #204	57120	Car Maintenance	N
	01-200-000-0000-6302		62.68	oil change, rotate #206	57135	Car Maintenance	N
13934	The Tire Barn		306.71				
	11351 ULINE			1 Transactions			
	01-200-201-0000-6610		1,957.36	bulk storage containers (10)	131507306	Equipment	N
11351	ULINE		1,957.36				
	9232 Visual Labs, Inc.			1 Transactions			
	01-200-000-0000-6409		120.00	magnet pouches (2)	21310	Deputy Supplies	N
9232	Visual Labs, Inc.		120.00				
	13848 WYATT'S TOWING			1 Transactions			
	01-200-000-0000-6359		261.00	21-0620 forfeiture	04/01/21	Wrecker Service	Y
13848	WYATT'S TOWING		261.00				

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
200	DEPT Total:		14,173.59	Enforcement	18 Vendors	24 Transactions	
203	DEPT			Snowmobile			
9203	AT&T Mobility 01-203-000-0000-6250		49.93	#208 cell phone	287297906116	Telephone	N
9203	AT&T Mobility		49.93		1 Transactions		
15239	AT&T Mobility 01-203-000-0000-6250		32.98	#208 squad pc	287258495419	Telephone	N
15239	AT&T Mobility		32.98		1 Transactions		
203	DEPT Total:		82.91	Snowmobile	2 Vendors	2 Transactions	
252	DEPT			Corrections			
9561	Amazon Business 01-252-000-0000-6610		189.94	wireless printer Post 2	1963-H4LD-P37H	Equipment	N
	01-252-000-0000-6405		26.49	Speakers #301	1R69-J9XG-RDYN	Office & Computer Supplies	N
9561	Amazon Business		216.43		2 Transactions		
14005	American Tower Corporation 01-252-000-0000-6231		367.13	Jacobson Tower Lease	408144766	Services & Labor (Incl Contracts)	N
14005	American Tower Corporation		367.13		1 Transactions		
9203	AT&T Mobility 01-252-000-0000-6250		99.86	dispatch, xport cell phones	287297906116	Telephone	N
9203	AT&T Mobility		99.86		1 Transactions		
788	Bureau of Crim. Apprehension 01-252-000-0000-6231		390.00	CJDN quarterly access fee	649400	Services & Labor (Incl Contracts)	N
788	Bureau of Crim. Apprehension		390.00		1 Transactions		
163	Charter Communications 01-252-252-0000-6405		196.87	inmate cable	6081032821	Prisoner Welfare	N
163	Charter Communications		196.87		1 Transactions		
5583	Crawford Supply Company 01-252-252-0000-6405		138.16	commissary supplies	1422574	Prisoner Welfare	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5583	Crawford Supply Company		138.16		1 Transactions		
10855	Culligan Water 01-252-000-0000-6231		55.00	cooler rental service	10X01212406	Services & Labor (Incl Contracts)	N
10855	Culligan Water		55.00		1 Transactions		
88628	Dalco Enterprises, Inc. 01-252-000-0000-6422		833.49	janitorial supplies	3761173	Janitorial Supplies	N
88628	Dalco Enterprises, Inc.		833.49		1 Transactions		
1775	Galls LLC 01-252-000-0000-6410		70.52	buckleless belt (2)	017995746	Clothing Allowance	N
1775	Galls LLC		70.52		1 Transactions		
15362	GuidePoint Pharmacy #114 Aitkin 01-252-000-0000-6262		321.48	inmate meds	Acct # 167	Medical Expenses & Supplies - Inmates	N
	01-252-000-0000-6262		1,278.92	inmate meds	Acct # 30	Medical Expenses & Supplies - Inmates	N
15362	GuidePoint Pharmacy #114 Aitkin		1,600.40		2 Transactions		
5503	Keefe Supply Company 01-252-252-0000-6405		506.40	commissary supplies	1422562	Prisoner Welfare	N
5503	Keefe Supply Company		506.40		1 Transactions		
9046	Loffler Companies, Inc. 01-252-000-0000-6250		74.41	Feb Phone		Telephone	N
	01-252-000-0000-6250		76.71	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.		151.12		2 Transactions		
13844	McKesson Medical Surgical 01-252-000-0000-6262		15.79	orasol gel	18099917	Medical Expenses & Supplies - Inmates	N
13844	McKesson Medical Surgical		15.79		1 Transactions		
13691	MEnD Correctional Care, PLLC 01-252-000-0000-6262		7,668.85	April Healthcare Services	5549	Medical Expenses & Supplies - Inmates	6
	01-252-000-0000-6262		2,250.00	April add'l nursing services	5549	Medical Expenses & Supplies - Inmates	6
13691	MEnD Correctional Care, PLLC		9,918.85		2 Transactions		
89765	Minnesota Elevator, Inc 01-252-000-0000-6231		752.50	adjust door lock	901060	Services & Labor (Incl Contracts)	N

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		01-252-000-0000-6231			191.91	April monthly service		901697		Services & Labor (Incl Contracts)		N
89765	Minnesota Elevator, Inc				944.41				2	Transactions		
3789	Pan-O-Gold Baking Company	01-252-000-0000-6418			50.64	groceries		10002421084011		Groceries		N
		01-252-000-0000-6418			50.64	groceries		10002421091012		Groceries		N
3789	Pan-O-Gold Baking Company				101.28				2	Transactions		
11947	Phoenix Supply	01-252-000-0000-6424			595.30	inmate supplies		21882		Inmate Supplies		N
11947	Phoenix Supply				595.30				1	Transactions		
4010	Rasley Oil Company	01-252-201-0000-6610			125.25					Equipment		N
4010	Rasley Oil Company				125.25				1	Transactions		
10771	Regional Diagnostic Radiology	01-252-000-0000-6262			7.69	radiology S.H.W.		RDR342219		Medical Expenses & Supplies - Inmates		6
		01-252-000-0000-6262			25.00	radiology 3/18/21 L.R.P.		RDR458545		Medical Expenses & Supplies - Inmates		6
10771	Regional Diagnostic Radiology				32.69				2	Transactions		
9295	Reinhart Foodservice	01-252-000-0000-6418			1,273.16	groceries		547066		Groceries		N
		01-252-000-0000-6418			16.39	return crackers		549157		Groceries		N
		01-252-000-0000-6418			1,536.07	groceries		554079		Groceries		N
		01-252-000-0000-6418			141.72	groceries		554081		Groceries		N
9295	Reinhart Foodservice				2,934.56				4	Transactions		
9499	Reliance Telephone Systems, Inc	01-252-252-0000-6406			462.45	replace back stairwell camera		11016		Phone Card Prisoner Welfare		N
9499	Reliance Telephone Systems, Inc				462.45				1	Transactions		
84172	Riverwood Healthcare Center	01-252-000-0000-6262			112.70	visit #115866891 L.P.		48000666		Medical Expenses & Supplies - Inmates		6
84172	Riverwood Healthcare Center				112.70				1	Transactions		
4761	Sysco Minnesota Inc	01-252-000-0000-6418			239.23	groceries		153898200		Groceries		N
		01-252-000-0000-6420			22.10	daydots label roll		153898200		Kitchen Supplies		N

Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
4761	Sysco Minnesota Inc			261.33		2 Transactions		
86235	The Office Shop Inc							
	01-252-000-0000-6231			530.34	booking copy count	315448-0	Services & Labor (Incl Contracts)	N
86235	The Office Shop Inc			530.34		1 Transactions		
252	DEPT Total:			20,660.33	Corrections	24 Vendors	35 Transactions	
253	DEPT				Sentence to Serve			
15239	AT&T Mobility							
	01-253-000-0000-6250			32.98	STS air card	257258495419	Telephone	N
15239	AT&T Mobility			32.98		1 Transactions		
2340	Hyytinen Hardware Hank							
	01-253-000-0000-6302			31.98	wiper blades	1630956	Car Maintenance	N
2340	Hyytinen Hardware Hank			31.98		1 Transactions		
9046	Loffler Companies, Inc.							
	01-253-000-0000-6250			5.31	Feb Phone		Telephone	N
	01-253-000-0000-6250			5.48	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.			10.79		2 Transactions		
4010	Rasley Oil Company							
	01-253-000-0000-6511			7.13	STS gas	March	Gas And Oil	N
4010	Rasley Oil Company			7.13		1 Transactions		
253	DEPT Total:			82.88	Sentence to Serve	4 Vendors	5 Transactions	
254	DEPT				Enhanced 911 System			
13119	TalkPoint Technologies, Inc							
	01-254-000-0000-6405			263.95	headsets (3)	16185	Office & Computer Supplies	N
13119	TalkPoint Technologies, Inc			263.95		1 Transactions		
254	DEPT Total:			263.95	Enhanced 911 System	1 Vendors	1 Transactions	
255	DEPT				General Crime Victim Grant			
9046	Loffler Companies, Inc.							
	01-255-000-0000-6250			5.31	Feb Phone		Telephone	N

Aitkin County



1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		01-255-000-0000-6250			5.48	Mar Phone				Telephone		N
9046	Loffler Companies, Inc.				10.79		2 Transactions					
86235	The Office Shop Inc	01-255-000-0000-6405			35.96	ink cartridge		1093874-2		Office & Computer Supplies		N
86235	The Office Shop Inc				35.96		1 Transactions					
255	DEPT Total:				46.75	General Crime Victim Grant			2 Vendors		3 Transactions	
257	DEPT					Community Corrections						
4641	Holiday Credit Office	01-257-257-0000-6335			56.66	Fuel charges		1400x155373		Gas/Vehicle Fuel Charges		N
		01-257-258-0000-6335			124.06	Fuel charges		1400x155373		Gas/Vehicle Fuel Charges		N
4641	Holiday Credit Office				180.72		2 Transactions					
9046	Loffler Companies, Inc.	01-257-000-0000-6220			53.15	Feb Phone				Telephone		N
		01-257-000-0000-6220			54.79	Mar Phone				Telephone		N
9046	Loffler Companies, Inc.				107.94		2 Transactions					
89269	Northwestern MN Juv Ctr-Primary Resident	01-257-255-0000-6204			548.00	Juv Det Fees		-1-179-1		Juvenile Detention		N
89269	Northwestern MN Juv Ctr-Primary Resident				548.00		1 Transactions					
87300	Port Boy's Group Homes	01-257-255-0000-6204			759.51	Non-delinq Hold		3/31/2021		Juvenile Detention		N
87300	Port Boy's Group Homes				759.51		1 Transactions					
86235	The Office Shop Inc	01-257-000-0000-6405			200.49	Office Supplies		1092950-0		Office Supplies		N
		01-257-000-0000-6480			142.68	Office Supplies		1092950-0		Small Furniture (Under \$250)		N
		01-257-000-0000-6405			42.99	Office Supplies		1092950-2		Office Supplies		N
		01-257-000-0000-6405			68.37	Office Supplies		1092950-3		Office Supplies		N
		01-257-000-0000-6405			10.48	Office Supplies		1093198-0		Office Supplies		N
		01-257-000-0000-6342			122.01	Copier Contract		315645-0		Office Equipment Rental/Contracts		N
86235	The Office Shop Inc				587.02		6 Transactions					

Aitkin County



1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
257	DEPT Total:			2,183.19	Community Corrections	5 Vendors	12 Transactions	
280	DEPT				Emergency Management			
259	Arrowhead Region Emergency Mngmt Assn							
	01-280-000-0000-6240			40.00	2021 Membership		Dues	N
259	Arrowhead Region Emergency Mngmt Assn			40.00		1 Transactions		
280	DEPT Total:			40.00	Emergency Management	1 Vendors	1 Transactions	
390	DEPT				Environmental Health (FBL)			
9046	Loffler Companies, Inc.							
	01-390-000-0000-6250			26.57	Feb Phone		Telephone	N
	01-390-000-0000-6250			27.39	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.			53.96		2 Transactions		
390	DEPT Total:			53.96	Environmental Health (FBL)	1 Vendors	2 Transactions	
391	DEPT				Solid Waste			
10452	AT&T Mobility							
	01-391-000-0000-6250			94.83	TN/AC wireless	287301120814	Telephone	N
					02/26/2021	03/25/2021		
10452	AT&T Mobility			94.83		1 Transactions		
1754	Garrison Disposal Company, Inc							
	01-391-060-0000-6360			7,512.68	Monthly Recycling		Recycling Contract	N
1754	Garrison Disposal Company, Inc			7,512.68		1 Transactions		
9046	Loffler Companies, Inc.							
	01-391-000-0000-6250			10.63	Feb Phone		Telephone	N
	01-391-000-0000-6250			10.96	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.			21.59		2 Transactions		
391	DEPT Total:			7,629.10	Solid Waste	3 Vendors	4 Transactions	
392	DEPT				Water Wells			
405	A.W. Research Laboratories, Inc.							
	01-392-000-0000-6231			45.00	Coliform/Nitrate sampling	39436	Services, Labor, Contracts	N

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
405	A.W. Research Laboratories, Inc.		45.00		1 Transactions		
392	DEPT Total:		45.00	Water Wells	1 Vendors	1 Transactions	
601	DEPT			Extension			
9440	Dotzler/Sharon A 01-601-000-0000-6350		35.00	Ext mtg		Per Diem	Y
9440	Dotzler/Sharon A		35.00		1 Transactions		
91345	Elvecrog/Roberta C 01-601-000-0000-6350		35.00	Ext mtg		Per Diem	Y
91345	Elvecrog/Roberta C		35.00		1 Transactions		
12045	Janzen/Joy 01-601-000-0000-6350 01-601-000-0000-6360		35.00 10.08	Ext mtg Ext mileage		Per Diem Extension Comm Expenses (Not Per Die	Y Y
12045	Janzen/Joy		45.08		2 Transactions		
14813	Joerger, Rebecca 01-601-000-0000-6350 01-601-000-0000-6360		35.00 17.92	Ext mtg Ext mileage		Per Diem Extension Comm Expenses (Not Per Die	Y Y
14813	Joerger, Rebecca		52.92		2 Transactions		
9046	Loffler Companies, Inc. 01-601-000-0000-6250 01-601-000-0000-6250		5.31 5.48	Feb Phone Mar Phone		Telephone Telephone	N N
9046	Loffler Companies, Inc.		10.79		2 Transactions		
90853	Mickelson/Bonnie H 01-601-000-0000-6350		35.00	Ext mtg		Per Diem	Y
90853	Mickelson/Bonnie H		35.00		1 Transactions		
11187	Regents Of The University of Minnesota 01-601-000-0000-6262		18,814.00	2021 MOA - 4-H EDUCATOR 01/01/2021 03/31/2021	0300026739	Univ Of Minn Contracts	N
11187	Regents Of The University of Minnesota		18,814.00		1 Transactions		

Aitkin County



1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
					Service Dates	Paid On Bhf #	On Behalf of Name	
601	DEPT Total:			19,027.79	Extension	7 Vendors	10 Transactions	
711	DEPT				Economic Development			
	9046 Loffler Companies, Inc.							
	01-711-000-0000-6250			5.31	Feb Phone		Telephone	N
	01-711-000-0000-6250			5.48	Mar Phone		Telephone	N
	9046 Loffler Companies, Inc.			10.79		2 Transactions		
711	DEPT Total:			10.79	Economic Development	1 Vendors	2 Transactions	
1	Fund Total:			87,580.99	General Fund		206 Transactions	

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Aitkin County



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

2 Reserves Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
200	DEPT			Enforcement			
117	Aitkin County Sheriff 02-200-020-0000-6231		236.32	Search & Rescue Banners	A41852	Sheriff Search & Rescue Reserve Expen	N
117	Aitkin County Sheriff		236.32	1 Transactions			
200	DEPT Total:		236.32	Enforcement	1 Vendors	1 Transactions	
2	Fund Total:		236.32	Reserves Fund		1 Transactions	

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			R&B Administration			
10855	Culligan Water						
	03-301-000-0000-6400		10.50	JT-RENTAL-APR	150X01215102	Supplies And Materials	N
	03-301-000-0000-6400		22.20	JT-WATER	150X01215102	Supplies And Materials	N
	03-301-000-0000-6400		10.50	RENTAL-APR	STMT	Supplies And Materials	N
10855	Culligan Water		43.20	3 Transactions			
11406	Innovative Office Solutions, LLC						
	03-301-000-0000-6400		14.38	OFFICE SUPPLIES	IN3311557	Supplies And Materials	N
11406	Innovative Office Solutions, LLC		14.38	1 Transactions			
11605	Shred Right						
	03-301-000-0000-6400		40.00	DOCUMENT DESTRUCTION	547727	Supplies And Materials	N
11605	Shred Right		40.00	1 Transactions			
86235	The Office Shop Inc						
	03-301-000-0000-6400		505.51	CONTRACT	315452-0	Supplies And Materials	N
86235	The Office Shop Inc		505.51	1 Transactions			
301	DEPT Total:		603.09	R&B Administration	4 Vendors	6 Transactions	
302	DEPT			R&B Engineering/Construction			
2340	Hyytinen Hardware Hank						
	03-302-000-0000-6449		13.44	ENGINEERING SUPPLIES	1630154	Rd/Br Engr. Supplies	N
	03-302-000-0000-6449		10.00	ENGINEERING SUPPLIES	16302361	Rd/Br Engr. Supplies	N
	03-302-000-0000-6449		8.49	ENGINEERING SUPPLIES	1631265	Rd/Br Engr. Supplies	N
	03-302-000-0000-6449		38.49	ENGINEERING SUPPLIES	1632670	Rd/Br Engr. Supplies	N
2340	Hyytinen Hardware Hank		70.42	4 Transactions			
302	DEPT Total:		70.42	R&B Engineering/Construction	1 Vendors	4 Transactions	
303	DEPT			R&B Highway Maintenance			
50	Aitkin Body Shop, Inc						
	03-303-000-0000-6590		30.00	REPAIR PARTS	2052	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		120.00	REPAIR LABOR	2052	Repair & Maintenance Supplies	N
	03-303-000-0000-6298		41.41	AITKIN SHOP SUPPLIES	2060	Shop Maintenance	N
50	Aitkin Body Shop, Inc		191.41	3 Transactions			

Aitkin County



3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13649	Aitkin Rental Center 03-303-000-0000-6298		80.00	AITKIN SHOP	10688	Shop Maintenance	1
13649	Aitkin Rental Center		80.00	1 Transactions			
195	Aitkin Tire Shop 03-303-000-0000-6590 03-303-000-0000-6590		716.00 735.00	TIRES TIRES	0-060536 0-060553	Repair & Maintenance Supplies Repair & Maintenance Supplies	N N
195	Aitkin Tire Shop		1,451.00	2 Transactions			
10452	AT&T Mobility 03-303-000-0000-6254 03-303-000-0000-6254 03-303-000-0000-6254		32.98 38.23 38.23	PAUL'S IPAD SVC MIKE LAPTOP SVC CAROL LAPTOP SVC	287266104878X0 287303768387X0 287303768387X0	Utilities Utilities Utilities	N N N
10452	AT&T Mobility		109.44	3 Transactions			
86467	Auto Value Aitkin 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590		291.96 139.48 348.95 60.49- 69.12 42.99 35.99 54.99 779.98 17.27 34.54	REPAIR PARTS REPAIR PARTS REPAIR PARTS REPAIR PARTS REPAIR PARTS-FILTER REPAIR PARTS REPAIR PARTS REPAIR PARTS REPAIR PARTS REPAIR PARTS-FILTER REPAIR PARTS-FILTER	40174958 40174976 40175080 40175208 40175284 40175710 40175755 40175756 40176046 40176251 40176286	Repair & Maintenance Supplies Repair & Maintenance Supplies Repair & Maintenance Supplies Repair & Maintenance Supplies Repair & Maintenance Supplies Repair & Maintenance Supplies Repair & Maintenance Supplies Repair & Maintenance Supplies Repair & Maintenance Supplies Repair & Maintenance Supplies Repair & Maintenance Supplies	N N N N N N N N N N N N N N
86467	Auto Value Aitkin		1,754.78	11 Transactions			
14887	Cintas Corporation 03-303-000-0000-6298 03-303-000-0000-6298		9.63 9.63	SHOP LAUNDRY SHOP LAUNDRY	4079805493 4080479411	Shop Maintenance Shop Maintenance	N N
14887	Cintas Corporation		19.26	2 Transactions			
2763	Countryside Sanitation 03-303-000-0000-6254 03-303-000-0000-6254		111.15 76.05	APR MCGREGOR APR PALISADE	150 151	Utilities Utilities	Y Y
2763	Countryside Sanitation		187.20	2 Transactions			

Aitkin County



3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14592	Dale Petroleum Company 03-303-000-0000-6513		250.48	MCGRATH DIESEL-MISSED FEE	IN-489551	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		250.41	MCGREGOR DIESEL-MISSED FEE	IN-489552	Motor Fuel & Lubricants	N
14592	Dale Petroleum Company		500.89	2 Transactions			
1491	Dutch's Electric, Inc 03-303-000-0000-6521		90.00	REPAIR LIGHT	29510	Maintenance Supplies	N
1491	Dutch's Electric, Inc		90.00	1 Transactions			
11180	Fastenal Company 03-303-000-0000-6298		108.72	AITKIN SHOP SUPPLIES	MNBAX243656	Shop Maintenance	N
	03-303-000-0000-6298		408.05	AITKIN SHOP SUPPLIES	MNBAX244216	Shop Maintenance	N
11180	Fastenal Company		516.77	2 Transactions			
7060	Federated Co-Ops Inc. 03-303-000-0000-6297		369.41	MCGREGOR SHOP PROPANE	528837	Shop Fuel	N
7060	Federated Co-Ops Inc.		369.41	1 Transactions			
12181	Fleet Pride, Inc. 03-303-000-0000-6590		1,320.12	REPAIR PARTS	70972698	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		780.12	REPAIR PARTS	71265230	Repair & Maintenance Supplies	N
12181	Fleet Pride, Inc.		2,100.24	2 Transactions			
8622	Frontier 03-303-000-0000-6254		74.01	JACOBSON	218-752-6591	Utilities	N
	03-303-000-0000-6254		74.01	MCGREGOR	218-768-4481	Utilities	N
	03-303-000-0000-6254		74.01	PALISADE	218-845-2607	Utilities	N
	03-303-000-0000-6254		94.01	MCGRATH	320-592-3580	Utilities	N
8622	Frontier		316.04	4 Transactions			
1754	Garrison Disposal Company, Inc 03-303-000-0000-6254		160.68	AITKIN SHOP	163390	Utilities	N
1754	Garrison Disposal Company, Inc		160.68	1 Transactions			
2340	Hyytinen Hardware Hank 03-303-000-0000-6516		36.98	SIGN SUPPLIES	1631658	Signs & Posts	N
2340	Hyytinen Hardware Hank		36.98	1 Transactions			
91187	Lake Country Power						

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6254		53.25	FEB/MAR CSAH 14	141979801	Utilities	N
	03-303-000-0000-6254		47.56	FEB/MAR CSAH 6	141979901	Utilities	N
91187	Lake Country Power		100.81				
				2 Transactions			
9046	Loffler Companies, Inc.						
	03-303-000-0000-6254		95.68	Feb Phone		Utilities	N
	03-303-000-0000-6254		98.62	Mar Phone		Utilities	N
9046	Loffler Companies, Inc.		194.30				
				2 Transactions			
2941	M R Sign Co Inc						
	03-303-000-0000-6590		690.20	REPAIR PARTS	211534	Repair & Maintenance Supplies	N
2941	M R Sign Co Inc		690.20				
				1 Transactions			
15300	MCGREGOR ACE HARDWARE						
	03-303-000-0000-6298		76.49	PROPANE	A9464	Shop Maintenance	N
15300	MCGREGOR ACE HARDWARE		76.49				
				1 Transactions			
12927	Midwest Machinery Co.						
	03-303-000-0000-6590		261.13	REPAIR PARTS	2344580	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		23.25	REPAIR PARTS-FILTER	2349483	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.		284.38				
				2 Transactions			
9692	Minnesota Energy Resources Corporation						
	03-303-000-0000-6297		426.81	NAT GAS: AITKIN SHOP	MAR	Shop Fuel	N
9692	Minnesota Energy Resources Corporation		426.81				
				1 Transactions			
9179	NORTH CENTRAL INTERNATIONAL, LLC						
	03-303-000-0000-6590		152.40	REPAIR PARTS	X220005162:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC		152.40				
				1 Transactions			
14861	Parman Energy Group						
	03-303-000-0000-6590		226.00	REPAIR PARTS-DEF	0939084-IN	Repair & Maintenance Supplies	N
14861	Parman Energy Group		226.00				
				1 Transactions			
8537	Powerplan OIB						
	03-303-000-0000-6590		160.29	REPAIR PARTS	2028125	Repair & Maintenance Supplies	N
8537	Powerplan OIB		160.29				
				1 Transactions			
4070	Riley Auto Supply						

3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	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>	
	03-303-000-0000-6298		79.99	AITKIN SHOP SUPPLIES	623232	Shop Maintenance	N
	03-303-000-0000-6298		959.00	AITKIN SHOP SUPPLIES	623272	Shop Maintenance	N
	03-303-000-0000-6590		30.00-	REPAIR PARTS	623329	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		103.98	REPAIR PARTS	623457	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		44.45	REPAIR PARTS	623486	Repair & Maintenance Supplies	N
	03-303-000-0000-6298		5.29	AITKIN SHOP SUPPLIES	623487	Shop Maintenance	N
	03-303-000-0000-6590		59.94	REPAIR PARTS	623574	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		24.99	REPAIR PARTS	623575	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		58.37	REPAIR PARTS	623594	Repair & Maintenance Supplies	N
	03-303-000-0000-6298		50.36	AITKIN SHOP SUPPLIES	623608	Shop Maintenance	N
	03-303-000-0000-6590		706.81	REPAIR PARTS	623618	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		109.31	REPAIR PARTS	623639	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		244.78	REPAIR PARTS	623663	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		2.19	REPAIR PARTS	623691	Repair & Maintenance Supplies	N
4070	Riley Auto Supply		2,419.46				
				14 Transactions			
90805	Temco						
	03-303-000-0000-6298		874.40	AITKIN SHOP	25771	Shop Maintenance	Y
90805	Temco		874.40				
				1 Transactions			
4777	Thelen Heating & Roofing Inc						
	03-303-000-0000-6298		630.00	AITKIN SHOP	22553	Shop Maintenance	N
4777	Thelen Heating & Roofing Inc		630.00				
				1 Transactions			
6097	Verizon Wireless						
	03-303-000-0000-6254		427.14	DEPT CELL PHONES	9876738596	Utilities	N
6097	Verizon Wireless		427.14				
				1 Transactions			
8671	Village Laundromat & Car Wash, Inc						
	03-303-000-0000-6298		29.25	RAGS	474682	Shop Maintenance	N
8671	Village Laundromat & Car Wash, Inc		29.25				
				1 Transactions			
9642	WEX BANK						
	03-303-000-0000-6513		3,339.00	GASOLINE	2/8-3/7/21	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		30.76-	REBATE	2/8-3/7/21	Motor Fuel & Lubricants	N
9642	WEX BANK		3,308.24				
				2 Transactions			
5295	Ziegler Inc						
	03-303-000-0000-6590		37.49	REPAIR PARTS	IN000040488	Repair & Maintenance Supplies	N

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3 Road & Bridge

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		03-303-000-0000-6590			317.00	REPAIR PARTS-FILTERS		IN000042220		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			608.00	REPAIR LABOR		SI000007723		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			83.63	REPAIR PARTS		SI000007723		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			800.00	REPAIR LABOR		SI000007768		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			85.35	REPAIR PARTS		SI000007768		Repair & Maintenance Supplies		N
5295	Ziegler Inc				1,931.47				6	Transactions		
303	DEPT Total:				19,815.74	R&B Highway Maintenance			31	Vendors		76 Transactions
307	DEPT					R&B Capital Infrastructure						
	86222	Aitkin Independent Age										
		03-307-000-0000-6230			93.00	AD FOR BID		1128318		Printing & Publishing		Y
	86222	Aitkin Independent Age			93.00				1	Transactions		
307	DEPT Total:				93.00	R&B Capital Infrastructure			1	Vendors		1 Transactions
308	DEPT					R&B Equipment & Facilities						
	2340	Hyytinen Hardware Hank										
		03-308-000-0000-6600			2,177.99	MICROWAVE/OVEN/COFFEE MAKER		1632820		Capital Outlay-Facilities		N
	2340	Hyytinen Hardware Hank			2,177.99				1	Transactions		
	12927	Midwest Machinery Co.										
		03-308-000-0000-6600			5,345.00	MOWER		2339809		Capital Outlay-Facilities		N
	12927	Midwest Machinery Co.			5,345.00				1	Transactions		
	5128	Widseth Smith & Nolting Inc										
		03-308-000-0000-6600			1,980.00	ACHD REMODEL		209897		Capital Outlay-Facilities		N
	5128	Widseth Smith & Nolting Inc			1,980.00				1	Transactions		
308	DEPT Total:				9,502.99	R&B Equipment & Facilities			3	Vendors		3 Transactions
3	Fund Total:				30,085.24	Road & Bridge						90 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
88023	American Payment Centers, LLC 05-400-440-0410-6301		11.96	Box Service 04/01/2021 06/30/2021	43960	Equipment Lease/Space Rental	N
	88023 American Payment Centers, LLC		11.96	1 Transactions			
10855	Culligan Water 05-400-440-0410-6301		30.92	Cooler Rental Service 04/01/2021 04/30/2021	150-10016285-1	Equipment Lease/Space Rental	N
	10855 Culligan Water		30.92	1 Transactions			
2340	Hyytinen Hardware Hank 05-400-440-0410-6422		2.52	Terro Ant Bait 03/25/2021 03/25/2021	1632998	Janitorial Services/Supplies	N
	2340 Hyytinen Hardware Hank		2.52	1 Transactions			
9046	Loffler Companies, Inc. 05-400-440-0410-6250		8.93	Feb Phone		Telephone	N
	05-400-440-0410-6250		2.23	Feb Phone		Telephone	N
	05-400-440-0410-6250		63.79	Feb Phone		Telephone	N
	05-400-440-0410-6250		9.20	Mar Phone		Telephone	N
	05-400-440-0410-6250		2.30	Mar Phone		Telephone	N
	05-400-440-0410-6250		65.75	Mar Phone		Telephone	N
	9046 Loffler Companies, Inc.		152.20	6 Transactions			
89765	Minnesota Elevator, Inc 05-400-440-0410-6300		27.13	Elevator Service-March '21 04/01/2021 04/30/2021	902299	Maintenance/Service Contracts	N
	89765 Minnesota Elevator, Inc		27.13	1 Transactions			
86235	The Office Shop Inc 05-400-440-0410-6405		41.99	PH-Ink Cartridge (EM) 03/03/2021	1092965-0	Office Supplies	N
	05-400-440-0410-6405		41.99	PH-Ink Cartridge (SD-S) 03/08/2021	1092965-1	Office Supplies	N
	05-400-440-0410-6405		2.30	Agency - Post-Its 03/11/2021	1093321-0	Office Supplies	N
	05-400-440-0410-6405		1.00	Agency - Glue 03/12/2021	1093321-1	Office Supplies	N

Aitkin County



Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		05-400-440-0410-6405			7.50	Agency - 11x17 Copier paper/bi	03/18/2021	1093620-0		Office Supplies		N
		05-400-440-0410-6405			17.49	Agency Post-Its/Tape/Pens/Sten	03/22/2021	1093751-0		Office Supplies		N
		05-400-440-0410-6300			1,477.79	PH-Copier Contract IRC5550III	03/23/2021	315587-0		Maintenance/Service Contracts		N
	86235	The Office Shop Inc			1,590.06		03/23/2021		7	Transactions		
400	DEPT Total:				1,814.79	Public Health Department			6	Vendors	17	Transactions
420	DEPT					Income Maintenance						
	88023	American Payment Centers, LLC										
		05-420-600-4800-6301			28.22	Box Service	04/01/2021	43960		Equipment Lease/Space Rental		N
							06/30/2021					
	88023	American Payment Centers, LLC			28.22				1	Transactions		
	10855	Culligan Water										
		05-420-600-4800-6301			72.87	Cooler Rental Service	04/01/2021	150-10016285-1		Equipment Lease/Space Rental		N
							04/30/2021					
	10855	Culligan Water			72.87				1	Transactions		
	2340	Hyytinen Hardware Hank										
		05-420-600-4800-6422			5.93	Terro Ant Bait	03/25/2021	1632998		Janitorial Services/Supplies		N
							03/25/2021					
	2340	Hyytinen Hardware Hank			5.93				1	Transactions		
	9046	Loffler Companies, Inc.										
		05-420-600-4800-6250			21.05	Feb Phone				Telephone		N
		05-420-600-4800-6250			5.26	Feb Phone				Telephone		N
		05-420-600-4800-6250			58.46	Feb Phone				Telephone		N
		05-420-600-4800-6250			21.70	Mar Phone				Telephone		N
		05-420-600-4800-6250			5.43	Mar Phone				Telephone		N
		05-420-600-4800-6250			60.27	Mar Phone				Telephone		N
		05-420-640-4800-6250			31.89	Feb Phone				Telephone		N
		05-420-640-4800-6250			32.87	Mar Phone				Telephone		N
	9046	Loffler Companies, Inc.			236.93				8	Transactions		
	89765	Minnesota Elevator, Inc										
		05-420-600-4800-6300			63.95	Elevator Service-March '21		902299		Maintenance/Service Contracts		N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
89765	Minnesota Elevator, Inc		63.95	04/01/2021 04/30/2021 1 Transactions			
86235	The Office Shop Inc 05-420-600-4800-6405		5.45	Agency - Post-Its 03/11/2021	1093321-0	Office Supplies	N
	05-420-600-4800-6405		2.35	Agency - Glue 03/12/2021	1093321-1	Office Supplies	N
	05-420-600-4800-6405		17.68	Agency - 11x17 Copier paper/bi 03/18/2021	1093620-0	Office Supplies	N
	05-420-600-4800-6405		41.23	Agency Post-Its/Tape/Pens/Sten 03/22/2021	1093751-0	Office Supplies	N
86235	The Office Shop Inc		66.71	4 Transactions			
420	DEPT Total:		474.61	Income Maintenance	6 Vendors	16 Transactions	
430	DEPT			Social Services			
88023	American Payment Centers, LLC 05-430-700-4800-6301		45.32	Box Service 04/01/2021 06/30/2021	43960	Equipment Lease/Space Rental	N
88023	American Payment Centers, LLC		45.32	1 Transactions			
10855	Culligan Water 05-430-700-4800-6301		117.03	Cooler Rental Service 04/01/2021 04/30/2021	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan Water		117.03	1 Transactions			
2340	Hyytinen Hardware Hank 05-430-700-4800-6422		9.52	Terro Ant Bait 03/25/2021 03/25/2021	1632998	Janitorial Services/Supplies	N
2340	Hyytinen Hardware Hank		9.52	1 Transactions			
9046	Loffler Companies, Inc. 05-430-700-4800-6250		33.81	Feb Phone		Telephone	N
	05-430-700-4800-6250		8.45	Feb Phone		Telephone	N
	05-430-700-4800-6250		132.88	Feb Phone		Telephone	N
	05-430-700-4800-6250		34.85	Mar Phone		Telephone	N
	05-430-700-4800-6250		8.71	Mar Phone		Telephone	N
	05-430-700-4800-6250		136.97	Mar Phone		Telephone	N

Aitkin County



5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9046	Loffler Companies, Inc.		355.67		6 Transactions		
89765	Minnesota Elevator, Inc 05-430-700-4800-6300		102.70	Elevator Service-March '21 04/01/2021 04/30/2021	902299	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		102.70		1 Transactions		
86235	The Office Shop Inc 05-430-700-4800-6405		8.75	Agency - Post-Its 03/11/2021	1093321-0	Office Supplies	N
	05-430-700-4800-6405		3.77	Agency - Glue 03/12/2021	1093321-1	Office Supplies	N
	05-430-700-4800-6405		28.40	Agency - 11x17 Copier paper/bi 03/18/2021	1093620-0	Office Supplies	N
	05-430-700-4800-6405		66.22	Agency Post-Its/Tape/Pens/Sten 03/22/2021	1093751-0	Office Supplies	N
86235	The Office Shop Inc		107.14		4 Transactions		
430	DEPT Total:		737.38	Social Services	6 Vendors	14 Transactions	
5	Fund Total:		3,026.78	Health & Human Services		47 Transactions	

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Aitkin County



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

9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>	
0	DEPT			Undesignated			
	4580 Mn Dept Of Finance						
	09-000-000-0000-2030		285.00	Marr Lic Fees Mar 2021		State Fees, Assessments & Surcharges	N
	4580 Mn Dept Of Finance		285.00	1 Transactions			
0	DEPT Total:		285.00	Undesignated	1 Vendors	1 Transactions	
9	Fund Total:		285.00	State		1 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
13447	Futurewood Corp. 10-900-000-0000-2300		1,423.17	BOND	13668	Timber Permit Bonds	N
	10-900-000-0000-2300		1,881.25	BOND REFUND	13815	Timber Permit Bonds	N
13447	Futurewood Corp.		3,304.42	2 Transactions			
13493	Kerr Logging/Steve 10-900-000-0000-2300		991.90	BOND REFUND	13877	Timber Permit Bonds	N
13493	Kerr Logging/Steve		991.90	1 Transactions			
9555	Pliny Post & Pole 10-900-000-0000-2300		544.00	BOND	14038	Timber Permit Bonds	N
9555	Pliny Post & Pole		544.00	1 Transactions			
3937	Potlatch Corporation 10-900-000-0000-2300		2,282.00	BOND	14025	Timber Permit Bonds	N
3937	Potlatch Corporation		2,282.00	1 Transactions			
5791	Sappi 10-900-000-0000-2300		490.00	BOND	13898	Timber Permit Bonds	N
	10-900-000-0000-2300		3,768.00	BOND	14162	Timber Permit Bonds	N
	10-900-000-0000-2300		1,855.68	BOND	14166	Timber Permit Bonds	N
5791	Sappi		6,113.68	3 Transactions			
4427	Simcoe/Ralph 10-900-000-0000-2300		1,006.13	BOND REFUND	14217	Timber Permit Bonds	N
4427	Simcoe/Ralph		1,006.13	1 Transactions			
9286	Stangler Logging 10-900-000-0000-2300		622.80	BOND	13831	Timber Permit Bonds	N
9286	Stangler Logging		622.80	1 Transactions			
4365	Swedberg/Duane E 10-900-000-0000-2300		406.00	BOND	13932	Timber Permit Bonds	N
4365	Swedberg/Duane E		406.00	1 Transactions			
15009	Vandermey Logging 10-900-000-0000-2300		847.60	BOND REFUND	13872	Timber Permit Bonds	N

Aitkin County



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

Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
				Service Dates	Paid On Bhf #	On Behalf of Name	
15009	Vandermey Logging		847.60		1 Transactions		
900	DEPT Total:		16,118.53	Timber Permit Bonds	9 Vendors	12 Transactions	
921	DEPT			Co. Development			
9046	Loffler Companies, Inc.						
	10-921-000-0000-6250		5.31	Feb Phone		Telephone	N
	10-921-000-0000-6250		5.31	Feb Phone		Telephone	N
	10-921-000-0000-6250		5.48	Mar Phone		Telephone	N
	10-921-000-0000-6250		5.48	Mar Phone		Telephone	N
9046	Loffler Companies, Inc.		21.58		4 Transactions		
921	DEPT Total:		21.58	Co. Development	1 Vendors	4 Transactions	
923	DEPT			Forfeited Tax Sales			
10925	Aitkin Co Assessor's Office						
	10-923-000-0000-6231		250.00	LAND VALUATION - 5 PROPERTIES	040621	Services, Labor, Contracts	N
10925	Aitkin Co Assessor's Office		250.00		1 Transactions		
86222	Aitkin Independent Age						
	10-923-000-0000-6230		124.56	AD - RECREATION PLAN	1125493	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		124.56		1 Transactions		
170	Aitkin Motor Company						
	10-923-000-0000-6590		133.90	LOF, & REPAIR - #054	32661 32955	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		214.02	LOF, BRAKE WORK - #303	32661 32955	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		347.92		2 Transactions		
10452	AT&T Mobility						
	10-923-000-0000-6250		625.32	CELL PHONE	287302631438	Telephone	N
10452	AT&T Mobility		625.32		1 Transactions		
10855	Culligan Water						
	10-923-000-0000-6231		36.34	WATER EQUIP RENTAL - APRIL	521171	Services, Labor, Contracts	N
				04/01/2021	04/30/2021		
10855	Culligan Water		36.34		1 Transactions		
1701	Forestry Suppliers, Inc.						

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1701	Forestry Suppliers, Inc. 10-923-000-0000-6406		98.85 98.85	FLAGGING, & NOZZLE 1 Transactions	861417-00	Field Supplies	N
13447	Futurewood Corp. 10-923-000-0000-6820		395.35 395.35	OVERAPPRAISED 1 Transactions	13668	Refunds & Reimbursements	N
1754	Garrison Disposal Company, Inc 10-923-000-0000-6231		110.30 110.30	GARBAGE 03/05/2021 04/01/2021 1 Transactions	163347	Services, Labor, Contracts	N
2340	Hyytinen Hardware Hank 10-923-000-0000-6406		29.18 29.18	HARDWARE, NUMBERS, FLOOR DRY 1 Transactions	1630350	Field Supplies	N
9046	Loffler Companies, Inc. 10-923-000-0000-6250 10-923-000-0000-6250		74.41 76.71 151.12	Feb Phone Mar Phone 2 Transactions		Telephone Telephone	N N
8436	Northland Parts 10-923-000-0000-6590		51.99 51.99	HYD FLUID - WOOD MILL - LLCC 1 Transactions	420078	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts 10-923-000-0000-6590		13.99 13.99	STABILIZER 1 Transactions	1878482006	Repair & Maintenance Supplies	N
14386	Paradigm Automotive 10-923-000-0000-6590 10-923-000-0000-6590		66.79 64.36 131.15	LOF #049 TRLR WIRING #312 2 Transactions	10324 10341 10324 10341	Repair & Maintenance Supplies Repair & Maintenance Supplies	G G
3810	Paulbeck's County Market 10-923-000-0000-6405		5.34 5.34	TOWELS 1 Transactions	004001071335	Office Supplies	N
9555	Pliny Post & Pole						

Aitkin County



Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	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>	
	10-923-000-0000-6820		18.92	OVERAPPRAISED	14038	Refunds & Reimbursements	N
9555	Pliny Post & Pole		18.92	1 Transactions			
3937	Potlatch Corporation						
	10-923-000-0000-6820		165.24	ADDTNL REFUND OF OVERAPPRAISED	13956	Refunds & Reimbursements	N
	10-923-000-0000-6820		1,820.53	OVERAPPRAISED	14025	Refunds & Reimbursements	N
3937	Potlatch Corporation		1,985.77	2 Transactions			
4010	Rasley Oil Company						
	10-923-000-0000-6511		216.99	FUEL	65572	Gas And Oil	N
				03/04/2021 03/31/2021			
4010	Rasley Oil Company		216.99	1 Transactions			
5791	Sappi						
	10-923-000-0000-6820		144.02	OVERAPPRAISED	13898	Refunds & Reimbursements	N
	10-923-000-0000-6820		9,319.86	OVERAPPRAISED	14162	Refunds & Reimbursements	N
5791	Sappi		9,463.88	2 Transactions			
13403	Siggy's Small Engine Repair LLC						
	10-923-000-0000-6590		394.67	SHIFTER REPAIR	040921	Repair & Maintenance Supplies	Y
				03/21/2021 04/07/2021			
13403	Siggy's Small Engine Repair LLC		394.67	1 Transactions			
86235	The Office Shop Inc						
	10-923-000-0000-6405		39.38	OFFICE SUPPLIES	315244	Office Supplies	N
86235	The Office Shop Inc		39.38	1 Transactions			
13934	The Tire Barn						
	10-923-000-0000-6590		44.24	TIRE REPAIR & DISPOSAL	56884	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		222.78	LOF & REPAIR ON #666	56884	Repair & Maintenance Supplies	N
13934	The Tire Barn		267.02	2 Transactions			
14341	Timberline Trucking						
	10-923-000-0000-6820		675.34	OVERAPPRAISED	14273	Refunds & Reimbursements	N
14341	Timberline Trucking		675.34	1 Transactions			
15009	Vandermey Logging						
	10-923-000-0000-6820		367.68	OVERAPPRAISED	13872	Refunds & Reimbursements	N

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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 Description On Behalf of Name	1099
15009	Vandermey Logging		367.68		1 Transactions		
7042	Vierkandt/Brian 10-923-000-0000-6820		3,454.79	OVERAPPRAISED	13702	Refunds & Reimbursements	N
7042	Vierkandt/Brian		3,454.79		1 Transactions		
9642	WEX BANK 10-923-000-0000-6511		1,971.04	GAS 02/11/2021	70635450 03/10/2021	Gas And Oil	N
9642	WEX BANK		1,971.04		1 Transactions		
923	DEPT Total:		21,226.89	Forfeited Tax Sales	25 Vendors	31 Transactions	
926	DEPT			Law Library			
5173	Thomson Reuters-West Publishing 10-926-000-0000-6408		1,430.09	West Info 03/01/2021	844084928 03/31/2021	Law Books	N
	10-926-000-0000-6408		917.44	West Subscription 04/01/2021	844173489 04/30/2021	Law Books	N
5173	Thomson Reuters-West Publishing		2,347.53		2 Transactions		
926	DEPT Total:		2,347.53	Law Library	1 Vendors	2 Transactions	
10	Fund Total:		39,714.53	Trust		49 Transactions	

Aitkin County



11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT			Resource Management			
86198	Aitkin County Treasurer 11-925-000-0000-6231	I	400.00	2021PROPERTY TAXES 44-0-012400	44-0-012400	Services, Labor, Contracts	N
	11-925-000-0000-6231	I	204.00	2021 PROP. TAXES - 44-0-026200	44-0-026200	Services, Labor, Contracts	N
	11-925-000-0000-6231	I	168.00	2021 PROP TAXES - 44-0-026500	44-0-026500	Services, Labor, Contracts	N
86198	Aitkin County Treasurer		772.00	3 Transactions			
1613	Fairchild/Tracy 11-925-000-0000-6406		145.00	BOOT REIMBURSEMENT	040721	Field Supplies	N
1613	Fairchild/Tracy		145.00	1 Transactions			
9586	Neary/Daniel L 11-925-000-0000-6406		119.99	BOOT REIMBURSEMENT	040721	Field Supplies	N
9586	Neary/Daniel L		119.99	1 Transactions			
15297	NEPCon 11-925-000-0000-6273	H	9,181.00	FSC AUDIT 2021	US-S2100152	Timber Improvement	N
15297	NEPCon		9,181.00	1 Transactions			
5473	Parkin/Tom 11-925-000-0000-6406		145.00	BOOT REIMBURSEMENT	040721	Field Supplies	N
5473	Parkin/Tom		145.00	1 Transactions			
925	DEPT Total:		10,362.99	Resource Management	5 Vendors	7 Transactions	
939	DEPT			County Surveyor			
10452	AT&T Mobility 11-939-000-0000-6250		44.90	CELL PHONE	287302631438	Telephone	N
10452	AT&T Mobility		44.90	1 Transactions			
12525	CES Imaging 11-939-000-0000-6405		5,920.00	SCANNER & TRAINING	123198	Office & Computer Supplies	N
12525	CES Imaging		5,920.00	1 Transactions			
12500	Frontier Precision, Inc 11-939-000-0000-6405		77.79	RANGER 7 BRACKET HOLDER	225440	Office & Computer Supplies	N
12500	Frontier Precision, Inc		77.79	1 Transactions			
7525	Hometown Bldg Supply						

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

11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	11-939-000-0000-6406					
7525	Hometown Bldg Supply					
		21.87	SURVEY MONUMENTS	2103-030850	Supplies	N
		21.87		1 Transactions		
86235	The Office Shop Inc					
	11-939-000-0000-6405					
86235	The Office Shop Inc					
		32.80	OFFICE SUPPLIES	315244	Office & Computer Supplies	N
		32.80		1 Transactions		
939	DEPT Total:	6,097.36	County Surveyor	5 Vendors	5 Transactions	
11	Fund Total:	16,460.35	Forest Development		12 Transactions	

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

14 Capital Project

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
949	DEPT		Courthouse Addition			
	1829 Goble's Sewer Service Inc.					
	14-949-000-0000-6231			22148	Services, Labor, Contracts	N
	1829 Goble's Sewer Service Inc.					
					1 Transactions	
949	DEPT Total:		215.00	Courthouse Addition	1 Vendors	1 Transactions
14	Fund Total:		215.00	Capital Project		1 Transactions

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 19 Long Lake Conservation Cen

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 Description On Behalf of Name	1099
521	DEPT				LLCC Administration			
	14812 SCI Broadband/Savage Communications							
	19-521-000-0000-6250			683.15	SCI	024-033167	Telephone	N
					04/01/2021 04/30/2021			
	14812 SCI Broadband/Savage Communications			683.15	1 Transactions			
521	DEPT Total:			683.15	LLCC Administration	1 Vendors	1 Transactions	
524	DEPT				LLCC Maintenance			
	2340 Hyytinen Hardware Hank							
	19-524-000-0000-6590			29.95	SALT	1630350	Repair & Maintenance Supplies	N
	2340 Hyytinen Hardware Hank			29.95	1 Transactions			
524	DEPT Total:			29.95	LLCC Maintenance	1 Vendors	1 Transactions	
19	Fund Total:			713.10	Long Lake Conservation Center		2 Transactions	

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 21 Parks

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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 Description On Behalf of Name	1099
520	DEPT				Parks			
9298	Elite Environmental Services 21-520-000-0000-6231			550.00	ASBESTOS INSPECTION	194	Services, Labor, Contracts	Y
9298	Elite Environmental Services			550.00	1 Transactions			
1598	Ferrara's Htg Air Cond & Refrig Inc 21-520-000-0000-6523			109.95	FURNACE FILTERS	11105	Misc Bldg & Bshop Supplies	N
1598	Ferrara's Htg Air Cond & Refrig Inc			109.95	1 Transactions			
520	DEPT Total:			659.95	Parks	2 Vendors	2 Transactions	
21	Fund Total:			659.95	Parks		2 Transactions	
	Final Total:			178,977.26	240 Vendors	411 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	87,580.99	General Fund	
	2	236.32	Reserves Fund	
	3	30,085.24	Road & Bridge	
	5	3,026.78	Health & Human Services	
	9	285.00	State	
	10	39,714.53	Trust	
	11	16,460.35	Forest Development	
	14	215.00	Capital Project	
	19	713.10	Long Lake Conservation Center	
	21	659.95	Parks	
	All Funds	178,977.26	Total	Approved by,
			
			

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

Sales /Use/Diesel Tax March 2021

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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
89991	Bremer Bank						
1	01-040-021-0000-5840		1.29	Receipt Nbr 15627 03/02/2021		Misc Receipts	N
2	01-040-021-0000-5840		1.29	Receipt Nbr 15746 03/23/2021		Misc Receipts	N
3	01-042-000-0000-5840		0.13	Receipt Nbr 15659 03/08/2021		Misc Receipts	N
4	01-042-000-0000-5840		12.87	Receipt Nbr 15797 03/26/2021		Misc Receipts	N
5	01-042-000-0000-5840		18.65	Receipt Nbr 15805 03/29/2021		Misc Receipts	N
6	01-043-000-0000-5840		0.51	Receipt Nbr 15710 03/17/2021		Misc Receipts	N
7	01-043-000-0000-5840		0.51	Receipt Nbr 15789 03/26/2021		Misc Receipts	N
8	01-049-000-0000-5525		53.33	Receipt Nbr 15687 03/11/2021		Label & Listing Sales	N
9	01-090-000-0000-5840		9.65	Receipt Nbr 15639 03/04/2021		Misc Receipts	N
10	01-090-000-0000-5840		1.29	Receipt Nbr 15639 03/04/2021		Misc Receipts	N
11	01-090-000-0000-5840		1.29	Receipt Nbr 15639 03/04/2021		Misc Receipts	N
12	01-090-000-0000-5840		1.29	Receipt Nbr 15639 03/04/2021		Misc Receipts	N
13	01-090-000-0000-5840		0.64	Receipt Nbr 15639 03/04/2021		Misc Receipts	N
14	01-090-000-0000-5840		0.64	Receipt Nbr 15639 03/04/2021		Misc Receipts	N
15	01-090-000-0000-5840		2.57	Receipt Nbr 15639 03/04/2021		Misc Receipts	N
16	01-090-000-0000-5840		0.64	Receipt Nbr 15639 03/04/2021		Misc Receipts	N
17	01-090-000-0000-5840		1.29	Receipt Nbr 15674 03/10/2021		Misc Receipts	N
18	01-090-000-0000-5840		1.29	Receipt Nbr 15674 03/10/2021		Misc Receipts	N
19	01-090-000-0000-5840		12.87	Receipt Nbr 15712 03/17/2021		Misc Receipts	N
20	01-090-000-0000-5840		1.29	Receipt Nbr 15747 03/23/2021		Misc Receipts	N
21	01-090-000-0000-5840		0.64	Receipt Nbr 15748 03/23/2021		Misc Receipts	N
22	01-090-000-0000-5840		0.64	Receipt Nbr 15813 03/31/2021		Misc Receipts	N
23	01-090-000-0000-5840		1.61	Receipt Nbr 15813 03/31/2021		Misc Receipts	N
24	01-090-000-0000-5840		2.57	Receipt Nbr 15813 03/31/2021		Misc Receipts	N
25	01-090-000-0000-6239		21.44	Receipt Nbr 15748 03/23/2021		Computer Research	N
26	01-100-000-0000-5529		7.40	Receipt Nbr 1419 03/01/2021		County Recorder Fees	N
27	01-100-000-0000-5840		1.74	Receipt Nbr 1434 03/03/2021		Misc Receipts	N
28	01-100-000-0000-5840		38.60	Receipt Nbr 1464 03/10/2021		Misc Receipts	N
29	01-100-000-0000-5840		0.64	Receipt Nbr 1482 03/12/2021		Misc Receipts	N
30	01-252-252-0000-5872		112.02	Receipt Nbr 15694 03/12/2021		Phone Card Prisoner Welfare(Taxable)	N
31	01-252-252-0000-5872		76.15	Receipt Nbr 15740 03/22/2021		Phone Card Prisoner Welfare(Taxable)	N
32	01-252-252-0000-5885		11.48	Receipt Nbr 15647 03/05/2021		Commissary Sales Taxable	N
33	01-252-252-0000-5885		22.80	Receipt Nbr 15694 03/12/2021		Commissary Sales Taxable	N
34	01-252-252-0000-5885		9.78	Receipt Nbr 15706 03/16/2021		Commissary Sales Taxable	N
35	01-252-252-0000-5885		1.80	Receipt Nbr 15740 03/22/2021		Commissary Sales Taxable	N
36	01-252-252-0000-5885		30.06	Receipt Nbr 15807 03/29/2021		Commissary Sales Taxable	N
89991	Bremer Bank		462.70	36 Transactions			

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Aitkin County



1 General Fund

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

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<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
1 Fund Total:			462.70	General Fund	1 Vendors	36 Transactions

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
89991	Bremer Bank						
37	03-000-000-0000-5855		1.93	Receipt Nbr 15604 03/01/2021		Charges-Individuals	N
38	03-000-000-0000-5855		3.86	Receipt Nbr 15636 03/04/2021		Charges-Individuals	N
39	03-000-000-0000-5855		27.02	Receipt Nbr 15646 03/05/2021		Charges-Individuals	N
40	03-000-000-0000-5855		6.88	Receipt Nbr 15646 03/05/2021		Charges-Individuals	N
41	03-000-000-0000-5855		12.87	Receipt Nbr 15646 03/05/2021		Charges-Individuals	N
42	03-000-000-0000-5855		1.93	Receipt Nbr 15655 03/08/2021		Charges-Individuals	N
43	03-000-000-0000-5855		0.13	Receipt Nbr 15666 03/10/2021		Charges-Individuals	N
44	03-000-000-0000-5855		3.86	Receipt Nbr 15685 03/11/2021		Charges-Individuals	N
45	03-000-000-0000-5855		1.93	Receipt Nbr 15689 03/12/2021		Charges-Individuals	N
46	03-000-000-0000-5855		1.93	Receipt Nbr 15715 03/17/2021		Charges-Individuals	N
47	03-000-000-0000-5855		7.72	Receipt Nbr 15728 03/19/2021		Charges-Individuals	N
48	03-000-000-0000-5855		1.93	Receipt Nbr 15732 03/22/2021		Charges-Individuals	N
49	03-000-000-0000-5855		1.93	Receipt Nbr 15733 03/22/2021		Charges-Individuals	N
50	03-000-000-0000-5855		1.93	Receipt Nbr 15765 03/24/2021		Charges-Individuals	N
51	03-000-000-0000-5855		1.93	Receipt Nbr 15779 03/25/2021		Charges-Individuals	N
52	03-000-000-0000-5855		9.65	Receipt Nbr 15790 03/26/2021		Charges-Individuals	N
53	03-000-000-0000-5855		6.88	Receipt Nbr 15790 03/26/2021		Charges-Individuals	N
54	03-000-000-0000-5855		1.93	Receipt Nbr 15800 03/29/2021		Charges-Individuals	N
55	03-000-000-0000-5855		5.79	Receipt Nbr 15816 03/31/2021		Charges-Individuals	N
89	03-303-000-0000-6513		939.92	Diesel Tax: March 2021		Motor Fuel & Lubricants	N
89991	Bremer Bank		1,041.95	20 Transactions			
3 Fund Total:			1,041.95	Road & Bridge		1 Vendors	20 Transactions

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Aitkin County



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

11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank					
56	11-939-000-0000-5840		7.89	Receipt Nbr 2052 03/02/2021	Misc Receipts	N
57	11-939-000-0000-5840		1.61	Receipt Nbr 2067 03/15/2021	Misc Receipts	N
58	11-939-000-0000-5840		3.22	Receipt Nbr 2090 03/26/2021	Misc Receipts	N
89991	Bremer Bank		12.72	3 Transactions		
11 Fund Total:			12.72	Forest Development	1 Vendors	3 Transactions

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 Description On Behalf of Name	1099
89991	Bremer Bank						
59	21-520-000-0000-5510		3.86	Receipt Nbr 2054 03/02/2021		Co. Parks Campground Fees	N
60	21-520-000-0000-5510		19.30	Receipt Nbr 2055 03/05/2021		Co. Parks Campground Fees	N
61	21-520-000-0000-5510		14.15	Receipt Nbr 2055 03/05/2021		Co. Parks Campground Fees	N
62	21-520-000-0000-5510		8.68	Receipt Nbr 2055 03/05/2021		Co. Parks Campground Fees	N
63	21-520-000-0000-5510		7.72	Receipt Nbr 2060 03/08/2021		Co. Parks Campground Fees	N
64	21-520-000-0000-5510		18.01	Receipt Nbr 2060 03/08/2021		Co. Parks Campground Fees	N
65	21-520-000-0000-5510		0.96	Receipt Nbr 2060 03/08/2021		Co. Parks Campground Fees	N
66	21-520-000-0000-5510		1.93	Receipt Nbr 2060 03/08/2021		Co. Parks Campground Fees	N
67	21-520-000-0000-5510		7.72	Receipt Nbr 2061 03/10/2021		Co. Parks Campground Fees	N
68	21-520-000-0000-5510		2.57	Receipt Nbr 2062 03/11/2021		Co. Parks Campground Fees	N
69	21-520-000-0000-5510		1.93	Receipt Nbr 2062 03/11/2021		Co. Parks Campground Fees	N
70	21-520-000-0000-5510		6.43	Receipt Nbr 2063 03/15/2021		Co. Parks Campground Fees	N
71	21-520-000-0000-5510		23.16	Receipt Nbr 2063 03/15/2021		Co. Parks Campground Fees	N
72	21-520-000-0000-5510		11.58	Receipt Nbr 2063 03/15/2021		Co. Parks Campground Fees	N
73	21-520-000-0000-5510		2.57	Receipt Nbr 2073 03/16/2021		Co. Parks Campground Fees	N
74	21-520-000-0000-5510		7.72	Receipt Nbr 2073 03/16/2021		Co. Parks Campground Fees	N
75	21-520-000-0000-5510		23.16	Receipt Nbr 2078 03/22/2021		Co. Parks Campground Fees	N
76	21-520-000-0000-5510		3.86	Receipt Nbr 2078 03/22/2021		Co. Parks Campground Fees	N
77	21-520-000-0000-5510		7.72	Receipt Nbr 2078 03/22/2021		Co. Parks Campground Fees	N
78	21-520-000-0000-5510		11.58	Receipt Nbr 2078 03/22/2021		Co. Parks Campground Fees	N
79	21-520-000-0000-5510		6.43	Receipt Nbr 2079 03/25/2021		Co. Parks Campground Fees	N
80	21-520-000-0000-5510		5.15	Receipt Nbr 2079 03/25/2021		Co. Parks Campground Fees	N
81	21-520-000-0000-5510		5.79	Receipt Nbr 2079 03/25/2021		Co. Parks Campground Fees	N
82	21-520-000-0000-5510		2.57	Receipt Nbr 2080 03/26/2021		Co. Parks Campground Fees	N
83	21-520-000-0000-5510		2.57	Receipt Nbr 2080 03/26/2021		Co. Parks Campground Fees	N
84	21-520-000-0000-5510		2.89	Receipt Nbr 2080 03/26/2021		Co. Parks Campground Fees	N
85	21-520-000-0000-5510		2.57	Receipt Nbr 2081 03/26/2021		Co. Parks Campground Fees	N
86	21-520-000-0000-5510		2.57	Receipt Nbr 2086 03/26/2021		Co. Parks Campground Fees	N
87	21-520-000-0000-5510		11.58	Receipt Nbr 2086 03/26/2021		Co. Parks Campground Fees	N
88	21-520-000-0000-5510		4.82	Receipt Nbr 2091 03/29/2021		Co. Parks Campground Fees	N
89991	Bremer Bank		231.55	30 Transactions			
21 Fund Total:			231.55	Parks		1 Vendors	30 Transactions
Final Total:			1,748.92	4 Vendors		89 Transactions	

Aitkin County

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	462.70	General Fund
3	1,041.95	Road & Bridge
11	12.72	Forest Development
21	231.55	Parks
All Funds	1,748.92	Total

Approved by,

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WLC1
4/14/21

11:35AM



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

Hwy Dept Furniture

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

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
308	DEPT			R&B Equipment & Facilities			
86235	The Office Shop Inc						
	03-308-000-0000-6600		2,886.74	Office Furniture	1094254-0	Capital Outlay-Facilities	N
	03-308-000-0000-6600		15,121.50	Office Furniture	1094350-0	Capital Outlay-Facilities	N
	03-308-000-0000-6600		42,958.57	Office Furniture	1094553-0	Capital Outlay-Facilities	N
86235	The Office Shop Inc		60,966.81	3 Transactions			
308	DEPT Total:		60,966.81	R&B Equipment & Facilities	1 Vendors	3 Transactions	
3	Fund Total:		60,966.81	Road & Bridge		3 Transactions	
	Final Total:		60,966.81	1 Vendors	3 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	60,966.81	Road & Bridge
All Funds		60,966.81	Total

Approved by,

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KMR1
4/8/21

2:36PM



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

Elan paid 4/1/21 Allocated

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 **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5462	Bremer Bank (Elan ACH)					
24	01-044-000-0000-6800		3,517.65-	ELAN-Paid 04/01/21 Allocated	ELAN - Statement Payment	N
15	01-049-000-0000-6402		106.68	Cables for Conf. Room	Computer Supplies & Software	N
8	01-053-000-0000-6298		300.00	Employee Recognition-Amazon (4	Employee Recognition	N
14	01-090-000-0000-6625		97.95	DVD Burner - Pioneer	Office Equipment	N
20	01-090-000-0000-6625		96.95-	Blu-Ray DVD Burner-Returned	Office Equipment	N
21	01-090-000-0000-6625		128.93	Keyboard&Mouse/DVD Burner	Office Equipment	N
23	01-110-000-0000-6422		61.96	Plungers & Trash Grabbers	Janitorial Supplies	N
10	01-200-000-0000-6405		12.59	File Flags	Office Supplies	N
11	01-200-000-0000-6405		98.59	Wrist Rest.Pocket Folders	Office Supplies	N
12	01-252-000-0000-6405		43.78	Toner - #302	Office & Computer Supplies	N
22	01-252-252-0000-6405		28.00	Family Dollar-Inmate Treats	Prisoner Welfare	N
7	01-053-000-0000-6231		15.98	Webex Monthly Subscription	16100192665 Services, Labor, Contracts	N
				03/19/2021 04/18/2021		
13	01-257-000-0000-6231		14.99	Zoom-Monthly Subscription	75989669 Services & Contracts	N
				03/23/2021 04/22/2021		
19	01-043-000-0000-6208		575.00	Reg. IAAO 112-Income Approach	B. Mowers Training/Education	N
18	01-043-000-0000-6208		575.00	Reg. IAAO 112-Income Approach	S. Mello Training/Education	N
5462	Bremer Bank (Elan ACH)		1,555.15-	15 Transactions		
1 Fund Total:			1,555.15-	General Fund	1 Vendors	15 Transactions

KMR1
4/8/21 2:36PM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

2 Reserves Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
25	5462 Bremer Bank (Elan ACH) 02-044-000-0000-6231		99.99	Attorney Furniture-Monitor Arm		Contracts,Scanning,IFS - Central Servi	N
	5462 Bremer Bank (Elan ACH)		99.99	1 Transactions			
2 Fund Total:			99.99	Reserves Fund	1 Vendors	1 Transactions	

KMR1
4/8/21 2:36PM

Aitkin County

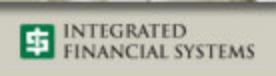


Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

3 Road & Bridge

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9	5462 Bremer Bank (Elan ACH) 03-303-000-0000-6590			175.52	Menards-Heavy Duty Deer Fence	85566043380	Repair & Maintenance Supplies	N
	5462 Bremer Bank (Elan ACH)			175.52	1 Transactions			
3 Fund Total:				175.52	Road & Bridge	1 Vendors	1 Transactions	

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3	5462 Bremer Bank (Elan ACH) 05-400-440-0410-6402		1.75	Admin - 4 port USB Hub 03/16/2021 03/16/2021		Computer/Technology Supplies	N
1	05-400-440-0410-6405		11.90	Agency - Bankers Box/Supply 03/12/2021 03/12/2021		Office Supplies	N
2	05-400-440-0410-6405		3.56	Admin - Business Notebooks 03/15/2021 03/15/2021		Office Supplies	N
6	05-400-440-0410-6405		2.63	Agency - Notebooks 03/22/2021 03/22/2021		Office Supplies	N
3	05-420-600-4800-6402		4.12	Admin - 4 port USB Hub 03/16/2021 03/16/2021		Computer/Technology Supplies	N
1	05-420-600-4800-6405		28.04	Agency - Bankers Box/Supply 03/12/2021 03/12/2021		Office Supplies	N
2	05-420-600-4800-6405		8.41	Admin - Business Notebooks 03/15/2021 03/15/2021		Office Supplies	N
6	05-420-600-4800-6405		6.20	Agency - Notebooks 03/22/2021 03/22/2021		Office Supplies	N
3	05-430-700-4800-6402		6.62	Admin - 4 port USB Hub 03/16/2021 03/16/2021		Computer/Technology Supplies	N
1	05-430-700-4800-6405		45.03	Agency - Bankers Box/Supply 03/12/2021 03/12/2021		Office Supplies	N
2	05-430-700-4800-6405		13.50	Admin - Business Notebooks 03/15/2021 03/15/2021		Office Supplies	N
4	05-430-700-4800-6405		24.68	Laptop Backpack 03/16/2021 03/16/2021		Office Supplies	N
6	05-430-700-4800-6405		9.96	Agency - Notebooks 03/22/2021 03/22/2021		Office Supplies	N
5	05-430-710-3460-6065		42.22	SELF - Graduation Supply 03/22/2021 03/22/2021	66483814	STAY Funds - Adolescent Life Skills	N
	5462 Bremer Bank (Elan ACH)		208.62	14 Transactions			
5 Fund Total:			208.62	Health & Human Services	1 Vendors	14 Transactions	

KMR1
4/8/21 2:36PM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
16	5462 Bremer Bank (Elan ACH) 11-925-000-0000-6273		194.67	Straw Bales/Clover Seed		Timber Improvement	N
	5462 Bremer Bank (Elan ACH)		194.67	1 Transactions			
11 Fund Total:			194.67	Forest Development	1 Vendors	1 Transactions	

KMR1
4/8/21 2:36PM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

14 Capital Project

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
26	5462 Bremer Bank (Elan ACH) 14-949-000-0000-6630		816.47	Zoro Tools-Outside Mailbox		Miscellaneous-Capital Expense	N
	5462 Bremer Bank (Elan ACH)		816.47	1 Transactions			
14 Fund Total:			816.47	Capital Project	1 Vendors	1 Transactions	

KMR1

4/8/21

2:36PM

Aitkin County



19 Long Lake Conservation Cen

Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Page 8

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
17	5462 Bremer Bank (Elan ACH) 19-521-000-0000-6231		59.88	Wix.com Annual Fee 03/11/2021 03/11/2022	898351203	Services, Labor, Contracts	N
	5462 Bremer Bank (Elan ACH)		59.88	1 Transactions			
19 Fund Total:			59.88	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			0.00	7 Vendors	34 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	-1,555.15	General Fund
2	99.99	Reserves Fund
3	175.52	Road & Bridge
5	208.62	Health & Human Services
11	194.67	Forest Development
14	816.47	Capital Project
19	59.88	Long Lake Conservation Center
All Funds	0.00	Total

Approved by,

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KMR1
4/14/21

8:28AM



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

Camping Refund

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
 4/14/21 8:28AM
 21 Parks

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 21-520-000-0000-5510		90.00	Camping Refund	3863	Co. Parks Campground Fees	N
	8410 Bremer Bank		90.00	1 Transactions			
21 Fund Total:			90.00	Parks	1 Vendors	1 Transactions	
Final Total:			90.00	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	90.00	Parks
All Funds		90.00	Total

Approved by,

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

Medical 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
4/14/21 10:26AM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Page 2

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 01-044-904-0000-6360		6.19	Med FSA Claims 2021	39787316	Flex Plan Withdrawals	N
	8410 Bremer Bank		6.19	1 Transactions			
1 Fund Total:			6.19	General Fund	1 Vendors	1 Transactions	
Final Total:			6.19	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	6.19	General Fund
All Funds	6.19	Total

Approved by,

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Medical FSA Claims

WLC1
4/21/21 11:25AM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Page 2

1 General Fund

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 01-044-904-0000-6360			1,819.26	Med FSA Claims 2021	39788934	Flex Plan Withdrawals	N
	8410 Bremer Bank			1,819.26	1 Transactions			
1 Fund Total:				1,819.26	General Fund	1 Vendors	1 Transactions	
Final Total:				1,819.26	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,819.26	General Fund
All Funds	1,819.26	Total

Approved by,

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Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: April 27, 2021

Title of Item: Township approval of 3.2% License Application

<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: Sally M. Huhta		Department: Auditor's
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: <p style="text-align: center;">Township Unorg 48-27 approval of 3.2% License Application</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to consent to (by the Unorg 48-27 Township), the issuance of the 3.2% Malt Liquor License applied for by Danny J. Volk, d/b/a Hidden Meadows, in his Application for a period ending April 30, 2022.		
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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

For: County Board of April 27, 2021

Motion by Commissioner X, seconded by Commissioner X and carried, all members voting yes to consent to the issuance of the following 3.2 Malt Liquor License applied for in the within application for a period ending April 30, 2022.

ON Sale:

Danny J. Volk, d/b/a **Hidden Meadows** – Unorg 48-27 Township



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: April 27, 2021

Title of Item: 3.2% Malt Liquor Licenses

<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: <p style="text-align: center;">Sally M. Huhta</p>		Department: <p style="text-align: center;">Auditor's</p>
Presenter (Name and Title): <p style="text-align: center;">N/A</p>		Estimated Time Needed: <p style="text-align: center;">N/A</p>
Summary of Issue: <p>Renewal of 3.2% Malt Liquor License Applications, subject to completion of all paperwork and all signatures that are required.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: <p>Attached Proposed Motion</p>		
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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

For: County Board of April 27, 2021

Motion by Commissioner X, seconded by Commissioner X and carried, all members voting yes to approve the following **3.2 Malt Liquor Licenses** for a period **ending April 30, 2022.**

ON Sale:

Danny J. Volk, d/b/a **Hidden Meadows** – Unorg 48-27 Township

Minnewawa Sportsmen's Club Inc., d/b/a **Minnewawa Sportsmen's Club** – Shamrock Township

RD Experience LLC, d/b/a The **Red Door Resort** – Wealthwood Township

202 Tavern, d/b/a **202 Tavern** – Shamrock Township

ON & OFF Sale:

Dean H. Hanson, d/b/a **Agate Bay Resort** – Lakeside Township



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: April 27, 2021

Title of Item: LLCC Housing Rental Agreement

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Request approval of the attached LLCC Housing Rental Agreement.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Request approval of the attached LLCC Housing Rental Agreement.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

MINNESOTA STANDARD RESIDENTIAL LEASE: SINGLE FAMILY HOUSE

For leasing an apartment, use Form No. 41, Minnesota Standard Residential Lease: Apartment. For leasing a condominium unit, a town home, or a single family home subject to a declaration, use Form No. 43, Minnesota Standard Lease for Common Interest Community Property.

© Copyright 2017, 2019 by Minnesota State Bar Association, Minneapolis, Minnesota. BEFORE YOU USE OR SIGN THIS LEASE, YOU SHOULD CONSULT WITH A LAWYER TO DETERMINE THAT THIS CONTRACT ADEQUATELY PROTECTS YOUR LEGAL RIGHTS. Minnesota State Bar Association disclaims any liability arising out of use of this form.

The Office of the Minnesota Attorney General certifies that this contract complies with the requirements of Minn. Stat. §325G.31. CERTIFICATION OF A CONTRACT BY THE MINNESOTA ATTORNEY GENERAL UNDER THE PLAIN LANGUAGE CONTRACT ACT IS NOT OTHERWISE AN APPROVAL OF THE CONTRACT'S LEGALITY OR LEGAL EFFECT.

1 Landlord and Tenant agree to the following terms.

2
3 **TENANTS.** (Each adult occupant, other than a protected person, must sign this Lease as a "Tenant.")
4 Andrew and [insert spouse's name] Carlstrom

5 **OTHER OCCUPANTS.** (List children and protected persons.)
6 [insert name(s)]

7
8 **LANDLORD.** Aitkin County ("Landlord")

9 **LANDLORD LICENSE.** Landlord [select one]

10 is a licensed landlord is not required to be a licensed landlord

11
12 The **Premises** ("Premises") is located at (street address) _____
13 (city) Palisade MN (zip code) 56469

14 [Landlord: if this Lease is for three years or more, attach the complete legal description of the real
15 property.]

16
17 **NOTICE TO LANDLORD. Complete this section before you sign this Lease. Complete this section**
18 **before you accept rent. Complete this section before you accept a deposit.** Landlord HAS
19 HAS NOT (check one) received notice of a contract for deed cancellation or a foreclosure notice
20 regarding the Premises. If Landlord has received such a notice, the date on which the contract for deed
21 cancellation or mortgage foreclosure is complete is _____
22 (specify date).

23 **NOTICE TO TENANT. The Landlord must complete this section before you sign this Lease.** The
24 Landlord must complete this section before you pay rent. The Landlord must complete this section before
25 you pay a deposit. A contract for deed cancellation or foreclosure might limit the term of this Lease to
26 two months or less.

27 Minnesota Statutes §504B.151.

28
29 **Term of Lease.** (Write number of months or "month-to-month.") "Month to Month"

30 **Lease Start Date:** 04/11/2021 (?) **Lease End Date** (if known) 12/31/2021

31
32 **Monthly Rent** \$ 1,200.00 **Security Deposit** \$ 1,200.00

33 **Late Fee** \$ 50.00 (In no case may the late fee exceed 8.0% of the overdue rent payment.
34 Minn. Stat. Section 504B.177.)

35
36 **OTHER CHARGES** (specify) _____
37

38 **RENT PRORATED.** (check if applicable) This Lease requires the Tenant to move in or out of the
 39 residential unit on a date other than the first or last day of the month, and the rent is prorated.

40 **Prorated First Month Rent** (if applicable) \$ 800.00
 41 **Prorated Last Month Rent** (if applicable) \$ N/A
 42

RECEIPT. RECEIVED FROM TENANT BY LANDLORD AT THE SIGNING OF THIS LEASE:	AMOUNT
FIRST MONTH'S RENT PAID IN ADVANCE	800.00
FIRST MONTH'S UTILITIES PAID IN ADVANCE	0
LAST MONTH'S RENT PAID IN ADVANCE	0
SECURITY DEPOSIT PAID IN ADVANCE	1,200.00
PET DAMAGE DEPOSIT PAID IN ADVANCE	0
OTHER (Specify) <u>(Discuss payment options, if needed.)</u> , PAID IN ADVANCE	
TOTAL RECEIVED FROM TENANT:	2,000.00

43 Utilities and Services will be paid as follows.
 44

UTILITIES:	Included in Rent	Not Included in Rent; Paid or Billed Separately
	Choice No. 1	Choice No. 2
	LANDLORD PAYS SERVICE PROVIDER	TENANT PAYS DIRECTLY TO SERVICE PROVIDER
UTILITY OR SERVICE	(Utilities and services are included in rent.)	
>>>>>>> CHECK ONLY ONE COLUMN FOR EACH UTILITY OR SERVICE <<<<<<<<		
Propane	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water & Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fuel Oil	<input type="checkbox"/>	<input type="checkbox"/>
Garbage, Recycling, and Yard Waste Collection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cable Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Utility or Service (Specify)	Internet <input checked="" type="checkbox"/>	<input type="checkbox"/>

45
 46

47 CHECK APPLIANCES INCLUDED WITH HOUSE

- 48 REFRIGERATOR
- 49 KITCHEN STOVE
- 50 MICROWAVE
- 51 DISHWASHER
- 52 TRASH COMPACTOR
- CLOTHES WASHER
- CLOTHES DRYER
- WINDOW UNIT AIR CONDITIONER
- GAS GRILL
- OTHER:

53
 54 The person authorized to manage the Premises is
 55 Name Rich Courtemanche, Aitkin County Land Commissioner
 56 Street Address, (not P.O. Box) 502 Minnesota Avenue N
 57 City, State, Zip code Aitkin, MN 56431
 58 Telephone 218-927-7364

59 The Landlord or agent authorized to accept service of process and receive and give receipts for notices is;
 60 Name Kirk Peysar, Aitkin County Auditor
 61 Street Address, (not P.O. Box) 307 2nd Street NW, Room 121
 62 City, State, Zip code Aitkin, MN 56431
 63 Telephone 218-927-7354 (File note: 3 bedrooms, 2.5 bathrooms. House pets allowed.)

64
 65 List any additional agreements here. Attach a copy of each additional agreement to each copy of the
 66 Lease.
 67
 68
 69

70 **TERMS OF THIS LEASE.**

71
 72 **1. OCCUPANCY AND USE.** Only the Tenants and Occupants listed above may live in the Premises,
 73 except as allowed by law. The Premises, Utilities and Services shall be used only for common residential
 74 uses. Tenant shall use these Premises only as a private residence. Tenant shall not use the Premises in any
 75 way that is unlawful, illegal, or dangerous. Tenant shall not use the Premises in any way that would cause
 76 a cancellation, restriction or increase in premium of Owner's insurance.

77
 78 **2. RENT.** Tenant shall pay Rent in advance on or before the first day of every month. Tenant shall
 79 pay the Rent at Aitkin County Auditor's Office, 307 2nd Street NW, Room 121, Aitkin, MN 56431 or
 80 other reasonable place requested by Landlord.

81
 82 **3. LATE FEE AND RETURNED CHECK FEE.** If Landlord does not receive the rent by the fifth
 83 day of the month, Tenant must pay any late fee listed above as additional rent if requested in writing by
 84 Landlord. Tenant shall also pay \$20.00 for each unpaid check returned by Tenant's bank. Rent is "paid"
 85 when Landlord receives it, not when mailed or sent by Tenant.

86
 87 **4. SECURITY DEPOSIT.** Landlord may use the security deposit
 88 **A.** To cover Tenant's failure to pay rent or other money due Landlord.
 89 **B.** To return the Premises to its condition at the start of the tenancy except for ordinary wear
 90 and tear.

91
 92 If Landlord needs to use all or part of the security deposit for an obligation of Tenant's,
 93 Tenant shall have ten (10) days to reimburse Landlord. The ten day period shall begin when
 94 Landlord has given written notice to Tenant. If not timely reimbursed, Landlord may add
 95 it to the next month's Rent.

96
 97 Within 21 days after the tenancy ends and Tenant gives Landlord a forwarding address,
 98 Landlord shall return the full security deposit with interest or send a letter explaining what
 99 was withheld and why.

- 101 **5. EACH TENANT RESPONSIBLE.** Each Tenant is responsible for all money due to Landlord
102 under this Lease, not just a proportionate share.
103
- 104 **6. TENANT PAYS FOR DAMAGE.** Tenant shall pay for all loss, cost, or damage (including
105 plumbing trouble) caused by the willful or irresponsible conduct of Tenant or by a person under Tenant's
106 direction or control.
- 107 **7. LANDLORD'S NON-WAIVER.** Payments other than rent are due when Landlord demands them
108 from Tenant. Landlord's failure or delay in demanding payments is not a waiver. Landlord may demand
109 payments before or after Tenant vacates the Premises.
110
- 111 **8. ATTORNEY'S FEES.** The court may award reasonable attorney's fees and costs to the party who
112 prevails in a lawsuit about the tenancy.
113
- 114 **9. PREMISES INSPECTION.** Landlord and Tenant inspected the Premises together and signed an
115 inspection sheet before signing this Lease. A copy is attached. When the Lease ends, Landlord and Tenant
116 shall inspect again and complete a second inspection sheet.
117
- 118 **10. LANDLORD'S PROMISES.**
- 119 **A.** The Premises and all common areas are fit for the use intended by Landlord and Tenant.
120 **B.** Landlord shall make necessary repairs. Landlord need not repair damage caused by the willful
121 or irresponsible conduct of Tenant, Tenant's guests, or a person under Tenant's direction or
122 control.
123 **C.** Landlord shall keep the Premises up to code unless a violation of the codes has been caused by
124 the willful or irresponsible conduct of Tenant, Tenant's guests, or a person under Tenant's
125 direction or control.
126
- 127 **11. TENANT'S PROMISES.**
- 128 **A.** Tenant shall not allow damage to the Premises.
129 **B.** Tenant shall not allow waste of the Utilities or Services provided by Landlord.
130 **C.** Tenant shall make no alterations or additions.
131 **D.** Tenant shall remove no fixtures.
132 **E.** Tenant shall not paint the Premises without Landlord's written consent.
133 **F.** Tenant shall keep the Premises clean and tidy.
134 **G.** Tenant shall not unreasonably disturb the peace and quiet of others.
135 **H.** Tenant shall not interfere with the management of the property and shall not allow Tenant's
136 guests to do so.
137 **I.** Tenant shall use the Premises only as a private residence and shall not operate a business on
138 the Premises.
139 **J.** Tenant shall not use the Premises in any way that is unlawful, illegal, or dangerous.
140 **K.** Tenant shall not use the Premises in any way that would cause a cancellation, restriction or
141 increase in premium in Landlord's insurance.
142 **L.** Tenant shall not use or store in or near the Premises any inflammable or explosive substances
143 in an unsafe manner.
144 **M.** Tenant shall notify Landlord in writing of any repairs to be made.
145 **N.** Tenant shall recycle or dispose of trash in the outside containers provided for those purposes.
146
- 147 **12. TENANT'S TELEPHONE.** Tenant shall give Landlord the Tenant's phone number (land line)
148 within 2 days after service is started or the phone number is changed. Tenant shall give Landlord the
149 Tenant's cellular phone number within 2 days after the number has been changed.
150
151

- 152 **13. RESTRICTIONS.**
153 **A. WATERBEDS.** Tenant shall not have water beds or other water-filled furniture on the
154 Premises.
155 **B. PETS.** Tenant shall not have animals or pets on the Premises without Landlord's prior written
156 approval.
157 **C. LOCKS.** Tenant shall not add or change locks. At Tenant's request, Landlord will change the
158 locks or have the lock cylinders re-keyed at Tenant's expense. If the locks do not meet current
159 municipal codes or regulations, Landlord shall change the locks at Landlord's expense.
160 **D. VEHICLES.** Tenant may not have any of the following vehicles on the Premises or curtilage
161 of the Premises, except in a garage [check all that are prohibited]: motor home
162 camper trailer boat recreational vehicle unlicensed vehicle inoperable
163 vehicle vehicle on blocks or jacks commercial truck. ["Curtilage" means the grounds
164 surrounding the building in which the Premises is located.] A commercial truck is any truck in
165 commercial service or larger than a pickup truck. Permitted vehicles shall be parked in the
166 garage or on the driveway. Three days after giving notice to Tenant, Landlord may remove
167 and store the offending vehicles. Tenant shall pay reasonable removal and storage expenses as
168 additional Rent.
169
- 170 **14. LANDLORD'S RIGHT TO ENTER.** Landlord may enter the Premises for a reasonable business
171 purpose. Landlord must first make a good faith effort to give Tenant reasonable notice of the intent to enter.
172 Landlord may enter the Premises in an emergency. Landlord must disclose the date, time and purpose of
173 the emergency entry in writing. The writing must be left in a conspicuous place in the Premises.
174
- 175 **15. DAMAGE OR INJURY TO TENANT OR TENANT'S PROPERTY.** Landlord is not
176 responsible for any injury or damage that was not caused by a willful or negligent act or failure to act of
177 Landlord. Tenant may obtain Renter's Insurance
178
- 179 **16. NOTICE OF DANGEROUS CONDITIONS.** Tenant shall promptly notify Landlord of any
180 conditions that might cause damage to the Premises or waste Utilities or Services provided by Landlord.
181 The notice may be oral or in writing.
182
- 183 **17. SUBLETTING.** Tenant shall not sublet part or all of the Premises without Landlord's written
184 consent. Tenant shall not assign this Lease without Landlord's written consent. The consent shall not be
185 unreasonably withheld or delayed.
186
- 187 **18. MOVING OUT OR HOLDING OVER.** Tenant must move out not later than 11:59 p.m. on the
188 Ending Date. If Tenant occupies the Premises after the Ending Date with Landlord's permission and this
189 Lease has not been renewed nor a new Lease made, this Lease becomes a month-to-month lease under its
190 original terms.
191
- 192 **19. NOTICE IF LEASE BECOMES MONTH-TO-MONTH.** If this Lease is or becomes
193 month-to-month, written notice is required by Landlord or Tenant to end the Lease. The notice must end
194 the lease on the last day of a month and must be received before the first day of that month. For example,
195 to end a month-to-month lease on April 30, the notice must be received on March 31 or earlier.
196
- 197 **20. VACATING.** When moving out, Tenant must:
198 **A.** Leave the Premises in the same condition as at the start of the Lease, except for ordinary wear
199 and tear and fire or casualty loss. The interior of the house and other buildings shall be "broom
200 clean." All rubbish, garbage, and debris shall be removed from the Premises.
201 **B.** Completely vacate the Premises, including storage units, garage and parking stalls.
202 **C.** Give Landlord a forwarding address.
203 **D.** Give Landlord all keys and personal property issued to Tenant for Tenant's use such as garage
204 door openers, and tools. If Tenant does not return all keys within 24 hours of vacating, Landlord
205 may change the locks and charge reasonable costs to Tenant.
206

- 207 **21. PREMISES DESTROYED, UNINHABITABLE OR UNFIT FOR OCCUPANCY.**
- 208 **A.** If the Premises is destroyed or becomes totally uninhabitable or completely unfit for occupancy
209 through no fault or neglect of Tenant or a person under Tenant's direction or control, either
210 Landlord or Tenant may end this Lease. To end the lease, Tenant or Landlord shall give prompt
211 written notice to the other. Rent shall be prorated as of the date the Premises became unfit for
212 occupancy.
- 213 **B.** If the Premises is destroyed or becomes totally uninhabitable or completely unfit for occupancy
214 through the fault or neglect of Tenant or a person under Tenant's direction or control, Landlord
215 may end this Lease. Landlord shall give prompt written notice to Tenant.
216
- 217 **22. BREACH OF LEASE; LANDLORD'S RIGHT OF REENTRY.** Landlord shall have a right of
218 reentry for Tenant's breach of this Lease. If Tenant materially breaches this Lease, Landlord may do these
219 things.
- 220 **A.** Demand in writing that Tenant immediately give up possession of the Premises. If Tenant does
221 not give up possession, Landlord may bring an eviction action.
- 222 **B.** Demand in writing that Tenant give up possession of the Premises to Landlord at a certain date
223 in the future. If Tenant does not give up possession on that date, Landlord may bring an eviction
224 action. Landlord may accept rent for the period up to the date possession is to be transferred
225 without giving up Landlord's right to evict.
- 226 **C.** Bring an eviction action immediately.
227
- 228 **23. DUTY TO PAY RENT AFTER EVICTION OR SURRENDER.** Rent is due under this Lease
229 even if Tenant surrenders the Premises or is evicted by Landlord. Landlord shall make good faith efforts to
230 mitigate damages.
231
- 232 **24. SUBORDINATION.** This lease is subordinate to any mortgage against the Premises. No new
233 owner or lender shall disturb Tenant's occupancy but shall have Landlord's remedies if Tenant defaults.
234 Tenant shall sign documents reasonably requested by Landlord. Tenant appoints Landlord as
235 attorney-in-fact to sign such documents for any mortgagee.
236
- 237 **25. EXERCISE OF RIGHTS AND REMEDIES.** Either party may use any or all of its legal rights
238 and remedies. The use of one or more rights or remedies is not an election of remedies.
239
- 240 **26. SUBROGATION.** Tenant and Landlord give up all rights of subrogation against the other for loss
241 or damage covered by insurance.
242
- 243 **27. TERMS.** Where appropriate, singular terms include the plural and plural terms include the
244 singular.
245
- 246 **28. MISREPRESENTATIONS.** Any materially false statement made by either Landlord or Tenant
247 to the other that induces the signing of this Lease is a breach of this Lease.
248
- 249 **29. ATTACHMENTS ARE PART OF LEASE. NO ORAL AGREEMENTS.** Attachments to this
250 Lease, such as Landlord's building rules, if any, are a part of this Lease. No oral agreements have been
251 made. This Lease with its attachments is the entire agreement between Landlord and Tenant.
252
- 253 **30. NOTICES.** A notice or demand mailed to or handed to any one of the Tenants named above is
254 notice to all Tenants.
255
- 256 **31. NOTICE OF PROHIBITION AGAINST UNLAWFUL ACTIVITIES.**
- 257 **A.** Landlord and Tenant shall not unlawfully allow controlled substances in the Premises or in the
258 common area or curtilage of the Premises. The Premises will not be used by Tenant or persons
259 under Tenant's control to manufacture, sell, give away, barter, deliver, exchange, distribute or
260 possess with the intent to sell, give away, barter, deliver, exchange, or distribute a controlled
261 substance in violation of any local, state or federal law.
262
- 263 **B.** Landlord and Tenant shall not allow prostitution or prostitution-related activity as defined in

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MINN. STAT. §617.80, Subdivision 4, to occur on the Premises or in the common area and curtilage of the Premises.

- C. Landlord and Tenant shall not allow the unlawful use or possession of a firearm in violation of MINN. STAT. §609.66, Subdivision 1a, §609.67, or §624.713 on the property, its lands, or common area.

The following notice is required by MINN. STAT. §504B.305. A seizure under §609.5317, Subd. 1, for which there is not a defense under §609.5317, Subd. 3, constitutes unlawful detention by Tenant.

32. LEAD PAINT WARNING AND DISCLOSURE. HOUSING BUILT PRIOR TO 1978.

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally-approved pamphlet on lead poisoning prevention.

- A. **Hazards Disclosed.** Landlord knows of the following lead-based paint or lead-based paint hazards on the Premises (If none, state "none.")

- B. **Reports Disclosed.** Landlord has provided Tenant with the following, which are all records and reports available to Landlord pertaining to lead-based paint or lead-based paint hazards on the Premises. (If no such records or reports are available to Landlord, state "none.")

Tenant's Acknowledgment. Tenant has received the records or reports noted in paragraph B., above and a copy of the pamphlet, *Protect Your Family from Lead in Your Home*, EPA publication EPA747-K-94-001.

Tenants' initials _____

- C. **Agent's Acknowledgment.** Agent has informed Landlord of Landlord's obligations under 42 U.S.C. 4852(d) and is aware of agent's responsibility to ensure compliance.

Agent's initials _____

By signing below, Landlord, Tenant and Agent certify the accuracy of the statements in the above paragraph.

Landlord: _____ Date: _____

Tenant: _____ Date: _____

- 33. CHANGES TO LEASE.** Landlord and Tenant may change the terms of this Lease in writing.

- 34. SMOKING.** (check one)

- Tenant may allow smoking on the Premises.
- Tenant shall not allow smoking on the Premises

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or similar object, containing, made, or derived from, nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes the action or practice of inhaling and exhaling the vapor produced by an electronic cigarette or similar device. (commonly known as "vaping").

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35. MAINTENANCE. This lease is for the entire house and lot including the entire yard area.
A. STRUCTURE. All exterior maintenance and repairs to the structures on the Premises shall be the responsibility of Landlord.

B. MECHANICAL SYSTEMS, ELECTRIC SYSTEMS, AND APPLIANCES. All repairs to Landlord's appliances or to built-in appliances or to the mechanical or electrical systems serving the Premises shall be the responsibility of the Landlord. Tenant shall provide prompt notice to Landlord of any maintenance or repair issues. Landlord shall provide a list of approved maintenance and repair contractors to Tenant, and, in the absence of such list and in the absence of a prompt response from Landlord, Tenant may hire a contractor to make repairs and deduct the costs from rents due.

C. LANDSCAPE MAINTENANCE.

- (1) Removal of snow and ice from the driveways and sidewalks shall be the responsibility of: (select one) Landlord Tenant.
- (2) Lawn mowing shall be the responsibility of: (select one) Landlord Tenant.
- (3) Fall clean-up of leaves and yard debris shall be the responsibility of: (select one) Landlord Tenant.
- (4) Regular watering of the lawn, shrubs and trees shall be the responsibility of: (select one) Landlord Tenant.

All other landscape maintenance shall be the responsibility of the Landlord.

Landlord and Tenant have negotiated the value of the landscape maintenance services to be performed by Tenant. The rent stated above in this Lease has been reduced to reflect the value of Tenant's services.

D. INTERIOR MAINTENANCE AND CLEANING. Tenant shall keep the house clean and tidy through regular and reasonable housekeeping and through regular maintenance of the walls, woodwork, floors, furnishings, fixtures, appliances, and interior surfaces of windows. Tenant shall not make any alternations or additions or remove any fixtures or paint the premises without the written consent of Landlord.

36. ADDITIONAL TERMS.

Tenant is required to be an employee of Aitkin County while the lease is in effect. If one tenant is not a county employee, the lease will terminate immediately.

Landlord and Tenant agree to the terms of this Lease.

LANDLORD

TENANTS

Date

Date

Date

Date

Date

Date

Date

Date

RECEIPT BY TENANT(S)

I have received a signed original or copy of this Lease.

TENANTS:

_____ Date: _____ _____ Date: _____

_____ Date: _____ _____ Date: _____

FIRST INSPECTION (MOVING IN) OF [ADDRESS]:
 28952 438th Lane, Palisade 56469 (LLCC Director's House)

		Condition (Check if OK)	Comments
Living Room	Floor		
	Ceiling		
	Walls		Many holes
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
Dining Room	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
Kitchen	Floor		
	Ceiling		
	Walls		
	Doors		missing doors, missg handels
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Refrigerator		
	Stove		
	Sink		Amural / dirty, sink faucet leaks
Smoke Detector			
Entry	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
Bedroom #1	Floor		stains on carpet, hole behind
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		missing one screen
	Drapes or Curtains		
	Smoke Detector		
Misc.		moulding off in closet	

Master

Study


		Condition (Check if OK)	Comments
Bedroom #2	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
Bedroom #3	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
Bedroom #4	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
Bathroom #1	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
Bathroom #2	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
Misc.			<i>knobs missing</i>

Basement

		Condition (Check if OK)	Comments
Family Room	Floor		<i>stairs</i>
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		<i>black stain on shelf</i>
	Drapes or Curtains		
Laundry Room	Misc.		
	Floor		<i>Dusty carpet</i>
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
	Washer		
Dryer			
Fire Extinguisher(s)			
CO Detector(s)			

We have inspected the Premises and have found it to be in the condition noted above.

LANDLORD


TENANTS


Date Signed: 4-8-2021

Date Signed: 4-8-2021

LAST INSPECTION (MOVING OUT) OF [ADDRESS]:

		Condition (Check if OK)	Comments
Living Room	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
Dining Room	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
Kitchen	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Refrigerator		
	Stove		
	Sink		
Smoke Detector			
Entry	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
Bedroom #1	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
Misc.			

		Condition (Check if OK)	Comments
Bedroom #2	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
Bedroom #3	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
Bedroom #4	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
Bathroom #1	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
Misc.			
Bathroom #2	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
Misc.			

		Condition (Check if OK)	Comments
Family Room	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
Laundry Room	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
	Washer		
Dryer			
	Fire Extinguisher(s)		
	CO Detector(s)		

We have inspected the Premises and have found it to be in the condition noted above.

LANDLORD

TENANTS

Date Signed: _____

Date Signed _____



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: 04/27/2021

Title of Item: Search & Rescue Donation - Clark Township

<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: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: Clark Township has made a donation of \$250.00 to the all volunteer Aitkin County Search & Rescue Group to assist in purchasing necessary equipment.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting the donation.		
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>		

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

ADOPTED April 27, 2021

By Commissioner: xxxx

20210427-xxx

Search & Rescue Donation – Clark Township

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 amount set forth below to the county:

Clark Township	\$250.00
----------------	----------

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

Clark Township	Aitkin County Search & Rescue
----------------	-------------------------------

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 donation offered.

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 April, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of April, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

20

Agenda Item #

Requested Meeting Date: 04/27/2021

Title of Item: Search & Rescue Donation - Macville Township

<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: Sheriff Dan Guida	Department: Sheriff's Office
---	--

Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed:
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Summary of Issue:

Macville Township has made a donation of \$200.00 to the all volunteer Aitkin County Search & Rescue Group to assist in purchasing necessary equipment.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Recommend accepting the donation.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

By Commissioner: xxxx

20210427-xxx

Search & Rescue Donation – Macville Township

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 amount set forth below to the county:

Macville Township	\$200.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Macville Township	Aitkin County Search & Rescue
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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 donation offered.

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 April, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of April, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: 04/27/2021

Title of Item: Search & Rescue Donation - Williams Township

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

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
---	--

Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed:
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Summary of Issue:

Williams Township has made a donation of \$200.00 to the all volunteer Aitkin County Search & Rescue Group to assist in purchasing necessary equipment.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommend accepting the donation.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No Please Explain:

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

ADOPTED April 27, 2021

By Commissioner: xxxx

20210427-xxx

Search & Rescue Donation – Williams Township

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 amount set forth below to the county:

Williams Township \$200.00

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

Williams Township Aitkin County Search & Rescue

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 donation offered.

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 April, 2021 and that the same is a true and correct copy of the whole thereof.

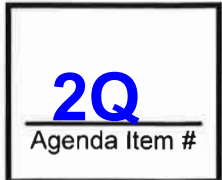
Witness my hand and seal this 27th day of April, 2021

Jessica Seibert
County Administrator



Aitkin
County

Board of County Commissioners Agenda Request



Requested Meeting Date: 4-27-21

Title of Item: Award Contract No. 20217

<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)	<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>
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Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): NA	Estimated Time Needed: NA
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Summary of Issue:

Bids were opened on Monday, April 19, 2021, for Contract No. 20217 which includes the following four projects:

- SAP 001-609-004 - Bituminous resurfacing on 0.8 miles of CH 9 in the City of McGrath
- SAP 001-625-002 - Bituminous surfacing on 3.3 miles of CH 25 in Wagner Township
- SAP 001-030-006 - Bituminous patches on CH 22 in Aitkin Township, CH 23 in Wagner Twp, and CH 60 in Idun Twp
Aggregate shouldering on CH 23 in Wagner Twp and CH 24 in Unorg Twp 48-27
- CP 001-079-002 - Bituminous resurfacing on 0.55 miles of CH 79 in the City of McGrath

As shown on the attached abstract of bids, three bids were received, with Knife River, Sauk Rapids, MN submitting the low bid in the amount of \$1,354,467.68. With the cost of this contract estimated at \$1,411,686.50, the low bid is 4.05% below the estimated amount.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve award resolution.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 1,354,467.68

Is this budgeted? Yes No *Please Explain:*

**Aitkin County
Contract Bid Abstract**

Contract No.: 20217
Project No.: CP 001-079-002, SAP 001-030-006, SAP 001-609-004, SAP 001-625-002

Bid Opening: April 19, 2021 at 2:00 PM

Project: CP 001-079-002 - Resurfacing of CR 79		Engineers Estimate				Knife River - Sauk Rapids, MN		Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialties Inc - Alexandria, MN		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
PARTICIPATING												
1	2021.501	MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$4,995.31	\$4,995.31	\$20,000.00	\$20,000.00
2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$2.00	\$2.00	\$1.00	\$1.00	\$1.00	\$1.00
3	2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	82	\$25.00	\$2,050.00	\$32.00	\$2,624.00	\$40.00	\$3,280.00	\$26.00	\$2,132.00
4	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	1522	\$2.50	\$3,805.00	\$3.40	\$5,174.80	\$2.50	\$3,805.00	\$4.20	\$6,392.40
5	2232.504	MILL BITUMINOUS SURFACE (3.5")	S Y	8874	\$3.00	\$26,622.00	\$3.70	\$32,833.80	\$3.25	\$28,840.50	\$4.20	\$37,270.80
6	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	598	\$2.00	\$1,196.00	\$1.90	\$1,136.20	\$2.25	\$1,345.50	\$2.00	\$1,196.00
7	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	1869	\$65.00	\$121,485.00	\$61.00	\$114,009.00	\$60.00	\$112,140.00	\$54.18	\$101,262.42
8	2506.502	ADJUST FRAME & RING CASTING	EACH	4	\$500.00	\$2,000.00	\$400.00	\$1,600.00	\$275.00	\$1,100.00	\$500.00	\$2,000.00
9	2563.601	TRAFFIC CONTROL	LS	1	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$1,100.00	\$1,100.00	\$1,700.00	\$1,700.00
10	2582.503	4" SOLID LINE MULTI COMP	L F	9606	\$0.30	\$2,881.80	\$0.24	\$2,305.44	\$0.27	\$2,593.62	\$0.23	\$2,209.38
11	2582.503	4" BROKEN LINE MULTI COMP	L F	260	\$0.30	\$78.00	\$0.24	\$62.40	\$0.27	\$70.20	\$0.23	\$59.80
Total PARTICIPATING:						\$168,117.80		\$161,747.64		\$159,271.13		\$174,223.80
Total PARTICIPATING:						\$168,117.80		\$161,747.64		\$159,271.13		\$174,223.80
Totals for Project CP 001-079-002						\$168,117.80		\$161,747.64		\$159,271.13		\$174,223.80
% of Estimate for Project CP 001-079-002								-3.79%		-5.26%		3.63%
Project: SAP 001-030-006 - CSAH 22, 23, 24/CR 60 Patching/Agg Shouldering		Engineers Estimate				Knife River - Sauk Rapids, MN		Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialties Inc - Alexandria, MN		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
CR 60												
1	2021.501	MOBILIZATION	LS	0.14	\$3,000.00	\$420.00	\$10,000.00	\$1,400.00	\$5,500.00	\$770.00	\$5,000.00	\$700.00
2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	0.14	\$1,000.00	\$140.00	\$2.00	\$0.28	\$1.00	\$0.14	\$1.00	\$0.14
3	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	405	\$5.00	\$2,025.00	\$5.80	\$2,349.00	\$5.00	\$2,025.00	\$9.50	\$3,847.50
4	2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	14	\$25.00	\$350.00	\$81.00	\$1,134.00	\$55.00	\$770.00	\$30.00	\$420.00
5	2211.509	AGGREGATE BASE CLASS 5	TON	191	\$25.00	\$4,775.00	\$34.00	\$6,494.00	\$30.00	\$5,730.00	\$30.00	\$5,730.00
6	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	126	\$6.00	\$756.00	\$5.00	\$630.00	\$5.50	\$693.00	\$10.00	\$1,260.00

Project: SAP 001-030-006 - CSAH 22, 23, 24/CR 60 Patching/Agg Shouldering		Engineers Estimate				Knife River - Sauk Rapids, MN		Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialties Inc - Alexandria, MN		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
CR 60-continued												
7	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	35	\$4.00	\$140.00	\$1.90	\$66.50	\$2.25	\$78.75	\$2.00	\$70.00
8	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	102	\$90.00	\$9,180.00	\$95.00	\$9,690.00	\$75.00	\$7,650.00	\$94.92	\$9,681.84
9	2563.601	TRAFFIC CONTROL	LS	0.14	\$3,000.00	\$420.00	\$1,000.00	\$140.00	\$1,100.00	\$154.00	\$5,000.00	\$700.00
10	2580.503	INTERIM PAVEMENT MARKING	L F	20	\$0.40	\$8.00	\$0.17	\$3.40	\$0.19	\$3.80	\$10.00	\$200.00
11	2582.503	4" SOLID LINE PAINT	L F	340	\$0.50	\$170.00	\$0.24	\$81.60	\$0.27	\$91.80	\$0.18	\$61.20
12	2582.503	4" BROKEN LINE PAINT	L F	40	\$0.50	\$20.00	\$0.24	\$9.60	\$0.27	\$10.80	\$0.18	\$7.20
Total CR 60:						\$18,404.00		\$21,998.38		\$17,977.29		\$22,677.88
CSAH 22												
13	2021.501	MOBILIZATION	LS	0.04	\$3,000.00	\$120.00	\$50,000.00	\$2,000.00	\$5,500.00	\$220.00	\$5,000.00	\$200.00
14	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	0.04	\$1,000.00	\$40.00	\$2.00	\$0.08	\$1.00	\$0.04	\$1.00	\$0.04
15	2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	6	\$25.00	\$150.00	\$75.00	\$450.00	\$55.00	\$330.00	\$50.00	\$300.00
16	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	60	\$6.00	\$360.00	\$5.00	\$300.00	\$5.50	\$330.00	\$10.00	\$600.00
17	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	28	\$4.00	\$112.00	\$1.90	\$53.20	\$2.25	\$63.00	\$2.00	\$56.00
18	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	42	\$90.00	\$3,780.00	\$145.00	\$6,090.00	\$95.00	\$3,990.00	\$104.01	\$4,368.42
19	2563.601	TRAFFIC CONTROL	LS	0.04	\$3,000.00	\$120.00	\$1,000.00	\$40.00	\$1,100.00	\$44.00	\$5,000.00	\$200.00
20	2580.503	INTERIM PAVEMENT MARKING	L F	20	\$0.40	\$8.00	\$0.17	\$3.40	\$0.19	\$3.80	\$10.00	\$200.00
21	2582.503	4" SOLID LINE PAINT	L F	330	\$0.50	\$165.00	\$0.24	\$79.20	\$0.27	\$89.10	\$0.18	\$59.40
22	2582.503	4" BROKEN LINE PAINT	L F	40	\$0.50	\$20.00	\$0.24	\$9.60	\$0.27	\$10.80	\$0.18	\$7.20
Total CSAH 22:						\$4,875.00		\$9,025.48		\$5,080.74		\$5,991.06
CSAH 23												
23	2021.501	MOBILIZATION	LS	0.51	\$3,000.00	\$1,530.00	\$2,000.00	\$1,020.00	\$5,500.00	\$2,805.00	\$5,000.00	\$2,550.00
24	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	0.51	\$1,000.00	\$510.00	\$2.00	\$1.02	\$1.00	\$0.51	\$1.00	\$0.51
25	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	300	\$5.00	\$1,500.00	\$10.50	\$3,150.00	\$5.00	\$1,500.00	\$15.00	\$4,500.00
26	2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	1025	\$25.00	\$25,625.00	\$22.00	\$22,550.00	\$22.00	\$22,550.00	\$33.00	\$33,825.00
27	2211.509	AGGREGATE BASE CLASS 5	TON	63	\$25.00	\$1,575.00	\$32.00	\$2,016.00	\$55.00	\$3,465.00	\$30.00	\$1,890.00
28	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	1701	\$6.00	\$10,206.00	\$2.75	\$4,677.75	\$5.50	\$9,355.50	\$3.60	\$6,123.60
29	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	186	\$4.00	\$744.00	\$1.90	\$353.40	\$2.25	\$418.50	\$2.00	\$372.00
30	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	220	\$90.00	\$19,800.00	\$84.00	\$18,480.00	\$65.00	\$14,300.00	\$95.79	\$21,073.80
31	2563.601	TRAFFIC CONTROL	LS	0.51	\$3,000.00	\$1,530.00	\$1,000.00	\$510.00	\$1,100.00	\$561.00	\$5,000.00	\$2,550.00
32	2580.503	INTERIM PAVEMENT MARKING	L F	1200	\$0.40	\$480.00	\$0.17	\$204.00	\$0.19	\$228.00	\$0.50	\$600.00
33	2582.503	4" SOLID LINE PAINT	L F	2400	\$0.50	\$1,200.00	\$0.24	\$576.00	\$0.27	\$648.00	\$0.18	\$432.00
Total CSAH 23:						\$64,700.00		\$53,538.17		\$55,831.51		\$73,916.91

Project: SAP 001-030-006 - CSAH 22, 23, 24/CR 60 Patching/Agg Shoulder		Engineers Estimate				Knife River - Sauk Rapids, MN		Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialties Inc - Alexandria, MN		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
CSAH 24												
34	2021.501	MOBILIZATION	LS	0.31	\$3,000.00	\$930.00	\$3,000.00	\$930.00	\$5,500.00	\$1,705.00	\$5,000.00	\$1,550.00
35	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	0.31	\$1,000.00	\$310.00	\$2.00	\$0.62	\$1.00	\$0.31	\$1.00	\$0.31
36	2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	1476	\$25.00	\$36,900.00	\$20.00	\$29,520.00	\$26.50	\$39,114.00	\$33.00	\$48,708.00
37	2563.601	TRAFFIC CONTROL	LS	0.31	\$3,000.00	\$930.00	\$1,000.00	\$310.00	\$1,100.00	\$341.00	\$5,000.00	\$1,550.00
Total CSAH 24:						\$39,070.00		\$30,760.62		\$41,160.31		\$51,808.31
Total CR 60:						\$18,404.00		\$21,998.38		\$17,977.29		\$22,677.88
Total CSAH 22:						\$4,875.00		\$9,025.48		\$5,080.74		\$5,991.06
Total CSAH 23:						\$64,700.00		\$53,538.17		\$55,831.51		\$73,916.91
Total CSAH 24:						\$39,070.00		\$30,760.62		\$41,160.31		\$51,808.31
Totals for Project SAP 001-030-006						\$127,049.00		\$115,322.65		\$120,049.85		\$154,394.16
% of Estimate for Project SAP 001-030-006								-9.23%		-5.51%		21.52%
Project: SAP 001-609-004 - Bit Mill/Overlay/Striping		Engineers Estimate				Knife River - Sauk Rapids, MN		Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialties Inc - Alexandria, MN		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
MUNICIPAL												
1	2021.501	MOBILIZATION	LS	0.69	\$5,000.00	\$3,450.00	\$10,000.00	\$6,900.00	\$7,500.00	\$5,175.00	\$20,000.00	\$13,800.00
3	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	0.69	\$1,000.00	\$690.00	\$2.00	\$1.38	\$1.00	\$0.69	\$1.00	\$0.69
26	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	5	\$20.00	\$100.00	\$20.00	\$100.00	\$10.00	\$50.00	\$25.00	\$125.00
27	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LF	57	\$5.00	\$285.00	\$6.00	\$342.00	\$5.00	\$285.00	\$5.00	\$285.00
18	2104.503	REMOVE PIPE CULVERTS	LF	83	\$15.00	\$1,245.00	\$32.00	\$2,656.00	\$35.00	\$2,905.00	\$30.00	\$2,490.00
28	2104.504	REMOVE CONCRETE WALK	SY	15	\$12.00	\$180.00	\$15.00	\$225.00	\$10.00	\$150.00	\$30.00	\$450.00
15	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	302	\$8.00	\$2,416.00	\$12.00	\$3,624.00	\$5.00	\$1,510.00	\$10.00	\$3,020.00
24	2105.507	COMMON EXCAVATION (P)	CY	319	\$12.00	\$3,828.00	\$28.00	\$8,932.00	\$15.75	\$5,024.25	\$25.00	\$7,975.00
21	2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	106	\$25.00	\$2,650.00	\$32.00	\$3,392.00	\$36.50	\$3,869.00	\$30.00	\$3,180.00
23	2211.509	AGGREGATE BASE CLASS 5	TON	202	\$24.00	\$4,848.00	\$24.00	\$4,848.00	\$25.00	\$5,050.00	\$22.00	\$4,444.00
12	2232.504	MILL BITUMINOUS SURFACE (1.5")	SY	6309	\$2.50	\$15,772.50	\$2.25	\$14,195.25	\$1.67	\$10,536.03	\$1.80	\$11,356.20
14	2232.504	MILL BITUMINOUS SURFACE (3.0")	SY	1172	\$3.00	\$3,516.00	\$4.25	\$4,981.00	\$3.15	\$3,691.80	\$3.60	\$4,219.20
16	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1143	\$2.00	\$2,286.00	\$1.90	\$2,171.70	\$2.25	\$2,571.75	\$2.00	\$2,286.00
10	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	1001	\$65.00	\$65,065.00	\$62.50	\$62,562.50	\$60.00	\$60,060.00	\$54.18	\$54,234.18

Project: SAP 001-609-004 - Bit Mill/Overlay/Striping				Engineers Estimate		Knife River - Sauk Rapids, MN		Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialities Inc - Alexandria, MN		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
25	2501.502	22" SPAN RC PIPE-ARCH APRON	EACH	2	\$950.00	\$1,900.00	\$1,150.00	\$2,300.00	\$1,500.00	\$3,000.00	\$950.00	\$1,900.00
19	2501.503	22" SPAN RC PIPE-ARCH CULV CL IIA	LF	46	\$135.00	\$6,210.00	\$128.00	\$5,888.00	\$150.00	\$6,900.00	\$115.00	\$5,290.00
20	2506.502	ADJUST FRAME & RING CASTING	EACH	4	\$500.00	\$2,000.00	\$400.00	\$1,600.00	\$275.00	\$1,100.00	\$500.00	\$2,000.00
8	2563.601	TRAFFIC CONTROL	LS	0.69	\$3,000.00	\$2,070.00	\$2,400.00	\$1,656.00	\$2,650.00	\$1,828.50	\$3,400.00	\$2,346.00
29	2573.503	SILT FENCE, TYPE HI	LF	15	\$3.00	\$45.00	\$5.00	\$75.00	\$5.50	\$82.50	\$5.00	\$75.00
30	2575.501	TURF ESTABLISHMENT	LS	1	\$2,500.00	\$2,500.00	\$3,650.00	\$3,650.00	\$4,000.00	\$4,000.00	\$3,650.00	\$3,650.00
5	2582.503	4" SOLID LINE MULTI COMP	LF	9402	\$0.30	\$2,820.60	\$0.24	\$2,256.48	\$0.27	\$2,538.54	\$0.23	\$2,162.46
Total MUNICIPAL:						\$123,877.10		\$132,356.31		\$120,328.06		\$125,288.73
RURAL												
2	2021.501	MOBILIZATION	LS	0.31	\$5,000.00	\$1,550.00	\$10,000.00	\$3,100.00	\$7,500.00	\$2,325.00	\$20,000.00	\$6,200.00
4	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	0.31	\$1,000.00	\$310.00	\$2.00	\$0.62	\$1.00	\$0.31	\$1.00	\$0.31
22	2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	68	\$25.00	\$1,700.00	\$32.00	\$2,176.00	\$36.50	\$2,482.00	\$30.00	\$2,040.00
13	2232.504	MILL BITUMINOUS SURFACE (1.5")	SY	4659	\$2.50	\$11,647.50	\$2.25	\$10,482.75	\$1.67	\$7,780.53	\$1.80	\$8,386.20
17	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	695	\$2.00	\$1,390.00	\$1.90	\$1,320.50	\$2.25	\$1,563.75	\$2.00	\$1,390.00
11	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	548	\$65.00	\$35,620.00	\$62.50	\$34,250.00	\$60.00	\$32,880.00	\$54.18	\$29,690.64
9	2563.601	TRAFFIC CONTROL	LS	0.31	\$3,000.00	\$930.00	\$2,400.00	\$744.00	\$2,650.00	\$821.50	\$3,400.00	\$1,054.00
6	2582.503	4" SOLID LINE MULTI COMP	LF	6186	\$0.30	\$1,855.80	\$0.24	\$1,484.64	\$0.27	\$1,670.22	\$0.23	\$1,422.78
7	2582.503	4" BROKEN LINE MULTI COMP	LF	70	\$0.30	\$21.00	\$0.24	\$16.80	\$0.27	\$18.90	\$0.23	\$16.10
Total RURAL:						\$55,024.30		\$53,575.31		\$49,542.21		\$50,200.03
Total MUNICIPAL:						\$123,877.10		\$132,356.31		\$120,328.06		\$125,288.73
Total RURAL:						\$55,024.30		\$53,575.31		\$49,542.21		\$50,200.03
Totals for Project SAP 001-609-004						\$178,901.40		\$185,931.62		\$169,870.27		\$175,488.76
% of Estimate for Project SAP 001-609-004								3.93%		-5.05%		-1.91%
Project: SAP 001-625-002 - Mill and Bituminous Overlay - CSAH 25				Engineers Estimate		Knife River - Sauk Rapids, MN		Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialities Inc - Alexandria, MN		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
PARTICIPATING												
1	2021.501	MOBILIZATION	LS	1	\$30,000.00	\$30,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$25,000.00	\$65,000.00	\$65,000.00
2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$2.00	\$2.00	\$1.00	\$1.00	\$1.00	\$1.00
3	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LF	81	\$5.00	\$405.00	\$6.00	\$486.00	\$5.00	\$405.00	\$5.00	\$405.00

Project: SAP 001-625-002 - Mill and Bituminous Overlay - CSAH 25		Engineers Estimate				Knife River - Sauk Rapids, MN		Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialties Inc - Alexandria, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
PARTICIPATING-continued											
4	2104.504 REMOVE BITUMINOUS PAVEMENT	SY	667	\$3.00	\$2,001.00	\$4.25	\$2,834.75	\$5.00	\$3,335.00	\$13.00	\$8,671.00
5	2118.509 AGGREGATE SURFACING CLASS 5 MOD	TON	2997	\$17.00	\$50,949.00	\$16.00	\$47,952.00	\$20.00	\$59,940.00	\$23.00	\$68,931.00
6	2211.509 AGGREGATE BASE CLASS 5	TON	3787	\$15.00	\$56,805.00	\$16.50	\$62,485.50	\$16.00	\$60,592.00	\$22.00	\$83,314.00
7	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GAL	2749	\$2.00	\$5,498.00	\$1.90	\$5,223.10	\$2.25	\$6,185.25	\$2.00	\$5,498.00
8	2360.509 TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	12269	\$58.00	\$711,602.00	\$55.40	\$679,702.60	\$60.00	\$736,140.00	\$59.08	\$724,852.52
9	2540.602 RAISE MAIL BOX SUPPORT	EACH	12	\$100.00	\$1,200.00	\$20.00	\$240.00	\$22.00	\$264.00	\$150.00	\$1,800.00
10	2563.601 TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00
11	2564.518 SIGN PANELS TYPE C	S F	174	\$55.00	\$9,570.00	\$52.00	\$9,048.00	\$57.50	\$10,005.00	\$62.00	\$10,788.00
12	2574.508 FERTILIZER TYPE 3	LB	1470	\$0.75	\$1,102.50	\$0.85	\$1,249.50	\$0.94	\$1,381.80	\$0.85	\$1,249.50
13	2574.607 SALVAGED TOPSOIL FROM STOCKPILE (EV)	CY	1650	\$15.00	\$24,750.00	\$25.00	\$41,250.00	\$18.50	\$30,525.00	\$30.00	\$49,500.00
14	2575.505 SEEDING (P)	ACRE	4.2	\$500.00	\$2,100.00	\$600.00	\$2,520.00	\$665.00	\$2,793.00	\$600.00	\$2,520.00
15	2575.505 DISK ANCHORING (P)	ACRE	4.2	\$160.00	\$672.00	\$600.00	\$2,520.00	\$665.00	\$2,793.00	\$600.00	\$2,520.00
16	2575.508 SEED MIXTURE 25-141	LB	248	\$4.50	\$1,116.00	\$3.55	\$880.40	\$4.00	\$992.00	\$3.55	\$880.40
17	2575.509 MULCH MATERIAL TYPE 3	TON	8.4	\$300.00	\$2,520.00	\$305.00	\$2,562.00	\$335.00	\$2,814.00	\$305.00	\$2,562.00
18	2580.503 INTERIM PAVEMENT MARKING	L F	44768	\$0.20	\$8,953.60	\$0.17	\$7,610.56	\$0.19	\$8,505.92	\$0.11	\$4,924.48
19	2582.503 4" SOLID LINE MULTI COMP	L F	56054	\$0.30	\$16,816.20	\$0.24	\$13,452.96	\$0.27	\$15,134.58	\$0.23	\$12,892.42
20	2582.503 4" BROKEN LINE MULTI COMP	L F	1860	\$0.30	\$558.00	\$0.24	\$446.40	\$0.27	\$502.20	\$0.23	\$427.80
Total PARTICIPATING:						\$937,618.30		\$891,465.77		\$970,308.75	\$1,048,237.12
Total PARTICIPATING:						\$937,618.30		\$891,465.77		\$970,308.75	\$1,048,237.12
Totals for Project SAP 001-625-002						\$937,618.30		\$891,465.77		\$970,308.75	\$1,048,237.12
% of Estimate for Project SAP 001-625-002								-4.92%		3.49%	11.80%
Totals for Contract 20217						\$1,411,686.50		\$1,354,467.68		\$1,419,500.00	\$1,552,343.84
% of Estimate for Contract 20217								-4.05%		0.55%	9.96%

I hereby certify that this is an exact reproduction of bids received.

Certified By: John Welle Digitally signed by John Welle
Date: 2021.04.19 15:20:30 -0500 License No. 24340

Date: 4-19-21

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

ADOPTED April 27, 2021

By Commissioner: xxxx

20210427-xxx

Award Contract No. 20217

WHEREAS, Contract No. 20217 is for construction of S.A.P 001-609-004, S.A.P. 001-625-002, S.A.P. 001-030-006, and C.P. 001-079-002, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, April 19, 2021 with a total of three bids received, and

WHEREAS, Knife River, Sauk Rapids, MN was the lowest responsible bidder in the amount of \$1,354,467.68.

THEREFORE, BE IT RESOLVED, that Knife River is awarded Contract No. 20217.

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

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 27th day of April, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of April, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: April 27, 2021

Title of Item: LG214 Premises Permit - McGregor Fire Department Relief Association

<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: Sally M. Huhta	Department: Auditor's	
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: <p style="text-align: center;">Gambling Premises Permit - McGregor Fire Department Relief Association</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: See attached Proposed Resolution		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED April 27, 2021

By Commissioner: xxxx

20210427-xxx

LG214 Premises Permit – McGregor Fire Department Relief Association

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the McGregor Fire Department Relief Association, at The Craft House – Shamrock Township. This establishment has an address of 19037 Goshawk St, McGregor, MN 55760.

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 April, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of April, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: April 27, 2021

Title of Item: LG220 Application for Exempt Permit - Wheel House Warriors

<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: Sally M. Huhta	Department: Auditor's	
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Exempt Permit - Wheel House Warriors		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: See attached Proposed Resolution		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED April 27, 2021

By Commissioner: xxxx

20210427-xxx

LG220 Application for Exempt Permit – Wheel House Warriors

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Wheel House Warriors, at the following location – Howie’s Mud Bog, which has an address of 11593 State Highway 18, Finlayson, MN 55735 – Wagner Township. (Note: Date of activity for Raffle – September 25, 2021)

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 April, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of April, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: April 27, 2021

Title of Item: Adopt Resolution - Airport Coronavirus Relief Grant Program

<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: Jessica Seibert	Department: Administration	
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: The City of Aitkin has requested approval of the attached resolution approving acceptance of grant funding for the Aitkin Municipal - Steve Kurtz Field Airport.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt attached resolution.		
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>		

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

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

ADOPTED April 27, 2021

By Commissioner: xxxx

20210427-xxx

Airport Coronavirus Relief Grant Program (ACRGP)

WHEREAS, This ACRGP Grant is provided in accordance with the Coronavirus Response and Relief Supplemental Appropriation Act (Division M of Public Law 116-260) to provide eligible Sponsors with funding for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments and;

WHEREAS, the purpose of this ACRGP Grant is to prevent, prepare for, and respond to Coronavirus, these funds must only be used for the Airport and can include: reimbursement of an airport’s operational and maintenance expenses incurred no earlier than January 20th 2020, and debt service payments that occurred on or after December 27, 2020;

NOW THEREFORE BE IT RESOLVED that the Aitkin County Board of Commissioners does hereby adopt this resolution authorizing acceptance of Airport Coronavirus Relief Grant Program Funds for the Aitkin Municipal – Steve Kurtz Field Airport.

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 April, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of April, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: April 27, 2021

Title of Item: Community Broadband Resources Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert	Department: Administration	
Presenter (Name and Title): Mark Jeffers, Aitkin Growth Executive Director		Estimated Time Needed: 10 mins
Summary of Issue: Mark Jeffers with Aitkin Growth will give a Community Broadband Resources Update.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Information only.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input 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>		

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



Board of County Commissioners Agenda Request



Requested Meeting Date: April 27, 2021

Title of Item: On and Sunday Sale Liquor License / Martys

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input 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: Kirk Peysar		Department: Auditor's
Presenter (Name and Title): Kirk Peysar		Estimated Time Needed: 2 minutes
Summary of Issue: <p>"On and Sunday Sale" - Liquor License for Martin Meulners, d/b/a Martys (Previously - "Sunrise Cafe")</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: See attached proposed Resolution to approve Liquor License. (Subject to completion of all documents and required signatures)		
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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED April 27, 2021

By Commissioner: xxxx

20210427-xxx

On and Sunday Liquor License – Martys

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period ending December 31, 2021:

“ON” and “SUNDAY” Sale:

Martin Meulners, d/b/a **Martys** – Malmo Township

This establishment has an address of 22167 State Hwy 47, Aitkin, MN 56431

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 April, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of April, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: 4/27/2021

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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Bobbie Danielson	Department: HR
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 15 minutes
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Summary of Issue:

The Personnel Committee recommends:

A) Hire 2 full-time Zoning Technicians (new job classification combining office support/inspector), Grade 6. Draft job description attached, this is being finalized by HR and Env. Services Director at time of agenda deadline. The Assistant Zoning Administrator position and seasonal Temporary Clerical support positions will not be filled. Current staff/benefit budget \$620,783. With changes proposed, estimate \$612,927. Will revisit supervisory position when next two retirements occur. Andrew Carlstrom will be present for this discussion.

B) Amend Bryan Hargraves Inspector contract to start on April 19, 2021, instead of May 3, 2021, due to increased inspections. Contract ends 11/5/2021. Est. \$5k for the added contract time, per Andrew. Authorize Chair to sign.

C) Hire 1 full-time Social Worker (MnCHOICES Assessor) to add to the Home and Community Based Services Waiver Team, in the Adult Services Unit, to help manage the workload of the current assessment levels the agency is experiencing. This new position pays for itself, per HHS Director Bennett, with increased revenues. Cynthia Bennett will be present for this discussion.

D) Extend County emergency paid sick leave (EPSL) to May 31, 2021. 80 hours maximum 2020-2021 available to eligible staff who are experiencing Covid-19 illness. Criteria outlined on EPSL request form.

E) Policy Updates: Ratify change to Travel policy in the Interim Coronavirus Program and Covid-19 Preparedness Plan to indicate employees who are fully vaccinated do not need to self-quarantine for 14 days for post-travel monitoring. Employees who are not fully vaccinated will continue to be reviewed on a case-by-case basis following travel to assess level of risk upon return and/or 14 day post-travel monitoring can be reduced with a negative Covid test upon return.

Alternatives, Options, Effects on Others/Comments:

E) Continued from above: Update fire/tornado/storm shelter areas in the Safety Policy. Update the personnel policy Early Retirement Health Insurance Incentive policy expiration date from 12/31/2021 to 12/31/2023.

Recommended Action/Motion:

Will address each item individually. Motion to accept the personnel committee's recommendations on Items (A) through (E) above.

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:

As noted above.

Environmental Services Department

1

Adopted 2021

122-6101 P&Z	Salaries Full Time	\$	268,965
122-6102 P&Z	Salaries Part Time	\$	-
122-6109 P&Z	Overtime	\$	500
122-6124 P&Z	Medicare	\$	3,900
122-6148 P&Z	Employer Contr HSA.	\$	10,170
122-6150 P&Z	Health Insurance	\$	33,208
122-6152 P&Z	Life Insurance	\$	320
122-6154 P&Z	LTD Insurance	\$	700
122-6159 P&Z	PERA	\$	20,175
122-6165 P&Z	Fica	\$	16,675
390-6101 FBL	Salaries Full Time	\$	64,805
390-6124 FBL	Medicare	\$	946
390-6152 FBL	Life Insurance	\$	111
390-6154 FBL	LTD Insurance	\$	168
390-6159 FBL	PERA	\$	4,910
390-6165 FBL	Fica	\$	4,056
391-6101 Solid Waste	Salaries Full Time	\$	150,245
391-6109 Solid Waste	Overtime	\$	1,000
391-6124 Solid Waste	Medicare	\$	2,205
391-6148 Solid Waste	Employer Contr HSA.	\$	3,390
391-6150 Solid Waste	Health Insurance	\$	11,069
391-6152 Solid Waste	Life Insurance	\$	60
391-6154 Solid Waste	LTD Insurance	\$	400
391-6159 Solid Waste	PERA	\$	11,390
391-6165 Solid Waste	Fica	\$	9,415
392-6231 Water Wells	Wages Part Time	\$	2,000
	2021 Adopted Budget	\$	620,783
	<i>Reorganization +</i>	<i>\$</i>	<i>612,927</i>
	<i>Inspector Contract Increase</i>	<i>\$</i>	<i>5,000</i>
	2021 Revised Budget Est. (proposed)	\$	617,927



ZONING TECHNICIAN (OFFICE SUPPORT/INSPECTOR) 1st draft

Department Zoning and Environmental Services Office
Grade Grade 6 (this job is a combination of Gr 6 Zoning Officer and Gr 5 Office Assistant V)
Reports to Zoning and Environmental Services Director
FLSA Status Non-Exempt
Union Status AFSCME Courthouse 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 Department.

Job Summary

To perform technical and inspection work as it relates to the objectives of the Zoning Department; and is responsible for the administrative enforcement of the county and state ordinances and functions as required by the Environmental Services/Planning and Zoning Departments.

To complete paperwork related to planning and zoning, keep records of transactions, ~~track budgets for the department~~, provide customer service to citizens requiring information and permits.

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. Responds and investigates complaints of potential violations of local and state rules and regulations from the public and related state and local agencies. Resolves complaints and violations through compliance and restoration, and if unsuccessful, issues citations and follows through with court/legal proceedings.
2. Receives and issues or rejects permits for land use and zoning purposes. Answers questions from the general public relating to issuing permits and rules and regulations of Aitkin County Ordinances. Performs inspections of individual sewage treatment systems and reviews related soil and design information for permit compliance with Aitkin County SSTS Ordinance. Reviews and inspects subdivisions/plats, variances, conditional use permits land use permits and rezonings. Examines and



inspects all facilities and sites presently within the scope and jurisdiction of the Aitkin County Environmental Services Department for compliance with goals, plans and objectives of said Department. Receives payment and issues receipts for permits. Records and documents all findings of fact and transmits the necessary reports to the appropriate department or agency.

3. Consults with local officials and the general public to explain and interpret zoning ordinances, environmental protection regulations, and construction requirements.
4. Provides consultative services relative to Planning and Zoning, Environmental Health, and Solid Waste problems, representing the department favorably in public by handling potentially sensitive complaints, inquiries, and emergencies.
5. Performs office assistant functions as assigned which may include, but not be limited to, file maintenance, scanning, preparing agenda packets, notices, publications, taking minutes, typing correspondence, billing, processing mail, data entry, research, special projects, grant and report assistance, conference registrations, and other office related functions.
6. Attends seminars and workshops as needed to keep informed and up to date on state regulation and rule changes as it pertains to planning and zoning, environmental health, groundwater protection, surface water protection, solid waste, hazardous waste, wetland conservation, shoreland management and well program.
7. Performs fieldwork on wetland issues and determines Ordinary High Water Level of lakes and rivers.
- Performs other work-related duties as assigned/required.

Minimum Qualifications

Requires an Associate’s degree or equivalent from a two-year college or technical school in Planning, Natural Science, or a related field, plus two (2) or more years related experience and/or training; or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

Must possess, or obtain within two (2) years of hire, a Certified ISTS Inspector license issued by the Minnesota Pollution Control Agency.

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

Must be willing to work flexible hours when necessary, including occasional evenings for meetings and occasional weekends.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including land use, zoning, wetland, solid waste, and pollution control.
3. Soils sufficient to interpret groundwater levels based on color and texture, and ability to interpret soil absorption based on soil texture.



4. Survey techniques, transits and levels to determine contour and slope ratios for onsite sewage treatment systems, and collect preliminary information for reports, design, and construction layouts.
5. Business English, spelling, grammar and punctuation.
6. Basic math and accounting skills sufficient to track expenses and revenues.
7. Modern office procedures, practices and equipment.

Skill in:

1. Public relations, communication, and interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Organizing and prioritizing work.
5. Computer skills sufficient to efficiently retrieve and update information.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Demonstrate a high degree of self-motivation and the ability to work independently.
3. Read and interpret plans, specifications, and blue prints sufficient to compare them with construction in progress and construction regulations.
4. Exercise independent judgment, initiative, and discretion in operating methods and procedures.
5. Interpret and enforce regulation with tact, firmness, and impartiality.
6. Establish and maintain effective working relations with county personnel, local officials, state and federal agencies, the community and the general public.
7. Negotiate and resolve disputed issues and deal with difficult and irate people in a tactful manner.
8. Deal with the public on a daily basis in a pleasant and polite and tactful manner.
9. Conduct thorough investigative work from start to finish and to accomplish assignments under stress at times and time restrictions.
10. Read, understand, and locate properties by legal description.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

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. Ability to calculate proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning 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, and other job-related software.

Ability to Travel

Daily travel required for site inspections in Aitkin County. Occasional travel required for trainings and meetings out of Aitkin County.

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, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

Outdoor work is performed for the majority of the day. The employee is required to operate office equipment, lift and transport light equipment including but not limited to, auger, probes, levers, transit, sewer manhole covers that may involve lifting up to 50 pounds, climbing, bending stooping, reaching, and also may involve dust and extreme temperatures. Outdoor work will include visiting construction sites, inspecting onsite sewage treatment systems, and investigating complaints. Outdoor work conditions will frequently be in proximity to wood ticks, mosquitoes, flies, bees and other insects, inclement weather, domestic and wild animals.

Indoor work will be performed in an office setting using various office machinery and equipment, assisting the public at the counter, processing and writing reports. Indoor work will involve sitting in front of a computer for prolonged periods of time, and getting up and down to greet the public.

Equipment and Tools

Computer, copier, fax, telephone, printer, shredder, hand tools, surveying equipment, laser levels, measuring and metering devices, county-owned vehicles, and personal vehicle (requires proof of insurance on file).



Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium to heavy work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-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 encourages both prospective and current employees to discuss potential accommodations with the employer.

4/8/2021 – this 1st draft was developed with input from Terry Neff. At time of agenda deadline, Andrew Carlstrom and Bobbie Danielson are working to finalize this job description with input from Environmental Services Department staff.

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



**ASSISTANT ZONING ADMINISTRATOR
PROPOSING NOT TO REFILL AT THIS TIME**

Department Environmental Services Department
Grade Grade 10
Reports to Environmental Services Director
FLSA Status Exempt
Union Status Non-union Position

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 Department.

Job Summary

To administer and enforce County Zoning Ordinances to maintain land and water use in accordance with conservation and environmental protection regulations.

Supervision Received

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

Supervision Exercised

Manages assigned technical and clerical support staff, including interns and seasonal staff. Assists in managing the Compliance Officer/Wetland Specialist and contracted staff.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, implementing performance improvement plans, disciplining employees, and resolving grievances.

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 is an essential requirement of this position.

1. Supervises office personnel.
2. Receives and issues or rejects permits for building, zoning and inspection program.
3. Administers, amends and enforces all county ordinances including, but not limited to, General Zoning Ordinance, Shoreland Ordinance, Mining Ordinance, Subdivision Ordinance, Land Application of Septage Ordinance, Mississippi Headwaters Ordinance, and Flood Plain Ordinance.

4. Consults with local officials and the general public to explain and interpret zoning ordinances, environmental protection regulations, and construction requirements.
 5. Facilitates Planning Commission (PC) and Board of Adjustment (BOA) meetings; prepares materials and public notices for PC and BOA. Provides public education in form of meetings, open houses, educational materials, etc.
 6. Assists Environmental Services Director with solid and hazardous waste programs. Assists with the Administration of the Wetland Conservation Act.
 7. Provides consultative services relating to Planning and Zoning and Environmental Health problems, representing the department favorably in public by participating in meetings and conferences, by providing planning services, and by handling potentially sensitive complaints, inquires, and emergencies.
 8. Attends seminars and workshops as needed to keep informed and up to date on state regulations and rules changes as it pertains to planning and zoning, environmental health, groundwater protection, surface water protection, hazardous waste, wetland conservation, and shoreland management.
 9. Performs duties in the absence of the Environmental Services Director.
 10. Assists in preparing the department budget.
 11. Composes agreements, contracts, or solicit bids and quotes from appropriate sources.
 12. Maintains complete and accurate records and prepares clear and detailed reports.
 13. Provides updates and recommendations to the County Board as necessary.
 14. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 15. Conducts business in accordance with the Open Meeting law.
 16. Coordinates annual emergency practice drills in department.
 17. Attend conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in Environmental Health, Natural Sciences, Land Use Planning, or a related field, plus two or more years experience in Planning and Zoning that includes technical and inspection work and administrative enforcement of ordinances, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Supervisory experience preferred.

Must possess, or obtain within one (1) year of hire, a Certified ISTS Designer/Inspector license issued by the Minnesota Pollution Control Agency.

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

Must be willing to work flexible hours when necessary, including occasional evenings for meetings and occasional weekends.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules; and regulations relevant to the work performed in this position, including land use, zoning, wetland, pollution control, data practices, the open meeting law, and basic personnel administration.
3. Working knowledge of the Wetland Conservation Act.
4. Soils to interpret groundwater levels based on color and texture, and ability to interpret soil absorption based on soil texture.
5. Methods, techniques, and principles, and practices of building inspection and zoning.
6. Basic bacteriology, chemistry and geology as they apply to pollution control and environmental sanitation.
7. Survey techniques to determine contour and slope ratios for on-site sewage treatment systems.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Preparing and making presentations to groups.
4. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
5. Effectively organizing and prioritizing workload.
6. Supervision, public relations, budget administration, oral and written communication, laboratory methodology, computer operation involving use of Microsoft and adobe programs.
7. Use of transits and levels and knowledge to determine slope and elevations.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Read and interpret plans, specifications, and blue prints sufficient to compare them with construction in progress and construction regulations.
4. Exercise independent judgment, initiative, and discretion in operating methods and procedures.
5. Enforce and interpret regulations with tact, firmness, and impartiality.
6. Multi-task and work under pressure in a sometimes demanding environment.
7. Travel and work in excess of standard hours when necessary.
8. Deal with the public on a daily basis in a pleasant and polite manner, including some difficult and sometimes irrational people.

9. Establish and maintain effective working relationships with county and other local officials, state agencies and with the general public.
10. Must have a high degree of self-motivation and the ability to work independently.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw and interpret bar graphs. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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, Access, PowerPoint, AS400 Tax System, Firefox and Internet Explorer Web Browsers, and Adobe Acrobat.

Ability to Travel

Travel required for trainings and meetings in and out of Aitkin County.

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, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, and innovation.



Work Environment

The noise level in the work environment is usually moderate.

Equipment and Tools

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, 10-key calculator, shredder, emergency weather-alert system, hand tools, surveying equipment, laser levels, measuring and metering devices, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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

05/13/2014

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

**CONTRACT FOR INDEPENDENT SUBSURFACE SEWAGE TREATMENT SYSTEM
INSPECTOR CONTRACTOR**

This contract, dated January 5, 2021, is made between the following parties:

County of Aitkin
307 2nd St NW Rm 219
Aitkin, MN 56431

And

Downunder Inspections, LLC (Bryan Hargrave) (Independent
Contractor Located At : 12604 Co. Rd. 118, Merrifield, MN 56465)

1. **SERVICES.** Aitkin County has adopted an ordinance to provide for the proper design, location, installation, use and maintenance of subsurface sewage treatment systems (SSTS) entitled the Aitkin County Subsurface Sewage Treatment System Ordinance and as required by Minnesota Rules Chapter 7080-7083 and must enforce the provisions of the Ordinance through the services of a qualified employee or licensed SSTS Inspector. The licensed independent SSTS Inspector contractor is responsible for inspections of installations of SSTS in Aitkin County. Aitkin County under the authority of Minnesota Statutes, 103F Minnesota Regulations, Parts 6120.2500 – 6120.3900, and the planning and zoning enabling legislation in Minnesota Statutes Chapter 394, has adopted zoning ordinances to promote the health, safety and general welfare of the inhabitants by dividing the County into zones and regulating therein the uses of land and the construction of all structures.

The duties of the Independent Contractor include, but are not limited to:

A. Obtain copies of the Aitkin County permits and related documents including an approved site evaluation and an approved design for all SSTS inspections prior to inspecting. Aitkin County will supply copies of permits and related documents.

B. Inspect new and replacement SSTS for full compliance with "Aitkin County's Subsurface Sewage Treatment System Ordinance."

C. Complete to the satisfaction of the Aitkin County Planning and Zoning Department all inspection forms, certificate of compliance or notice of noncompliance and submit to Aitkin County Planning and Zoning Department within five (5) days of the final inspection. This includes all soils information, verification of clean sand and any other information pertinent to the completion of the Individual Sewage Treatment System inspection form (or other form approved by the Environmental Services Director) in its entirety. Final inspection shall be when the tank(s) are covered, and if applicable, the drainfield is covered with black dirt and seeded or sod layed. The independent contractor is responsible and will

be held accountable for sewer inspections and all other relevant information.

D. Take and submit inspection photos, labeled clearly with inspectors name, installers name, property owners name, date and type of septic system and in sufficient quantity to document tank and drainfield area.

E. It is the responsibility of the independent contractor to have available all tools and equipment necessary to adequately complete a SSTS and site inspection(s).

F. It is the responsibility of the independent contractor to provide transportation to the job site and to service and maintain adequate automobile insurance. A copy of the automobile insurance will be provided to the County prior to any contractual work being performed.

G. Consult verbally and in written form with property owners and SSTS professionals in a positive manner.

H. The independent subsurface sewage treatment system inspector contractor will work together with the Aitkin County Planning and Zoning Department to provide thorough and fair enforcement of the Aitkin County Subsurface Sewage Treatment System Ordinance, Zoning Ordinance and Shoreland Management Ordinance. If during an inspection an item of noncompliance is not corrected the independent subsurface sewage treatment system inspector contractor shall immediately notify the Aitkin County Planning and Zoning Office and shall not authorize backfilling of the SSTS.

I. The Independent Contractor shall perform site inspections for setback distances of structures to verify compliance with permit applications and with the goals and objectives of the zoning ordinances of the Aitkin County Planning and Zoning Department.

2. **INSURANCE:**

The independent contractor is required to provide evidence that he/she carries his/her own insurance coverage's. Evidence shall be in the form of an original certificate of insurance. Faxed or photocopies will not be accepted. Aitkin County must be shown on the certificate as an additionally insured for all liability. The following minimum limits are required:

General Liability = **\$1,500,000** aggregate, **\$1,500,000** products and completed operations aggregate.

\$500,000 Personal Injury and Advertising Injury, **\$1,500,000** each occurrence.

Explosion, collapse and underground must be included.

The liability policy must be written on an occurrence basis, not claims made basis. Coverage shall also be indicated on the certificate of insurance for Automobile Liability: Bodily Injury: **\$1,500,000** each occurrence or a combined single limit of **\$1,500,000**. If the independent contractor is unable to carry these minimum underlying limits, he/she shall demonstrate proof that he/she has an umbrella policy to meet the minimum amounts and insurance.

3. **INSPECTION SCHEDULE:** The independent contractor shall be responsible for setting their own schedule and provide a copy of said schedule on a daily basis to the Planning and Zoning Department for approval.
4. **MAINTAIN LICENSURE:** The independent contractor shall secure any and all state licenses that may be required in order to perform the services as contemplated by the inspection duties assigned to him/her and shall comply with all other Federal, State and Local rules, regulations and ordinances as required of a Subsurface Sewage Treatment System Inspector under the rules by the State of Minnesota (Chapter 7080-7083). If the required State License is rendered invalid for any reason the independent contractor shall not conduct any inspections.
5. **CONFLICT OF INTEREST:** The independent contractor shall not inspect an installation if the installer is related to or an employee of the contractor. The independent contractor shall not perform compliance inspections on existing systems or site evaluations and designs during the term of the contract, unless the compliance inspection, site evaluation or design is to fulfill requirements of the contract.
6. **INDEPENDENT CONTRACTOR STATUS:** Aitkin County shall consider individuals who sign this contract as independent contractors and not employees of the County. No statement contained in this contract shall be construed so as to find Contractor to be an employee of the county. The independent contractor acknowledges that he/she shall not be construed as an employee of the County. The independent contractor will not be entitled to workers compensation in the event of his injury while performing inspection duties, shall not be entitled to unemployment compensation in the event of the termination of this contract, shall not have Federal or State income tax, FICA and FUTA withheld from the payments made hereunder, shall not receive any employer match in social security, and shall not be entitled to any County benefit package available to the County employees. The independent contractor shall hold or have applied for a Federal Employee Identification Number and shall supply to Aitkin County the Federal Employee Identification Numbers or a copy of the application.

Independent Contractor acknowledges and agrees that it is his/her sole obligation to comply with the applicable provisions of all Federal and State tax laws.

7. **RELEASE AND INDEMNITY:** The independent contractor agrees to defend, indemnify, and hold Aitkin County, its employees and officials harmless from any claims arising out of an act of omission on the part of the independent contractor. In the event of any disputes or disagreements encountered by the independent contractor with property owners or contractors/installers, the Planning and Zoning staff agree to assist and confirm the work of the Independent Contractor.

8. **TERM:** The term of this contract shall be from May 3, 2021 and run until November 5, 2021. The independent contractor or the County may terminate this agreement after 30 days upon written notice of said termination. The County may terminate the agreement at any time without notice if the independent contractor fails to perform his/her duties satisfactorily or fails to demonstrate sufficient knowledge of local and state rules, regulations and ordinances or fails to exhibit a professional attitude. In the event Aitkin County terminates this contract, a written explanation of why will be provided to the contractor.

OK

Amend:
April 19,
2021

9. **COMPENSATION:** The County shall pay the independent contractor a flat fee of \$350.00 per day. This fee does not include travel time to and from the County from the contractor's place of residence or business. The County shall compensate the independent contractor on a bi-weekly basis provided that written invoices have been submitted to and accepted by the Planning and Zoning Department.

10. **ASSIGNMENT:** The independent contractor shall not assign this agreement without prior written consent of the County. This non-assignment clause shall not prohibit the independent contractor from hiring, at his/her discretion, such assistants as may be required in the fulfillment and completion of the inspections and reports as contemplated under this agreement. Any assistants shall be deemed to be employees of the independent contractor, payable by the independent contractor.

11. **NOTICES:** All notices given or sent pursuant to this contract shall be sent by United States mail, addressed to the respective party at the address as set forth in the heading of this agreement, or at such other address as the parties may designate in writing from time to time.

12. **DATA PRACTICES:** All data collected, created, received, maintained, or disseminated for any purposes by the activities of Independent Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now.

- 13. **RECORDS AVAILABILITY AND RETENTION:** Pursuant to Minn. Statute 16C.05, Subd. 5, the Independent Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, except, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Independent Contractor and involve transactions relating to the Contract.

Independent Contractor agrees to maintain these records for a period of six years from the date of termination of this Contract.

- 14. **SIGNATURE:** The independent contractor acknowledges by his/her signature on this document that he/she is in full agreement with the terms as imposed upon him/her by this contract, that he/she will comply with those terms and conditions, and has received a copy of this contract.

COUNTY OF AITKIN

DATE January 5, 2021 BY _____
BOARD CHAIRPERSON

DATE January 5, 2021 BY _____
ENVIRONMENTAL SERVICES
DIRECTOR

DATE January 5, 2021 BY _____
INDEPENDENT CONTRACTOR

*original
will be
provided
for signatures.*

c:\ISTS\2021SSTScontract

From Cynthia Bennett to Personnel Committee 4/8/2021

Performa for Health and Human Services Additional Position

Background: for the past 4 years there was a position in our HHS budget that was approved for the purpose of adding an employee to the Home and Community Based Services (HCBS) unit. This decision was made prior to my joining HHS and from what I am able to gather, was intended to provide coverage for new requirements related to HCBS processes. DHS developed new recommendations and guidelines for application of the program based on federal requirements. This change prompted a new assessment that was much more comprehensive and time consuming than the original assessments HCBS had been conducting. In addition, the training to become an assessor was much more involved and time consuming. The DHS recommended changing the service delivery model to separate out the assessors from the case managers. That would save time and effort in training and allow the case manager employees to focus on case management not assessment.

The original thought 4 years ago was that the HCBS unit would need additional staff to implement the new model and support for a full time employee in this area was approved. This position could be either a PH nurse or a SW. The model and process is more efficient, however, as a small agency where we all need to wear multiple hats, we were not able to implement the changes until 2020. We did not fill the position prior to making the change in operations and we wanted to "see how things flowed" post workflow changes. We utilized a formula to determine staffing patterns and implemented the new model. We then removed the extra position from the budget for 2021 thinking we had things covered. After nearly a year into the new service delivery model we have discovered that the formula utilized to estimate staffing patterns was flawed. As a result, we are not able to perform the assessment tasks at the level required. If we would have kept that position in the budget one more year we would have been in a different place and would FYI all that we are filling the position. However, we removed it to bring our budget more in alignment with the HHS budget actuals.

Request:

HHS is requesting to hire a full time MnCHOICES Assessor to add to the Home and Community Based Services Waiver Team, in the Adult Services Unit. The request is for an immediate hire to help manage the workload of the current assessment levels the agency is experiencing and anticipates will continue to experience.

Rationale:

- In 2020 the Home and Community Based Team, per recommendations from DHS, adopted a new model of separating out workers who conduct assessment from workers who conduct case management. When this change occurred the estimated numbers of assessments each assessor would conduct was 12-16 per month for a full time assessor and 8-10 per month for a part time assessor. The formula utilized estimated working hours based on a 52 work week per year baseline. After implementing the new model after a year, we have discovered that the original formula utilized should

have been based on a of 47 work weeks per year schedule due to holidays and staff time out of the office. As a result, the workers conducting assessments have not been able to keep up within the state required guidelines. For coverage purposes case managers have been pulled in to help with assessments. This ultimately reduces the time case managers can spend on tasks that draw revenue for HHS. Although it is the best way we can get the work accomplished at this time, this model is out of compliance with the guidelines and recommendations of DHS.

- Current Assessment Numbers to Support Hire- A MNChoices Assessment takes on average 8.5 hours to complete. In looking at current data (316 assessments for 2020) our numbers support the decision to hire another assessor to have a team of 2.5 assessors. Two full time assessors will complete 141 assessments per year each and part time assessor up to 70 per year. Please note that assessment numbers vary some from year to year. (2019 assessment numbers were 313)
- Payment of Overtime and Comp Time- To manage the workload of the assessments, dollars have been spent on overtime and comp time in 2020. (\$3525.96)
- Revenue Loss by Case Management- Estimated 348.5 hours of case management time in 2020 spent on assessment. When converted into revenue loss, \$33,971.78 could have been billed for case management duties as opposed to assessment.
- Revenue Gain with Role Separation- Separating the roles of case management and assessment has proven to be fiscally advantageous for HHS. In separating out case management from assessment in 2019 and 2020 the agency was able to drawn down an additional \$207,200.44 in revenue.

Benefits of Hiring:

- Increased quality of service to the community by improving response times for assessments, meeting DHS recommended guidelines and meeting the demand needed within the community.
- Reduce overtime and comp time costs to the agency.
- Maximize revenue of case management team.

Challenges of Hiring:

- Additional employee on payroll

Additional Supporting Information:

Case Management Revenue for 2019- \$546,261.51

Case Management Revenue for 2020-\$753,471.95

Current Difference in Revenue with operational change- \$207,200.44

MODIFIED UNIFORM WAGE SCALE, JANUARY 1, 2021

One-half percent (0.5%) General Adjustment 1/1/2021

Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O
20	\$ 43.97	\$ 45.27	\$ 46.61	\$ 47.99	\$ 49.41	\$ 50.87	\$ 52.37	\$ 53.92	\$ 55.52	\$ 57.17	\$ 58.86	\$ 60.61	\$ 62.40	\$ 63.73	\$ 65.64
19	\$ 42.35	\$ 43.60	\$ 44.89	\$ 46.21	\$ 47.58	\$ 48.99	\$ 50.44	\$ 51.93	\$ 53.47	\$ 55.05	\$ 56.68	\$ 58.36	\$ 60.09	\$ 61.36	\$ 63.20
18	\$ 40.73	\$ 41.93	\$ 43.16	\$ 44.44	\$ 45.75	\$ 47.10	\$ 48.50	\$ 49.93	\$ 51.41	\$ 52.93	\$ 54.50	\$ 56.11	\$ 57.78	\$ 59.00	\$ 60.77
17	\$ 39.10	\$ 40.26	\$ 41.44	\$ 42.67	\$ 43.92	\$ 45.22	\$ 46.56	\$ 47.93	\$ 49.35	\$ 50.81	\$ 52.32	\$ 53.87	\$ 55.46	\$ 56.63	\$ 58.33
16	\$ 37.48	\$ 38.58	\$ 39.72	\$ 40.89	\$ 42.10	\$ 43.34	\$ 44.62	\$ 45.94	\$ 47.30	\$ 48.69	\$ 50.13	\$ 51.62	\$ 53.15	\$ 54.27	\$ 55.90
15	\$ 35.86	\$ 36.91	\$ 38.00	\$ 39.12	\$ 40.27	\$ 41.46	\$ 42.68	\$ 43.94	\$ 45.24	\$ 46.58	\$ 47.95	\$ 49.37	\$ 50.83	\$ 51.91	\$ 53.46
14	\$ 34.23	\$ 35.24	\$ 36.28	\$ 37.34	\$ 38.44	\$ 39.58	\$ 40.74	\$ 41.94	\$ 43.18	\$ 44.46	\$ 45.77	\$ 47.12	\$ 48.52	\$ 49.54	\$ 51.03
13	\$ 32.61	\$ 33.57	\$ 34.55	\$ 35.57	\$ 36.62	\$ 37.69	\$ 38.80	\$ 39.95	\$ 41.13	\$ 42.34	\$ 43.59	\$ 44.88	\$ 46.20	\$ 47.18	\$ 48.59
12	\$ 30.99	\$ 31.90	\$ 32.83	\$ 33.80	\$ 34.79	\$ 35.81	\$ 36.87	\$ 37.95	\$ 39.07	\$ 40.22	\$ 41.41	\$ 42.63	\$ 43.89	\$ 44.81	\$ 46.16
11	\$ 29.36	\$ 30.22	\$ 31.11	\$ 32.02	\$ 32.96	\$ 33.93	\$ 34.93	\$ 35.96	\$ 37.01	\$ 38.10	\$ 39.23	\$ 40.38	\$ 41.57	\$ 42.45	\$ 43.72
10	\$ 27.74	\$ 28.55	\$ 29.39	\$ 30.25	\$ 31.14	\$ 32.05	\$ 32.99	\$ 33.96	\$ 34.96	\$ 35.99	\$ 37.04	\$ 38.14	\$ 39.26	\$ 40.09	\$ 41.29
9	\$ 26.12	\$ 26.88	\$ 27.66	\$ 28.47	\$ 29.31	\$ 30.17	\$ 31.05	\$ 31.96	\$ 32.90	\$ 33.87	\$ 34.86	\$ 35.89	\$ 36.94	\$ 37.72	\$ 38.85
8	\$ 24.49	\$ 25.21	\$ 25.94	\$ 26.70	\$ 27.48	\$ 28.28	\$ 29.11	\$ 29.97	\$ 30.84	\$ 31.75	\$ 32.68	\$ 33.64	\$ 34.63	\$ 35.36	\$ 36.42
7	\$ 22.87	\$ 23.53	\$ 24.22	\$ 24.93	\$ 25.65	\$ 26.40	\$ 27.17	\$ 27.97	\$ 28.79	\$ 29.63	\$ 30.50	\$ 31.39	\$ 32.32	\$ 32.99	\$ 33.98
6	\$ 21.25	\$ 21.86	\$ 22.50	\$ 23.15	\$ 23.83	\$ 24.52	\$ 25.24	\$ 25.97	\$ 26.73	\$ 27.51	\$ 28.32	\$ 29.15	\$ 30.00	\$ 30.63	\$ 31.55
5	\$ 19.62	\$ 20.19	\$ 20.78	\$ 21.38	\$ 22.00	\$ 22.64	\$ 23.30	\$ 23.98	\$ 24.67	\$ 25.39	\$ 26.14	\$ 26.90	\$ 27.69	\$ 28.26	\$ 29.11
4	\$ 18.00	\$ 18.52	\$ 19.05	\$ 19.60	\$ 20.17	\$ 20.76	\$ 21.36	\$ 21.98	\$ 22.62	\$ 23.28	\$ 23.95	\$ 24.65	\$ 25.37	\$ 25.90	\$ 26.68
3	\$ 16.38	\$ 16.85	\$ 17.33	\$ 17.83	\$ 18.35	\$ 18.88	\$ 19.42	\$ 19.98	\$ 20.56	\$ 21.16	\$ 21.77	\$ 22.41	\$ 23.06	\$ 23.54	\$ 24.24
2	\$ 14.75	\$ 15.17	\$ 15.61	\$ 16.06	\$ 16.52	\$ 16.99	\$ 17.48	\$ 17.99	\$ 18.51	\$ 19.04	\$ 19.59	\$ 20.16	\$ 20.74	\$ 21.17	\$ 21.81
1	\$ 13.13	\$ 13.50	\$ 13.89	\$ 14.28	\$ 14.69	\$ 15.11	\$ 15.54	\$ 15.99	\$ 16.45	\$ 16.92	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.81	\$ 19.37



Position Description

SOCIAL WORKER

Department Health and Human Services Department

Grade Grade 9

(Board adopted 3/28/2017)

Reports to Social Services Supervisor

FLSA Status Non-exempt¹

Union Status AFSCME HHS 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 Department.

Job Summary

Provide direct case management services to individuals and families in the areas of adult and child protection, mental health, chemical health, developmental disability, foster care licensing, brain injury, and elderly services. Case management services include assessment of need, care planning and implementation, collaboration with interdisciplinary teams, authorization of client service agreements, community referrals, supportive services and service coordination.

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. Assess client's needs, develops treatment plans, coordinates with other agencies and professionals, advocate for client needs, and provides ongoing evaluations of progress. Includes authorizing and monitoring client service agreements.
2. Conducts investigations of maltreatment for children and adults, conduct forensic interviews, develops plans for the safety of these populations, and responds to crises after normal business hours if necessary.
3. Conducts various valid and reliable assessments to determine the appropriate level of care, funding mechanisms, placements needs and/or service options in the areas of adult and child protection, mental health, chemical health, developmental disability, foster care licensing, brain injury, and elderly services.

Position Description

4. Conducts direct service duties in residents' homes or community settings in which the conditions may be hostile and/or unsanitary, using critical thinking skills to respond to situations that may be volatile or harmful. Provides counseling and crisis intervention services. Transports clients who may be hostile or uncooperative.
5. Monitors and provides feedback of services provided to clients by outside professionals and para professionals, including adult and child foster care providers, home care providers and community support providers.
6. Advises the Court through written reports and expert testimony on the matters of protection, custody, adoption, guardianship, pre-petition screenings, civil commitment and visitation, and monitors compliance of civil commitment and CHIPS orders. Maintains case records and documentation so they are in state/federal audit-ready condition.
7. Appointment as legal guardians or custodians for specific clients and in those roles, accepts responsibility for making decisions regarding living arrangements, education, employment and medical needs. May act as representative payee or authorized representative with legal authority to manage and direct the use of clients' personal funds.
8. Attends required training to ensure competency in current practice standards in child protection, adult protection, adult and children's mental health, chemical dependency services, disability services, MN Choices and licensing.
9. Participates in the development, planning, reassessing, implementation and evaluation of an emergency preparedness plan for the County. May be required to report for specialized assigned duties or perform emergency response roles.
10. As assigned represents the department on various advisory committees and state or local work groups pertaining to job specific topics. This may include statewide MN Choice Mentor Meetings, presentations and/or training for other departments, the community and/or key stakeholders.
11. Performs other related duties as assigned or apparent, including duties for emergency response roles which may be after hours or in unsafe situations/environments. .

Minimum Qualifications

Must be eligible for appointment by the MN Merit System.

Must obtain pertinent CEU's required for assigned position.

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

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Current principles and practices of social work case management as they apply to the treatment of human behavior.
3. State and Federal laws and rules relating to the protection of vulnerable consumers, licensing, and case management.
4. Court procedures including due process of law, rules of evidence and testimony.



Position Description

5. Principles and techniques of interviewing and documentation in social work and the ability to apply them.
6. Computer systems and electronic record keeping.
7. Cultural differences related to intervention and treatment provided to individuals and families
8. Data Privacy Rights and HIPAA requirements.
9. Community, State, and Federal resources and referral process to access resources.
10. Third party payer system.

Skill in:

1. Maintaining professionalism while demonstrating effective Interpersonal skills as applied to interactions with coworkers, supervisors, and the general public.
2. Typing skill sufficient to complete 35 net words per minute without errors.
3. Skill in reading, writing, and speaking English proficiently.
4. Skill in organizing and prioritizing work.
5. Interviewing clients and collaterals.
6. Analytical and deductive reasoning.
7. Advocacy on behalf of clients.
8. Assessment and coordination of client needs/services including collaboration with service providers.
9. Reacting to situations within the field and being able to maintain personal safety.
10. Technology skills sufficient to operate computers, copiers, cameras and recording equipment.

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, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
- ~~3. Testify in court.~~
4. Motivate the-disadvantaged population in the community.
5. Establish and maintain effective working relationships with clients, relatives, the Courts, local law enforcement, schools, community based providers, and the public to enhance safety, efficiency and knowledge base.
6. Remain objective and make sound decisions while analyzing complex situations and evaluating potential for improvement.
7. Manage time productively, meet deadlines and comply with state and federal law to enhance improved outcomes for individuals and families.
8. De-escalate hostile situations to enhance safety of clients and staff.
9. Effectively apply casework knowledge, and skills which may include respectfully confronting issues in families and with individuals to promote personal growth and mastery of skills necessary for consumer safety, independence and a higher level of functioning.
10. Work independently, and make critical decisions with limited direction that maybe vital to the health and safety of individuals served.
11. Communicate effectively, both orally and in writing, with diverse populations.
12. Adjust to ongoing state and federal requirement changes and assure protocols, practices, timelines, and documentation meet required standards.



Position Description

- 13. Reduce complex operations and processes to their simplest terms to provide step by step directions on how to accomplish the larger goal.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards. Ability to write reports and correspondence for the Court.

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

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of complex instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Example for consultant (this is not part of the final job description). In 2015, the Governor’s Task Force on Child Protection provided a list of 93 recommendations. Per the Governor’s Task Force on Child Protection, the screening function for reports of child maltreatment is one that requires the practitioner to have high level knowledge and skill competencies. The screening decision is a very important child safety decision. The screening of alleged child maltreatment reports involves the crucial task of systematically gathering and critically thinking through the facts of a report. There is recognition that this fact-gathering cannot and should not occur in isolation. Decisions made that involve the best practice thinking and judgment of a variety of professionals and cross-disciplines serves to improve the overall quality and consistency of decision making. It also increases transparency and accountability to the citizens of Minnesota.

Computer Skills

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

County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, Adobe, SSIS, MMIS, MN Choices, RMS, Revation, and Internet.

Ability to Travel

Frequent travel is required to family residences, facilities, jails, foster homes, hospitals, American Indian Reservations, Minnesota Security Hospital, Minnesota Sex Offender Program, and Department of Human Service locations throughout the State of MN for meetings, trainings, staffing, court hearings and assessments/investigations.

Competencies



Position Description

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, change management, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including unclean houses, potential for walking into drug lab sites, unstable structures, snowy/icy roads, rotting garbage, insect infestations, dangerous dogs, sewage, disease, volatile/unstable clients, and remote locations , cigarette and/or smoky areas, mold, and clients under the influence of mood altering substances.

Susceptible to worker burn-out and compassion fatigue.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, camera, USB flash drives, router, signature pad, air card, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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

02/09/2017

***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*

¹ Classified as FLSA Exempt, but currently paid as Non-exempt

Emergency Paid Sick Leave Request

¹ Effective January 1, 2021 through ~~March 31, 2021~~ May 31, 2021

Name: _____ Date: _____

Dept: _____ Position Classification: _____

Have you been employed by Aitkin County for at least 30 calendar days prior to your leave request? Yes / No

Requested Leave Start Date (runs concurrent with FMLA): _____ Estimated Leave End Date: _____

Your symptoms began on: _____ Your Covid test date: _____

Are you teleworking part-time or full-time? Yes / No Describe _____

List your close contacts at work by name and date of contact, if known. This includes coworkers, homeowners, clients, customers, etc. Close contact is defined as anyone you were within 6 feet of for 15 cumulative minutes or longer (with or without a mask), during the two days prior to onset of your symptoms. HR or your supervisor will immediately notify these close contacts if you test positive for Coronavirus.

List of close contacts:

Emergency Paid Sick Leave – 80 hours of employer paid sick leave; may be utilized prior to utilization of any other accrued leave. Part-time employees allotted emergency paid sick leave will be pro-rated based on the average number of hours worked the prior work week. These 80 hours run consecutively with FMLA time. When this emergency paid sick leave time is exhausted, your accrued leave time will be utilized.

I hereby request Emergency Paid Sick Leave for the following reason: (check all that apply)

- (1) I have been advised by a healthcare provider to self-quarantine due to concerns related to Coronavirus.
- (2) I am experiencing symptoms of Coronavirus and seeking a medical diagnosis.
- (3) I am caring for an individual who is subject to an order as described in subparagraph (1) of this section or has been advised as described in subparagraph (2) in this section.
- (4) I am caring for my son or daughter due to the school or place of care for my son or daughter being closed, or the childcare provider of my son or daughter is unavailable, due to Coronavirus precautions.
- (5) Effective 4/1/2021, I am unable to work because I am obtaining a COVID-19 vaccine, or I am recovering from an illness, injury or condition related to such vaccine (side effects).
- (6) Effective 4/1/2021, I am unable to work because I am seeking or waiting for the results of a diagnostic test or awaiting a medical diagnosis related to Coronavirus.

Attach the following to this form, or text it to HR at 218-839-8983:

- Proof of your Coronavirus test results (positive or negative). Locally, test results arrive soonest through MyChart.
- Copy of your healthcare provider’s recommendation to self-quarantine, including start and end dates.
- Other data to support your request for emergency paid sick leave, if applicable. E.g. Letter from closed school or childcare providers, etc.

Direct questions to **Bobbie Danielson, HR Director**, at bobbie.danielson@co.aitkin.mn.us, text 218-839-8983, or office 218-927-7277, direct. File note: 80 hours combined maximum between FFCRA 4/1/2020 – 12/31/2020 and County EPSL 1/1/2021 – ~~3/31/2021~~ 5/31/2021 for full-time employees. Pro-rated for part-time.

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021



**Interim Policy:
Coronavirus Program for Employees**

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021

**Aitkin County
Interim Policy: Coronavirus Program for Employees**

Article I. PURPOSE:

Section 1. Aitkin County believes in the importance of a healthy workplace and wellness and wants to work together with employees to ensure essential functions are operational, services can be provided, and employees are supported. In order to assist employees with health concerns and issues related to the current public health environment, this Coronavirus Policy will be in place until abolished by the County Administrator, as directed by the Board of Commissioners.

We recognize that the evolving nature of the pandemic will likely create the need for this policy to be amended, updated, and replaced. This policy is dated in order to identify the most current policy.

Section 2. Paid Leave under the Federal Families First Coronavirus Response Act (FFCRA) ended on December 31, 2020. Aitkin County is extending emergency paid sick leave (EPSL) to employees who are unable to work (or telework) due to a need for leave because of the Covid-related matters listed below.

These provisions go into effect January 1, 2021.

(A) Aitkin County Emergency Paid Sick Leave (EPSL):

Emergency Paid Sick Leave (EPSL) is available for employees who are unable to work (or telework) due to a need for leave because:

- 1) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 2) The employee is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- 3) The County will also provide up to two weeks of paid sick leave at partial pay (2/3 rate), up to a specified cap, when an employee is unable to work because of a need to care for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 4) The County will also provide up to two weeks of paid sick leave at partial pay, up to a specified cap, when an employee needs to care for the employee's son or daughter whose school or place of care is closed, or whose child care provider is unavailable, due to COVID-19 related reasons.
- 5) Effective April 1, 2021, the employee is unable to work because they are obtaining a COVID-19 vaccine, or are recovering from an illness, injury or condition related to such vaccine (side effects).
- 6) Effective April 1, 2021, the employee is unable to work because they are seeking or waiting for the results of a diagnostic test or awaiting a medical diagnosis related to Coronavirus.

Deleted: 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

2

Deleted: 3

Deleted: 4

Deleted: 5

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021, 4/27/2021

Documentation from the clinic or healthcare provider, supporting the request, including the employee's name and date, is required in order to qualify for emergency paid sick leave (EPSL). Full-time employees may not exceed 80 hours of emergency paid sick leave April 1, 2020 – May 31, 2021 (FFCRA and County EPSL, combined), pro-rated for part-time employees.

Deleted: March 31

Aitkin County emergency paid sick leave (EPSL) will sunset on May 31, 2021.

Deleted: March

Full-time employees will be paid for up to 80 hours of work. Part-time employees who have a normal weekly schedule are entitled up to the number of hours of Paid Sick Leave equal to the number of hours that the employee is normally scheduled to work over two workweeks. Part-time employees who lack a normal weekly schedule will be paid up to the number of hours they worked on their last pay period.

Paid emergency sick leave is paid at 100% for an employee's own isolation, diagnosis, or treatment and at 2/3 pay for any other qualifying reason. An employee may choose to supplement their paycheck with available paid leave hours.

Emergency Paid Sick Leave (EPSL) will be utilized prior to other leaves that may be available.

Aitkin County's emergency paid sick leave (EPSL) will run concurrent with FMLA.

Article II. UTILIZATION OF PAID LEAVE DURING A PUBLIC HEALTH EMERGENCY

County Administrator Jessica Seibert declared this policy to be active on March 18, 2020, following County Board adoption.

Section 1. Policy

Conditions may occur where a disease, such as influenza, respiratory illness or other contagious disease, has been declared by the World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) to be a public health emergency, indicating widespread human infection. When one or more of the above declarations have been enacted, the County Administrator shall have discretion to declare this policy as active, with County Board ratification to follow.

If the County Administrator declares this policy to be active, with County Board ratification to follow, exceptions to the collectively bargained paid leave benefits and related county policies would be permitted to the benefit of employees, as follows:

- A. Full-time employees who have exhausted all paid leave will be allowed to go into the negative of up to 15 days of paid leave (up to a maximum of 120 hours, unless a greater amount is approved at the discretion of the County Administrator) for absence from work due to an infection of the public health emergency or to care for an immediate family member due to an infection of the public health emergency. Pro-rated for part-time employees, see attached form. Refer to the policy manual or applicable contract for definition of immediate family member under the sick leave provision.

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021



Interim Policy: Coronavirus Program for Employees

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021

Article V. POST-TRAVEL MONITORING

This revised post-travel monitoring policy will be in effect until declared inactive by the County Administrator, as directed by the Board of Commissioners.

Section 1

For the purpose of this section, employees are considered fully vaccinated for COVID-19 >2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

- A. Employees who are not fully vaccinated for COVID-19 and who travel out-of-state are required to notify their department head to determine if they will be required to remain at home for 14 calendar days after return, for post-travel monitoring. Department heads will take into consideration the location of travel and precautions being taken to minimize exposure to Coronavirus. Refer to the COVID Preparedness Plan, page 3, for practices asymptomatic employees should follow prior to and during their work shift (pre-screen, regular monitoring, wear a mask, social distance, disinfect and clean work spaces).
- B. When quarantined, every effort will be made to allow for remote work. If remote work is not an option, the employee shall utilize paid leave balances. For the purposes of this section (b), paid leave is defined as comp time, PTO, vacation, or personal leave. Utilization of sick leave is not authorized under this section (b), unless or until the sick leave utilization criteria contained in policy or collective bargaining agreement language is met.
- C. Employees who are fully vaccinated for COVID-19 and who travel domestically or who have recovered from COVID-19 in the past 3 months are not required to remain at home for 14 calendar days after return, for post-travel monitoring. Refer to the COVID-19 Preparedness Plan for Aitkin County for more information related to travel.

Article VI. NOTIFYING OTHER EMPLOYEES OF A CONFIRMED CASE OF CORONAVIRUS

Section 1

Department heads and immediate supervisors are required to notify the HR Director when employees are experiencing Coronavirus related matters.

Employees who test positive for Coronavirus are required to immediately (within 2 hours of results notice) notify their immediate supervisor and report their close contacts to the Aitkin County HR Director via 24-hour phone, voicemail, or text at 218-839-8983, As recommended by the CDC, if an employee is confirmed to have Coronavirus, Aitkin County will inform close contacts, including fellow employees, of their possible exposure to Coronavirus in the workplace, but protect privacy as required by state and federal law. Aitkin County will not identify by name an individual who has contracted the disease. Employees exposed to co-worker with confirmed Coronavirus should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Aitkin County will work closely with healthcare providers and rely on guidance from federal and local authorities about transmission risk and containment.

Aitkin County
COVID-19 Preparedness Plan, Revised 4/13/2021

Deleted: 2/24/2021

the Department Head and/or Supervisor and the Human Resources Director. Additional strategies to be considered include:

- Employees should quarantine at home for a minimum of 7 days and get COVID-19 tested on day 5 or later. If the test result is negative and the employee has not developed symptoms, they may return to work on day 8 or later. Negative test results must be received prior to returning to work.
- Employees should quarantine at home for a minimum of 10 days. If symptoms develop the employee should get tested and remain home until results are available. If the employee has not developed symptoms, they may return to work on day 11.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with their Supervisor.

It is recommended that asymptomatic employees returning to work prior to a full 14-day quarantine should adhere to the following practices prior to and during their work shift:

- Pre-Screen: Employees should measure their temperature and assess symptoms before reporting to work. Thermometers will be made available in each county building if temperature checks have not been completed before work.
- Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor for 14 full days.
- Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days¹ after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

The above quarantine strategies and guidance does not apply to employees working in sectors for which there is specific Minnesota State Guidance. For those employees, separate guidance documents should be consulted and followed.

Per MDH's Quarantine Guidance for COVID-19, if someone has recovered from COVID-19 in the past 90 days and is exposed again, they do not need to quarantine if **ALL** of the following are true:

- Their illness was laboratory confirmed in the past 90 days
- They have fully recovered
- They do not currently have any symptoms of COVID-19

If someone has completed COVID-19 vaccination (two doses in a two-dose series or one dose in a one-dose series) and is exposed, they do not need to quarantine if **ALL** of the following are true:

- The COVID-19 exposure was at least 14 days after their vaccination series was fully completed (last dose is day 0)
- They do not currently have any symptoms of COVID-19

Deleted: <#>The COVID-19 exposure was within 90 days of their final dose of the vaccination series

People who live or work in a health care or long-term care facility, have been vaccinated, and have a COVID-19 exposure should refer to **COVID-10 Recommendations for Health Care Workers**.

Per CDC's Domestic Travel During COVID-19, you do not need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations and after travel should self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms and follow all state and local recommendations or requirements.

Domestic Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Self-monitor for symptoms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wear a mask and take other precautions during travel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Per CDC's International Travel During COVID-19, if you are fully vaccinated you do not need to get tested before traveling out of the U.S. but will be required to test before returning to the U.S. You should get tested 3-5 days after travel, self-monitor for symptoms and isolate if you become symptomatic but do not need to self-quarantine after your travel.

CORONAVIRUS DISEASE 2019 (COVID-19)

International Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mandatory test required before flying to US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Get tested 3-5 days after travel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Self-quarantine after travel for 7 days with a negative test or 10 days without test	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Self-monitor for symptoms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wear a mask and take other precautions during travel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



cdc.gov/coronavirus

Even after a person has recovered from COVID-19 or is fully vaccinated they should still continue to stay distanced, wear a mask that fits well, wash their hands often, and follow other precautions.

¹Refer to Face Covering (Mask) Section below for current policy effective 7/25/2020 per Executive Order 20-81.

Aitkin County has made accommodations for employees with underlying medical conditions or who have household members with underlying health conditions. See *Aitkin County Personnel Policy: Article VIII*

Deleted: People visiting or returning from travel out of state are asked to quarantine after they arrive in Minnesota, regardless of vaccination status.

**AITKIN COUNTY
SAFETY POLICY
AND
EMERGENCY ACTION PLAN
FOR EMPLOYEES**

INCLUDING SOME OF THE KEY OSHA REQUIREMENTS FOR EMERGENCIES

| Board Adopted, December 18, 2018, Revised April 27, 2021

1

TORNADO / STORM SHELTERS AREAS

In the event of severe weather conditions, occupants of the following buildings should go to the storm shelter area indicated:

Building or Worksite	Tornado/Storm Shelter Areas
Government Center	Any interior room on the 1 st floor of the Government Center, including the hallway in the Auditor's office by the <i>interoffice</i> mail boxes and/or restrooms.
Highway Department	Any interior room in the building, including offices, hallways, restroom, or similar enclosed room or windowless area in center of the building.
Judicial Center	Basement of the judicial center.
South Annex / HHS	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room. <u>*Gather by unit.</u></p> <p>During a tornado warning: Basement of the HHS building.</p>
Sheriff's Office and Jail	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room. <u>*Gather by unit.</u></p> <p>During a tornado warning: Basement of the Sheriff's Office.</p>
Land Department	Vault in Land Commissioner's office.
Long Lake Conservation Center	Any interior room in the building, including offices, hallways, restroom, or similar enclosed room or windowless area in center of the building. During a tornado warning, the Northstar Lodge inner hall or Marcum House "show room" if time allows.

<p>Employees in a Vehicle</p>	<p>During a severe thunderstorm warning: Do not drive unless necessary. Tune in to your radio to stay informed of approaching storms. Turn on your headlights and slow down. Allow extra distance for braking. Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle. Stay in the car and turn on the emergency flashers until the heavy rains subside. An automobile provides better insulation against lightning than being in the open. Avoid contact with any metal conducting surfaces either inside your car or outside. Avoid flooded roadways and downed power lines.</p> <p>During a tornado warning: Do not drive during tornado conditions. Never try to out-drive a tornado in a vehicle. Tornadoes can change direction quickly and can lift a car or truck and toss it through the air. Get out of your vehicle immediately and seek shelter in a nearby building. If there is no time to get indoors, or if there is no nearby shelter, get out of the car and lie in a ditch or a low-lying area away from the vehicle. Be aware of the potential for flooding. Lie flat and face-down, protecting the back of your head with your arms. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.</p>
<p>Employees in the Outdoors</p>	<p>During a severe thunderstorm warning: If possible, seek shelter in a vehicle or sturdy building.</p> <p>Avoid the following: Natural lightning rods such as a tall, isolated tree in an open area. Hilltops, open fields, the beach, or a boat on the water. Isolated sheds or other small structures in open areas. Anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.</p> <p>During a tornado warning: If possible, seek shelter in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.</p>

FIRES

Each department has an emergency procedures and evacuation plan to follow in the event of a fire. These are posted prominently in common areas and bulletin boards on each floor of the facility. Exits, fire extinguishers and first aid kits are located on each floor. A fire extinguisher video is available for employees to watch on the intranet. All employees are expected to familiarize themselves with the location of such equipment.

Designated Assembly Areas for Fire Evacuation (Primary Relocation Center)

Building or Worksite on Fire	Designated Assembly Area
<u>Government Center, Judicial Center, or South Annex</u>	Aitkin City Hall Council Meeting Room
Sheriff's Office and Jail	Follow departmental procedures
HHS	Aitkin PUC Garage Bays (gather by unit)
Land Department	<u>Sheriff's Pole Building</u>
Road & Bridge, Aitkin Shop	<u>Cold Storage Building</u>
Long Lake Conservation Center	LLCC Dining Hall Parking Lot
Road & Bridge, Palisade Shop	R&B to Palisade Community Center
Road & Bridge, Hill City Shop	Hill City City Hall
Road & Bridge, Jacobson Shop	Jacobson Fire Hall
Road & Bridge, McGrath Shop	McGrath DNR Building
Road & Bridge, McGregor Shop	McGregor City Hall

Deleted: Aitkin County Courthouse Rotunda
Deleted: License Center
Deleted: Aitkin County Courthouse Rotunda

If the designated assembly areas noted above are unsafe due to the circumstances, the secondary relocation center is the Westside Church, 810 2nd Street NW, Aitkin, MN.

DEMONSTRATION OR DISTURBANCE

In the event of a demonstration or disturbance, generally there will be no evacuation of the building. When a demonstration or disturbance develops, the County Administrator will, at his or her discretion:

- o Notify police, if necessary.
- o Notify Department Heads and County Commissioners.
- o Initiate lock-down procedures, if deemed appropriate.
- o Ask demonstrators to disperse.
- o Contain unrest. Seal off area of disturbance.
- o Move people involved in disturbance to an isolated area.
- o Document incidents with recorder or take detailed notes.

When a demonstration or disturbance develops, department heads and employees will:

- o Lock office doors and windows. Close window blinds.
- o Keep employees and visitors calm.
- o Not allow employees to leave the building until an all-clear signal is received from the County Administrator or Sheriff's Office representative.
- o Take roll call. Attempt to contact employees who are away from the office, but are anticipated to return to notify them of the demonstration or disturbance, if deemed appropriate.
- o Document all incidents.

WORKPLACE SECURITY/SAFETY

In addition to updating fire/tornado/storm shelter areas in the Safety Policy, department heads will also update recommended lockdown areas (not published).

Aitkin County

Personnel Policy

Adopted: July 28, 2015

Last Revision: ~~January 26, 2021~~ April 27, 2021



Our

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

Vision:

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

The Employer shall be obligated to make only one (1) HSA (or VEBA) account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

HSA (or VEBA) ADVANCEMENT: If an employee meets his/her annual deductible, the employee may provide proof and request advance payment up to the remainder employer HSA (or VEBA) allocation for the plan year, provided the employee agrees in writing to reimburse the County for the HSA (or VEBA) contribution, prorated by pay period [over 24 pay periods per year] for any time that remains, in the event the employee leaves employment for any reason other than death, and that the County has the right to deduct this amount from the employee's final paycheck. This "HSA (or VEBA) advancement" option as described in this paragraph will also be extended to bargaining unit members who are on the PEIP plan.

WAIVER PLAN OPTION: The employer may offer a waiver plan for employees who waive health insurance coverage. Effective January 1, 2019, employees who waive health insurance coverage, may elect to receive \$2,750 per year, pro-rated over 24 pay periods. Employees who waive coverage can elect to place their waiver dollars into their deferred comp account, into their HSA if they have a corresponding High Deductible Health Plan (HDHP), or receive it as taxable cash through the cafeteria plan, unless prohibited by law.

Subd. (6) MSRS HCSP Early Retirement Health Insurance Incentive:

Term: January 1, 2019 through December 31, ~~2021~~ 2023

Intent: Aitkin County values its long-term employees and this incentive is intended to assist employees who want to retire between the age of 62 and 65. Age 62 is the age at which most employees can start receiving Social Security retirement benefits (the amount is reduced until they reach full retirement at age 65 or older). Age 65 is the age at which employees become eligible for Medicare. This early retirement health insurance incentive is intended to help the employee cover any health insurance gaps between age 62 and 65.

Applies to: All employees age 62 or older (by January 15th annually) who have 15 or more years of full-time consecutive service with Aitkin County and who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA who elect to participate in the county's Early Retirement Incentive option in calendar year 2019, 2020, or 2021. All of these factors (age + years of service + PERA annuity or disability) must be met in order to qualify for the early retirement incentive.

Contribution: The employer will deposit up to \$512.08 per month into a Minnesota State Retirement Systems (MSRS) Health Care Savings Plan (HCSP) account as a reimbursement for the employee's single health insurance premium up to age 65. Employer contributions will stop sooner than age 65 in cases where the employee becomes eligible for Medicare sooner¹, or upon death. In cases where the single health insurance premium is less than \$512.08 per month for single coverage, the employer's contribution shall not exceed the cost of the actual single premium. The employee will be responsible for any difference in premium.

¹If the employee becomes eligible for Medicare sooner by either satisfying eligibility or disability criteria.

[HR file note: Retirements effective by June 30th, 60 days written notice required. An example: If an eligible employee submits their written retirement notice by April 30, 2022, and retires by June 30, 2022, they are eligible for the \$512.08 per month from July through December 2022 or until age 65 or eligible for Medicare. If an eligible employee submits their written retirement notice after April 30, 2022 and does not retire by June 30, 2022, they are ineligible for the \$512.08 per month from July through December 2022; their contribution would start in January 2023.]



Section C. Life Insurance

The County Board agrees to provide and pay for a life insurance policy of \$25,000 for all full-time employees, and to provide life insurance coverage in the amount of \$15,000 for their spouses and dependents up to age 26, subject to carrier restrictions.

Section D. Long Term Disability Insurance (Board adopted revision 1/7/2020)

All employees covered by a collective bargaining agreement shall follow the LTD provisions contained in the applicable union agreement.

Part-time, seasonal and temporary employees are not eligible for LTD insurance.

The County shall provide Long Term Disability Insurance reimbursement for full-time employees based on current salaries, subject to the provisions of this Article and limitations, benefits and conditions established by the contract with the insurance carrier. Said insurance shall take effect for new employees and elected department heads on the 1st of the month following date of hire. LTD monthly premiums will be paid by the employee via payroll deduction and then reimbursed by the employer.

Section E. Affordable Care Act (ACA) Policy:

In March 2010, Congress enacted and President Obama signed major reform legislation – the Patient Protection and Affordable Care Act (commonly called PPACA, ACA, or “Obamacare”) (Pub.L. 111-148), as amended by the Health Care and Education Reconciliation Act of 2010 (Pub. L. 111-152). This represents the most significant regulatory overhaul of the U.S. healthcare system since the passage of Medicare and Medicaid in 1965. The law includes hundreds of new requirements packed into thousands of pages of rules that affect the delivery and administration of employer-sponsored group health plans. The rules, as applied to employer-sponsored group health plans, generally fall into one of seven general categories, namely: 1) effective dates and grandfathering; 2) qualifying coverage mandates (insurance reforms); 3) employer mandates (play-or-pay provisions); 4) reporting and disclosure requirements; 5) individual mandates; 6) tax issues (revenue generating rules); and 7) the exchange program.



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: April 27, 2021

Title of Item: 2021 Assessment Summary

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mike Dangers	Department: County Assessor	
Presenter (Name and Title): Mike Dangers, County Assessor		Estimated Time Needed: 20 minutes
Summary of Issue: Please see attached documents.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input 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>		

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



AITKIN COUNTY ASSESSOR

Aitkin County Government Center
307 2nd Street NW, Room 310
Aitkin, MN 56431

assessor@co.aitkin.mn.us
Phone: 218-927-7327
Fax: 218-927-7379

MEMO

April 7, 2021

To: Board of County Commissioners
Township Boards and City Councils
Jessica Seibert, County Administrator

From: Mike Dangers, County Assessor

Re: 2021 Assessment Summary and 2022 Assessment Preview

It's that time of the year again when we're getting ready for the spring appeal meetings. The valuation notices were mailed with property tax statements on March 29. This memo, along with the attached charts and schedules, summarize the assessment changes made this year. Historical comparisons are also made between this year and the past. If anything is unclear or you have any questions, please contact me.

Generally, we did increase many property values this year but the increases are based on historical data from late 2019 into 2020. Many of our values are therefore lower than what properties would sell for on the current market. We hear many stories of people selling their properties in a matter of hours with multiple interested buyers for more than the listed price.

Turning to the attached documents, page 3 shows a comparison of the 2020 and 2021 assessments. The overall estimated market value of the County has increased 4.1% which is a lesser increase than last year. Part of the reason why this overall number is not more than the prior year is due to a substantial reduction in acreage values for off-road properties. Recent sales trends have shown us that our values were getting too high for remote acreages. Even looking at acreage land sales that have good road access, we did not see evidence of increasing values in that portion of the market, which is a stark contrast to the residential and seasonal markets.

The main class driving the increases to the County's value this year are the residential homestead properties. Homestead numbers are up and we hear stories of people moving to our area from the Twin Cities area. Commercial values decreased substantially this year primarily due to changing short term vacation rental properties to the new short term rental classification which is a residential classification.

On page 4 is a pie chart that shows the sizes of the property classes in the County. Residential Homestead, Seasonal, and Residential Non-Homestead all increased in size this year with Rural Vacant Land decreasing from last year.

Page 5 shows a ten-year history of overall estimated market value, net tax capacity, and new construction value. We now have the highest overall county Estimated Market Value of all time, even higher than back in the housing boom about 15 years ago. New construction values continue on an upward climb but have not reached the highs of years past.

Page 6 is the ten-year history of the sales ratio study for the residential and seasonal class properties in the County. The sales ratio is a measure of the assessment level when the property sells and is calculated by dividing the estimated market value by the sales price. A 100% ratio is perfect. Assessors around Minnesota attempt to attain a final median ratio in the 90% to 105% range in areas with enough sales. The chart on the right side of the page shows how the sales numbers of our largest property classes have changed in recent years. While sales numbers are up, our median ratios are generally as low as they've been in the past 10 years. This means that our value increases are struggling to keep up with the market. If present value trends continue, we will need to make additional increases in future years to get the median numbers closer to the full value.

Page 7 is a collection of several assessment statistics. The gradual decline of ag properties in the county is shown by the lower number of agricultural acres. Also, there is a long term decline in the number of ag homesteads. The number of overall homesteads is higher than it's been for years and that may reflect changes in how people are working and possibly increased retirements. Also the disabled veterans value exclusion continues a rapid increase, with more properties qualifying and on higher values.

Page 8 shows a detailed view of the sales statistics for the 2021 assessment for the property classes that have at least 6 sales. The median sales prices and median EMV's shown on this page just represent the specific property sales from each of these property types for this year. The bottom row on the chart shows sales statistics for all good sales in the County during this period. The overall median ratio for all good sales of 92.0% means that the assessment is about 8% lower than full market value as of the assessment date.

Page 9 is the foreclosure report for Aitkin County in 2020. The numbers of these distressed sales are still much lower than in the past, even with the effects of COVID-19.

Pages 10 through 14 show an itemized list of the major changes to the 2021 assessment. The large number of changes may make it difficult to pinpoint a single reason why a property changed in value. Changes are made to keep our valuations consistent and close to full market value.

Page 15 is the acreage schedule for the whole county that includes the base rates of the different land types for each area. We have a new land zone this year and several townships shifting to one zone from another. Most of these changes happened due to the 5-year history of acreage values trending too high or low in certain places.

Page 16 is the Local Board of Appeal and Equalization Schedule. This is also posted on the Aitkin County website under the appeals section on the County Assessor's page.

The Assessor's Office is reassessing the following areas for the 2022 Assessment: Ball Bluff Township, Balsam Township, Fleming Township, Hazelton Township, Hill City, Jevne Township, Macville Township, Malmo Township, Tamarack City, Turner Township, Unorganized Townships 49-27, 51-22, 52-24, 52-25.

Please contact Mike if you have any questions.



Countywide Value Changes 2021 Assessment
Taxable Property Only

	2020	2021	% Change
Overall Estimated Market Value	\$ 3,297,267,900	\$ 3,430,983,100	4.1%
New Construction EMV	\$ 23,983,700	\$ 25,849,900	7.8%
Agricultural Homestead EMV	\$ 252,661,355	\$ 254,605,400	0.8%
Residential Homestead EMV	\$ 958,549,514	\$ 1,030,970,000	7.6%
Seasonal Recreational EMV	\$ 1,363,927,900	\$ 1,430,208,700	4.9%
Commercial/Industrial EMV	\$ 101,013,800	\$ 96,835,800	-4.1%
Apartment EMV	\$ 19,754,900	\$ 19,816,200	0.3%
Rural Vacant Land EMV	\$ 426,589,700	\$ 397,254,900	-6.9%

Notes:

Overall Estimated Market Value is a new all-time high.

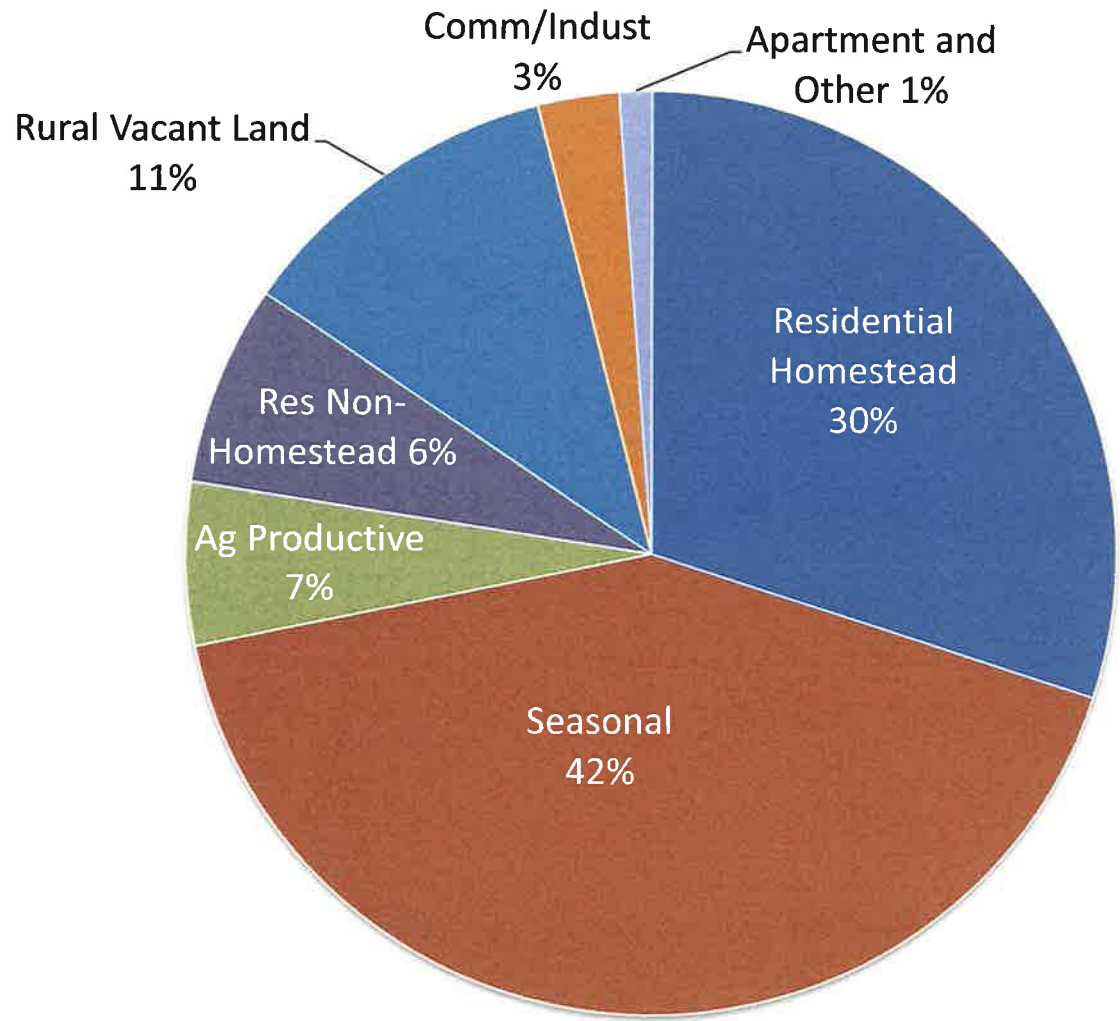
Big Commercial/Industrial reduction due to Short Term Rental/VRBO Property changing classification

Rural Vacant Land includes the ag-homestead non-productive land value.

Big Rural Vacant Land reduction due to large tract and off road value reductions.

Figures taken from the Assessment Summary Reports in Spring 2020 and 2021.

Aitkin County
2021 Assessment % Share of Estimated Market Value





Ten Year History of Aitkin County Total Valuation

2012 through 2021 Assessment

Asmt Year County Estimated Market Value County Net Tax Capacity (NTC) County New Construction Value

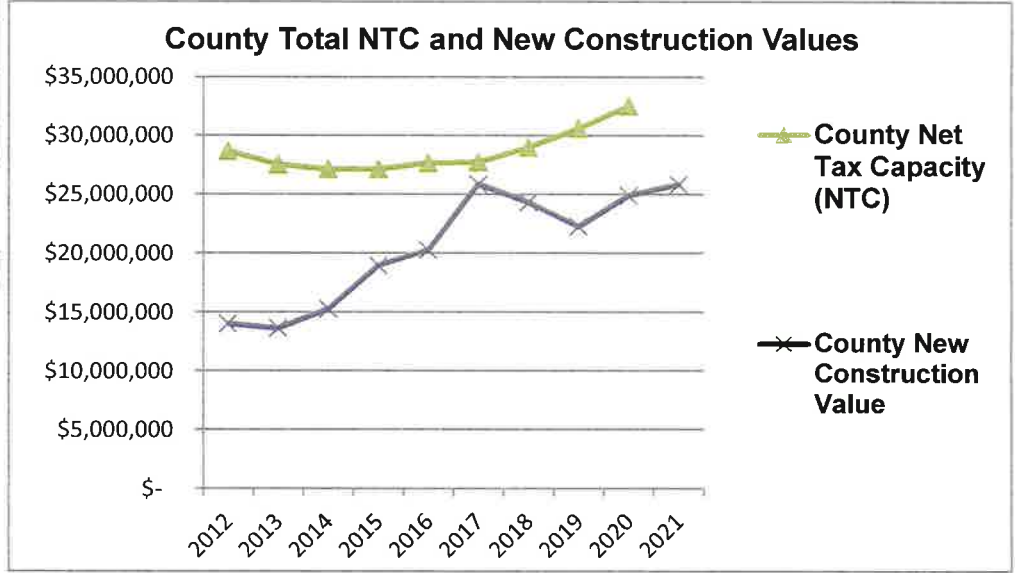
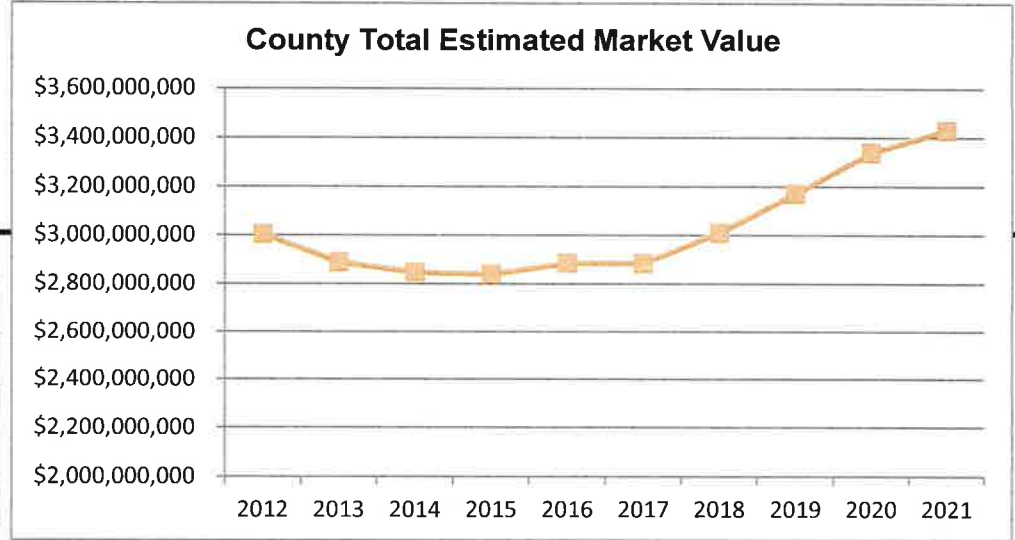
Asmt Year	County Estimated Market Value	County Net Tax Capacity (NTC)	County New Construction Value
2012	\$ 3,005,641,600	\$ 28,682,414	\$ 14,051,400
2013	\$ 2,890,442,200	\$ 27,554,916	\$ 13,657,200
2014	\$ 2,848,672,500	\$ 27,155,251	\$ 15,297,200
2015	\$ 2,840,753,800	\$ 27,168,379	\$ 18,953,500
2016	\$ 2,887,027,200	\$ 27,685,475	\$ 20,302,400
2017	\$ 2,887,138,695	\$ 27,747,676	\$ 25,869,350
2018	\$ 3,011,228,900	\$ 28,990,544	\$ 24,335,000
2019	\$ 3,171,999,100	\$ 30,626,879	\$ 22,317,600
2020	\$ 3,340,653,300	\$ 32,511,167	\$ 24,883,900
2021	\$ 3,430,983,100		\$ 25,849,900

All-time high figures for comparison

	\$ 3,430,983,100	\$ 33,663,138	\$ 52,973,700
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Notes:

Figures taken from the year end abstracts except for 2020 & 2021. 2020/21 Asmt data from the asmt summary report.

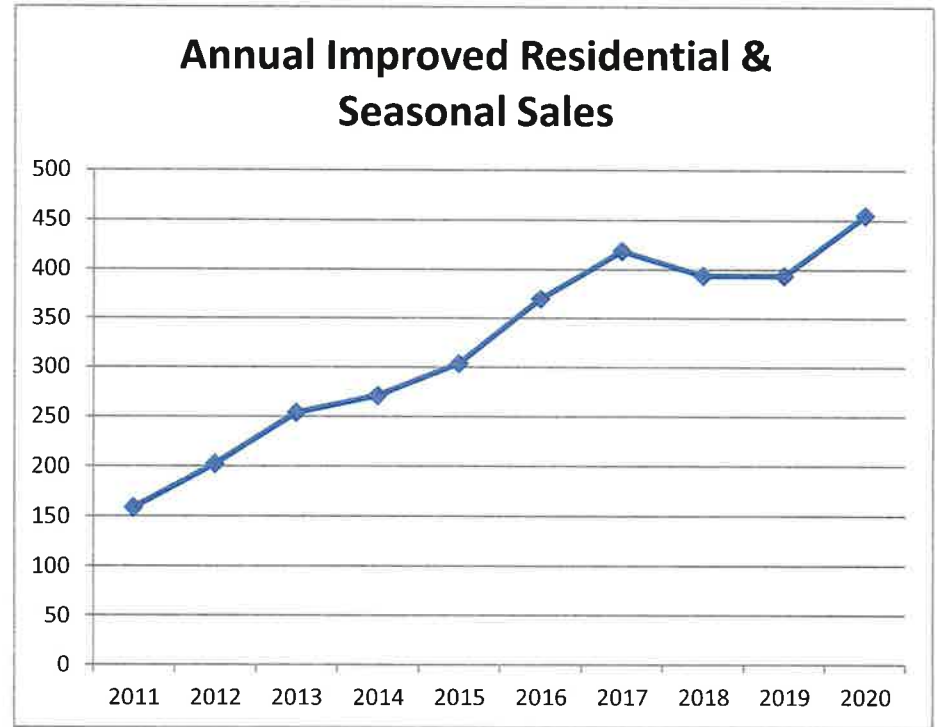




Aitkin County Sales Ratio Study and Assessment Quality Information

Ten Year History of Residential and Seasonal Improved Sales

Study Year	# of Residential and Seasonal Sales	Residential Median Sales Ratio	Seasonal Median Sales Ratio	Residential COD	Seasonal COD
2011	159	104.4	106.5	13.3	14.9
2012	203	101.0	99.1	15.4	18.7
2013	254	98.0	101.0	14.1	13.1
2014	271	94.5	93.3	14.3	14.2
2015	304	97.1	97.3	14.4	16.3
2016	370	96.3	94.8	13.8	16.2
2017	419	93.1	96.0	15.8	18.5
2018	394	92.9	91.1	18.5	17.2
2019	394	95.4	91.6	15.8	14.9
2020	455	93.5	90.6	14.9	14.6



Notes:

Sales Ratio is the assessor's Estimated Market Value divided by the Sale Price of a property.

Median Sales Ratio is the middle ratio in an array of all sales ratios. The closer the median is to 100.0, the more accurate the assessment level.

COD is the Coefficient of Dispersion or a measure of how consistent assessor valuations are with respect to the sale price.

The lower the COD, the greater the assessment quality and consistency.

The MN Department of Revenue considers a COD of 20.0 or less as an acceptable number for these property types.

Sales numbers above are only for sales that the Department of Revenue has determined are "good".



Aitkin County Assessor's Office Five Year History of Key Countywide Figures

	2016	2017	2018	2019	2020
Number of Ad Valorem Parcels	34,103	34,204	34,094	34,120	34,170
Taxable Parcels Reassessed	8,174	7,478	6,779	5,654	6,838
Number of CRV's (total sales over \$1000 or \$3000)	947	1026	926	886	1116
Total Residential Homesteads	4,929	5,053	5,068	5,084	5,111
Total Ag Homesteads	829	830	822	820	816
Total Ag Productive Acreage (2a)	96,405	96,064	95,380	95,058	94,497
SFIA Enrolled Acres	39,451	44,483	46,977	49,946	51,798
Average Residential Homestead Market Value	166,900	167,600	172,500	188,400	197,700
Average Agricultural Homestead Market Value	283,900	277,500	291,000	299,600	313,000
Average Seasonal Residential Parcel Market Value	90,106	91,100	95,500	101,200	106,900
Average Commercial/Industrial Parcel Market Value	123,074	129,582	132,400	132,100	142,000
Total Disabled Veterans Exclusion Value	\$ 15,652,900	\$ 17,292,300	\$ 19,507,900	\$ 22,113,770	\$ 25,146,066
Local Board Appeals	85	52	104	88	75
New Tax Court Appeals	7	1	0	0	0

Notes:

Number of Parcels does not include personal property.

There are approx 450 personal property parcels not included in the total above.



Aitkin County Assessor's Office Detailed Sales Ratio Study Data - 2021 Assessment

Property Group #	Property Type	Median Ratio	COD	PRD	Number of Sales	Median EMV	Median Price
1	Residential Improved	93.50	14.9	1.02	227	\$ 184,200	\$ 197,100
3	Seasonal Improved	90.60	14.6	1.01	228	\$ 74,700	\$ 82,400
21	Residential Land Only	78.70			10	\$ 35,100	\$ 44,900
23	Seasonal Land Only	88.80	25.5	0.97	59	\$ 27,200	\$ 30,600
34	Rural Vacant Land Only 34+ Acres	94.60	14.6	1.02	42	\$ 64,200	\$ 67,800
39	Rural Vacant Land Only <34 Acres	94.00	31.2	1.04	40	\$ 55,400	\$ 60,500
95	Rural 34.5+ Acres Land and Buildings	95.00	16.1	1.01	61	\$ 161,200	\$ 169,800
99	All Good Sales	92.00	17.1	1.02	634	\$ 125,600	\$ 136,400

Notes and Definitions:

- >**Median Sales Ratio** is the middle ratio in an array of all good sales ratios. The median typically needs to be between 90 & 105.
- >**COD** is the **Coefficient of Dispersion**. Lower numbers usually equate to greater assessment quality and consistency.
- >**PRD** is the **Price Related Differential**. This statistic shows if low value properties are assessed too high or low in comparison to high value properties. 1.00 is a perfect PRD.
- >COD and PRD for categories with less than 30 sales are not shown due to small sample sizes.
- >**Median EMV** is the median or average market value of the set of properties that sold on each line above.
- >**Median Price** is the median or average sale price of the set of properties that sold on each line above.
- >Only good arm's length open market sales are included on this chart.



Aitkin County Foreclosures by Property Type - 2020

Based on Aitkin County Sheriff's Department Data

Property Class	Number of properties	Percent of total
Residential Homestead	5	38.5%
Residential Non-homestead	4	30.8%
Seasonal Recreational	3	23.1%
Agricultural Homestead	1	7.7%
Agricultural Non-Homestead	0	0.0%
Commercial	0	0.0%
Total Homestead	6	46.2%
Total Non-Homestead	7	53.8%
Total Foreclosures in 2020	13	100.0%

10 Year History of Sheriff Sales and Bank Sales

	Bank Sales	Sheriff Sales
2011	72	68
2012	77	74
2013	86	49
2014	65	32
2015	49	36
2016	40	33
2017	32	27
2018	32	21
2019	17	25
2020	25	13

Notes:

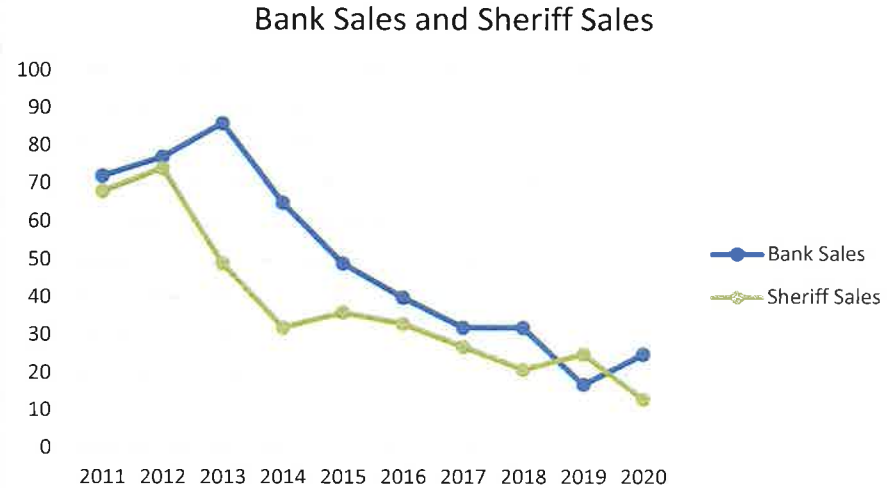
>Multiple parcels owned by a common owner counted as one foreclosure

>Sheriff Sales are when properties are sold to the banks.

>Bank Sales are when banks re-sell properties to new owners.

>Fewer Bank Sales tend to support increased market values..

Report prepared by Aitkin County Assessor's Office



2021 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
A	COUNTYWIDE LAND		Changed lakeshore size adjustments for frontages from 171 to 205 front feet so that these land values are reduced by about 5%. This does not apply to Mille Lacs Lake.
B	COUNTYWIDE LAND		Made a new land zone for acreage, Zone E that covers Williams, Pliny, and Salo Townships. This reduces acreage values by 5.6%. This was done due to high ratios for the 5 year history.
C	COUNTYWIDE LAND		Off-Road land types for HWD, LWD, and SWP are now the only land types to receive an off-road land value reduction. The reduction on these types changed from -10% to -25% off the base value.
E	COUNTYWIDE LAND		Reduced Zone C acreage land values by about 10%.
F	COUNTYWIDE LAND		Increased Zone B acreage land values by about 5.6%.
G	COUNTYWIDE LAND		Reduced HWD land type base rate from \$1700 to \$1650 per acre.
H	COUNTYWIDE LAND		Reduced LWD land type base rate from \$1300 to \$1200 per acre.
I	COUNTYWIDE LAND		Reduced OPN and TIL land type base rates from \$1600 to \$1550 per acre.
J	COUNTYWIDE LAND		Reduced LOP and LTL land type base rates from \$1150 to \$1100 per acre.
K	COUNTYWIDE LAND		Changed size discount of 1-3 acre off water land so values are increased up to 6% in this size range.
L	COUNTYWIDE BUILDING		All D7 and higher grade homes that are not on or near lakes received a -15% building value adjustment. This lowered some by 15% but others already had adjustments and received lower reductions. Homes in cities not included.
M	COUNTYWIDE BUILDING		Size adjustment on D graded homes over 2000 square feet of ground floor area was increased so most values decreased about 5%.
N	COUNTYWIDE BUILDING		Increased Pole and Steel building rates for electric, interior lining, insulation, and heating from \$1 to \$1.50 per square foot for each item.
1	AITKIN TWP		Increased Cedar Lake lakeshore base rate from \$1800 to \$1900 (5.6%) per foot. Increased building values 6.8%.
2	BALL BLUFF		Reduced building values by 10%.
3	BALSAM		No major changes.
4	BEAVER		Increased building values 11.1%.

2021 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
5	CLARK		Increased building values 12.5%.
6	CORNISH		No major changes.
7	FARM ISLAND		Increased Farm Island Lake lakeshore base rate from \$1850 to \$2000 (8%) per foot. Increased Cedar Lake lakeshore base rate from \$1800 to \$1900 (5.6%) per foot. Increased Spirit Lake lakeshore base rate from \$1100 to \$1200 (9.1%) per foot. Increased Hammal Lake lakeshore base rate from \$800 to \$900 (12.5%) per foot. Increased Hanging Kettle Lake lakeshore base rate from \$1100 to \$1200 (9.1%) per foot. Increased Diamond Lake lakeshore base rate from \$800 to \$900 (12.5%) per foot. Increased Sunset Lake lakeshore base rate from \$800 to \$900 (12.5%) per foot. Increased Little Pine Lake lakeshore base rate from \$1050 to \$1150 (9.5%) per foot. Increased building values 9.5%.
8	FLEMING		Increased Fleming Lake from \$600 to \$700 (16.7%) per foot. Increased Gun Lake from \$975 to \$1050 (7.7%) per foot. Increased Whispering Lake from \$550 to \$625 (13.6%) per foot. Increased building values 4.8%.
9	GLEN		Changed acreage land zone from Zone A to Zone D which increased acreage values by about 10%. Increased Rabbit Lake lakeshore base rate from \$675 to \$725 (7.4%) per foot. Increased Long Lake lakeshore base rate from \$800 to \$900 (12.5%) per foot. Increased Dam Lake lakeshore base rate from \$675 to \$875 (29.6%) per foot. Increased building values 4.6%.
10	HAUGEN		Reassessment. Increased Round Lake lakeshore base rate from \$1100 to \$1150 (4.6%) per foot. Increased Island Lake lakeshore base rate from \$325 to \$350 (15.4%) per foot. Increased building values 11.8%. Changed acreage land zone from Zone C to Zone A and this results in no value change for this year.
11	HAZELTON		Increased Camp and Spectacle Lakes lakeshore base rate from \$175 to \$225 (28.6%) per front foot. Increased Mille Lacs Lake lakeshore base rate from \$1550 to \$1625 (4.8%) per foot. Increased Round Lake lakeshore base rate from \$1300 to \$1350 (3.8%) per foot. Increased Big Pine Lake lakeshore base rate from \$1250 to \$1350 (8%) per foot. Increased Farm Island Lake lakeshore base rate from \$1850 to \$2000 (8%) per foot. Increased building values 4.8%. Increased Myr Mar Condo building values 5.3%.
12	HILL LAKE		No major changes.
13	IDUN		Increased Bear Lake lakeshore base rate from \$425 to \$475 (11.8%) per foot. Increased Cedar lake lakeshore base rate from \$825 to \$900 (9.1%) per foot. Increased building values 5.3%.
14	JEVNE		Increased Portage Lake lakeshore base rate from \$600 to \$700 (16.7%) per foot. Increased Rock Lake lakeshore base rate from \$500 to \$600 (20%) per foot. Increased Davis, Round, and Bass Lake lakeshore base rates from \$525 to \$600 (14.2%) per foot. Increased building values 18.8%.

2021 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
15	KIMBERLY		Increased Dam Lake lakeshore base rate from \$675 to \$875 (29.6%) per foot. Increased building values 22%.
16	LAKESIDE		Increased Mille Lacs Lake lakeshore base rate from \$1550 to \$1625 (4.8%) per foot. Increased building values 4.8%.
17	LEE		Increased building values 6.7%
18	LIBBY		Increased building values 16.7%. Increased Big Sandy Lake lakeshore base rate from \$1600 to \$1700 (6.3%) per foot.
19	LOGAN		Increased building values 5.3%.
20	MACVILLE		Increased building values 6.3%.
21	MALMO		Increased Mille Lacs Lake lakeshore base rate from \$1550 to \$1625 (4.8%) per foot.
22	MCGREGOR TWP		Increased building values 6.3%.
23	MORRISON		Changed acreage land zone from Zone A to Zone B which decreases acreage land values by about 10%. Increased building values 15.8%.
24	NORLAND		Increased Ripple Lake lakeshore base rate from \$800 to \$850 (6.3%) per foot. Increased Elm Island Lake lakeshore base rate from \$700 to \$800 (14.3%) per foot. Increased Lone Lake lakeshore base rate from \$1400 to \$1450 (3.4%) per foot. Increased Sissabagamah Lake lakeshore base rate from \$650 to \$700 (7.7%) per foot. Increased Section 12 Lake lakeshore base rate from \$600 to \$700 (16.7%) per foot. Increased building values by 15%.
25	PLINY		Changed acreage land zone from Zone B to Zone E which decreases acreage land values by about 5.6%. Increased building values 6.7%.
26	RICE RIVER		Increased building values 15.8%.
27	SALO		Changed acreage land zone from Zone B to Zone E which decreases acreage land values by about 5.6%. Increased building values 6.7%.
28	SEAVEY		Increased building values 6.3%.

2021 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
29	SHAMROCK		Reassessment. Increased Big Sandy Lake lakeshore base rate from \$1600 to \$1700 (6.3%) per foot. Increased Round Lake lakeshore base rate from \$1100 to \$1150 (4.6%) per foot. Increased Big Sandy River north of County Road 3 from \$700 to \$800 (14.3%) per foot. Increased Island Lake lakeshore base rate from \$325 to \$350 (15.4%) per foot. Increased building values of all buildings except Big Sandy frontage parcels by 11.8%.
30	SPALDING		Increased building values 5.3%.
31	SPENCER		Increased Sissabagamah Lake lakeshore base rate from \$650 to \$700 (7.7%) per foot. Increased Hanson Lake lakeshore base rate from \$150 to \$175 (16.7%) per foot. Increased building values 16.7%.
32	TURNER		Increased Big Sandy Lake lakeshore base rate from \$1600 to \$1700 (6.3%) per foot. Changed acreage land zone from Zone C to Zone A and this results in no change in value this year.
33	VERDON		No major changes.
34	WAGNER		Changed acreage land zone from Zone A to Zone D which increased acreage values by about 10%. Increased building values 15.8%. Increased Pine Lake and Big Pine Lake lakeshore frontage base rate from \$1200 to \$1350 (12.5%) per foot.
35	WAUKENABO		Reassessment. Increased building values 4.8%.
36	WEALTHWOOD		Increased Mille Lacs Lake lakeshore base rate from \$1550 to \$1625 (4.8%) per foot. Increased building values by 5.6%.
37	WHITE PINE		Increased building values 6.7%.
38	WILLIAMS		Changed acreage land zone from Zone B to Zone E which decreases acreage land values by about 5.6%. Increased building values 12.5%.
39	WORKMAN		Increased Big Sandy River north of County Road 3 from \$700 to \$800 (14.3%) per foot. Increased Big Sandy Lake lakeshore base rate from \$1600 to \$1700 (6.3%) per foot. Increased building values 10.5%.
41	MILLWARD		Increased building values 6.3%.
42	UNORG 51-22		Increased building values 6.3%.
43	UNORG 52-22		No major changes.
44	UNORG 45-24		Reassessment. Increased building values 6.3%.

2021 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
45	UNORG 47-24		Increased Portage Lake lakeshore base rate from \$600 to \$700 (16.7%) per foot.
46	UNORG 52-24		Increased building values by 6.3%.
47	UNORG 50-25		Reassessment.
48	UNORG 51-25		Reassessment. Increased building values by 6.3%.
49	UNORG 52-25		No major changes.
50	UNORG 50-26		Increased building values 6.3%.
51	UNORG 48-27		Increased building values 16.7%
52	UNORG 49-27		No major changes.
53	UNORG 50-27		Increased building values 6.3%.
54	UNORG 51-27		Reassessment. Increased building values 6.3%. Increased McKinney Lake lakeshore base rate from \$150 to \$200 (33.3%) per foot.
55	UNORG 52-27		Increased building values 6.3%.
56	AITKIN CITY		Increased residential building values as follows: central neighborhood 16.7%, east neighborhood 11.8%, floodplain neighborhood 7.7%, northeast neighborhood 6.7%, northwest neighborhood 5.9%, south neighborhood 10.5%, blackrock area 5%. Increased residential land values in the central, east, and south neighborhoods by 10.5%.
57	HILL CITY		Increased non-quadna building values 5.9%. Increased quadna building values 8.3%.
58	MCGRATH CITY		Reassessment.
59	MCGREGOR CITY		Increased building values 13.3%.
60	PALISADE CITY		Reassessment. Increased building values 12.5%
61	TAMARACK CITY		Increased building values 7.7%

(Last Updated on 3/15/21)

Aitkin County Acreage Land Schedule 2021 Assessment

<u>Unorg 52-27</u>	<u>Hill Lake</u>	<u>Unorg 52-25</u>	<u>Unorg 52-24</u>	<u>Ball Bluff</u>	<u>Unorg 52-22</u>																									
<u>Unorg 51-27</u>	<u>Macville</u>	<u>Unorg 51-25</u>	<u>Verdon</u>	<u>Cornish</u>	<u>Unorg 51-22</u>																									
Green Zone C Values →		<table style="font-size: small; border-collapse: collapse;"> <tr><td>HWD</td><td>1485</td><td>1040</td></tr> <tr><td>LWD</td><td>1080</td><td>760</td></tr> <tr><td>OPN/HPS</td><td>1395</td><td>1395</td></tr> <tr><td>LOP/LPS</td><td>990</td><td>990</td></tr> <tr><td>SWP</td><td>295</td><td>210</td></tr> <tr><td>TIL</td><td>1395</td><td>1395</td></tr> <tr><td>LTL</td><td>990</td><td>990</td></tr> <tr><td>SITE</td><td>17000</td><td></td></tr> </table>	HWD	1485	1040	LWD	1080	760	OPN/HPS	1395	1395	LOP/LPS	990	990	SWP	295	210	TIL	1395	1395	LTL	990	990	SITE	17000					
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<u>Unorg 50-27</u>	<u>Unorg 50-26</u>	<u>Unorg 50-25</u>	<u>Libby</u>	<u>Turner</u>	<u>Balsam</u>																									
<u>Unorg 49-27</u>	<u>Waukenabo</u>	<u>Logan</u>	<u>Workman</u>	<u>Shamrock</u>	<u>Haugen</u>																									
<u>Unorg 48-27</u>	<u>Morrison</u>	<u>Fleming</u>	<u>Jevne</u>	<u>McGregor</u>	<u>Clark</u>																									
<u>Aitkin</u>	<u>Spencer</u>	<u>Kimberly</u>	<u>Unorg 47-24</u>	<u>Spalding</u>	<u>Salo</u>																									
Blue Zone A Values →		<table style="font-size: small; border-collapse: collapse;"> <tr><td>HWD</td><td>1650</td><td>1155</td></tr> <tr><td>LWD</td><td>1200</td><td>840</td></tr> <tr><td>OPN/HPS</td><td>1550</td><td>1550</td></tr> <tr><td>LOP/LPS</td><td>1100</td><td>1100</td></tr> <tr><td>SWP</td><td>325</td><td>230</td></tr> <tr><td>TIL</td><td>1550</td><td>1550</td></tr> <tr><td>LTL</td><td>1100</td><td>1100</td></tr> <tr><td>SITE</td><td>17000</td><td></td></tr> </table>	HWD	1650	1155	LWD	1200	840	OPN/HPS	1550	1550	LOP/LPS	1100	1100	SWP	325	230	TIL	1550	1550	LTL	1100	1100	SITE	17000					
HWD	1650	1155																												
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<u>Farm Island</u>	<u>Nordland</u>	<u>Glen</u>	<u>Lee</u>	<u>Rice River</u>	<u>Beaver</u>																									
			Red Zone B Values →																											
					<table style="font-size: small; border-collapse: collapse;"> <tr><td>HWD</td><td>1570</td><td>1100</td></tr> <tr><td>LWD</td><td>1140</td><td>800</td></tr> <tr><td>OPN/HPS</td><td>1475</td><td>1475</td></tr> <tr><td>LOP/LPS</td><td>1045</td><td>1045</td></tr> <tr><td>SWP</td><td>310</td><td>220</td></tr> <tr><td>TIL</td><td>1475</td><td>1475</td></tr> <tr><td>LTL</td><td>1045</td><td>1045</td></tr> <tr><td>SITE</td><td>17000</td><td></td></tr> </table>	HWD	1570	1100	LWD	1140	800	OPN/HPS	1475	1475	LOP/LPS	1045	1045	SWP	310	220	TIL	1475	1475	LTL	1045	1045	SITE	17000		
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<table style="font-size: small; border-collapse: collapse;"> <tr><td>HWD</td><td>1815</td><td>1270</td></tr> <tr><td>LWD</td><td>1320</td><td>925</td></tr> <tr><td>OPN/HPS</td><td>1705</td><td>1705</td></tr> <tr><td>LOP/LPS</td><td>1210</td><td>1210</td></tr> <tr><td>SWP</td><td>360</td><td>250</td></tr> <tr><td>TIL</td><td>1705</td><td>1705</td></tr> <tr><td>LTL</td><td>1210</td><td>1210</td></tr> <tr><td>SITE</td><td>17000</td><td></td></tr> </table>	HWD	1815	1270	LWD	1320	925	OPN/HPS	1705	1705	LOP/LPS	1210	1210	SWP	360	250	TIL	1705	1705	LTL	1210	1210	SITE	17000		← Orange Zone D Values					
HWD	1815	1270																												
LWD	1320	925																												
OPN/HPS	1705	1705																												
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LTL	1210	1210																												
SITE	17000																													
		<u>Lakeside</u>	<u>Seavey</u>	<u>Pliny</u>	<u>GA/RP</u>																									
			Purple Zone E Values →																											
				<table style="font-size: small; border-collapse: collapse;"> <tr><td>HWD</td><td>1400</td><td>980</td></tr> <tr><td>LWD</td><td>1020</td><td>715</td></tr> <tr><td>OPN/HP</td><td>1320</td><td>1320</td></tr> <tr><td>LOP/LPS</td><td>935</td><td>935</td></tr> <tr><td>SWP</td><td>275</td><td>195</td></tr> <tr><td>TIL</td><td>1320</td><td>1320</td></tr> <tr><td>LTL</td><td>935</td><td>935</td></tr> <tr><td>SITE</td><td>17000</td><td></td></tr> </table>	HWD	1400	980	LWD	1020	715	OPN/HP	1320	1320	LOP/LPS	935	935	SWP	275	195	TIL	1320	1320	LTL	935	935	SITE	17000			
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		<u>Idun</u>	<u>Williams</u>	<u>Wagner</u>																										
Land Type Definitions: HWD: High Wooded LWD: Low Wooded OPN: High Open Meadow HPS: High Pasture LOP: Low Open Meadow LPS: Low Pasture SWP: Swamp/Waste TIL: High Tillable LTL: Low Tillable/Rice Paddy SITE: Full Building Site Value (Access \$1700, Electric \$2550, Septic \$6800, Well \$5950)																														
Values listed above are per acre values. Green Acres and Rural Preserve program values are listed in the second columns above. Off public road HWD, LWD, or SWP values are typically 25% less than values listed. Tracts under 31 acres carry a positive size adjustment. Tracts over 100 acres carry a size discount of up to 10%.																														
					(updated 3/16/21)																									

2021 Board of Appeal and Equalization Schedule

Date	Twp/City	Time	Meeting Location	
Monday	4/19/2021	Turner Township	11:00	Turner Town Hall
		Jevne Township	1:00	Jevne Town Hall
		Lakeside Township	2:00	Lakeside Town Hall
Tuesday	4/20/2021	Salo Township	9:00	Salo Town Hall
		Spalding Township	11:00	Spalding Town Hall
		Rice River Township	1:00	Rice River Town Hall
Wednesday	4/21/2021	McGregor Township	9:00	McGregor Town Hall
		Kimberly Township	11:00	Glen/Kimberly Town Hall
		Waukenabo Township	1:00	Waukenabo Town Hall
Thursday	4/22/2021	Verdon Township	9:00	Verdon Town Hall
		Ball Bluff Township	11:00	Jacobson Fire Hall
		Morrison Township	2:00	Morrison Town Hall
Friday	4/23/2021	Farm Island Township	9:00	Farm Island Town Hall
		Malmo Township	1:00	Malmo Town Hall
Monday	4/26/2021	Shamrock Township	9:00	Shamrock Town Hall
Tuesday	4/27/2021	Macville Township	9:00	Swatara Town Hall
		City of Hill City	11:00	Hill City Community Room
Wednesday	4/28/2021	Wealthwood Township	9:00	Wealthwood Town Hall
		Idun Township	10:00	Holden Lutheran Church
Thursday	4/29/2021	Clark Township	9:00	Clark Town Hall
		Haugen Township	10:30	Haugen Town Hall
		Glen Township	1:00	Glen/Kimberly Town Hall
Friday	4/30/2021	Fleming Township	1:00	Fleming Town Hall
Monday	5/3/2021	Hazelton Township	9:00	Hazelton Town Hall
Tuesday	5/4/2021	Seavey Township	9:00	Seavey Town Hall
		Williams Township	10:30	McGrath Fire Hall
		Wagner Township	1:00	Wagner Town Hall
Wednesday	5/5/2021	Nordland Township	9:00	Bethlehem Lutheran Church
		Spencer Township	3:00	Spencer Town Hall
Thursday	5/6/2021	OPEN BOOK MEETING	9:00am TO 7:00 pm	Assessor's Office
Friday	5/7/2021	City of McGregor	9:00	McGregor Fire Hall
		Aitkin Township	1:00	Aitkin Public Library
Tuesday	6/22/2021	County Board of Equalization	Call for Appointment	Aitkin County Boardroom
2021 Reassessment Areas in Blue :	Haugen Twp, McGrath, Palisade, Shamrock Twp, Unorg 45-24, Unorg 50-25			
	Unorg 51-25, Unorg 51-27, Waukenabo Twp			
Open Book Meeting Areas in Red :	Aitkin City, Balsam Twp, Beaver Twp, Cornish Twp, Hill Lake Twp			
	Lee Twp, Libby Twp, Logan Twp, McGrath, Millward Twp			
	Pliny Twp, Palisade, Tamarack, All Unorganized, Workman Twp, White Pine Twp			
			(last revised on 2/25/2021)	



Aitkin County Board of Commissioners

Agenda Request Form

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Agenda Item #

Requested Meeting Date:
Title of Item: Committee Reports

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 Brian Napstad
Aitkin Airport Commission	Monthly	1 st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Napstad
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	Quarterly	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	Monthly		Napstad and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Wednesday	Napstad, Alt. Marcotte
Budget Committee	Most months	1 st Tuesday	Marcotte and Napstad
Development Achievement Center	Monthly	3 rd or 4 th Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Napstad
Economic Development	Monthly	1 st Wednesday	Napstad and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Marcotte, Alt. Westerlund
Facilities/Technology	As needed		Wedel and Westerlund
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	Napstad and Land Cmr Courtemanche
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Marcotte, Alt. Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Napstad
Mille Lacs Fisheries Input Group	8-10x year		Westerlund
Mille Lacs Watershed	10x year	3 rd Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Napstad
MN Rural Caucus	8x year	Varies	Niemi, Alt. Westerlund
Natural Resources Advisory Committee	8-10x year	2nd Monday	Marcotte and Napstad
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Napstad and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 th Thursday	Napstad, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Napstad
Ordinance	As needed		Napstad and Marcotte
Personnel/Insurance	As needed	2 nd Tuesday	Westerlund and Wedel
Planning Commission	Monthly	3 rd Monday	Marcotte, Alt. Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4th Monday	Napstad, Alt. Niemi
Snake River 1W1P Policy			Napstad, Alt. Niemi
Sobriety Court	Bi-Monthly	3 rd Thursday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund