

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 22, 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): 182 045 9116; (meeting password): 7282.

- 2:00** 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
- 2:05** E) **Health & Human Services (see separate HHS agenda)**
- 2:35** Break
- 2:45** 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 June 8, 2021 to June 21, 2021
 - B) Approve June 8, 2021 County Board Minutes
 - C) Approve June 15, 2021 COTW Board Workshop Minutes
 - D) Approve Electronic Funds Transfers
 - E) Approve Commissioner's Vouchers
 - F) Approve Auditor's Vouchers – R&B/IT
 - G) Approve Auditor's Vouchers – R&B Addition/Reno Payment
 - H) Approve Auditor's Vouchers – Sales/Use and Diesel Tax May 2021
 - I) Approve Manual Warrants/Voids/Corrections – FSA Claims 2021
 - J) Approve Manual Warrants/Voids/Corrections – Credit Card Fees May 2021
 - K) Approve Manual Warrants/Voids/Corrections – Camping Refund/Mtg Reg and Deed Tax
 - L) Approve Manual Warrants/Voids/Corrections – FSA Claims 2020 & 2021
 - M) Approve Manual Warrants/Voids/Corrections – Camping Refund, Multiple
 - N) Approve Temp On-Sale Liquor License (Strong Beer)
 - O) Approve Community Corrections Sobriety Court Grant Agreement
 - P) Adopt Resolution: 2020 Annual Apportionment of Forfeited Tax Sales

- Q) Adopt Resolution: Final Contract Payment – Contract No. 20197**
- R) Adopt Resolution: Final Contract Payment – Contract No. 20202**

- 2:46 3) Bobbie Danielson – HR Director**
 - A) Personnel Committee Recommendations**
 - B) Sunset COVID Interim Policy and Preparedness Policy**

- 2:55 4) Rich Courtemanche – Land Commissioner**
 - A) Report of the 2020 FTS Apportionment**

- 3:05 5) John Welle – County Engineer**
 - A) Award Contract No. 202110**
 - B) CSAH 11 No Parking Zone**

- 3:30 6) Jim Bright – Facilities Coordinator**
 - A) Approve Contract/Advertise for Bids**

- 3:40 7) Jessica Seibert – County Administrator**
 - A) Set Public Hearing Date ATV Ordinance**

- 8) Committee Updates**

- 4:00 Adjourn**

AITKIN COUNTY BOARD

June 8, 2021

<p>The Aitkin County Board of Commissioners met this 8th day of June, 2021 at 9:01 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Anne Marcotte, Brian Napstad, County Administrator Jessica Seibert, and Temporary Administrative Assistant Nikki Knutson. Commissioner Niemi joined the meeting at 9:40 a.m.</p>	<p>Call to Order</p>
<p>Motion made by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all voting yes to approve the June 8, 2021 agenda.</p>	<p>Approved Agenda</p>
<p>There was no Citizens' Public Comment</p>	<p>Citizens' Public Comment</p>
<p>Motion by Commissioner Marcotte, 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 May 25, 2021 to June 7, 2021; B) Approve May 25, 2021 County Board Minutes; C) Approve Electronic Funds Transfers \$4,327,321.17; D) Approve Commissioner Vouchers: General Fund \$196,788.44, Road & Bridge \$95,372.74, Health & Human Services \$6,093.98, State \$121.64, Trust \$8,981.96, Forest Development \$2,758.74, Long Lake Conservation Center \$3,117.16, Parks \$1,484.14 for a total of \$314,718.80; E) Approve Auditor's Vouchers – Teamsters Ins, R&B Contract Pymts: General Fund \$57,874.00, Road & Bridge \$25,408.23, for a total of \$83,262.23; F) Approve Auditor's Vouchers – School Advance Pymts: Agency \$2,250,109.74; G) Approve Manual Warrants/Voids/Corrections – Camping Refund: Parks \$220.00; H) Approve Manual Warrants/Voids/Corrections – Returned Pmt – Account Closed: Taxes & Penalties \$1,321.00; I) Approve Manual Warrants/Voids/Corrections – Unable to Locate Funds: Taxes & Penalties \$1,284.60; J) Approve Manual Warrants/Voids/Corrections – Participant Fees, State General Tax: General Fund \$661.60, State \$1,348,987.36, for a total of \$1,349,648.96; K) Approve Manual Warrants/Voids/Corrections – FSA Claims 2021: General Fund \$967.11; L) Approve Manual Warrants/Voids/Corrections – ELAN Pd 5-13-21 Allocated: General Fund -\$2,874.35, Reserves Fund \$1,793.76, Road & Bridge \$560.71, Health & Human Services \$426.31, Trust \$29.54, Parks \$64.03, for a total of \$0.00; M) Approve Manual Warrants/Voids/Corrections – Wrong Routing #: Taxes & Penalties \$688.00; N) Approve 2021 Squad Purchases; O) Approve 2nd Updated Memorandum of Understanding; P) Approve Temp On-Sale Liquor License – Isle Lions Club; Q) Approve Request To Fill D2 BOA Vacancy; R) Approve Request To Fill BOA and Planning Commission Vacancy; S) Adopt Resolution: Second Generation Recreation Plan; T) Adopt Resolution: 2021 State of MN Boat & Water Safety Agreement; U) Adopt Resolution: LG214 Premises Permit/Mille Lacs Trails, Inc.; V) Adopt Resolution: LG214 Premises Permit/Mille Lacs Drift Skippers; W) Adopt Resolution: Award Contract No. 20218;</p>	
<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to approve – 2021 Squad Purchases.</p>	<p>2021 Squad Purchases</p>
<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to approve – Updated Memorandum of Understanding.</p>	<p>Updated Memorandum of Understanding</p>

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Mille Lacs Trails, Inc., at One Stop Mini Mart – Malmo Township. This establishment has an address of 22167 St. Hwy 47, Aitkin, MN 56431.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: LG214 Premises Permit/Mille Lacs Drift Skippers.

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Mille Lacs Drift Skippers, at Marty's – Malmo Township. This establishment has an address of 22167 State Hwy 47, Aitkin, MN 56431.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: Award Contract No. 20218.

WHEREAS, Contract No. 20218 is for construction of SP 001-070-008, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, May 17 2021 with a total of five bids received, and

WHEREAS, NTKK, Inc. - St. Cloud, MN was the lowest responsible bidder in the amount of \$92,999.

NOW THEREFORE, BE IT RESOLVED, that NTKK Inc. be awarded Contract 20218.

BE IT FURTHER RESOLVED, that the chairperson of the Aitkin County Board and the Aitkin County Auditor 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 Marcotte, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – LLCC Reopening Budget;

WHEREAS, the Aitkin County Board of Commissioners, County of Aitkin, set the 2021 budget for Long Lake Conservation Center (non-levy funds) on December 22, 2020

WHEREAS, said budget assumed that Long Lake Conservation Center would remain closed during the 2021 budget year due to the COVID pandemic emergency.

WHEREAS, the governor of the State of Minnesota has relaxed COVID restrictions that affect overnight educational learning centers

WHEREAS, Long Lake Conservation plans on reopening mid-budget year to day trips during the summer of 2021 and overnight school programs in the fall of 2021.

**Resolution
#20210608-076
LG214 Premises
Permit/Mille Lacs
Drift Skippers**

**Resolution
#20210608-077
Award Contract
No. 20218**

**Resolution
#20210608-078
LLCC Reopening
Budget**

AITKIN COUNTY BOARD

June 8, 2021

BE IT FURTHER RESOLVED, that the Aitkin County Board of Commissioners requests the Minnesota Department of Revenue publicly support this legislative financial solution, utilizing funds from the State General Fund.

The Board discussed: Facilities/Technology, HRA, AMC, Development Achievement Center, Rum River Watershed, Budget Committee, Historical Society, Extension, Mississippi Headwaters, Aitkin Airport Commission, ATV Committee, Economic Development, Policy Fellows

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 10:57 a.m. until Tuesday, June 15, 2021 at 1:00 p.m. at the Aitkin County Government Center.

Board Discussion

Adjourn

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

Jessica Seibert
County Administrator

AITKIN COUNTY BOARD

June 15, 2021

The Aitkin County Board of Commissioners met this 15th day of June, 2021 at 1:00 p.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Donald Niemi, Brian Napstad, County Administrator Jessica Seibert, Community Corrections Director Kami Genz, Environmental Services Director Andrew Carlstrom, Human Resources Director Bobbie Danielson, Sheriff Dan Guida, Undersheriff Heidi Lenk, County Attorney Jim Ratz, Facilities Coordinator Jim Bright, County Treasurer Lori Grams, County Engineer John Welle, County Auditor Kirk Peysar, County Land Commissioner Rich Courtemanche, County Assessor Mike Dangers, Economic Development Coordinator Mark Jeffers, IT Director Chris Sutch, and Health & Human Services Director Cynthia Bennett.

Motion made by Commissioner Napstad, seconded by Commissioner Niemi and carried, all voting yes to approve the June 15, 2021 agenda.

The Committee of the Whole discussed Fiscal Recovery Funds.

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 2:00 p.m. until Tuesday, June 22, 2021 at the Aitkin County Government Center.

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

 Jessica Seibert
 County Administrator

Call to Order

Approved Agenda

**Fiscal Recovery
Funds Discussion**

Adjourn



Board of County Commissioners Agenda Request

2D
Agenda Item #

Requested Meeting Date: 06/22/2021

Title of Item: Electronic Funds Transfer

<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 type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Electronic Funds Transfer thru 6/14/2021		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ELECTRONIC FUNDS TRANSFER**Thru June 14, 2021 Board Meeting June 22, 2021**

<u>Date</u>	<u>Amount</u>	<u>Reason</u>	<u>Abstract Number</u>
6/3/21	\$514.58	Manual Abstract	20965
6/3/21	\$33.20	Manual Abstract	20966
6/4/21	\$576,115.66	Payroll Abstract	20967
6/4/21	\$1,120,688.61	Auditor Warrants	20964
6/4/21	\$8,703.56	Auditor Warrants	20968
6/8/21	\$107,668.23	Manual Abstract	20971
6/9/21	\$4,928.98	Manual Abstract	20972
6/10/21	\$9,123.60	Manual Abstract	20974
6/10/21	\$23,142.83	Commissioner Warrants	20975
6/11/21	\$71,268.20	Commissioner Warrants	20969
6/11/21	\$7,053.64	Auditor Warrants	20976

\$1,929,241.09

WLC1
6/8/21

11:06AM

Aitkin County

2E



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

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

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	Accr	Rpt	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			139.88	4/27/21 SYNOPSIS 04/27/2021	835832	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age			139.88	1 Transactions			
11187	Regents Of The University of Minnesota 01-001-000-0000-6241			2,250.00	Policy Fellow Program - AM	0330002892	Registration Fee	N
11187	Regents Of The University of Minnesota			2,250.00	1 Transactions			
1	DEPT Total:			2,389.88	Commissioners	2 Vendors	2 Transactions	
40	DEPT				Auditor			
9594	MACATFO 01-040-000-0000-6241			30.00	MACATFO Conf (KP) 06/21/2021		Registration Fee	N
9594	MACATFO			30.00	1 Transactions			
86235	The Office Shop Inc 01-040-021-0000-6405			38.46	PAPER/STAPLES/TAPE/AAA/CART	316556-0	Office & Computer Supplies	N
86235	The Office Shop Inc			38.46	1 Transactions			
40	DEPT Total:			68.46	Auditor	2 Vendors	2 Transactions	
43	DEPT				Assessor			
5430	Minnesota State Board Of Assessors 01-043-000-0000-6240			85.00	Board of Assessor Lic (CO)	2588	Dues & License Renewal	N
5430	Minnesota State Board Of Assessors			85.00	1 Transactions			
84172	Riverwood Healthcare Center 01-043-000-0000-6272			110.00	PEP - Cert Appraiser	70016043	Physical Examinations	6
84172	Riverwood Healthcare Center			110.00	1 Transactions			
10930	Tidholm Productions 01-043-000-0000-6230			271.83	Business Cards- SW/SM/JH/KS	1935 9790	Printing, Publishing & Adv	Y
10930	Tidholm Productions			271.83	1 Transactions			

WLC1
6/8/21 11:06AM
1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
43	DEPT Total:		466.83	Assessor	3 Vendors	3 Transactions
44	DEPT			Central Services		
86222	Aitkin Independent Age 01-044-000-0000-6231		27.98	CDBG PUBLIC HEARING AD 05/25/2021 05/25/2021	835833	Services, Labor, Contracts Y
86222	Aitkin Independent Age		27.98	1 Transactions		
86235	The Office Shop Inc 01-044-000-0000-6231		277.93	QUARTERLY COPY CHARGES 02/10/2021 05/12/2021	316453-0	Services, Labor, Contracts N
86235	The Office Shop Inc		277.93	1 Transactions		
5777	U.S. Bank N.A. 01-044-000-0000-6231		500.00	AGENT FEES	6135644	Services, Labor, Contracts N
5777	U.S. Bank N.A.		500.00	1 Transactions		
44	DEPT Total:		805.91	Central Services	3 Vendors	3 Transactions
49	DEPT			Information Technologies		
9561	Amazon Business 01-049-000-0000-6402		42.12	VIDEO CABLES	17LP-R6K4-9YQH	Computer Supplies & Software N
	01-049-000-0000-6402		69.95	BUSYBUDDY PREMIUM BUSY LIGHT	1977-3GKX-TQ1L	Computer Supplies & Software N
	01-049-000-0000-6402		28.75	USB DVD DRIVE	1QJ7-MYKN-PLFT	Computer Supplies & Software N
9561	Amazon Business		140.82	3 Transactions		
49	DEPT Total:		140.82	Information Technologies	1 Vendors	3 Transactions
90	DEPT			Attorney		
10855	Culligan Water 01-090-000-0000-6213		44.80	Monthly Water supplies	150x01223809	Drug & Forfeiture Ms387.213 N
10855	Culligan Water		44.80	1 Transactions		
3242	Minnesota CLE 01-090-000-0000-6406		87.00	MN DWI Deskbook	1123837	Law Publ. & Subscriptions N
	01-090-000-0000-6406		87.00	MN DWI Deskbook	1123945	Law Publ. & Subscriptions N
3242	Minnesota CLE		174.00	2 Transactions		

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
3251	Mn Attorney Generals Office 01-090-030-0000-6231			157.72	Travel Exp - Karjala trial 03/25/2021		Murder Trial	N
3251	Mn Attorney Generals Office			157.72		1 Transactions		
9489	Redwood Toxicology Laboratory, Inc 01-090-000-0000-6213			63.56	Pre-trial Testing	12289120214	Drug & Forfeiture Ms387.213	6
9489	Redwood Toxicology Laboratory, Inc			63.56		1 Transactions		
4260	St Louis Co Sheriff's Office 01-090-000-0000-6234			60.00	subpoena service	2101436	Co Sheriff Services	N
4260	St Louis Co Sheriff's Office			60.00		1 Transactions		
86235	The Office Shop Inc 01-090-000-0000-6405			124.43	Office supplies	1096384-0	Office & Computer Supplies	N
	01-090-000-0000-6405			44.72	Office supplies	1096384-1	Office & Computer Supplies	N
86235	The Office Shop Inc			169.15		2 Transactions		
90	DEPT Total:			669.23	Attorney	6 Vendors	8 Transactions	
100	DEPT				Recorder			
9561	Amazon Business 01-100-196-0000-6625			249.99	Standing Desk	1NYP-RV7W-GYFT	Office & Other Equipment-Recorder's	N
9561	Amazon Business			249.99		1 Transactions		
3951	Pro West & Associates, Inc 01-100-195-0000-6231			110.97	TECH SUPPORT-PORTAL LOGIN	005324	Services, Labor, Contracts-Land Records	N
3951	Pro West & Associates, Inc			110.97		1 Transactions		
100	DEPT Total:			360.96	Recorder	2 Vendors	2 Transactions	
110	DEPT				Courthouse Maintenance			
88628	Dalco Enterprises, Inc. 01-110-000-0000-6422			2,347.72	CAN LINERS, PAPER PRODUCTS	3787445	Janitorial Supplies	N
88628	Dalco Enterprises, Inc.			2,347.72		1 Transactions		
14559	Goodin Company 01-110-000-0000-6422			15.74	GRID STRAINER FOR LAV	06590568-00	Janitorial Supplies	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
14559	Goodin Company					
		15.74		1 Transactions		
89765	Minnesota Elevator, Inc					
	01-110-000-0000-6231	160.48	MONTHLY ELEVATOR INSPECTION	911138	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc	160.48		1 Transactions		
3950	Public Utilities					
	01-110-000-0000-6254	3,936.64	GOV'T CENTER	1430-00	Utilities & Heating	N
	01-110-000-0000-6254	109.96	STS UTILITIES	50109-00	Utilities & Heating	N
	01-110-000-0000-6254	136.50	GLARCO UTILITIES	50186-00	Utilities & Heating	N
	01-110-000-0000-6254	307.58	LA TOOL BLDG	50188-00	Utilities & Heating	N
	01-110-000-0000-6254	38.07	OLD COUNTY GARAGE	50202-00	Utilities & Heating	N
	01-110-000-0000-6254	34.78	JUDICIAL CENTER	509-00	Utilities & Heating	N
3950	Public Utilities	4,563.53		6 Transactions		
86235	The Office Shop Inc					
	01-110-000-0000-6405	24.10	CLIP BOARDS	316519-0	Office Supplies	N
86235	The Office Shop Inc	24.10		1 Transactions		
110	DEPT Total:	7,111.57	Courthouse Maintenance	5 Vendors	10 Transactions	
120	DEPT		Service Officer			
14508	Janzen/Hugh					
	01-120-000-0000-6350	50.00	Vet van driver 5/11		Per Diem	Y
14508	Janzen/Hugh	50.00		1 Transactions		
10677	Olsen/Gerald D					
	01-120-000-0000-6350	50.00	Vet van driver 5/17		Per Diem	Y
10677	Olsen/Gerald D	50.00		1 Transactions		
11362	Roscoe/Bernie					
	01-120-000-0000-6350	50.00	Vet van 5/5		Per Diem	Y
11362	Roscoe/Bernie	50.00		1 Transactions		
15126	Timinski/Matt					
	01-120-000-0000-6350	100.00	Vet Van 5/7, 5/26		Per Diem	Y
15126	Timinski/Matt	100.00		1 Transactions		
6097	Verizon Wireless					

WLC1
6/8/21 11:06AM
1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-120-000-0000-6250		Vet Van cell	9880240455	Telephone	N
6097	Verizon Wireless		04/21/2021 05/20/2021			
		13.49				
		13.49	1 Transactions			
3518	Voyageur Press Of Mcgregor, Inc		Memorial Day-Full Ad	43272	Printing, Publishing & Adv	N
	01-120-000-0000-6230					
		450.00				
3518	Voyageur Press Of Mcgregor, Inc					
		450.00	1 Transactions			
9255	Witt/Warren		Vet van 5/12, 5/27		Per Diem	Y
	01-120-000-0000-6350					
		100.00				
9255	Witt/Warren					
		100.00	1 Transactions			
120	DEPT Total:	813.49	Service Officer	7 Vendors	7 Transactions	
122	DEPT		Planning & Zoning			
10452	AT&T Mobility		P&Z Cell	287301120814	Telephone	N
	01-122-000-0000-6250		03/26/2021 04/25/2021			
		87.60				
10452	AT&T Mobility					
		87.60	1 Transactions			
13725	Beartooth True Value		LED lights	B154588	Office, Computer, Film, & Field Supplies	N
	01-122-000-0000-6405					
		45.98				
13725	Beartooth True Value					
		45.98	1 Transactions			
783	Canon Financial Services, Inc		COPIER CHARGES	26700355	Services, Labor, Contracts, Programming	N
	01-122-000-0000-6231					
		166.12				
783	Canon Financial Services, Inc					
		166.12	1 Transactions			
999999000	Halonen/lan		Partial Refund-denied app	2021-007257	Refunds & Reimbursements	N
	01-122-000-0000-6820					
		100.00				
999999000	Halonen/lan					
		100.00	1 Transactions			
13066	Hargrave/Bryan		SERVICES 5/3-5/7	51321	Services, Labor, Contracts, Programming	Y
	01-122-000-0000-6231		05/03/2021 05/07/2021			
		1,875.00				
		1,875.00	1 Transactions			
		1,875.00				
		1,875.00	1 Transactions			
		1,875.00				
		1,875.00	1 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-122-000-0000-6231		SERVICES 5/17-5/21 05/17/2021	52721	Services, Labor, Contracts, Programming Y	
13066	Hargrave/Bryan			4 Transactions		
2340	Hyytinen Hardware Hank					
	01-122-000-0000-6405		Magnets/super glue	1639548	Office, Computer, Film, & Field Supplies N	
2340	Hyytinen Hardware Hank			1 Transactions		
86235	The Office Shop Inc					
	01-122-000-0000-6405		DRY ERASE BOARD	1096176	Office, Computer, Film, & Field Supplies N	
86235	The Office Shop Inc			1 Transactions		
122	DEPT Total:		8,171.06	Planning & Zoning	7 Vendors	10 Transactions
123	DEPT		Coroner			
3987	Ramsey County Medical Examiner					
	01-123-000-0000-6260		ME 21-0489, Medex 029663	02/12/2021	Autopsies--Pathologist, Xrays, Etc N	
	01-123-000-0000-6260		ME 21-1022, Medex 029683	04/04/2021	Autopsies--Pathologist, Xrays, Etc N	
3987	Ramsey County Medical Examiner			2 Transactions		
123	DEPT Total:		3,244.13	Coroner	1 Vendors	2 Transactions
200	DEPT		Enforcement			
657	Aitkin Glass Service Inc.					
	01-200-000-0000-6302		#222 windshield	19392	Car Maintenance N	
657	Aitkin Glass Service Inc.			1 Transactions		
15239	AT&T Mobility					
	01-200-000-0000-6250		squad pc's	287258495419	Telephone N	
15239	AT&T Mobility			1 Transactions		
3334	MCIT					
	01-200-019-0000-6231		Reno coverage	5207	Services, Labor, Contracts N	
3334	MCIT			1 Transactions		
12110	Revelin Vehicle Solutions, LLC					
	01-200-000-0000-6302		upfit new #207 squad	242	Car Maintenance Y	
	01-200-000-0000-6302		upfit new #220 squad	243	Car Maintenance Y	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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
12110	Revelin Vehicle Solutions, LLC			4,900.00		2 Transactions		
84172	Riverwood Healthcare Center 01-200-000-0000-6272			1,760.00	PEP - Deputy Sheriff (2)	70016043	Physical Examinations	6
84172	Riverwood Healthcare Center			1,760.00		1 Transactions		
13864	Sandberg/Kristi 01-200-000-0000-6150			1,000.00	JUNE 2021 INS PREMIUM	6/1/2021	Health Insurance-Employer	N
13864	Sandberg/Kristi			1,000.00		1 Transactions		
9632	St. Croix Valley SART 01-200-000-0000-6231			1,400.00	SANE Exam 21-1104	1392	Services & Labor (Incl Contracts)	N
9632	St. Croix Valley SART			1,400.00		1 Transactions		
86235	The Office Shop Inc 01-200-000-0000-6405			208.09	#10 envelopes	1096200-0	Office Supplies	N
	01-200-000-0000-6405			23.25	steno books	1096390-1	Office Supplies	N
	01-200-000-0000-6405			49.79	office supplies	1096725-0	Office Supplies	N
	01-200-000-0000-6405			12.49	office supplies	316312-0	Office Supplies	N
	01-200-000-0000-6231			339.99	admin copy count	316442-0	Services & Labor (Incl Contracts)	N
86235	The Office Shop Inc			633.61		5 Transactions		
13934	The Tire Barn 01-200-000-0000-6302			62.68	oil change #222	57861	Car Maintenance	N
13934	The Tire Barn			62.68		1 Transactions		
13848	WYATT'S TOWING 01-200-000-0000-6359			220.00	21-1220 recovered vehicle	05/22/2021	Wrecker Service	Y
	01-200-000-0000-6359			220.00	21-1231 secure	05/24/2021	Wrecker Service	Y
13848	WYATT'S TOWING			440.00		2 Transactions		
200	DEPT Total:			11,698.71	Enforcement	10 Vendors	16 Transactions	
202	DEPT				Boat & Water			
15239	AT&T Mobility 01-202-000-0000-6250			22.97	#208 squad PC	287258495419	Telephone	N
15239	AT&T Mobility			22.97		1 Transactions		
3950	Public Utilities							

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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
3950	Public Utilities 01-202-000-0000-6254		33.61 33.61	BOAT & WATER	1345-00	Utilities	N
				1 Transactions			
13934	The Tire Barn 01-202-000-0000-6302		265.42	oil change, battery B&W Chev	57922	B&W Maintenance	N
13934	The Tire Barn		265.42		1 Transactions		
202	DEPT Total:		322.00	Boat & Water	3 Vendors	3 Transactions	
203	DEPT			Snowmobile			
15239	AT&T Mobility 01-203-000-0000-6250		22.97	STS air card	287258495419	Telephone	N
15239	AT&T Mobility		22.97		1 Transactions		
203	DEPT Total:		22.97	Snowmobile	1 Vendors	1 Transactions	
252	DEPT			Corrections			
9561	Amazon Business 01-252-000-0000-6590		41.90	grid sink drains	1GV6-6WLM-4MFL	Repair & Maintenance Supplies	N
9561	Amazon Business		41.90		1 Transactions		
14005	American Tower Corporation 01-252-000-0000-6231		367.13	Jacobson Tower Lease	408332529	Services & Labor (Incl Contracts)	N
14005	American Tower Corporation		367.13		1 Transactions		
10855	Culligan Water 01-252-000-0000-6231		55.00	June cooler rental	150x01228709	Services & Labor (Incl Contracts)	N
10855	Culligan Water		55.00		1 Transactions		
88628	Dalco Enterprises, Inc. 01-252-000-0000-6405		546.09-	DUPLICATE PAY #3736100	3736100-CREDIT	Office & Computer Supplies	N
88628	Dalco Enterprises, Inc.		546.09-		1 Transactions		
5503	Keefe Supply Company 01-252-252-0000-6405		150.72	commissary supplies	1445083	Prisoner Welfare	N
5503	Keefe Supply Company		150.72		1 Transactions		
13691	MEnd Correctional Care, PLLC						

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-252-000-0000-6262		Healthcare services June	5713	Medical Expenses & Supplies - Inmates	6
	01-252-000-0000-6262		June add'l nursing services	5713	Medical Expenses & Supplies - Inmates	6
13691	MEnD Correctional Care, PLLC					
		9,918.85				
			2 Transactions			
8429	Minnesota Department Of Health					
	01-252-000-0000-6231	40.00	Statewide Hospitality Fee	21034	Services & Labor (Incl Contracts)	N
8429	Minnesota Department Of Health	40.00				
			1 Transactions			
89765	Minnesota Elevator, Inc					
	01-252-000-0000-6231	191.91	June monthly service	910787	Services & Labor (Incl Contracts)	N
89765	Minnesota Elevator, Inc	191.91				
			1 Transactions			
9228	North Memorial Ambulance Service					
	01-252-000-0000-6262	467.83	transport Y.D.C 05/16/21	2212836	Medical Expenses & Supplies - Inmates	N
9228	North Memorial Ambulance Service	467.83				
			1 Transactions			
3789	Pan-O-Gold Baking Company					
	01-252-000-0000-6418	61.04	groceries	10002421140012	Groceries	N
	01-252-000-0000-6418	86.50	groceries	10002421147014	Groceries	N
3789	Pan-O-Gold Baking Company	147.54				
			2 Transactions			
5426	Plastocon, Inc.					
	01-252-000-0000-6420	766.40	tray lids	105097	Kitchen Supplies	N
5426	Plastocon, Inc.	766.40				
			1 Transactions			
3950	Public Utilities					
	01-252-000-0000-6254	6,220.43	NEW JAIL 2 UTILITIES	1431-00	Utilities & Heating	N
	01-252-000-0000-6254	73.12	SHERIFF EMERGENCY STORAGE	507-00	Utilities & Heating	N
	01-252-000-0000-6254	845.42	NEW JAIL UTILITIES	512-00	Utilities & Heating	N
3950	Public Utilities	7,138.97				
			3 Transactions			
9295	Reinhart Foodservice					
	01-252-000-0000-6418	1,891.93	groceries	608587	Groceries	N
	01-252-000-0000-6418	2,282.32	groceries	616886	Groceries	N
	01-252-000-0000-6418	26.16	return syrup	619354	Groceries	N
9295	Reinhart Foodservice	4,148.09				
			3 Transactions			
9499	Reliance Telephone Systems, Inc					
	01-252-252-0000-6406	1,000.00	phone cards	D-25807	Phone Card Prisoner Welfare	N

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

1 General Fund

Vendor No.	Name Account/Formula	Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9499	Reliance Telephone Systems, Inc		1,000.00		1 Transactions		
4070	Riley Auto Supply 01-252-000-0000-6405		95.96	SHRF-air compressor belts	624957	Repair & Maintenance Supplies	N
4070	Riley Auto Supply		95.96		1 Transactions		
86235	The Office Shop Inc 01-252-000-0000-6405		71.64	Karla toner	1096390-0	Office & Computer Supplies	N
	01-252-000-0000-6405		49.79	office supplies	1096725-0	Office & Computer Supplies	N
	01-252-000-0000-6231		137.18	dispatch copy count	316442-0	Services & Labor (Incl Contracts)	N
86235	The Office Shop Inc		258.61		3 Transactions		
252	DEPT Total:		24,242.82	Corrections	16 Vendors	24 Transactions	
254	DEPT			Enhanced 911 System			
14410	Northland Business Systems 01-254-000-0000-6231		2,539.48	audiolog maint contract	102310	Services, Labor, Contracts	N
14410	Northland Business Systems		2,539.48		1 Transactions		
254	DEPT Total:		2,539.48	Enhanced 911 System	1 Vendors	1 Transactions	
257	DEPT			Community Corrections			
14563	Anoka County Corrections 01-257-255-0000-6204		2,310.00	Pre-disp Det Fees	831-1000002-1	Juvenile Detention	N
14563	Anoka County Corrections		2,310.00		1 Transactions		
10495	Arrowhead Juvenile Center 01-257-255-0000-6204		1,250.00	Juv Det Fees	202126	Juvenile Detention	N
				05/09/2021	05/13/2021		
10495	Arrowhead Juvenile Center		1,250.00		1 Transactions		
87464	Crow Wing County Auditor-Treasurer 01-257-255-0000-6204		1,554.00	Juv Det Fees	4189	Juvenile Detention	N
				04/22/2021	04/24/2021		
87464	Crow Wing County Auditor-Treasurer		1,554.00		1 Transactions		
9615	WEX BANK 01-257-257-0000-6335		12.00	Fuel	71665932	Gas/Vehicle Fuel Charges	Y

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9615	WEX BANK		12.00				
				1 Transactions			
257	DEPT Total:		5,126.00	Community Corrections	4 Vendors	4 Transactions	
391	DEPT			Solid Waste			
10452	AT&T Mobility						
	01-391-000-0000-6250		37.77	TNeff Cell	287301120814	Telephone	N
				03/26/2021	04/25/2021		
	01-391-000-0000-6250		44.92	ACarlstrom Cell	287301120814	Telephone	N
				03/26/2021	04/25/2021		
10452	AT&T Mobility		82.69				
				2 Transactions			
2763	Countryside Sanitation						
	01-391-060-0000-6360		487.00	April Recycling		Recycling Contract	Y
				04/01/2021	04/01/1931		
2763	Countryside Sanitation		487.00				
				1 Transactions			
2340	Hyytinen Hardware Hank						
	01-391-000-0000-6405		7.87	Keys forcompost site	1642617	Office & Film Supplies	N
2340	Hyytinen Hardware Hank		7.87				
				1 Transactions			
3810	Paulbeck's County Market						
	01-391-000-0000-6405		106.87	Water, pop, ice, donuts, etc H	9277342	Office & Film Supplies	N
3810	Paulbeck's County Market		106.87				
				1 Transactions			
4150	Rosallini's						
	01-391-000-0000-6405		115.46	pizza and cookies for HHW		Office & Film Supplies	N
4150	Rosallini's		115.46				
				1 Transactions			
391	DEPT Total:		799.89	Solid Waste	5 Vendors	6 Transactions	
392	DEPT			Water Wells			
3810	Paulbeck's County Market						
	01-392-000-0000-6405		4.47	Distilled Water	9277342	Office & Film Supplies	N
3810	Paulbeck's County Market		4.47				
				1 Transactions			
392	DEPT Total:		4.47	Water Wells	1 Vendors	1 Transactions	

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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
500	DEPT		Library And Historical Society			
1495	East Central Regional Library 01-500-500-0000-6801		2ND HALF - 2021 APPROPRIATION	20201222-112	Library Appropriations	N
1495	East Central Regional Library		1 Transactions			
500	DEPT Total:		Library And Historical Society	1 Vendors	1 Transactions	
600	DEPT		Ag Society, Soil & Water, Ag Inspect			
89856	Aitkin Co Agricultural Society 01-600-550-0000-6843		2021 Ag Society 1/2 approp-cap		Ag Society Capital Improvements	N
89856	Aitkin Co Agricultural Society		1 Transactions			
600	DEPT Total:		Ag Society, Soil & Water, Ag Inspect	1 Vendors	1 Transactions	
601	DEPT		Extension			
89471	Aitkin Co 4-H Council 01-601-551-0000-5840		PLAT BOOK SALES #434-459 (26)	52821	4-H Plat Book Sales	N
89471	Aitkin Co 4-H Council		1 Transactions			
86235	The Office Shop Inc 01-601-000-0000-6405		MARKERS, ENVELOPES, FASTENERS	1096622-0	Office Supplies	N
	01-601-000-0000-6405		CALENDAR FOR WALL	1096622-1	Office Supplies	N
	01-601-000-0000-6230		PRINTING PREMIUM BOOK & LABELS	316301-0	Printing, Publishing & Adv	N
	01-601-000-0000-6405		POSTCARDS FOR FAIR REG.	316507-0	Office Supplies	N
86235	The Office Shop Inc		4 Transactions			
601	DEPT Total:		Extension	2 Vendors	5 Transactions	
1	Fund Total:		General Fund		115 Transactions	

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

2 Reserves Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
44	DEPT		Central Services			
	9561 Amazon Business					
	02-044-000-0000-6231		55.80	COMPUTER ARMS - ATTORNEY'S	19KT-N6WX-RRFW	Contracts,Scanning,IFS - Central Service N
	9561 Amazon Business		55.80	1 Transactions		
44	DEPT Total:		55.80	Central Services	1 Vendors	1 Transactions
2	Fund Total:		55.80	Reserves Fund		1 Transactions

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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
0	DEPT 9628			Undesignated			
	ROSS/LYNN 03-000-000-0000-5855		30.00	E-911 SIGN REFUND		Charges-Individuals	N
	9628 ROSS/LYNN		30.00		1 Transactions		
0	DEPT Total:		30.00	Undesignated	1 Vendors	1 Transactions	
301	DEPT 8411			R&B Administration			
	American Welding & Gas, Inc. 03-301-000-0000-6300		225.00	5 YEAR LEASE AGREEMENT	D07771108	Service Contracts	N
	8411 American Welding & Gas, Inc.		225.00		1 Transactions		
	11406 Innovative Office Solutions, LLC 03-301-000-0000-6400		235.29	OFFICE SUPPLIES	IN3367576	Supplies And Materials	N
	11406 Innovative Office Solutions, LLC		235.29		1 Transactions		
301	DEPT Total:		460.29	R&B Administration	2 Vendors	2 Transactions	
302	DEPT 2340			R&B Engineering/Construction			
	Hyytinen Hardware Hank 03-302-000-0000-6449		8.49	ENGINEERING SUPPLIES	1642355	Rd/Br Engr. Supplies	N
	2340 Hyytinen Hardware Hank		8.49		1 Transactions		
302	DEPT Total:		8.49	R&B Engineering/Construction	1 Vendors	1 Transactions	
303	DEPT 8411			R&B Highway Maintenance			
	American Welding & Gas, Inc. 03-303-000-0000-6298		134.13	AITKIN SHOP SUPPLIES	0-7698565	Shop Maintenance	N
	03-303-000-0000-6298		13.95	AITKIN SHOP	D07771108	Shop Maintenance	N
	8411 American Welding & Gas, Inc.		148.08		2 Transactions		
	10452 AT&T Mobility 03-303-000-0000-6254		22.97	PAUL'S IPAD SVC	287266104878X0	Utilities	N
	10452 AT&T Mobility		22.97		1 Transactions		
	86467 Auto Value Aitkin 03-303-000-0000-6590		9.98	REPAIR PARTS	40178311	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		42.99	REPAIR PARTS	40179444	Repair & Maintenance Supplies	N

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3 Road & Bridge

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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
	03-303-000-0000-6590		73.40	REPAIR PARTS	40179899	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		76.16	REPAIR PARTS	40179911	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		202.53		4 Transactions		
163	Charter Communications Holdings LLC						
	03-303-000-0000-6254		141.76	PHONE: HWY OFFICE	0-022823051921	Utilities	N
163	Charter Communications Holdings LLC		141.76		1 Transactions		
14887	Cintas Corporation						
	03-303-000-0000-6298		54.95	SHOP LAUNDRY	4085093800	Shop Maintenance	N
	03-303-000-0000-6298		15.06	SHOP LAUNDRY	4085786303	Shop Maintenance	N
14887	Cintas Corporation		70.01		2 Transactions		
7935	East Central Energy						
	03-303-000-0000-6254		75.15	APR/MAY POWER-MCGRATH	35018290	Utilities	N
	03-303-000-0000-6254		40.79	APR/MAY POWER-STREETLIGHT	35018408	Utilities	N
7935	East Central Energy		115.94		2 Transactions		
8622	Frontier						
	03-303-000-0000-6254		74.63	JACOBSON	218-752-6591	Utilities	N
	03-303-000-0000-6254		74.63	MCGREGOR	218-768-4481	Utilities	N
	03-303-000-0000-6254		74.63	PALISADE	218-845-2607	Utilities	N
	03-303-000-0000-6254		94.63	MCGRATH	320-592-3580	Utilities	N
8622	Frontier		318.52		4 Transactions		
2340	Hyytinen Hardware Hank						
	03-303-000-0000-6298		16.49	AITKIN SHOP SUPPLIES	1640725	Shop Maintenance	N
	03-303-000-0000-6298		8.99	AITKIN SHOP SUPPLIES	1641126	Shop Maintenance	N
	03-303-000-0000-6517		6.49	CRACK SEALING SUPPLIES	1642091	Asphalt,Crackfiller,Tack Oil,Etc	N
2340	Hyytinen Hardware Hank		31.97		3 Transactions		
91187	Lake Country Power						
	03-303-000-0000-6254		50.75	APR/MAY CSAH 14	141979801	Utilities	N
	03-303-000-0000-6254		46.09	APR/MAY CSAH 6	141979901	Utilities	N
91187	Lake Country Power		96.84		2 Transactions		
13841	Lundquist/AI						
	03-303-000-0000-6411		145.00	WORK BOOTS REIMBURSEMENT		Safety Footwear	N

Aitkin County



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

3 Road & Bridge

Vendor	Name	Rpt	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>	
13841	Lundquist/AI					
		145.00		1 Transactions		
2941	M R Sign Co Inc					
	03-303-000-0000-6298	254.08-	AITKIN SHOP-SCRAP ALUMINUM	212156	Shop Maintenance	N
	03-303-000-0000-6516	3,855.00	6' U CHANNEL POST	212297	Signs & Posts	N
	03-303-000-0000-6516	393.25	DEAD END-LAKESIDE TWP	212311	Signs & Posts	N
2941	M R Sign Co Inc	3,994.17		3 Transactions		
8527	Midstates Equipment & Supply					
	03-303-000-0000-6517	7,095.00	MASTIC PATCHING	221451	Asphalt,Crackfiller,Tack Oil,Etc	N
8527	Midstates Equipment & Supply	7,095.00		1 Transactions		
9692	Minnesota Energy Resources Corporation					
	03-303-000-0000-6298	228.73	NAT GAS: AITKIN SHOP	MAY	Shop Maintenance	N
9692	Minnesota Energy Resources Corporation	228.73		1 Transactions		
10412	O'Reilly Auto Parts					
	03-303-000-0000-6298	23.88	AITKIN SHOP SUPPLIES	1878-487991	Shop Maintenance	N
10412	O'Reilly Auto Parts	23.88		1 Transactions		
3950	Public Utilities					
	03-303-000-0000-6254	44.55	HWY 47 & CR 12	1686-00	Utilities	N
	03-303-000-0000-6254	41.61	HWY 210 W & CR 28	56455-00	Utilities	N
	03-303-000-0000-6254	77.66	AITKIN SHOP WATER	63335-00	Utilities	N
	03-303-000-0000-6254	49.91	HWY 210/169 E & CR 12	63388-00	Utilities	N
3950	Public Utilities	213.73		4 Transactions		
4070	Riley Auto Supply					
	03-303-000-0000-6590	28.97	REPAIR PARTS	624471	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	9.99	REPAIR PARTS	624472	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	64.98	REPAIR PARTS	624524	Repair & Maintenance Supplies	N
	03-303-000-0000-6298	31.98	AITKIN SHOP SUPPLIES	624589	Shop Maintenance	N
	03-303-000-0000-6590	148.74	REPAIR PARTS	624736	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	534.00	REPAIR PARTS	624866	Repair & Maintenance Supplies	N
	03-303-000-0000-6298	41.98	AITKIN SHOP SUPPLIES	624965	Shop Maintenance	N
	03-303-000-0000-6590	74.99	REPAIR PARTS	624966	Repair & Maintenance Supplies	N
4070	Riley Auto Supply	935.63		8 Transactions		
8208	Royal Tire, Inc					

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

3 Road & Bridge

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
8208	Royal Tire, Inc		1,931.48	TIRES	317-44530	Repair & Maintenance Supplies	N
				1 Transactions			
9617	Timber Lakes Septic Service, Inc.		300.00	AITKIN SHOP	22812	Shop Maintenance	N
9617	Timber Lakes Septic Service, Inc.		300.00		1 Transactions		
8364	Towmaster, Inc		211.80	REPAIR PARTS	439222	Repair & Maintenance Supplies	N
8364	Towmaster, Inc		211.80		1 Transactions		
9623	UPFRONT PLUMBING LLC		281.99	AITKIN SHOP	378	Shop Maintenance	Y
9623	UPFRONT PLUMBING LLC		281.99		1 Transactions		
8605	Wayne's Sanitation LLC		52.73	GARBAGE: MCGRATH	317840	Utilities	N
8605	Wayne's Sanitation LLC		52.73		1 Transactions		
9642	WEX BANK		3,736.87	GASOLINE	71727229	Motor Fuel & Lubricants	N
9642	WEX BANK		3,736.87		1 Transactions		
303	DEPT Total:		20,299.63	R&B Highway Maintenance	22 Vendors	46 Transactions	
308	DEPT			R&B Equipment & Facilities			
13545	Contegrity Group, Inc.		2,750.00	JOB TRAILER RENTAL-REMODEL	2021057	Capital Outlay-Facilities	N
13545	Contegrity Group, Inc.		2,750.00		1 Transactions		
13622	TrueNorth Steel Inc		1,040.00	AITKIN FUEL TANK-MISSED FREIGH	HU0000034774	Capital Outlay-Facilities	N
13622	TrueNorth Steel Inc		1,040.00		1 Transactions		
308	DEPT Total:		3,790.00	R&B Equipment & Facilities	2 Vendors	2 Transactions	
3	Fund Total:		24,588.41	Road & Bridge		52 Transactions	

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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
400	DEPT			Public Health Department			
10855	Culligan Water 05-400-440-0410-6301		24.78	Cooler Rental Service 06/01/2021 06/30/2021	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan Water		24.78	1 Transactions			
89765	Minnesota Elevator, Inc 05-400-440-0410-6300		27.13	Elevator Service - June '21 06/01/2021 06/30/2021	911137	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		27.13	1 Transactions			
9631	Nelson Roofing Inc 05-400-440-0410-6630		12,510.82	Flat Roofs 05/31/2021 05/31/2021	7912	Miscellaneous Capital Expense	N
	05-400-440-0410-6630		823.53	Flat Roofs 05/31/2021 05/31/2021	7913	Miscellaneous Capital Expense	N
9631	Nelson Roofing Inc		13,334.35	2 Transactions			
3950	Public Utilities 05-400-440-0410-6254		358.99	Electric Bill 04/16/2021 05/16/2021	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		358.99	1 Transactions			
86235	The Office Shop Inc 05-400-440-0410-6405		3.30	Agency-Pkg tape/Pen refills 05/04/2021	1095627-0	Office Supplies	N
	05-400-440-0410-6405		5.86	Agency-Env Moistener/Legal pad 05/12/2021	1096025-0	Office Supplies	N
	05-400-440-0410-6405		8.32	Agency-Cal Rolls/Adh Notes 05/17/2021	1096232-0	Office Supplies	N
	05-400-440-0410-6405		4.96	Agency-Adhesive refills 05/18/2021	1096232-1	Office Supplies	N
	05-400-440-0410-6405		27.72	Acctg-Toner 05/20/2021	1096232-2	Office Supplies	N
	05-400-440-0410-6300		175.47	Mailrm-Copier Contract IRC5560 05/26/2021	316445-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		225.63	6 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
400	DEPT Total:		13,970.88	Public Health Department	5 Vendors	11 Transactions
420	DEPT		Income Maintenance			
10855	Culligan Water					
	05-420-600-4800-6301		58.39	Cooler Rental Service	150-10016285-1	Equipment Lease/Space Rental N
				06/01/2021	06/30/2021	
10855	Culligan Water		58.39		1 Transactions	
11051	Department of Human Services					
	05-420-620-4400-6025		45.00	MCRE/GAMC/NONRES RECIP-4/21	A300MM0L01I	State Share-GAMC N
				04/01/2021	04/30/2021	
	05-420-620-4400-6026		4,803.01	MCRE/GAMC/NONRES ESTATE-4/21	A300MM0L01I	State Share - GAMC Estate N
				04/01/2021	04/30/2021	
	05-420-650-4400-6025		1,921.10	MA LTC UN 65	A300MM0L01I	State/Fed Share - MA Program N
				04/01/2021	04/30/2021	
	05-420-650-4400-6025		146.39	G8 LTC LT65 CY20	A300MM0L01I	State/Fed Share - MA Program N
				04/01/2021	04/30/2021	
	05-420-650-4400-6026		10,824.00	MA ESTATE COLLECTIONS-FED	A300MM0L01I	State/Fed Share - MA Estate N
				04/01/2021	04/30/2021	
	05-420-650-4400-6026		5,411.99	MA ESTATE COLLECTIONS - STATE	A300MM0L01I	State/Fed Share - MA Estate N
				04/01/2021	04/30/2021	
11051	Department of Human Services		23,151.49		6 Transactions	
89765	Minnesota Elevator, Inc					
	05-420-600-4800-6300		63.95	Elevator Service - June '21	911137	Maintenance/Service Contracts N
				06/01/2021	06/30/2021	
89765	Minnesota Elevator, Inc		63.95		1 Transactions	
9631	Nelson Roofing Inc					
	05-420-600-4800-6630		29,489.77	Flat Roofs	7912	Miscellaneous Capital Expense N
				05/31/2021	05/31/2021	
	05-420-600-4800-6630		1,941.18	Flat Roofs	7913	Miscellaneous Capital Expense N
				05/31/2021	05/31/2021	
9631	Nelson Roofing Inc		31,430.95		2 Transactions	
3950	Public Utilities					
	05-420-600-4800-6254		846.20	Electric Bill	1433-00	Utilities-Gas and Electric N
				04/16/2021	05/16/2021	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3950	Public Utilities					
				1 Transactions		
86235	The Office Shop Inc					
	05-420-600-4800-6405		7.76 Agency-Pkg tape/Pen refills	1095627-0	Office Supplies	N
			05/04/2021			
	05-420-600-4800-6405		13.80 Agency-Env Moistener/Legal pad	1096025-0	Office Supplies	N
			05/12/2021			
	05-420-600-4800-6405		19.64 Agency-Cal Rolls/Adh Notes	1096232-0	Office Supplies	N
			05/17/2021			
	05-420-600-4800-6405		11.70 Agency-Adhesive refills	1096232-1	Office Supplies	N
			05/18/2021			
	05-420-600-4800-6405		65.34 Acctg-Toner	1096232-2	Office Supplies	N
			05/20/2021			
	05-420-600-4800-6300		413.61 Mailrm-Copier Contract IRC5560	316445-0	Maintenance/Service Contracts	N
			05/26/2021			
	05-420-640-4800-6300		39.96 CS-Copier Contract IRC5550IIII	316445-0	Maintenance/Service Contracts	N
			05/26/2021			
86235	The Office Shop Inc		571.81			
				7 Transactions		
420	DEPT Total:		56,122.79	Income Maintenance	6 Vendors	18 Transactions
430	DEPT			Social Services		
10855	Culligan Water					
	05-430-700-4800-6301		93.78 Cooler Rental Service	150-10016285-1	Equipment Lease/Space Rental	N
			06/01/2021	06/30/2021		
10855	Culligan Water		93.78			
				1 Transactions		
89765	Minnesota Elevator, Inc					
	05-430-700-4800-6300		102.70 Elevator Service - June '21	911137	Maintenance/Service Contracts	N
			06/01/2021	06/30/2021		
89765	Minnesota Elevator, Inc		102.70			
				1 Transactions		
9631	Nelson Roofing Inc					
	05-430-700-4800-6630		47,362.36 Flat Roofs	7912	Miscellaneous Capital Expense	N
			05/31/2021	05/31/2021		
	05-430-700-4800-6630		3,117.65 Flat Roofs	7913	Miscellaneous Capital Expense	N
			05/31/2021	05/31/2021		
9631	Nelson Roofing Inc		50,480.01			
				2 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3950	Public Utilities		1,359.04	Electric Bill	1433-00	Utilities-Gas and Electric N
	05-430-700-4800-6254			04/16/2021 05/16/2021		
3950	Public Utilities		1,359.04	1 Transactions		
86235	The Office Shop Inc		10.66	HCBS-Post-IT Flags	1095627-0	Office Supplies N
	05-430-700-4800-6405			05/04/2021		
	05-430-700-4800-6405		12.47	Agency-Pkg tape/Pen refills	1095627-0	Office Supplies N
	05-430-700-4800-6405		22.16	Agency-Env Moistener/Legal pad	1096025-0	Office Supplies N
	05-430-700-4800-6405		31.54	Agency-Cal Rolls/Adh Notes	1096232-0	Office Supplies N
	05-430-700-4800-6405		18.79	Agency-Adhesive refills	1096232-1	Office Supplies N
	05-430-700-4800-6405		104.94	Acctg-Toner	1096232-2	Office Supplies N
	05-430-700-4800-6300		664.29	Mailrm-Copier Contract IRC5560	316445-0	Maintenance/Service Contracts N
				05/26/2021		
86235	The Office Shop Inc		864.85	7 Transactions		
430	DEPT Total:		52,900.38	Social Services	5 Vendors	12 Transactions
5	Fund Total:		122,994.05	Health & Human Services		41 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
900	DEPT			Timber Permit Bonds			
3066	Maxwell/James Henry 10-900-000-0000-2300		1,256.77	OVERAPP REFUND	13530	Timber Permit Bonds	N
3066	Maxwell/James Henry		1,256.77	1 Transactions			
5791	Sappi 10-900-000-0000-2300		3,939.93	BOND REFUND	14167	Timber Permit Bonds	N
5791	Sappi		3,939.93	1 Transactions			
900	DEPT Total:		5,196.70	Timber Permit Bonds	2 Vendors	2 Transactions	
921	DEPT			Co. Development			
11441	Booth/Dwaine 10-921-000-0000-6231		200.00	BEAVER TRAPPING	052521	Services, Labor, Contracts	N
11441	Booth/Dwaine		200.00	1 Transactions			
921	DEPT Total:		200.00	Co. Development	1 Vendors	1 Transactions	
923	DEPT			Forfeited Tax Sales			
86222	Aitkin Independent Age 10-923-000-0000-6230		67.14	LAND SALE	835835	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		67.14	1 Transactions			
86467	Auto Value Aitkin 10-923-000-0000-6590		29.98	INV #40180000 LIFT SUPPORT	40179811	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		303.08	INV #40179811 GRADER	40179811	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		278.84	INV #40180534 GRADER SUPPLIES	40179811	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		73.40	INV #40179899 GRADER	40179811	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		685.30	4 Transactions			
10855	Culligan Water 10-923-000-0000-6254		44.60	WATER	527223	Utilities	N
				06/01/2021 06/30/2021			
10855	Culligan Water		44.60	1 Transactions			
1754	Garrison Disposal Company, Inc 10-923-000-0000-6254		110.30	GARBAGE - SHOP	165612	Utilities	N

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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
1754	Garrison Disposal Company, Inc		110.30		1 Transactions		
2340	Hyytinen Hardware Hank 10-923-000-0000-6406		10.48	INV #1644123 SHOP SUPPLIES	1639359	Field Supplies	N
2340	Hyytinen Hardware Hank		10.48		1 Transactions		
10412	O'Reilly Auto Parts 10-923-000-0000-6590		42.96	BATTERY	1878-488526	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts		42.96		1 Transactions		
3760	Palisade Cooperative Oil Assoc 10-923-000-0000-6511		94.86	GAS	463496	Gas And Oil	N
3760	Palisade Cooperative Oil Assoc		94.86		1 Transactions		
3951	Pro West & Associates, Inc 10-923-000-0000-6231		3,528.12	PARTIAL BILLING #10	005382-A	Services, Labor, Contracts	N
3951	Pro West & Associates, Inc		3,528.12		1 Transactions		
13403	Siggy's Small Engine Repair LLC 10-923-000-0000-6590		94.95	REPAIR TO ATV	167108	Repair & Maintenance Supplies	Y
13403	Siggy's Small Engine Repair LLC		94.95		1 Transactions		
90805	Temco 10-923-000-0000-6590		777.50	REPAIR TRAILER RAMPS	25959	Repair & Maintenance Supplies	Y
90805	Temco		777.50		1 Transactions		
15229	Thompson/Dennis J 10-923-000-0000-6330		19.32	MILEAGE TO BERGLUND PK	052521	Transportation & Travel	N
	10-923-000-0000-6330		26.68	MILEAGE TO ATV ALLIANCE MTG.	052721	Transportation & Travel	N
15229	Thompson/Dennis J		46.00		2 Transactions		
923	DEPT Total:		5,502.21	Forfeited Tax Sales	11 Vendors	15 Transactions	
10	Fund Total:		10,898.91	Trust		18 Transactions	

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11 Forest Development

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

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
925	DEPT			Resource Management			
48	Aitkin Co Abstract Company						
	11-925-000-0000-6231		64,158.67	Lambrecht Family Land Purchase	00031926	Services, Labor, Contracts	N
48	Aitkin Co Abstract Company		64,158.67	1 Transactions			
9622	Hill/Kinzer						
	11-925-000-0000-6406		145.00	BOOT ALLOWANCE	052721	Field Supplies	N
9622	Hill/Kinzer		145.00	1 Transactions			
925	DEPT Total:		64,303.67	Resource Management	2 Vendors	2 Transactions	
11	Fund Total:		64,303.67	Forest Development		2 Transactions	

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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
521	DEPT			LLCC Administration			
11419	Beaudry Oil & Service, Inc.						
	19-521-000-0000-6254		110.21	PROPANE-DINING HALL 03/18/2021 03/18/2021		Utilities	N
	19-521-000-0000-6254		263.47	PROPANE-INST. HOME 03/10/2021 03/10/2021	1791133	Utilities	N
	19-521-000-0000-6254		331.69	PROPANE-DIR. HOME 03/10/2021 03/10/2021	1791134	Utilities	N
	19-521-000-0000-6254		10.58	PROPANE-FIN. CHARGE 04/30/2021 04/30/2021	1821985	Utilities	N
11419	Beaudry Oil & Service, Inc.		715.95	4 Transactions			
8429	Minnesota Department Of Health						
	19-521-000-0000-6231		40.00	STATE HOSP FEE 04/15/2021 04/15/2022	896999	Services, Labor, Contracts	N
8429	Minnesota Department Of Health		40.00	1 Transactions			
14812	SCI Broadband/Savage Communications						
	19-521-000-0000-6250		673.19	INTERNET AND PHONE 04/26/2021 05/25/2021	024-033167	Telephone	N
14812	SCI Broadband/Savage Communications		673.19	1 Transactions			
521	DEPT Total:		1,429.14	LLCC Administration	3 Vendors	6 Transactions	
524	DEPT			LLCC Maintenance			
14559	Goodin Company						
	19-524-000-0000-6590		11.88	AIR VENT FOR HOT WATER HEATER	06590410-00	Repair & Maintenance Supplies	N
14559	Goodin Company		11.88	1 Transactions			
524	DEPT Total:		11.88	LLCC Maintenance	1 Vendors	1 Transactions	
19	Fund Total:		1,441.02	Long Lake Conservation Center		7 Transactions	

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21 Parks

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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
520	DEPT			Parks			
10083	Cedarbrook Lumber Comp 21-520-000-0000-6523		44.20	TRAIL RAIL REPAIR	114197	Misc Bldg & Bshop Supplies	N
10083	Cedarbrook Lumber Comp		44.20		1 Transactions		
88628	Dalco Enterprises, Inc. 21-520-000-0000-6523		82.92	CLEANING SUPPLIES	3782190	Misc Bldg & Bshop Supplies	N
88628	Dalco Enterprises, Inc.		82.92		1 Transactions		
10618	Erik's Lawn Service 21-520-000-0000-6231		2,120.00	MOWING	7379	Services, Labor, Contracts	Y
10618	Erik's Lawn Service		2,120.00		1 Transactions		
2340	Hyytinen Hardware Hank 21-520-000-0000-6523		26.46	INV #1369659 PARK SUPPLIES	1639359	Misc Bldg & Bshop Supplies	N
	21-520-000-0000-6523		41.55	INV #1640955 PARK SUPPLIES	1639359	Misc Bldg & Bshop Supplies	N
2340	Hyytinen Hardware Hank		68.01		2 Transactions		
3950	Public Utilities 21-520-000-0000-6254		77.12	MISS ACCESS UTILITIES	1670-00	Utilities	N
	21-520-000-0000-6254		166.54	MISS ACCESS SHOWER	1671-00	Utilities	N
	21-520-000-0000-6254		200.50	UTILITIES	348-00	Utilities	N
3950	Public Utilities		444.16		3 Transactions		
15211	Quality Disposal Systems Inc 21-520-000-0000-6231		187.20	GARBAGE	521167	Services, Labor, Contracts	N
15211	Quality Disposal Systems Inc		187.20		1 Transactions		
9617	Timber Lakes Septic Service, Inc. 21-520-000-0000-6231		240.00	SEWER PUMPING	23125	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		240.00		1 Transactions		
520	DEPT Total:		3,186.49	Parks	7 Vendors	10 Transactions	
21	Fund Total:		3,186.49	Parks		10 Transactions	
	Final Total:		419,444.25	156 Vendors	246 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	191,975.90	General Fund
2	55.80	Reserves Fund
3	24,588.41	Road & Bridge
5	122,994.05	Health & Human Services
10	10,898.91	Trust
11	64,303.67	Forest Development
19	1,441.02	Long Lake Conservation Center
21	3,186.49	Parks
All Funds	419,444.25	Total

Approved by,

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Aitkin County

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Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

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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
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R&B/IT

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

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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
12	DEPT			Court Administration			
9046	Loffler Companies, Inc. 01-012-000-0000-6250		27.49	May 2021 Telephone 05/01/2021	80010460180 05/31/2021	Telephone	N
9046	Loffler Companies, Inc.		27.49	1 Transactions			
12	DEPT Total:		27.49	Court Administration	1 Vendors	1 Transactions	
40	DEPT			Auditor			
9046	Loffler Companies, Inc. 01-040-000-0000-6250		32.99	May 2021 Telephone 05/01/2021	80010460180 05/31/2021	Telephone	N
	01-040-021-0000-6250		27.49	May 2021 Telephone 05/01/2021	80010460180 05/31/2021	License Center-Phone	N
9046	Loffler Companies, Inc.		60.48	2 Transactions			
40	DEPT Total:		60.48	Auditor	1 Vendors	2 Transactions	
42	DEPT			Treasurer			
9046	Loffler Companies, Inc. 01-042-000-0000-6250		16.49	May 2021 Telephone 05/01/2021	80010460180 05/31/2021	Telephone	N
9046	Loffler Companies, Inc.		16.49	1 Transactions			
42	DEPT Total:		16.49	Treasurer	1 Vendors	1 Transactions	
43	DEPT			Assessor			
9046	Loffler Companies, Inc. 01-043-000-0000-6250		65.97	May 2021 Telephone 05/01/2021	80010460180 05/31/2021	Telephone	N
9046	Loffler Companies, Inc.		65.97	1 Transactions			
43	DEPT Total:		65.97	Assessor	1 Vendors	1 Transactions	
44	DEPT			Central Services			
9046	Loffler Companies, Inc. 01-044-000-0000-6250		27.49	May 2021 Telephone	80010460180	Telephone	N

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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
9046	Loffler Companies, Inc.		27.49	05/01/2021 - 05/31/2021		1 Transactions
13624	Quadient Leasing USA, Inc 01-044-048-0000-6301		717.51	03/18/2021 - 06/17/2021	N8874595	Postage Rentals N
13624	Quadient Leasing USA, Inc		717.51			1 Transactions
44	DEPT Total:		745.00	Central Services	2 Vendors	2 Transactions
49	DEPT			Information Technologies		
9561	Amazon Business 01-049-000-0000-6402		29.96	CABLES AND PAPER	1VM9-PY9Y-NXV6	Computer Supplies & Software N
9561	Amazon Business		29.96			1 Transactions
15181	LiftOff, LLC 01-049-000-0000-6231		200.00	IT PORTION - LAND/HIGHWAY REMA	5583ADD3	Programming, Services, Contracts N
15181	LiftOff, LLC		200.00			1 Transactions
9046	Loffler Companies, Inc. 01-049-000-0000-6250		32.99	May 2021 Telephone 05/01/2021 - 05/31/2021	80010460180	Telephone N
9046	Loffler Companies, Inc.		32.99			1 Transactions
49	DEPT Total:		262.95	Information Technologies	3 Vendors	3 Transactions
52	DEPT			Administration		
9046	Loffler Companies, Inc. 01-052-000-0000-6250		38.48	May 2021 Telephone 05/01/2021 - 05/31/2021	80010460180	Telephone N
9046	Loffler Companies, Inc.		38.48			1 Transactions
52	DEPT Total:		38.48	Administration	1 Vendors	1 Transactions
53	DEPT			Human Resources		
9046	Loffler Companies, Inc. 01-053-000-0000-6250		16.49	May 2021 Telephone 05/01/2021 - 05/31/2021	80010460180	Telephone N

Aitkin County



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

1 General Fund

Vendor	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>	
9046	Loffler Companies, Inc.		16.49		1 Transactions		
53	DEPT Total:		16.49	Human Resources	1 Vendors	1 Transactions	
90	DEPT			Attorney			
9046	Loffler Companies, Inc. 01-090-000-0000-6250		71.47	May 2021 Telephone 05/01/2021	80010460180 05/31/2021	Telephone	N
9046	Loffler Companies, Inc.		71.47		1 Transactions		
90	DEPT Total:		71.47	Attorney	1 Vendors	1 Transactions	
100	DEPT			Recorder			
9046	Loffler Companies, Inc. 01-100-000-0000-6250		16.49	May 2021 Telephone 05/01/2021	80010460180 05/31/2021	Telephone	N
9046	Loffler Companies, Inc.		16.49		1 Transactions		
100	DEPT Total:		16.49	Recorder	1 Vendors	1 Transactions	
110	DEPT			Courthouse Maintenance			
9046	Loffler Companies, Inc. 01-110-000-0000-6250		11.00	May 2021 Telephone 05/01/2021	80010460180 05/31/2021	Phone	N
9046	Loffler Companies, Inc.		11.00		1 Transactions		
110	DEPT Total:		11.00	Courthouse Maintenance	1 Vendors	1 Transactions	
120	DEPT			Service Officer			
9046	Loffler Companies, Inc. 01-120-000-0000-6250		16.49	May 2021 Telephone 05/01/2021	80010460180 05/31/2021	Telephone	N
9046	Loffler Companies, Inc.		16.49		1 Transactions		
120	DEPT Total:		16.49	Service Officer	1 Vendors	1 Transactions	
122	DEPT			Planning & Zoning			

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1 General Fund

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9046	Loffler Companies, Inc. 01-122-000-0000-6250		27.49	May 2021 Telephone 05/01/2021	80010460180	Telephone N
9046	Loffler Companies, Inc.		27.49	05/31/2021 1 Transactions		
122	DEPT Total:		27.49	Planning & Zoning	1 Vendors	1 Transactions
200	DEPT			Enforcement		
9046	Loffler Companies, Inc. 01-200-000-0000-6250		159.42	May 2021 Telephone 05/01/2021	80010460180	Telephone N
9046	Loffler Companies, Inc.		159.42	05/31/2021 1 Transactions		
200	DEPT Total:		159.42	Enforcement	1 Vendors	1 Transactions
252	DEPT			Corrections		
9046	Loffler Companies, Inc. 01-252-000-0000-6250		76.97	May 2021 Telephone 05/01/2021	80010460180	Telephone N
9046	Loffler Companies, Inc.		76.97	05/31/2021 1 Transactions		
252	DEPT Total:		76.97	Corrections	1 Vendors	1 Transactions
253	DEPT			Sentence to Serve		
9046	Loffler Companies, Inc. 01-253-000-0000-6250		5.50	May 2021 Telephone 05/01/2021	80010460180	Telephone N
9046	Loffler Companies, Inc.		5.50	05/31/2021 1 Transactions		
253	DEPT Total:		5.50	Sentence to Serve	1 Vendors	1 Transactions
255	DEPT			General Crime Victim Grant		
9046	Loffler Companies, Inc. 01-255-000-0000-6250		5.50	May 2021 Telephone 05/01/2021	80010460180	Telephone N
9046	Loffler Companies, Inc.		5.50	05/31/2021 1 Transactions		

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
255	DEPT Total:		5.50	General Crime Victim Grant	1 Vendors	1 Transactions
257	DEPT		Community Corrections			
9046	Loffler Companies, Inc. 01-257-000-0000-6220		54.98	May 2021 Telephone 05/01/2021	80010460180 Telephone	N
				05/31/2021 1 Transactions		
9046	Loffler Companies, Inc.		54.98			
257	DEPT Total:		54.98	Community Corrections	1 Vendors	1 Transactions
390	DEPT		Environmental Health (FBL)			
9046	Loffler Companies, Inc. 01-390-000-0000-6250		27.49	May 2021 Telephone 05/01/2021	80010460180 Telephone	N
				05/31/2021 1 Transactions		
9046	Loffler Companies, Inc.		27.49			
390	DEPT Total:		27.49	Environmental Health (FBL)	1 Vendors	1 Transactions
391	DEPT		Solid Waste			
9624	Carlstrom/Andrew 01-391-000-0000-5840		400.00	E-Waste start-up cash	Misc Receipts	N
9624	Carlstrom/Andrew		400.00		1 Transactions	
9046	Loffler Companies, Inc. 01-391-000-0000-6250		11.00	May 2021 Telephone 05/01/2021	80010460180 Telephone	N
				05/31/2021 1 Transactions		
9046	Loffler Companies, Inc.		11.00			
391	DEPT Total:		411.00	Solid Waste	2 Vendors	2 Transactions
601	DEPT		Extension			
9046	Loffler Companies, Inc. 01-601-000-0000-6250		5.50	May 2021 Telephone 05/01/2021	80010460180 Telephone	N
				05/31/2021 1 Transactions		
9046	Loffler Companies, Inc.		5.50			

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

1 General Fund

	<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>	
601	DEPT Total:		5.50	Extension	1 Vendors	1 Transactions	
711	DEPT			Economic Development			
	9046 Loffler Companies, Inc. 01-711-000-0000-6250		5.50	May 2021 Telephone 05/01/2021	80010460180	Telephone	N
	9046 Loffler Companies, Inc.		5.50	05/31/2021	1 Transactions		
711	DEPT Total:		5.50	Economic Development	1 Vendors	1 Transactions	
1	Fund Total:		2,128.15	General Fund		27 Transactions	

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
301	DEPT		R&B Administration			
15181	LiftOff, LLC					
	03-301-000-0000-6300		360.00	OFFICE 365 - 2 MONTHS		Service Contracts N
15181	LiftOff, LLC		360.00	1 Transactions		
301	DEPT Total:		360.00	R&B Administration	1 Vendors	1 Transactions
303	DEPT		R&B Highway Maintenance			
9046	Loffler Companies, Inc.					
	03-303-000-0000-6254		98.96	May 2021 Telephone	80010460180	Utilities N
				05/01/2021 05/31/2021		
9046	Loffler Companies, Inc.		98.96	1 Transactions		
303	DEPT Total:		98.96	R&B Highway Maintenance	1 Vendors	1 Transactions
307	DEPT		R&B Capital Infrastructure			
7050	Anderson Brothers Construction					
	03-307-000-0000-6262		1,119,941.14	Partial Payment #9	20204	Contract Payments N
				12/03/2020 05/30/2021		
7050	Anderson Brothers Construction		1,119,941.14	1 Transactions		
307	DEPT Total:		1,119,941.14	R&B Capital Infrastructure	1 Vendors	1 Transactions
3	Fund Total:		1,120,400.10	Road & Bridge		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
400	DEPT			Public Health Department			
9046	Loffler Companies, Inc. 05-400-440-0410-6250		9.24	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
	05-400-440-0410-6250		2.31	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
	05-400-440-0410-6250		65.97	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
9046	Loffler Companies, Inc.		77.52	3 Transactions			
400	DEPT Total:		77.52	Public Health Department	1 Vendors	3 Transactions	
420	DEPT			Income Maintenance			
9046	Loffler Companies, Inc. 05-420-600-4800-6250		21.77	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
	05-420-600-4800-6250		5.44	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
	05-420-600-4800-6250		60.47	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
	05-420-640-4800-6250		32.99	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
9046	Loffler Companies, Inc.		120.67	4 Transactions			
420	DEPT Total:		120.67	Income Maintenance	1 Vendors	4 Transactions	
430	DEPT			Social Services			
9046	Loffler Companies, Inc. 05-430-700-4800-6250		34.96	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
	05-430-700-4800-6250		8.74	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
	05-430-700-4800-6250		137.43	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
9046	Loffler Companies, Inc.		181.13	3 Transactions			
430	DEPT Total:		181.13	Social Services	1 Vendors	3 Transactions	

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5 Health & Human Services

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>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>	
5 Fund Total:		379.32	Health & Human Services			10 Transactions

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10 Trust

Aitkin County



Audit List for Board AUDITOR'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
921	DEPT				Co. Development			
9046	Loffler Companies, Inc. 10-921-000-0000-6250			5.50	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
	10-921-000-0000-6250			5.50	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
9046	Loffler Companies, Inc.			11.00	2 Transactions			
921	DEPT Total:			11.00	Co. Development	1 Vendors	2 Transactions	
923	DEPT				Forfeited Tax Sales			
15181	LiftOff, LLC 10-923-000-0000-6405			640.00	LAND DEPARTMENT PORTION	5583ADD3	Office Supplies	N
15181	LiftOff, LLC			640.00	1 Transactions			
9046	Loffler Companies, Inc. 10-923-000-0000-6250			76.97	May 2021 Telephone 05/01/2021 05/31/2021	80010460180	Telephone	N
9046	Loffler Companies, Inc.			76.97	1 Transactions			
923	DEPT Total:			716.97	Forfeited Tax Sales	2 Vendors	2 Transactions	
10	Fund Total:			727.97	Trust		4 Transactions	

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14 Capital Project

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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			
4399	Sell Hardware Inc					
	14-949-000-0000-6231		Aitkin Co Gov't Center	PSI2040825	Services, Labor, Contracts	N
4399	Sell Hardware Inc			1 Transactions		
949	DEPT Total:		435.00	Courthouse Addition	1 Vendors	1 Transactions
14	Fund Total:		435.00	Capital Project		1 Transactions
	Final Total:		1,124,070.54	36 Vendors	45 Transactions	

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	2,128.15	General Fund
	3	1,120,400.10	Road & Bridge
	5	379.32	Health & Human Services
	10	727.97	Trust
	14	435.00	Capital Project
	All Funds	1,124,070.54	Total

Approved by,

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Aitkin County

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

R&B Addition/Reno Payment

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

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
308	DEPT		R&B Equipment & Facilities			
9549	PROJECT ONE CONSTRUCTION, INC.					
	03-308-000-0000-6600		Aitkin Co Hwy Addition/Reno	Contract Pmt 7	Capital Outlay-Facilities	N
9549	PROJECT ONE CONSTRUCTION, INC.			1 Transactions		
308	DEPT Total:		44,468.55	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		44,468.55	Road & Bridge		1 Transactions
	Final Total:		44,468.55	1 Vendors	1 Transactions	

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	44,468.55	Road & Bridge
All Funds		44,468.55	Total

Approved by,

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Sales/Use and Diesel Tax May 2021

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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	01-040-000-0000-5840		0.26	Receipt Nbr 16023 05/04/2021		Misc Receipts	N
2	01-040-021-0000-5840		0.64	Receipt Nbr 16024 05/04/2021		Misc Receipts	N
3	01-040-021-0000-5840		0.64	Receipt Nbr 16093 05/18/2021		Misc Receipts	N
4	01-042-000-0000-5840		0.90	Receipt Nbr 16022 05/04/2021		Misc Receipts	N
5	01-042-000-0000-5840		0.51	Receipt Nbr 16053 05/10/2021		Misc Receipts	N
6	01-042-000-0000-5840		0.26	Receipt Nbr 16058 05/11/2021		Misc Receipts	N
7	01-042-000-0000-5840		0.13	Receipt Nbr 16062 05/12/2021		Misc Receipts	N
8	01-042-000-0000-5840		0.13	Receipt Nbr 16070 05/13/2021		Misc Receipts	N
9	01-042-000-0000-5840		0.13	Receipt Nbr 16071 05/13/2021		Misc Receipts	N
10	01-042-000-0000-5840		0.26	Receipt Nbr 16112 05/21/2021		Misc Receipts	N
11	01-042-000-0000-5840		0.13	Receipt Nbr 16149 05/28/2021		Misc Receipts	N
12	01-043-000-0000-5840		0.26	Receipt Nbr 16025 05/04/2021		Misc Receipts	N
13	01-043-000-0000-5840		0.51	Receipt Nbr 16042 05/07/2021		Misc Receipts	N
14	01-043-000-0000-5840		0.19	Receipt Nbr 16052 05/10/2021		Misc Receipts	N
15	01-043-000-0000-5840		0.45	Receipt Nbr 16076 05/14/2021		Misc Receipts	N
16	01-043-000-0000-5840		1.61	Receipt Nbr 16113 05/21/2021		Misc Receipts	N
17	01-043-000-0000-5840		0.26	Receipt Nbr 16137 05/27/2021		Misc Receipts	N
18	01-043-000-0000-5840		114.03	Receipt Nbr 16137 05/27/2021		Misc Receipts	N
19	01-090-000-0000-5840		1.61	Receipt Nbr 16026 05/04/2021		Misc Receipts	N
20	01-090-000-0000-5840		3.86	Receipt Nbr 16027 05/04/2021		Misc Receipts	N
21	01-090-000-0000-5840		4.50	Receipt Nbr 16089 05/17/2021		Misc Receipts	N
22	01-090-000-0000-5840		2.89	Receipt Nbr 16124 05/25/2021		Misc Receipts	N
23	01-100-000-0000-5840		20.02	Receipt Nbr 1851 05/14/2021		Misc Receipts	N
24	01-100-000-0000-5840		1.29	Receipt Nbr 1882 05/19/2021		Misc Receipts	N
25	01-100-000-0000-5840		45.03	Receipt Nbr 1893 05/20/2021		Misc Receipts	N
26	01-252-252-0000-5872		92.19	Receipt Nbr 16045 05/10/2021		Phone Card Prisoner Welfare(Taxable)	N
27	01-252-252-0000-5872		113.44	Receipt Nbr 16114 05/21/2021		Phone Card Prisoner Welfare(Taxable)	N
28	01-252-252-0000-5885		33.66	Receipt Nbr 16045 05/10/2021		Commissary Sales Taxable	N
29	01-252-252-0000-5885		33.18	Receipt Nbr 16065 05/13/2021		Commissary Sales Taxable	N
30	01-252-252-0000-5885		40.67	Receipt Nbr 16114 05/21/2021		Commissary Sales Taxable	N
31	01-252-252-0000-5885		38.87	Receipt Nbr 16145 05/28/2021		Commissary Sales Taxable	N
89991 Bremer Bank			552.51	31 Transactions			
1 Fund Total:			552.51	General Fund	1 Vendors	31 Transactions	

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Aitkin County



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

3 Road & Bridge

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					
32	03-000-000-0000-5855		5.79	Receipt Nbr 16030 05/06/2021	Charges-Individuals	N
33	03-000-000-0000-5855		9.65	Receipt Nbr 16041 05/07/2021	Charges-Individuals	N
34	03-000-000-0000-5855		3.44	Receipt Nbr 16041 05/07/2021	Charges-Individuals	N
35	03-000-000-0000-5855		1.93	Receipt Nbr 16048 05/10/2021	Charges-Individuals	N
36	03-000-000-0000-5855		3.86	Receipt Nbr 16072 05/14/2021	Charges-Individuals	N
37	03-000-000-0000-5855		5.79	Receipt Nbr 16075 05/14/2021	Charges-Individuals	N
38	03-000-000-0000-5855		3.44	Receipt Nbr 16075 05/14/2021	Charges-Individuals	N
39	03-000-000-0000-5855		3.86	Receipt Nbr 16079 05/17/2021	Charges-Individuals	N
40	03-000-000-0000-5855		10.31	Receipt Nbr 16103 05/20/2021	Charges-Individuals	N
41	03-000-000-0000-5855		3.86	Receipt Nbr 16103 05/20/2021	Charges-Individuals	N
42	03-000-000-0000-5855		0.64	Receipt Nbr 16103 05/20/2021	Charges-Individuals	N
43	03-000-000-0000-5855		3.86	Receipt Nbr 16117 05/24/2021	Charges-Individuals	N
44	03-000-000-0000-5855		1.93	Receipt Nbr 16118 05/24/2021	Charges-Individuals	N
45	03-000-000-0000-5855		1.93	Receipt Nbr 16133 05/26/2021	Charges-Individuals	N
46	03-000-000-0000-5855		1.93	Receipt Nbr 16142 05/27/2021	Charges-Individuals	N
47	03-000-000-0000-5855		5.79	Receipt Nbr 16148 05/28/2021	Charges-Individuals	N
48	03-000-000-0000-5855		10.31	Receipt Nbr 16148 05/28/2021	Charges-Individuals	N
49	03-000-000-0000-5857		50.15	Receipt Nbr 16103 05/20/2021	Culverts	N
50	03-000-000-0000-5857		339.89	Receipt Nbr 16148 05/28/2021	Culverts	N
108	03-303-000-0000-6513		545.49	Diesel Tax: May 2021	Motor Fuel & Lubricants	N
89991	Bremer Bank		1,013.85	20 Transactions		
3 Fund Total:			1,013.85	Road & Bridge	1 Vendors	20 Transactions

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 10 Trust

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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						
51	10-923-000-0000-5260		29.59	Receipt Nbr 2150 05/14/2021		FTS-Leases/Easements N
52	10-923-000-0000-5260		7.40	Receipt Nbr 2156 05/14/2021		FTS-Leases/Easements N
53	10-923-000-0000-5260		14.80	Receipt Nbr 2157 05/14/2021		FTS-Leases/Easements N
54	10-923-000-0000-5260		7.40	Receipt Nbr 2191 05/25/2021		FTS-Leases/Easements N
89991 Bremer Bank			59.19	4 Transactions		
10 Fund Total:			59.19	Trust	1 Vendors	4 Transactions

KMR1
 6/11/21 4:21PM
 11 Forest Development

Aitkin County



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

<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>
55	89991 Bremer Bank 11-939-000-0000-5840		3.22	Receipt Nbr 2196 05/27/2021	Misc Receipts	N
	89991 Bremer Bank		3.22	1 Transactions		
11 Fund Total:			3.22	Forest Development	1 Vendors	1 Transactions

KMR1
6/11/21 4:21PM
21 Parks

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						
56	21-520-000-0000-5510		14.15	Receipt Nbr 2131 05/04/2021		Co. Parks Campground Fees	N
57	21-520-000-0000-5510		1.93	Receipt Nbr 2131 05/04/2021		Co. Parks Campground Fees	N
58	21-520-000-0000-5510		2.89	Receipt Nbr 2131 05/04/2021		Co. Parks Campground Fees	N
59	21-520-000-0000-5510		3.86	Receipt Nbr 2132 05/04/2021		Co. Parks Campground Fees	N
60	21-520-000-0000-5510		2.57	Receipt Nbr 2138 05/04/2021		Co. Parks Campground Fees	N
61	21-520-000-0000-5510		2.57	Receipt Nbr 2141 05/04/2021		Co. Parks Campground Fees	N
62	21-520-000-0000-5510		7.72	Receipt Nbr 2141 05/04/2021		Co. Parks Campground Fees	N
63	21-520-000-0000-5510		5.79	Receipt Nbr 2141 05/04/2021		Co. Parks Campground Fees	N
64	21-520-000-0000-5510		15.44	Receipt Nbr 2142 05/04/2021		Co. Parks Campground Fees	N
65	21-520-000-0000-5510		24.44	Receipt Nbr 2142 05/04/2021		Co. Parks Campground Fees	N
66	21-520-000-0000-5510		3.54	Receipt Nbr 2142 05/04/2021		Co. Parks Campground Fees	N
67	21-520-000-0000-5510		6.11	Receipt Nbr 2142 05/04/2021		Co. Parks Campground Fees	N
68	21-520-000-0000-5510		3.22	Receipt Nbr 2142 05/04/2021		Co. Parks Campground Fees	N
69	21-520-000-0000-5510		3.86	Receipt Nbr 2143 05/06/2021		Co. Parks Campground Fees	N
70	21-520-000-0000-5510		2.89	Receipt Nbr 2143 05/06/2021		Co. Parks Campground Fees	N
71	21-520-000-0000-5510		3.86	Receipt Nbr 2143 05/06/2021		Co. Parks Campground Fees	N
72	21-520-000-0000-5510		12.87	Receipt Nbr 2144 05/07/2021		Co. Parks Campground Fees	N
73	21-520-000-0000-5510		3.86	Receipt Nbr 2144 05/07/2021		Co. Parks Campground Fees	N
74	21-520-000-0000-5510		3.86	Receipt Nbr 2145 05/10/2021		Co. Parks Campground Fees	N
75	21-520-000-0000-5510		2.89	Receipt Nbr 2145 05/10/2021		Co. Parks Campground Fees	N
76	21-520-000-0000-5510		2.57	Receipt Nbr 2146 05/12/2021		Co. Parks Campground Fees	N
77	21-520-000-0000-5510		2.57	Receipt Nbr 2147 05/12/2021		Co. Parks Campground Fees	N
78	21-520-000-0000-5510		2.57	Receipt Nbr 2147 05/12/2021		Co. Parks Campground Fees	N
79	21-520-000-0000-5510		3.86	Receipt Nbr 2147 05/12/2021		Co. Parks Campground Fees	N
80	21-520-000-0000-5510		3.86	Receipt Nbr 2149 05/14/2021		Co. Parks Campground Fees	N
81	21-520-000-0000-5510		16.73	Receipt Nbr 2149 05/14/2021		Co. Parks Campground Fees	N
82	21-520-000-0000-5510		5.79	Receipt Nbr 2149 05/14/2021		Co. Parks Campground Fees	N
83	21-520-000-0000-5510		12.54	Receipt Nbr 2149 05/14/2021		Co. Parks Campground Fees	N
84	21-520-000-0000-5510		5.15	Receipt Nbr 2152 05/14/2021		Co. Parks Campground Fees	N
85	21-520-000-0000-5510		1.29	Receipt Nbr 2155 05/14/2021		Co. Parks Campground Fees	N
86	21-520-000-0000-5510		2.57	Receipt Nbr 2163 05/17/2021		Co. Parks Campground Fees	N
87	21-520-000-0000-5510		7.72	Receipt Nbr 2163 05/17/2021		Co. Parks Campground Fees	N
88	21-520-000-0000-5510		1.29	Receipt Nbr 2179 05/18/2021		Co. Parks Campground Fees	N
89	21-520-000-0000-5510		6.43	Receipt Nbr 2179 05/18/2021		Co. Parks Campground Fees	N
90	21-520-000-0000-5510		3.86	Receipt Nbr 2179 05/18/2021		Co. Parks Campground Fees	N
91	21-520-000-0000-5510		29.33	Receipt Nbr 2180 05/19/2021		Co. Parks Campground Fees	N
92	21-520-000-0000-5510		32.16	Receipt Nbr 2183 05/20/2021		Co. Parks Campground Fees	N
93	21-520-000-0000-5510		3.86	Receipt Nbr 2183 05/20/2021		Co. Parks Campground Fees	N

KMR1
6/11/21 4:21PM
21 Parks

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
94	21-520-000-0000-5510		Receipt Nbr 2188 05/21/2021		Co. Parks Campground Fees	N
95	21-520-000-0000-5510		Receipt Nbr 2188 05/21/2021		Co. Parks Campground Fees	N
96	21-520-000-0000-5510		Receipt Nbr 2188 05/21/2021		Co. Parks Campground Fees	N
97	21-520-000-0000-5510		Receipt Nbr 2189 05/24/2021		Co. Parks Campground Fees	N
98	21-520-000-0000-5510		Receipt Nbr 2189 05/24/2021		Co. Parks Campground Fees	N
99	21-520-000-0000-5510		Receipt Nbr 2192 05/25/2021		Co. Parks Campground Fees	N
100	21-520-000-0000-5510		Receipt Nbr 2192 05/25/2021		Co. Parks Campground Fees	N
101	21-520-000-0000-5510		Receipt Nbr 2192 05/25/2021		Co. Parks Campground Fees	N
102	21-520-000-0000-5510		Receipt Nbr 2192 05/25/2021		Co. Parks Campground Fees	N
103	21-520-000-0000-5510		Receipt Nbr 2192 05/25/2021		Co. Parks Campground Fees	N
104	21-520-000-0000-5510		Receipt Nbr 2192 05/25/2021		Co. Parks Campground Fees	N
105	21-520-000-0000-5510		Receipt Nbr 2193 05/27/2021		Co. Parks Campground Fees	N
106	21-520-000-0000-5510		Receipt Nbr 2193 05/27/2021		Co. Parks Campground Fees	N
107	21-520-000-0000-5510		Receipt Nbr 2198 05/28/2021		Co. Parks Campground Fees	N
89991	Bremer Bank		347.72	52	Transactions	
21 Fund Total:			347.72	Parks	1 Vendors	52 Transactions
Final Total:			1,976.49	5 Vendors	108 Transactions	

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	552.51	General Fund
	3	1,013.85	Road & Bridge
	10	59.19	Trust
	11	3.22	Forest Development
	21	347.72	Parks
	All Funds	1,976.49	Total

Approved by,

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KMR1
6/3/21

9:33AM

Aitkin County

21



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

Page 1

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

FSA Claims 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

KMR1
6/3/21 9:33AM

Aitkin County



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

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		514.58	Med FSA Claims 2021	39839753	Flex Plan Withdrawals	N
	8410 Bremer Bank		514.58	1 Transactions			
1 Fund Total:			514.58	General Fund	1 Vendors	1 Transactions	
Final Total:			514.58	1 Vendors	1 Transactions		

KMR1
6/3/21

9:33AM

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	514.58	General Fund
All Funds		514.58	Total

Approved by,

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KMR1
6/3/21

9:36AM

Aitkin County

2J



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

Page 1

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

Credit Card Fees May 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

KMR1
 6/3/21 9:36AM
 19 Long Lake Conservation Cer

Aitkin County



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

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 19-521-000-0000-6231			33.20	Monthly Credit Card Fees	May 2021	Services, Labor, Contracts	N
	8410 Bremer Bank			33.20	1 Transactions			
19 Fund Total:				33.20	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:				33.20	1 Vendors	1 Transactions		

KMR1
6/3/21

9:36AM

Aitkin County



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

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
19	33.20	Long Lake Conservation Center
All Funds	33.20	Total

Approved by,

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KMR1
6/10/21 10:51AM

Aitkin County

2K



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

Page 1

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

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

Camping Refund/Mtg Reg and Deed Tax

KMR1
6/10/21 10:51AM
9 State

Aitkin County



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

<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>
	780 Bremer Bank					
3	09-000-000-0000-2025		52,595.45	Deed Tax May 2021		State's Share Of Deed Tax (97%) N
2	09-000-000-0000-2026		55,022.78	Mtg Reg May 2021		State Share Of Mortgage Registry (97%) N
	780 Bremer Bank		107,618.23			
				2 Transactions		
9 Fund Total:			107,618.23	State	1 Vendors	2 Transactions

KMR1
 6/10/21 10:51AM
 21 Parks

Aitkin County



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

<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	8410 Bremer Bank		50.00	Camping Refund	4138 Kangas	Co. Parks Campground Fees	N
	8410 Bremer Bank		50.00	1 Transactions			
21 Fund Total:			50.00	Parks	1 Vendors	1 Transactions	
Final Total:			107,668.23	2 Vendors	3 Transactions		

KMR1
6/10/21

10:51AM

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	9	107,618.23	State
	21	50.00	Parks
All Funds		107,668.23	Total

Approved by,

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KMR1
6/10/21 10:56AM

Aitkin County

2L



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

Page 1

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

FSA Claims 2020 & 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

KMR1
6/10/21 10:56AM

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	Service Dates	Paid On Bhf #	On Behalf of Name	
	8410 Bremer Bank					
1	01-044-904-0000-6360		Dep Care FSA Claims 2021	39848008	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		Med FSA Claims 2021	39848008	Flex Plan Withdrawals	N
3	01-044-904-0000-6360		Med FSA Claims 2020	39848008	Flex Plan Withdrawals	N
	8410 Bremer Bank		4,928.98		3 Transactions	
1 Fund Total:			4,928.98	General Fund	1 Vendors	3 Transactions
Final Total:			4,928.98	1 Vendors	3 Transactions	

KMR1
6/10/21

10:56AM

Aitkin County



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

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	4,928.98	General Fund
All Funds	4,928.98	Total

Approved by,

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KMR1
6/15/21 10:35AM

Aitkin County



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

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

Camping Refund, Multiple

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
 6/15/21 10:35AM
 21 Parks

Aitkin County



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

<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	8410 Bremer Bank 21-520-000-0000-5510		135.00	Camping Refund	Multiple	Co. Parks Campground Fees	N
	8410 Bremer Bank		135.00	1 Transactions			
21 Fund Total:			135.00	Parks	1 Vendors	1 Transactions	
Final Total:			135.00	1 Vendors	1 Transactions		

KMR1
6/15/21

10:35AM

Aitkin County



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

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	135.00	Parks
	All Funds	135.00	Total

Approved by,

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Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: June 22, 2021

Title of Item: Temp On-Sale Liquor License (Strong Beer)

<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: 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;">Temporary On Sale Liquor (Strong Beer) License for Aitkin Fire Department d/b/a Aitkin Fire Dept. Relief Assn.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: <p style="text-align: center;">See 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 June 22, 2021

Motion by Commissioner X, seconded by Commissioner X and carried, all members voting yes to approve the following Temporary **On-Sale Liquor License (Strong Beer)** for 07/07/2021 thru 07/10/2021.

ON Sale:

Aitkin Fire Department, d/b/a **Aitkin Fire Dept. Relief Assn.** – Aitkin Township, at Aitkin County Fairgrounds – 632 MN Ave N (designated fenced in area only), Aitkin, MN



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: June 22, 2021

Title of Item: Community Corrections Sobriety Court Grant 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)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Kameron Genz	Department: Community Corrections
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Presenter (Name and Title): Kameron Genz - Director of Community Corrections	Estimated Time Needed: 0 minutes
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Summary of Issue:
Approval to renew the Sobriety Court Grant for 2021-2022 fiscal year in the amount of \$66,000. (\$65,000 is allotted to agent salary reimbursement and \$1000 agent travel expenses for our Sobriety Court program.) This is a reoccurring grant in which the Board previously authorized signature by Community Corrections Director.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve Cooperative Agreement for Aitkin County Sobriety Court, from State of MN 9th Judicial District, for grant in the amount of \$66,000 for the period of July 1, 2021 - June 30, 2022.

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:*
This grant is included annually in the Community Corrections 2021 and 2022 budgets as revenue.

STATE OF MINNESOTA
COOPERATIVE AGREEMENT

This Agreement is between Aitkin County Community Corrections (herein “ACCC”), 209 2nd St NW, Room 178, Aitkin, MN 56431, and the State of Minnesota, acting through its agent Ninth Judicial District, Aitkin County Sobriety Court (herein “Court”), 616 America Ave NW, Suite 250, Bemidji, MN 56601.

Recitals

Under Minnesota Statute § 471.59, subdivision 10, the Court is empowered to engage such assistance as deemed necessary.

The Court has established a Sobriety Court program that is designed to intervene in the lifestyles of offenders with substance use disorders and to improve public safety.

The Court and the ACCC desire to establish cooperative procedures for the implementation and effective operation of the Aitkin County Sobriety Court program.

ACCC is empowered under Minnesota law to provide probation supervision services to and participate in the Aitkin County Sobriety Court program.

The Court is in need of additional probation supervision services from ACCC coextensive with the availability of County, Court, and Federal Funds to fund such services.

Agreement

1. Term of the Agreement

- A. *Effective date*: July 1, 2021, or the date the Court obtains all required signatures under Court policy, whichever is later.
- B. *Expiration date*: June 30, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Agreement between the Parties

A. ACCC is responsible to:

- 1. Provide an assigned qualified probation officer to fully participate in the Aitkin County Sobriety Court process and supervise participants in Aitkin County Sobriety Court. “Assigned” probation officer means a probation officer providing supervision

services and participating in the Aitkin County Sobriety Court process and employed by ACCC. This position shall be a permanent ACCC employee and shall be a limited duration appointment which ends when the funds appropriated by the Legislature and allocated by the Judicial Branch to the Court expire.

2. Administer any union contract and County personnel policies according to ACCC supervisory expectations. This includes assuring union contract language is adhered to and that performance improvement plans, corrective action, progressive discipline and grievance procedures are followed. All ACCC personnel policies will be monitored and followed. ACCC will retain ultimate authority to determine and issue discipline, including but not limited to discharge.
3. Follow all compensation policies, rules, and practices as they relate to fringe benefits, health insurance, payroll, overtime and timesheets.
4. Prepare and administer all performance communications, including identifying areas of performance that meet expectations, exceed expectations and/or need improvement. Performance improvement plans will include input from the Court and overall performance shall be monitored on a continual basis by ACCC.
5. Monitor and authorize overtime, paid time off, other time off, hours of work and workload coverage so that employee work is completed in a timely fashion and personnel rules are followed.
6. Identify, provide training and monitor safety issues, practices and policies to assure the safety of employees, clients and the public.
7. Provide recruitment, selection and hiring of any employee who falls under this contract. Recruitment, selection and hiring will be administered by ACCC.

B. Both ACCC and Court are responsible to:

1. Individually and jointly determine whether the assigned probation officers are performing adequately within the program. ACCC may decide to remove existing personnel from the program provided that prior notice is given to the Court.
2. Monitor and authorize hours of work and workload coverage so that employee work is completed in a timely fashion.
3. Identify, provide training and monitor safety issues, practices and policies to assure the safety of employees, clients and the public.

4. Work in partnership in the recruitment and selection of any employee who falls under this contract. Recruitment, selection and hiring will follow and be administered by ACCC with input and recommendation from the Court.
 5. Authorize and approve employee expenses for mileage, meals, parking, purchases and miscellaneous items.
 6. Arrive at financial agreements that allow the Court and ACCC to operate within fiscally sound principles that meet the payment and receipt procedures of both ACCC and the Court. ACCC must adhere to Minnesota Judicial Branch Treatment Court Policies, including financial policies regarding treatment court expenditures.
 7. Agree on what information systems will be utilized, what data must be acquired, entered and maintained, and who has access rights to the resulting information.
 8. Jointly establish training requirements and seek/select and approve appropriate training to meet the required training needs. Agree on who is responsible for payment of training and by which means payment will be made.
- C. Court, in collaboration with the treatment court team and in accordance with state and national best practice standards outlined in Minnesota Judicial Branch Policy 511.1 Treatment Court Standards, will be responsible for:
1. Program design, program delivery methods, participant eligibility criteria, graduation criteria, termination criteria, establishing program capacity, and alcohol and drug testing protocols.
 2. Monitor performance of employee and provide input of employee's performance to ACCC on a continual basis.

D. Continuation

No less than 30 days before the agreement expiration date, the parties to this agreement will meet, confer, and decide whether this agreement should be extended. If extended, ACCC and the Court agree to reconsider the funding parameters for the next term.

3. Payment

- A. The Court shall reimburse ACCC for probation services and supervision services related to the Aitkin County Sobriety Court program for the 1.0 FTE position(s) dedicated to intensive supervision of Aitkin County Sobriety Court participants. If the position is used for something other than Aitkin County Sobriety Court supervision, the reimbursement shall be proportionally reduced. ACCC shall indicate on its billing the amount expended during the invoice period for supervision /monitoring and for testing services for Aitkin County Sobriety Court participants.
- B. **Payment Rate.** The Court shall compensate ACCC for services based upon quarterly invoices submitted to the Court. The cost of the probation and supervision services provided to the Court shall not exceed sixty-five thousand dollars (\$65,000.00) for the period from July 1, 2021 through June 30, 2022. Said cost is based on the actual per hour expenses including fringe benefits incurred by the probation officer in the performance of the duties set forth herein. The cost of probation travel expenses provided to the Court shall not exceed one thousand dollars (\$1,000.00) for the period from July 1, 2021 through June 30, 2022.
- C. The total obligation of the Court under this agreement shall not exceed sixty-six thousand dollars (\$66,000.00).

4. Authorized Representatives

- A. The Court's Authorized Representative is Maria Pahlen, or her successor, at 616 America Ave NW, Suite 250, Bemidji, MN 56601, and all inquiries shall be directed to her attention.
- B. The ACCC's Authorized Representative is Kameron Genz, or her successor, at 209 2nd St NW, Room 178, Aitkin, MN 56431, and all inquiries shall be directed to her attention.

5. Assignments, Amendments, Waiver, and Contract Complete

- A. **Assignment.** ACCC may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the Court and a fully executed assignment agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- B. **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- C. **Waiver.** If the Court fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- D. **Contract Complete.** This agreement contains all negotiations and agreements between the Court and ACCC. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6. Liability

Each party shall be responsible for its own acts or omissions and any liability which results as a consequence thereof.

7. State Audits

Under Minnesota Statute § 16C.05, subdivision 5, ACCC's books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the Court and/or the Court Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end date of this agreement.

8. Confidentiality, Disclosure, and Use

ACCC shall not disclose to any third party any information that is inaccessible to the public pursuant to the Rules of Public Access of the Judicial Branch promulgated by the Minnesota Supreme Court. If ACCC receives a request to release information referred to in this Clause, ACCC must immediately notify the Court.

ACCC is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time. Both parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires ACCC to comply with the Rules of Public Access for data received from the Court under this agreement.

9. Venue

Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate court or federal court with competent jurisdiction in Ramsey County, Minnesota.

10. Termination

A. **Termination.** The Court or ACCC may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

B. **Termination for Insufficient Funding.** The Court may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to ACCC. The Court is not obligated to pay for any services that are provided after notice and effective date of termination. However, ACCC will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The Court will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

The Court must provide ACCC notice of the lack of funding within a reasonable time of the Court's receiving that notice.

1. AITKIN COUNTY COMMUNITY CORRECTIONS

By: _____
Title: _____
Date: _____

2. COURT

By: _____
Title: _____
Date: _____

By: _____
Title: State Court Administrator
Date: _____

3. Funds have been encumbered as required by State Court Finance Policy by:

By: _____
Title: _____
Date: _____

Contract No. _____

4. Approved as to form and execution:

By: _____
Title: _____
Date: _____



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: June 22, 2021

Title of Item: 2020 Annual Apportionment of Forfeited Tax Sales

<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: Rich Courtemanche		Department: Land
Presenter (Name and Title): Rich Courtemanche - Land Commissioner		Estimated Time Needed: n/a
Summary of Issue: The attached resolutions enables disbursement of forfeited tax sales per MS 282.08 - 282.09 and approved in the 2020 budget.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt Resolutions		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

ADOPTED June 22, 2021

By Commissioner: xxxx

20210622-xxx

Transfer of 2020 Tax-Forfeited Funds

WHEREAS, according to M.S. 282.09, Subdivision 1, the County Board does hereby determine that the \$0.50 fee from each certificate of sale, contract for deed, and each lease executed by the Auditor and the compensation for clerical help on tax-forfeited land matters in the County Auditor's office during the 2020 calendar year was \$30,000, and

WHEREAS, a gravel pit rehabilitation account has been established, and \$0.15 per yard of gravel taken out of county pits will be placed in this account, the 2020 amount to be placed in this account is \$1,020.73,

NOW THEREFORE, BE IT RESOLVED, that the amount of:

\$30,000 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County Auditor account (01-040-5590), AND

\$1,020.73 shall be transferred from the Forfeited Tax Sales Account (10-923-6901) to the Gravel Pit Account (11-936-5840).

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 22nd day of June, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of June, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2Q

Agenda Item #

Requested Meeting Date: 6-22-21

Title of Item: Final Contract Payment - Contract No. 20197

<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) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): NA		Estimated Time Needed: NA - consent agenda
Summary of Issue: Authorization by the following resolution is requested to make final payment to R.C. Habeck, LLC, Wahkon, MN in the amount of \$2,479.91 for Contract No. 20197, which included the clearing and grubbing portion of the work for the County Highway 3 reconstruction project from 3.2 miles west of State Highway 65 to State Highway 65.. The final contract amount of \$247,991.35 is 2.0% above the bid amount of \$243,107.50 due primarily to additional area that needed to be cleared and grubbed.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 2,479.91 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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

ADOPTED June 22, 2021

By Commissioner: xxxx

20210622-xxx

Final Contract Payment – Contract No. 20197

WHEREAS, Contract No. 20197 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to R.C.Habeck, LLC in the amount of \$2,479.91.

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 22nd day of June, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of June, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: 6-22-21

Title of Item: Final Contract Payment - Contract No. 20202

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): NA		Estimated Time Needed: NA - consent agenda
Summary of Issue: Authorization by the following resolution is requested to make final payment to Northwest Asphalt & Maintenance, Thief River Falls, MN in the amount of \$1,253.04 for Contract No. 20202, which included crack sealing on various county highways throughout Aitkin County. The final contract amount of \$125,303.98 is 2.1% below the bid amount of \$128,032 due to reduced measured quantities of sealed cracks.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 1,253.04 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

ADOPTED June 22, 2021

By Commissioner: xxxx

20210622-xxx

Final Contract Payment – Contract No. 20202

WHEREAS, Contract No. 20202 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Northwest Asphalt & Maintenance in the amount of \$1,253.04.

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 22nd day of June, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of June, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A

Agenda Item #

Requested Meeting Date: 6/22/2021

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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>																								
Submitted by: Bobbie Danielson		Department: HR																								
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5 minutes																								
Summary of Issue: The Personnel Committee recommends the following 2021 open range pay scale for LLCC (enterprise). <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Grade</th> <th style="text-align: left;">Minimum</th> <th style="text-align: left;">Maximum</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>\$30.99</td> <td>\$46.16 D.M. grandfathered in Business Mgr</td> </tr> <tr> <td>9</td> <td>\$26.12</td> <td>\$31.96 Education Coordinator</td> </tr> <tr> <td>5</td> <td>\$19.62</td> <td>\$23.98 Naturalist</td> </tr> <tr> <td>4</td> <td>\$18.00</td> <td>\$26.68 A.M. grandfathered in Utility/Maint Custodian</td> </tr> <tr> <td>3</td> <td>\$16.38</td> <td>\$24.24 J.H. grandfathered in Food Service Coordinator</td> </tr> <tr> <td>2</td> <td>\$14.75</td> <td>\$17.99 Office Assistant</td> </tr> <tr> <td>1</td> <td>\$13.13</td> <td>\$15.99 Cook, Housekeeper</td> </tr> </tbody> </table>			Grade	Minimum	Maximum	12	\$30.99	\$46.16 D.M. grandfathered in Business Mgr	9	\$26.12	\$31.96 Education Coordinator	5	\$19.62	\$23.98 Naturalist	4	\$18.00	\$26.68 A.M. grandfathered in Utility/Maint Custodian	3	\$16.38	\$24.24 J.H. grandfathered in Food Service Coordinator	2	\$14.75	\$17.99 Office Assistant	1	\$13.13	\$15.99 Cook, Housekeeper
Grade	Minimum	Maximum																								
12	\$30.99	\$46.16 D.M. grandfathered in Business Mgr																								
9	\$26.12	\$31.96 Education Coordinator																								
5	\$19.62	\$23.98 Naturalist																								
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3	\$16.38	\$24.24 J.H. grandfathered in Food Service Coordinator																								
2	\$14.75	\$17.99 Office Assistant																								
1	\$13.13	\$15.99 Cook, Housekeeper																								
Alternatives, Options, Effects on Others/Comments: 																										
Recommended Action/Motion: Motion to adopt the LLCC open range scale as presented above.																										
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>																										



Board of County Commissioners Agenda Request

3B
Agenda Item #

Requested Meeting Date: 6/22/2021

Title of Item: Sunset

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

Submitted by: Bobbie Danielson	Department: HR
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 3 minutes
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Summary of Issue:

Temporary policies were adopted in 2020 near the start of the Covid-19 pandemic. Emergency paid sick leave expired on May 31, 2021. This agenda request is to sunset the following Covid-related policies, effective July 1, 2021:

- 1) Interim Policy: Coronavirus Program for Employees
- 2) Covid-19 Preparedness Plan for Aitkin County

Copies are attached.

The following practice will remain in place: Aitkin County employees who are experiencing symptoms of Covid-19 should not report to work, should stay home and self-isolate and consider being tested. Employees should follow CDC guidelines and steps to help prevent the spread of Covid-19 if they are sick (link below). The employer will follow CDC guidelines as it relates to determining when it's safe for employees to end home isolation, return to work, and to be around others after they've had or likely had Covid-19 (link below).

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Motion to sunset these policies effective 7/1/2021, and to continue the practice noted above moving forward...
 Sunset Interim Policy: Coronavirus Program for Employees and Covid-19 Preparedness Plan for Aitkin County

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:*



Interim Policy: Coronavirus Program for Employees

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Article V. POST-TRAVEL MONITORING	09
<i>Post Travel Monitoring Section Deleted by County Board 4/27/2021</i>	
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Article VII. WORKERS COMPENSATION	09

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.

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.

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

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.

- B. Full-time employees may use any available paid leave (and go into the negative up to 120 hours), in the event where a child's school or place of daycare has been closed due to public health emergency and their presence is required to provide care for the family member. Pro-rated for part-time employees, see attached form.
- C. Up to a maximum of 120 hours negative balance may be arrived at in combination between reasons (A) and (B) above, but shall not exceed 120 hours when combined for a full-time employee. Pro-rated for part-time employees.

All other provisions of the collective bargaining agreements remain intact, including but not limited to those pertaining to paid leave benefits.

Section 2. Scope

This policy applies to all County employees and is only in effect upon declaration by the County Administrator, with County Board ratification to follow, and it will remain in effect until the County Administrator declares it to be inactive, as directed by the Board of Commissioners. In making the decisions to invoke and end this policy, the County Administrator will consult with the Directors of Public Health & Human Services and Human Resources.

Section 3. Responsibilities

Employees will receive a copy of this policy at the time that a declaration is made by the County Administrator that the policy is being activated. Supervisors will be asked to discuss the policy with their employees.

Section 4. Background

Among prevention strategies associated with influenza and respiratory illnesses, some of the best ways to prevent infection is to avoid being exposed to the virus that causes it. The Minnesota Department of Health strongly encourages people to stay home if they are feeling sick, especially if they are experiencing influenza-like or respiratory symptoms associated with widespread transmission.

Unique circumstances may exist during a declared public health emergency that our collectively bargained agreements and policies do not provide adequate guidance. An example of this may be an immediate family member's school or care provider being closed due to a declared public health emergency.

Section 5. Procedures

An employee can go into the negative up to 15 days (120 hours) of paid leave who meet the criteria below. The actual number of paid leave hours will be based on the employee's usual work schedule exclusive of overtime and may not exceed 120 hours, unless a higher level is approved by the County Administrator.

- A. County Administrator has declared activation of this policy, with County Board ratification to follow, consistent with a public health emergency declaration by the World Health Organization, Centers for Disease Control or by the Minnesota Department of Health; and

- B. Employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; or
- C. Employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; and
- D. Employee is within the time period the County Administrator has declared this policy to be active; and
- E. Employee has exhausted all of his/her accumulated sick leave, vacation leave, personal leave, PTO, and compensatory time; and
- F. Employee has not already received the maximum balance allowed under this policy; and
- G. Employee has requested the paid leave hours to go into the negative in writing using the attached form.

The negative hours will automatically be taken from the employee's future accruals. This shall be accomplished by employees receiving half their paid leave accrual for available use while the other half is applied towards the advanced paid leave hours. Once the negative hours are paid back, all leave accruals will again be credited to the employee's balance at their full accrual rate. In the event the employee separates from Aitkin County before the negative hours have been repaid, the county will deduct the value of the remaining hours (number of hours owed times the employee's hourly rate of pay at separation) from the employee's last pay check.

[THIS SECTION INTENTIONALLY BLANK – SEE FORM ON NEXT PAGE]

**Aitkin County
Request for Negative Sick Leave (or PTO) during a declared Public Health Emergency**

Name (print): _____ Department: _____

I am requesting negative sick leave (or PTO) accrual because:

- I am experiencing symptoms consistent with the declared public health emergency, or am needed to care for an immediate family member experiencing these symptoms; or my child's school or daycare has been closed and I am needed to provide care; *and*,
- I am within the period the County Administrator has declared this policy to be active; *and*
- I have exhausted all of my accumulated sick leave, vacation leave, personal leave, PTO, extended sick leave, and compensatory time; *and*
- I have not already received the maximum allowed of 120 hours (or pro-rated hours, if a part-time employee) based on my regular work schedule.

The number of negative sick leave hours I am requesting is:

Select one:

- A maximum of 120 hours. I normally work full-time, 40 hours per week on average, excluding overtime, or 80 hours per pay period.
- A maximum of _____ pro-rated hours based on Policy / Union Contract. I normally work part-time. E.g. A maximum of 87 hours for an employee who works 29 hours per week on average, or a maximum of 60 hours for an employee who works 20 hours per week on average.
- Other, specify: A maximum of _____ hours (not to exceed 120 hours for full-time employees, or pro-rated for part-time employees).

I agree that the actual number of hours within the maximum specified above will be limited to the actual number of hours needed for this purpose and that they may not be accumulated, transferred, or used for any other purpose.

I agree that negative hours will automatically be taken from my paid leave (vacation/sick or PTO) accruals. This shall be accomplished by having half of my paid leave accruals available for use while the other half is applied towards the advanced paid leave hours. Once the negative hours are paid back, all leave accruals will again be credited to my balance at the full accrual rate.

I agree that if I separate from Aitkin County employment before the negative hours are fully paid back, Payroll will deduct the value of those hours (number of hours owed times my hourly rate of pay at separation) from my last pay check(s). I agree to immediately pay any additional amount owed that is not covered by the final payroll withholding to Aitkin County.

Employee's Signature: _____ Date: _____

Supervisor: _____ Approved Denied, reason _____

Department Head: _____ Approved Denied, reason _____

Internal Use Only: HR/Payroll Comments:

[Full Paid leave accruals: _____ Vac, _____ Sick, _____ PTO]

[Half applied towards pay back: _____ Vac, _____ Sick, _____ PTO]

Article III. SCHEDULE CHANGES AND WORKING REMOTELY FROM HOME

Section 1.

Department Heads will make arrangements to ensure critical/essential functions will continue. Telecommuting and working from home is not appropriate for all positions, and no employee is guaranteed the opportunity to work from home. Based on business need, staff will be given assignments and may be required to have Virtual Private Network (VPN) access in order to work from home or another remote location when assigned by their supervisor. This may include staff who are subject to quarantine. Staff may be reassigned to perform other duties remotely as needed. Schedules, approved leave, and other situations may require changes or adjustments based on essential business needs.

Any work done remotely must meet business needs, follow the Aitkin County Personnel Policies, Remote Access Agreement, and any applicable departmental policies, and be approved in advance by the Supervisor, Department Head, and/or designee. (Remote Access requires approval of IT and the County Administrator.)

Article IV. SENDING EMPLOYEES HOME WHO APPEAR TO BE SICK

Board adopted 3/18/2020. Revised below.

Section 1

- A. To minimize the spread of the Coronavirus, supervisors may send employees home who exhibit Coronavirus symptoms at work, after consultation between the employee, supervisor or department head, HR Director, and a health care professional. To be eligible for Aitkin County emergency paid sick leave (EPSL), a health care professional must be consulted. If the employee does not wish to contact a healthcare provider, they may consult with an Aitkin County Public Health Nurse who will conduct a screening of symptoms prior to making a final determination. When the public health nurse screening is utilized, the employee is not eligible for paid emergency sick leave, but may utilize their accrued time as stated below. See also Appendix B.
- B. Aitkin County Public Health Nurses or healthcare providers who conduct the screening will state to the employer whether their assessment indicates the employee can remain at work or should go home.
- C. Remote work may be available to employees who are sent home, but are still well enough to work, or the employee may use paid leave until authorized by an Aitkin County Public Health Nurse or healthcare provider to return to work. For the purposes of this section (c), paid leave is defined as comp time, PTO, vacation, sick leave, or personal leave. Return to work will be dependent on duration and severity of the employee's symptoms, and could be 7 calendar days or more. This return-to-work determination will be made in consultation with the employee, supervisor or department head, HR Director and/or a health care provider (or public health nurse as noted in Section 1A above). Household members who work for Aitkin County may also be required to isolate for 14 calendar days (includes incubation period).

Article V. POST-TRAVEL MONITORING

The County Board deleted this Post-travel Monitoring section on 4/27/2021

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

- ~~A. Employees 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.~~

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.

Article VII. WORKERS COMPENSATION

Section 1

Coronavirus will be treated the same as other illness or injury. If an employee contracts Coronavirus from exposure at work, the supervisor must be notified and a First Report of Injury will be filed and submitted. The insurer will review the information to make a compensability determination.

Effective January 1, 2021, First Reports of Injury will automatically be submitted on the MCIT portal for Covid-positive employees covered by the temporary Coronavirus Presumption under the Minnesota Workers' Compensation Act. County employees covered by the presumption include licensed peace officer, nurse, corrections officer and jail sergeant working in the secure detention facility. This submittal is not a guarantee of coverage; MCIT makes coverage determinations on a case-by-case basis. For non-presumption employees who contract Coronavirus, a First Report of Injury will not be submitted to MCIT unless the employer knows the employee contracted it from employment or the employee alleges they contracted it from work.

BY: Aitkin County Coronavirus Unified Command Center

**Signed copy on file in HR*

_____	_____
Board Chair	Date
<i>Aitkin County Board of Commissioners</i>	

_____	_____
Jessica Seibert	Date
<i>Aitkin County Administrator</i>	

COVID-19 Preparedness Plan for Aitkin County

Aitkin County is committed to providing a safe and healthy workplace for all our employees' customers and citizens. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Department heads, supervisors and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, administration, customers, and citizens. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Administration and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Aitkin County** department heads and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at **Aitkin County**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by working with our department heads to seek suggestions on how best to serve their citizens while maintaining health and safety. We have sought the assistance of the Public Health Department Operations Incident Command Team in making suggestion and assisting with the plan. Additionally, the county safety committee was convened to review and give feedback on the plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and current Executive Orders as they pertain to safe workplaces, precautionary practices, and address:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

If an employee is confirmed to have COVID-19, the employer shall determine which employees may have been exposed to the virus and should take additional precautions. While informing employees of their possible exposure to COVID-19 in the workplace, the employer will maintain confidentiality as required by the Americans with Disabilities Act (ADA). Per Minnesota Data practices and HIPAA, appropriate action will be taken to protect the privacy of workers' health status and health information. Timesheet records that reveal the employee's

reasons for the use of sick or other medical leave are not public data, per Minnesota Statute 13.43, Subd. 2(a)(8). Medical records are maintained confidentially and separate from an employee's personnel file.

Aitkin County has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. **See *Aitkin County Personnel Policy: Article VIII Organizational Standards and Rules, Effective March 19, 2020 (pages 3-4)***.

How will employees report if they are experiencing symptoms while at home?

Aitkin County employees who are experiencing COVID-like symptoms or who have been test-confirmed to have COVID-19 are requested to report according to normal procedures for that department and inform their Supervisor, so that follow-up can be conducted. Aitkin County will follow the CDC's *COVID-19 Critical Infrastructure Sector Response Planning*, MDH's *COVID-19 Recommendations for Critical Infrastructure Businesses and Industries* and MDH's *Employee Exposure to COVID-19: Contact Tracing Guidelines for Critical Infrastructure Businesses and Industries*, or further revisions thereto.

Employees experiencing symptoms of COVID-19 should not report to work, should stay home and self-isolate and consider being tested. The employee who tests negative:

- May return to work if their symptoms are better
- Should stay home if they still have symptoms and consult a health care provider

Any employee to be lab confirmed positive for COVID-19 will not be allowed to work in the workplace regardless of their symptomatic status. The employee who tests positive 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.

Employees who are symptomatic but do not seek testing 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.

How will employees report they are sick or experiencing symptoms while at work:

If the employee becomes sick during the day, they should be sent home immediately and told to seek medical consultation about being tested. Any employee to be lab-confirmed positive for COVID-19 will not be allowed to work in the workplace regardless of their symptomatic status. The period of isolation will be dependent on the diagnosis given, intensity and duration of symptoms. 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.

What will happen once Aitkin County has been notified?

Upon notification that an employee is ill with COVID-like symptoms or has been test confirmed to have COVID-19, any areas the employee has been in contact with for a prolonged period of time by the sick person should be closed off.

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

Surfaces in the ill employee's workspace should be cleaned and disinfected by trained staff after the waiting period, using CDC's [COVID-19 Critical Infrastructure Sector Response Planning](#).

Exposure or Potential Exposure of Aitkin County Employees

For purposes of identification and notification of close contacts and COVID-19 exposures, Aitkin County will define a close contact using CDC's definition of [close contact](#):

- Within 6 feet of an infected person
- A cumulative total of 15 minutes or more over a 24 hour period
- Starting from 2 days before illness onset (for symptomatic patients) or 2 days before specimen collection (for asymptomatic patients) until the time the patient is isolated

Per MDH's [Employee Exposure to COVID-19: Contact Tracing Guidelines for Critical Infrastructure Businesses and Industries](#), coworkers can be exempted from this definition of contact, if during their period of contact, everyone is using a face covering **and** a face shield, **OR**, if everyone was using a face covering **and** there was a physical barrier between them, such as a full Plexiglas screen.

- Aitkin County employees who believe or have been notified that they have had exposure to a suspected or confirmed-positive COVID-19 case outside of work must report this to their Supervisor and/or Department Head.
- Every effort will be made to notify any Aitkin County employee who may have had exposure to a suspected or confirmed-positive COVID-19 case while in the workplace.

The Minnesota Department of Health notes the **safest option is to stay home and away from others for 14 days past the last date of exposure**. Efforts will be made to follow the 14-day quarantine recommendation when circumstances allow, such as but not limited to, remote work being a viable and logical option for the employee to conduct their regular and routine business.

For critical infrastructure employees, which include all Aitkin County employees, MDH does permit employees who have had exposure to a person with suspected or confirmed COVID-19 to continue working provided they follow COVID-19 prevention protocols and remain symptom-free.

To best control disease spread in the workplace, while providing for workforce needs, and when a shortened quarantine period is being considered, Aitkin County will make effort to adhere to the following quarantine strategy for return to work:

- Employees should quarantine at home for a minimum of 10 days and get tested on day seven. If the COVID-19 test is negative and the employee does not develop symptoms, they may return to work on day 11.
- Symptomatic 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.

There are times when an alternative return to work strategy may be considered. These circumstances may include inadequate access to or limited testing or severe staffing shortages. These conditions and which return to work strategy will be utilized should be carefully considered and determined through consultation between

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

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.

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.

¹**Refer 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 Organizational Standards and Rules, Effective March 19, 2020 (page 9)***.

Aitkin County has additionally developed and implemented the **Aitkin County Remote Access Agreement** to allow more employees to work from home.

Face Covering (Mask) Policy, effective 7/25/2020 updated 2/24/2021

Notice Effective Date: 07/25/2020 according to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.

Purpose: To respond to Emergency Executive Order 20-81 requiring Minnesotans to wear a face covering in certain settings to prevent the spread of COVID-19.

Goal: Protect our staff and members of the public should one or other have pre-symptomatic or asymptomatic COVID-19 infection. A face covering decreases the risk of the wearer spreading infection.

Exempt Individuals:

Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.

Children who are five years old and under. Those who are under two-years old should never wear a face covering due to the risk of suffocation. Those who are at least two are encouraged to wear a face covering if they can do so in compliance with CDC guidance.

Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.

Guidelines:

Situations where face coverings are mandatory:

In an indoor business or public indoor space, including when waiting outdoors to enter an indoor business or public indoor space.

For workers only, when working outdoors in situations where social distancing cannot be maintained.

Circumstances where mandatory face coverings may be temporarily removed.

While communicating with an individual who is deaf or hearing impaired or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.

When asked to remove a face covering to verify an identity for lawful purposes.

When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.

While receiving a service: service that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing services for an individual who is allowed to temporarily remove their face covering under this provision must comply with face covering requirements in the applicable industry guidance, available at the Stay Safe Minnesota website.

When an individual is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an

enclosed work area. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.

When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities.

When speaking in a public indoor space, in situations or settings such as governmental meetings subject to Open Meeting Law, provided social distancing is always maintained.

Other Information:

Cloth face coverings are not surgical or N-95 masks. The face coverings do not have to be hospital grade but need to cover the nose and mouth. Choose masks that have two or more layers of washable, breathable fabric, fit snugly against the sides of your face and do not have exhalation holes, valves or vents. For example, bandanas, scarves, or fabric masks.

Certain departments have current directives for wearing of masks or Personal Protective Equipment (PPE). Departments that currently have or develop a specific notice, those guidelines will supersede these. This includes but not limited to employees in the Sheriff Department, Public Health Department, Detention Center and Community Corrections.

The COVID-19 virus can spread between people interacting in proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. The intention of the Executive Order 20-81 to wear masks or face coverings indoors is to catch the droplets that the wearer might emit. Facial coverings help protect people around the wearer, as well as offering some protection to the wearer.

Continue to follow CDC and Minnesota Department of Health (MDH) recommendations to stay home if you are sick. Masks are recommended for pre-symptomatic or asymptomatic individuals. If you feel sick, stay home.

The following are typical signs or symptoms associated COVID-19 infection; Fever, cough, and shortness of breath.

Obtaining a Facial Covering (Mask)

The County has offered all staff a mask and will continue to provide them. Contact your supervisor, department head, or Aitkin County Building Maintenance (218-927-7363) to obtain a mask.

Below is an example of a county-approved facial covering. Paper masks are also available through Aitkin County Building Maintenance.



If you make cloth face covering, follow the CDC guidelines on Homemade Cloth Face Coverings or the MDH Guidance on Alternative Facemasks.

As Aitkin County staff, it is important we maintain a level of professionalism. Inappropriate messages or symbols should not be worn which include those advertising alcoholic beverages, bars or restaurants, other business establishments/vendors, and offensive language or messages.

Please be respectful of your coworkers on following social distancing protocols and wearing a mask or face covering as required.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- Restroom facilities with soap and water are available in each building. Maintenance staff checks soap dispenser and refills as needed each evening.
- Hand sanitizer has been made available at all service counters and in all congregate work areas.
- Each staff person has been given a personal sized bottle of hand sanitizer.
- Employees are have been given a link to the following CDC handwashing tutorial:
<https://www.bing.com/videos/search?q=cdc+handwashing+video+2020&docid=608028173184467298&mid=5CE9AB72CAAF423D66595CE9AB72CAAF423D6659&view=detail&FORM=VIRE>
and instructed to wash their hands or use approved hand sanitizer after handling documentation from citizens.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors.

- Each county employee has been issued a cloth face covering.
- Face coverings will available and recommended to all visitors, customers and citizens to be worn while on county premises.
- The following documents are hung in all county buildings and will be sent to employees via e-mail when the county buildings begin to re-open.
 - **Stop the Spread of Germs:** <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
 - **Cover Your Cough** <https://www.health.state.mn.us/people/cyc/cycphceng.pdf>
- Tissues have been made available at customer service counters and in congregate work areas.
- Plexiglas sneeze guards have been put in place at all customer service counters.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

Aitkin County Employees continue to be encouraged to work from home if possible and will be supported by the ***Aitkin County Personnel Policy: Article VIII Organizational Standards and Rules, Effective March 19, 2020 (page 9)***.

Aitkin County has additionally developed and implemented the **Aitkin County Remote Access Agreement** to allow more employees to work from home.

Aitkin County recommends the following protocol to ensure worker safety:

- Signage has been posted on each building reminding persons not to enter if they are sick.
- Employees have been instructed to meet virtually whenever possible and not to meet with more than 10 persons at any time.
- Single occupancy or a six foot distance is recommended in county vehicles or in any vehicle when travelling for county business. If this is not possible, use of cloth face masks is required.
- Employees are encouraged to continue monitoring and prioritizing the necessity of one on one visits.
- Plexiglas sneeze guards have been put in place at all customer service counters.
- An external drop box will be installed outside the Government Center entrance to encourage items to be dropped off outside reducing the need to enter the building.
- Floors have been marked off every six feet to encourage social distancing.
- Toys have been removed from waiting areas and offices.
- Each county employee has been issued a cloth face covering and face coverings will be provided to all visitors, customers and citizens, who are encouraged to wear them while on county premises.
- "To Go" bags have been prepared for home visits with instructions on when to where masks and/or gloves and when to require they be worn by citizens.
- Employees are instructed to clean and sanitize counters after each customer.
- Hand sanitizer has been made available at all service counters and in all congregate work areas.
- Each staff person has been given a personal sized bottle of hand sanitizer.

Additionally, employees, visitors, customers and citizens are prohibited from gathering in groups. Employees and visitors are prohibited from gathering in confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Signage has been hung in congregate work and break areas to remind employees to respect social distancing guidelines.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning

and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

- Maintenance disinfects high touch areas throughout the day and all countertops nightly.
- Employees are instructed to clean and sanitize counters after each customer.
- Hand held UV wands have been added to each maintenance cart to be used on electronic and high touch surfaces.
- UV Room Sanitizers have been ordered to clean jail cells between inmates and in areas where persons found to have COVID-19 have been working.
- All cleaning products used have been approved for coronavirus. Kill time appropriate for each product is considered for choosing the appropriate product. Appropriate PPE is being used as recommended by manufacturer.

Aitkin County will follow CDC's *Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19* if there is a suspected or confirmed case in any of Aitkin County's buildings.

Communications and training

This Preparedness Plan and CDC recommended steps "What to do if you are sick?" will be communicated via e-mail to all employees and posted throughout county buildings and necessary training will be provided to employees upon approval of department heads and the county board.

Instructions **have been posted on all buildings** regarding use of face coverings on county premises the process for drop-off, pick-up and delivery by customers, citizens and vendors to ensure social distancing between the customer/client/vendor, the worker and others.

It will be updated as necessary. CDC change and the County Administrator discontinues the policy.

Certified by:

[Signature]

[Title of management official]

Guidance for COVID-19

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf



Board of County Commissioners Agenda Request

4A
Agenda Item #

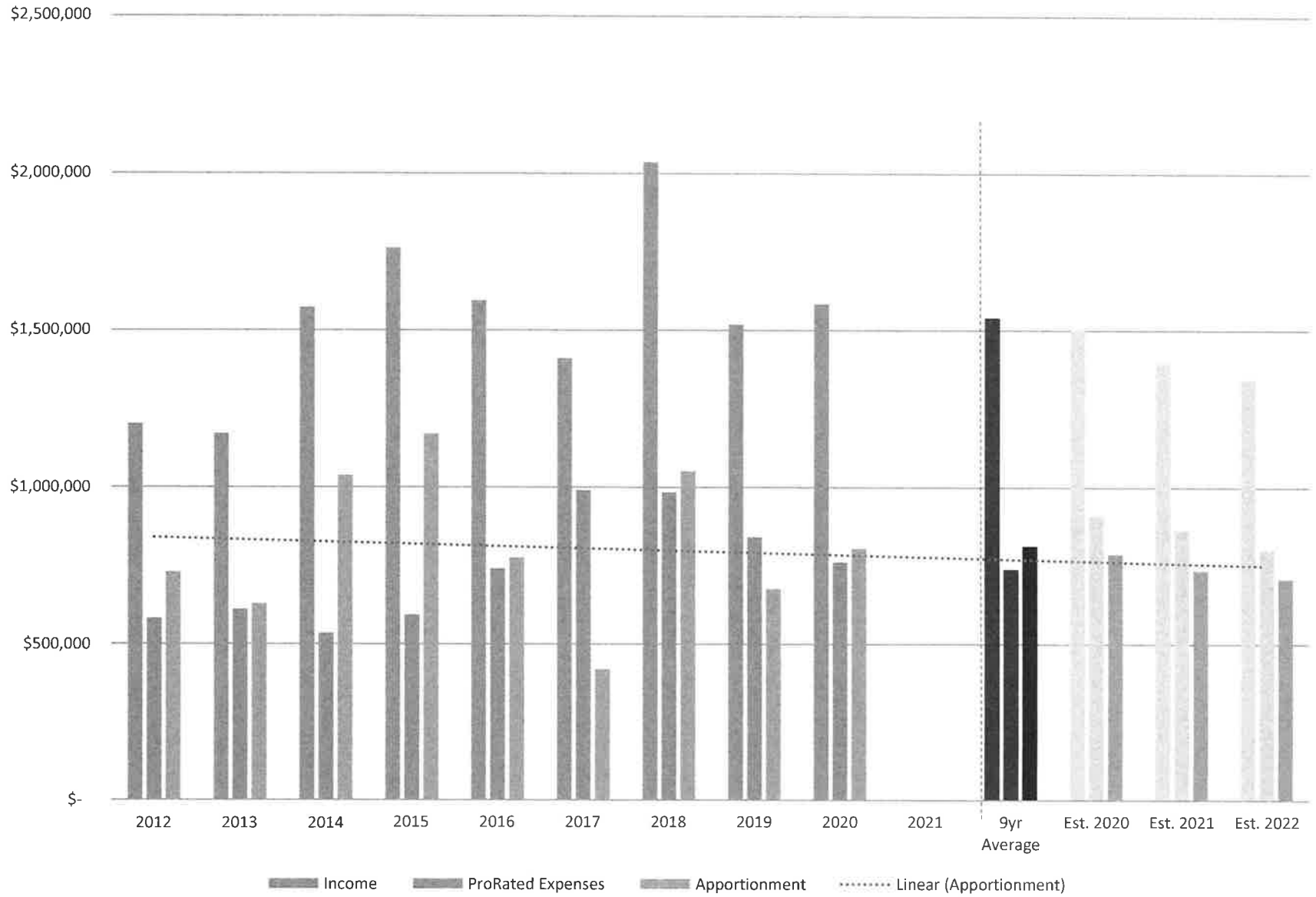
Requested Meeting Date: June 22, 2021

Title of Item: Report of the 2020 FTS Apportionment

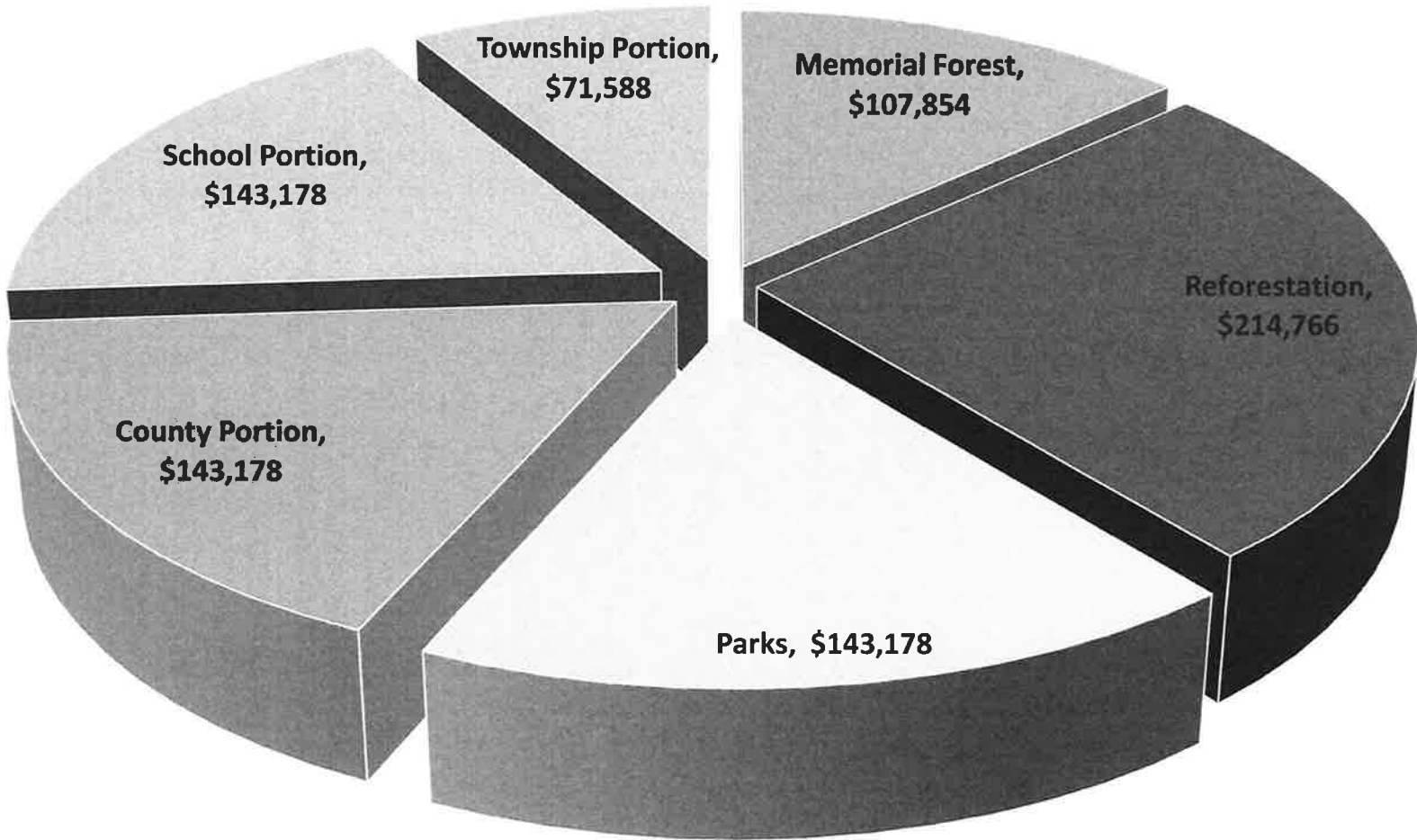
<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Rich Courtemanche		Department: Land
Presenter (Name and Title): Rich Courtemanche, Land Commissioner		Estimated Time Needed: 10 min
Summary of Issue: <p>Aitkin County Land Department (ACLD) apportions monies from the Forfeited Tax Sales Trust fund according to MS 282. These funds are distributed to school districts, townships, Aitkin County general fund, ACLD parks, and forestry programs. The Land Department will present a short report of the 2020 apportionment.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Discussion only		
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.

10-923 Forfeited Tax Sales Trust Account

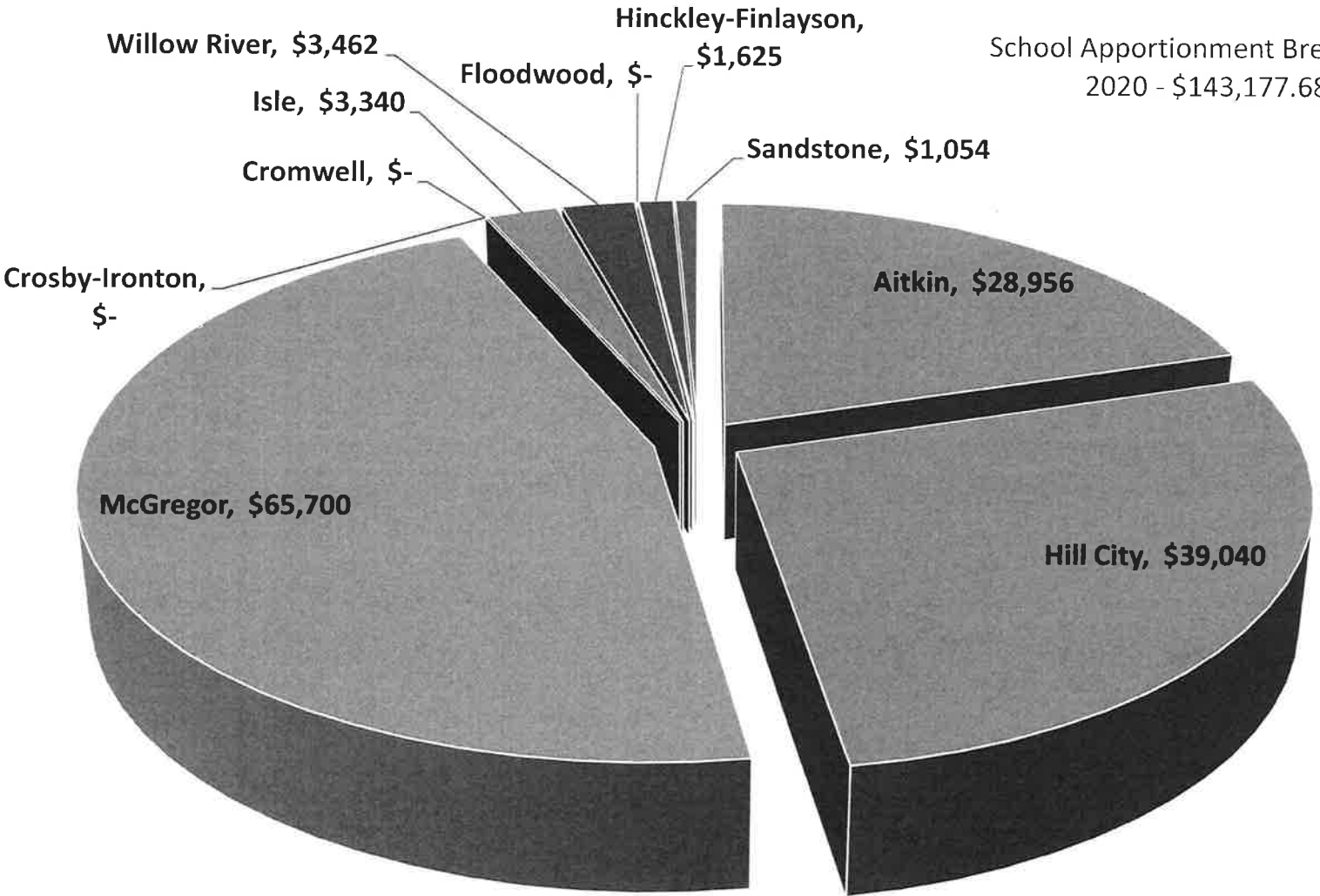


FTS Apportionment Breakdown
2020 - \$ 823,741.08



• Memorial Forest • Reforestation • Parks • County Portion • School Portion • Township Portion

School Apportionment Breakdown
2020 - \$143,177.68



- Aitkin
- Hill City
- McGregor
- Cromwell
- Crosby-Ironton
- Isle
- Willow River
- Floodwood
- Hinckley-Finlayson
- Sandstone



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: 6-22-21

Title of Item: Award Contract No. 202110

<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 checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 15 minutes
Summary of Issue: Bids were opened on Monday, June 7, 2021, for Contract No. 202110 which includes SAP 001-599-042; replacement of bridge L2357 on 490th Lane (Waukenabo Township road). As shown on the attached abstract of bids, four bids were received, with Houle Excavating LLC - Little Falls, MN submitting the low bid in the amount of \$263,431. With the cost of this contract estimated at \$237,692, the low bid is 10.83% above the estimated amount. Additional information regarding the bids will be provided at the Board meeting with a recommendation on contract award.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: To be determined.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

**Aitkin County
Project Bid Abstract**

Project Name: Culvert Replacement for Waukenabo Township
Bid Opening: 6/7/2021 at 2:00 PM

Contract No.: 202110
Project No.: SAP 001-599-042

Project: SAP 001-599-042 - Culvert Replacement for Waukenabo Township		Engineers Estimate				Houle Excavating LLC - Little Falls, MN		Landwehr Construction - St. Cloud, MN		Ulland Brothers Inc - Cloquet, MN		Gladen Construction - Laporte, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
13	2021.501 MOBILIZATION	LS	1	\$7,500.00	\$7,500.00	\$16,000.00	\$16,000.00	\$7,500.00	\$7,500.00	\$19,983.20	\$19,983.20	\$43,700.00	\$43,700.00
1	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1.00	\$1.00	\$3,500.00	\$3,500.00	\$1,600.00	\$1,600.00	\$1,000.00	\$1,000.00
2	2105.504 GEOTEXTILE FABRIC TYPE 5	SY	512	\$3.00	\$1,536.00	\$4.00	\$2,048.00	\$2.50	\$1,280.00	\$3.25	\$1,664.00	\$3.50	\$1,792.00
3	2105.507 COMMON EXCAVATION (P)	CY	234	\$12.00	\$2,808.00	\$16.00	\$3,744.00	\$8.00	\$1,872.00	\$15.50	\$3,627.00	\$12.00	\$2,808.00
4	2105.507 GRANULAR BORROW (LV)	CY	2325	\$18.00	\$41,850.00	\$23.00	\$53,475.00	\$15.00	\$34,875.00	\$20.00	\$46,500.00	\$10.90	\$25,342.50
5	2105.601 CONSTRUCT ACCESS ROAD	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$7,550.00	\$7,550.00	\$10,000.00	\$10,000.00	\$19,400.00	\$19,400.00
6	2118.507 AGGREGATE SURFACING (LV), CLASS 5 MOD	CY	821	\$30.00	\$24,630.00	\$29.00	\$23,809.00	\$27.00	\$22,167.00	\$29.90	\$24,547.90	\$18.50	\$15,188.50
7	2118.507 AGGREGATE SURFACING (CV) CLASS 5 MOD	CY	554	\$35.00	\$19,390.00	\$37.00	\$20,498.00	\$32.00	\$17,728.00	\$40.10	\$22,215.40	\$27.75	\$15,373.50
14	2411.601 STRUCTURE EXCAVATION	LS	1	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	\$24,250.00	\$24,250.00	\$53,000.00	\$53,000.00	\$85,000.00	\$85,000.00
15	2412.502 16X6 PRECAST CONCRETE BOX CULV END SEC	EACH	2	\$17,000.00	\$34,000.00	\$18,000.00	\$36,000.00	\$19,465.00	\$38,930.00	\$19,595.00	\$39,190.00	\$18,820.00	\$37,640.00
16	2412.503 16X6 PRECAST CONCRETE BOX CULVERT	LF	36	\$1,500.00	\$54,000.00	\$1,500.00	\$54,000.00	\$1,945.00	\$70,020.00	\$1,323.00	\$47,628.00	\$1,921.00	\$69,156.00
8	2442.501 REMOVE EXISTING BRIDGE	LS	1	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$7,650.00	\$7,650.00	\$10,100.00	\$10,100.00	\$8,500.00	\$8,500.00
17	2451.507 GRANULAR BACKFILL (LV)	CY	376	\$18.00	\$6,768.00	\$23.00	\$8,648.00	\$16.00	\$6,016.00	\$23.50	\$8,836.00	\$10.90	\$4,098.40
18	2451.507 COARSE AGGREGATE BEDDING (CV)	CY	58	\$50.00	\$2,900.00	\$75.00	\$4,350.00	\$52.00	\$3,016.00	\$88.50	\$5,133.00	\$52.00	\$3,016.00
19	2511.507 RANDOM RIPRAP CLASS III	CY	34	\$75.00	\$2,550.00	\$75.00	\$2,550.00	\$72.00	\$2,448.00	\$108.00	\$3,672.00	\$95.00	\$3,230.00
20	2563.601 TRAFFIC CONTROL	LS	1	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$2,795.00	\$2,795.00	\$2,400.00	\$2,400.00	\$3,500.00	\$3,500.00
9	2573.503 SILT FENCE, TYPE HI	LF	2202	\$5.00	\$11,010.00	\$4.00	\$8,808.00	\$3.40	\$7,486.80	\$3.00	\$6,606.00	\$3.00	\$6,606.00
10	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	LF	50	\$25.00	\$1,250.00	\$25.00	\$1,250.00	\$22.00	\$1,100.00	\$19.95	\$997.50	\$20.00	\$1,000.00
11	2574.507 COMMON TOPSOIL BORROW	CY	50	\$30.00	\$1,500.00	\$25.00	\$1,250.00	\$33.00	\$1,650.00	\$60.00	\$3,000.00	\$40.00	\$2,000.00
12	2575.501 TURF ESTABLISHMENT	LS	1	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$10,625.00	\$10,625.00	\$9,300.00	\$9,300.00	\$12,000.00	\$12,000.00
Totals for					\$237,692.00		\$263,431.00		\$272,458.80		\$320,000.00		\$360,350.90
% of							10.83%		14.63%		34.63%		51.60%

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

Certified By: John Welle Digitally signed by John Welle
Date: 2021.06.07 14:51:58
-05'00' License No. 24340

Date: 6-7-21



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: 6-22-21

Title of Item: CSAH 11 No Parking Zone

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

Submitted by: John Welle	Department: Highway
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 10 minutes
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Summary of Issue:
The attached ordinance relating to the parking of vehicles on Aitkin County Highways was enacted on September 15, 1987. The current uses of this ordinance are for a short no-parking zone on CSAH 11 in the vicinity of Horseshoe Lake and a temporary no-parking zone on CSAH 10 at the Line 3 pipeline crossing.

To safely accommodate the Temporary Trunk Highway 210 detour that will be utilizing westbound CSAH 11 in the coming months, a no parking zone in the vicinity of the Farm Island Lake public access as described in the resolution below is proposed to eliminate the parking of vehicles and boat trailers that currently use the narrow shoulders of CSAH 11 for overflow parking.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt resolution.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$
Is this budgeted? Yes No *Please Explain:*

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

248661

FILED SEP 29 1987 AT 9A M.

Everett Davies, County Recorder

AN ORDINANCE REGULATING
THE PARKING OF VEHICLES
ON COUNTY HIGHWAYS IN
THE COUNTY OF AITKIN

The County Board of Aitkin County ordains:

SECTION 1. No person shall park and let stand, whether attended or unattended, any vehicle upon the right of way of a county highway or county state aid highway for a longer period of time than posted or during periods of time when parking is prohibited, provided that any such regulation is first posted or otherwise conspicuously marked, and provided further that any such regulation is first approved by resolution of the Aitkin County Board of Commissioners.

SECTION 2. No person shall park a vehicle or permit it to stand, whether attended or unattended, so that any portion of it shall project or extend over that part of the highway which constitutes an extension of a private or public driveway and which thereby serves as an access to the highway.

SECTION 3. The word "vehicle" as used in this ordinance means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway.

SECTION 4. The provisions contained in this ordinance shall not be construed to alter or modify the Minnesota Highway Traffic statutes, and are intended to be in addition to said statutes.

SECTION 5. A violation of this ordinance shall be punishable by a fine of not less than Ten Dollars and not more than One Hundred Dollars.

SECTION 6. This ordinance shall become effective immediately after its enactment and publication.

Passed by the Aitkin County Board of Commissioners
this 15th day of September, 1987.

David H. Simonson

David H. Simonson, Chairman
Aitkin County Board of Commissioners

Attested to
SEAL

Helena C. Dotzler

Helena C. Dotzler
Aitkin County Auditor

Published Aitkin Independent Age
September 23, 1987.

10 and
[Signature]

9-29-87
RECORDED
TRACT INDEX
GRANTOR
GRANTEE
COMPARED

COUNTY RECORDER
AITKIN COUNTY, MINNESOTA
FILED
SEP 29 '87 9AM
Evelyn Hawes
As Doc. No.
248661

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

ADOPTED June 22, 2021

By Commissioner: xxxx

20210622-xxx

CSAH 11 No Parking Zone

WHEREAS, Aitkin CSAH 11 will be used as a Temporary Trunk Highway 210 detour from July through September, 2021, and

WHEREAS, an ordinance regulating the parking of vehicles on County Highways was enacted on September 15, 1987.

NOW THEREFORE, BE IT RESOLVED, that parking be prohibited at all times on CSAH 11 from 1000 feet east of the intersection of 443rd Place to 1000 feet west of this same intersection.

BE IT FURTHER RESOLVED, that this no-parking restriction shall expire upon removal of the Temporary Trunk Highway 210 detour designation currently planned for late September, 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 22nd day of June, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of June, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: June 22nd, 2021

Title of Item: Approve Contract/Advertise for Bids

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Jim Bright		Department: Administration
Presenter (Name and Title): Jim Bright, Facilities Coordinator		Estimated Time Needed: 15 min.
Summary of Issue: <p>Staff will present a services contract for repair of the front Judicial Center staircase and seek Board approval to advertise for bids. The contract will be emailed to Commissioners ahead of time and available to the public at the meeting.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve service contract and advertise for bids.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Funds have been placed in reserves as part of the 5-year capital plan.		



Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: June 22, 2021

Title of Item: Set Public Hearing Date ATV Ordinance

<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*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator/ATV Committee		Estimated Time Needed: 20 min.
Summary of Issue: <p>The Aitkin County ATV Committee has held several meetings to discuss changing the ATV Ordinance to allow Class I ATV's to operate on the shoulder and inside slope of paved county highways. Attached is the current draft for discussion in addition to applicable statutes for reference.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve motion to set a public hearing date/time.		
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>		

Aitkin County

All-Terrain Vehicle Ordinance

Regulating the use of Class 1 All-Terrain Vehicles within the Right of Way of Aitkin County Highways

Article 1 Statutory Authority

1. Minnesota Statutes 84.92 – 84.928 regulate the operation of all-terrain vehicles, including the operation of all-terrain vehicles within public road rights of way.
2. Minnesota Statute 84.928 Subdivision 1 generally restricts Class 1 all-terrain vehicles from using the roadway, shoulder, and inside bank or slope of a county state-aid or county highway.
3. Minnesota Statute 84.928 Subdivision 1(d) authorizes a road authority to restrict the use of all-terrain vehicles on public road rights of way under its jurisdiction.
4. Minnesota Statute 84.928 Subdivision 1(k) authorizes a County Board by ordinance to allow the operation of all-terrain vehicles on a public road or street to access businesses and residences and to make trail connections.
5. Minnesota Statute 84.928 Subdivision 6(c) authorizes a County Board by ordinance to allow the operation of all-terrain vehicles on the road shoulder and inside bank or slope of the county state-aid or county highway if safe operation in the ditch or outside slope is impossible.

Article 2 Purpose and Intent

The purpose and intent of this Ordinance is as follows:

1. Pursuant to Minnesota Statute 84.928 Subdivision 6(c), to allow the legal use of class 1 all-terrain vehicles on the extreme right hand side of all gravel-surfaced county highways for the purpose of enhanced all-terrain vehicle operator safety and to prevent damage to road ditches and slopes.
2. Pursuant to Minnesota Statute 84.928 Subdivision 6(c), to allow the legal use of class 1 all-terrain vehicles on the shoulder and inside slope of all paved county highways for the purpose of enhanced all-terrain vehicle operator safety and to prevent damage to road ditches and slopes, and

Pursuant to Minnesota Statute 84.928 Subdivision 1(k) and in compliance with Minnesota Statute 84.928 Subdivision 1a(b), to further allow legal use of class 1 all-terrain vehicles on the extreme right-hand side of the adjacent traffic lane within municipal city limits and in areas where obstructions or inadequate shoulder width prohibits safe all-terrain vehicle use entirely on the shoulder and slope area.

Article 3 Definitions

The following definitions apply to this ordinance:

1. **All-Terrain Vehicle Committee** means the committee appointed by the Aitkin County Board of Commissioners.
2. **County** means the County of Aitkin, Minnesota.
3. **County Highway** means county state-aid highways and county roads under the jurisdiction of Aitkin County.
4. **Gravel-surfaced County Highway** means those county highways whose full-width driving surface consists only of loose aggregate material.
5. **Paved County Highway** means those county highways with a bituminous or concrete driving lane surface.
6. **Shoulder** means that portion of a paved highway outside of the white line used to delineate the edge of the traffic lane.

Article 4 Operation

1. Class 1 all-terrain vehicles may be operated on the extreme right-hand side of all gravel-surfaced county highways except for any segment of county highway closed to all-terrain vehicle use. Operation shall be in compliance with the regulations contained in Article 5 of this Ordinance.
2. Class 1 all-terrain vehicles may be operated on the shoulder and inside slope of all paved county highways except for any segment of county highway closed to all-terrain vehicle use. Within municipal city limits and in areas where obstructions or inadequate shoulder width prohibits safe all-terrain vehicle use entirely on the shoulder and slope area, class 1 all-terrain vehicles may be operated on the extreme right-hand side of the adjacent traffic lane. Operation shall be in compliance with the regulations contained in Article 5 of this Ordinance.

3. The Aitkin County All-Terrain Vehicle Committee may close any segment of county highway authorized for all-terrain vehicle use under this article for non-compliance of the provisions listed in Article 5 and/or safety concerns created by ATV use.

Article 5 General Provisions

For operation of Class 1 all-terrain vehicles under this Ordinance, the following regulations shall apply:

1. The maximum speed of operation shall be 30 miles per hour.
2. Direction of travel shall be in the same direction as vehicular traffic.
3. Left turns may be made from any part of the road if it is safe to do so under the prevailing conditions.
4. Operation shall not result in the spinning of tires or displacement of aggregate or soil material
5. Multiple riders shall be in single-file formation.

Article 6 Prohibitions and Enforcement

1. It shall be unlawful for any person to violate any of the provisions of this Ordinance, or to fail, resist, or refuse to comply with the provisions of this Ordinance.
2. It shall be unlawful for the owner of an all-terrain vehicle, or any person, to allow, permit, or require the operation of such vehicle by another in any manner that would be in violation of this Ordinance.
3. Penalty.
 - a. Any person found to have violated this Ordinance, is guilty of a misdemeanor, punishable by up to a \$1,000 fine and/or 90 days in jail.
 - b. Any person who refuses or fails to comply with the Order of the County Sheriff is guilty of a misdemeanor, punishable by up to a \$1,000 fine and/or 90 days in jail.
 - c. Any person who violates, disobeys, omits, neglects, or refuses to comply with, or resists the enforcement of any provisions of this

Ordinance shall be guilty of a misdemeanor, punishable by up to a \$1000 fine and/or 90 days in jail.

4. The Aitkin County Attorney's Office shall have the authority to prosecute any and all violations of this Ordinance.

Article 7 Interpretation

In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by Minnesota Statutes.

Article 8 Incorporation

This Ordinance expressly adopts and incorporates the provisions of Minnesota Statutes sections 84.92 to 84.928. When the provisions of this Ordinance impose greater restrictions than those of any other statute, ordinance, rule, or regulation, the provisions of this Ordinance shall be controlling. Where the provisions of any other statute, ordinance, rule, or regulation impose greater restrictions than this Ordinance, the provision of such statute, ordinance, rule, or regulation shall be controlling.

Article 9 Severability

If any article, section, clause, provision, or portion of this Ordinance is adjudged unconstitutional, void, unenforceable, or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected hereby.

Article 10 Effective Date

This Ordinance shall be effective and enforceable on _____, 2021, and shall be published in the official newspaper(s) of Aitkin County as provided by Minnesota Statutes.

Adopted: _____, 2021

_____, Chairperson
Aitkin County Board of Commissioners

Attest: _____
Jessica Seibert
Aitkin County Administrator

84.92 DEFINITIONS.

Subdivision 1. **Scope.** The definitions in this section apply to sections 84.92 to 84.928.

Subd. 1a. **Agricultural zone.** "Agricultural zone" means the areas in Minnesota lying south and west of a line starting at the Minnesota-North Dakota border and formed by rights-of-way of Trunk Highway No. 10, thence easterly along Trunk Highway No. 10 to Trunk Highway No. 23, thence easterly along Trunk Highway No. 23 to Trunk Highway No. 95, thence easterly along Trunk Highway No. 95 to its termination at the Minnesota-Wisconsin border.

Subd. 1b. **Accompanied.** "Accompanied" means being subject to continuous direction or control.

Subd. 1c. **Agricultural purpose.** "Agricultural purpose" means used exclusively for an agricultural use as defined in subdivision 1d.

Subd. 1d. **Agricultural use.** "Agricultural use" means use in agriculturally related activities or harvesting of wood for commercial or firewood purposes by any person.

Subd. 1e. **City.** "City" means a home rule charter or statutory city.

Subd. 2. **Commissioner.** "Commissioner" means the commissioner of natural resources.

Subd. 3. **Dealer.** "Dealer" means a person engaged in the business of selling all-terrain vehicles at wholesale or retail.

Subd. 4. **Manufacturer.** "Manufacturer" means a person engaged in the business of manufacturing all-terrain vehicles.

Subd. 5. **Owner.** "Owner" means a person, other than a person with a security interest, having a property interest in or title to an all-terrain vehicle and entitled to the use and possession of the vehicle.

Subd. 6. **Person.** "Person" means an individual or an organization as defined in section 336.1-201 (b)(27).

Subd. 6a. **Public road right-of-way.** "Public road right-of-way" means the entire right-of-way of a public road, including the traveled portions, banks, ditches, shoulders, and medians of a roadway, that is not privately owned.

Subd. 7. **Register.** "Register" means the act of assigning a registration number to an all-terrain vehicle.

Subd. 8. **All-terrain vehicle or vehicle.** "All-terrain vehicle" or "vehicle" means a motorized vehicle with: (1) not less than three, but not more than six low pressure or non-pneumatic tires; (2) a total dry weight of 2,000 pounds or less; and (3) a total width from outside of tire rim to outside of tire rim that is 65 inches or less. All-terrain vehicle includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle. All-terrain vehicle does not include a golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.

Subd. 9. **Class 1 all-terrain vehicle.** "Class 1 all-terrain vehicle" means an all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less.

Subd. 10. **Class 2 all-terrain vehicle.** "Class 2 all-terrain vehicle" means an all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is greater than 50 inches but not more than 65 inches.

History: 1984 c 647 s 1; 1986 c 452 s 1; 1989 c 331 s 3-8; 1990 c 426 art 2 s 1; 1Sp1995 c 1 s 8; 2003 c 128 art 1 s 28; 2004 c 162 art 3 s 4; 2006 c 281 art 2 s 1-3; 2009 c 176 art 1 s 8,50; 2010 c 361 art 4 s 15,16; 2011 c 107 s 9; 2014 c 289 s 9-11; 2014 c 290 s 6-8; 1Sp2015 c 4 art 4 s 12-14

84.928 OPERATION REQUIREMENTS; LOCAL REGULATION.

Subdivision 1. **Operation on roads and rights-of-way.** (a) Unless otherwise allowed in sections 84.92 to 84.928 or by local ordinance under paragraph (k), a person shall not operate an all-terrain vehicle in this state along or on the roadway, shoulder, or inside bank or slope of a public road right-of-way of a trunk, county state-aid, or county highway.

(b) A person may operate a class 1 all-terrain vehicle in the ditch or the outside bank or slope of a trunk, county state-aid, or county highway unless prohibited under paragraph (d) or (f).

(c) A person may operate a class 1 all-terrain vehicle designed by the manufacturer for off-road use to be driven by a steering wheel and equipped with operator and passenger seat belts and a roll-over protective structure or a class 2 all-terrain vehicle:

(1) within the public road right-of-way of a county state-aid or county highway on the right shoulder or the extreme right-hand side of the road and left turns may be made from any part of the road if it is safe to do so under the prevailing conditions, unless prohibited under paragraph (d) or (f);

(2) on the bank, slope, or ditch of a public road right-of-way of a trunk, county state-aid, or county highway but only to access businesses or make trail connections, and left turns may be made from any part of the road if it is safe to do so under the prevailing conditions, unless prohibited under paragraph (d) or (f); and

(3) on the bank or ditch of a public road right-of-way on a designated class 2 all-terrain vehicle trail.

(d) A road authority as defined under section 160.02, subdivision 25, may after a public hearing restrict the use of all-terrain vehicles in the public road right-of-way under its jurisdiction.

(e) The restrictions in paragraphs (a), (d), (h), (i), and (j) do not apply to the operation of an all-terrain vehicle on the shoulder, inside bank or slope, ditch, or outside bank or slope of a trunk, interstate, county state-aid, or county highway:

(1) that is part of a funded grant-in-aid trail; or

(2) when the all-terrain vehicle is owned by or operated under contract with:

(i) a road authority as defined under section 160.02, subdivision 25; or

(ii) a publicly or privately owned utility or pipeline company and used for work on utilities or pipelines.

(f) The commissioner may limit the use of a right-of-way for a period of time if the commissioner determines that use of the right-of-way causes:

(1) degradation of vegetation on adjacent public property;

(2) siltation of waters of the state;

(3) impairment or enhancement to the act of taking game; or

(4) a threat to safety of the right-of-way users or to individuals on adjacent public property.

The commissioner must notify the road authority as soon as it is known that a closure will be ordered. The notice must state the reasons and duration of the closure.

(g) A person may operate an all-terrain vehicle registered for private use and used for agricultural purposes on a public road right-of-way of a trunk, county state-aid, or county highway in this state if the all-terrain vehicle is operated on the extreme right-hand side of the road, and left turns may be made from any part of the road if it is safe to do so under the prevailing conditions.

(h) A person shall not operate an all-terrain vehicle within the public road right-of-way of a trunk, county state-aid, or county highway from April 1 to August 1 in the agricultural zone unless the vehicle is being used exclusively as transportation to and from work on agricultural lands. This paragraph does not apply to an agent or employee of a road authority, as defined in section 160.02, subdivision 25, or the Department of Natural Resources when performing or exercising official duties or powers.

(i) A person shall not operate an all-terrain vehicle within the public road right-of-way of a trunk, county state-aid, or county highway between the hours of one-half hour after sunset to one-half hour before sunrise, except on the right-hand side of the right-of-way and in the same direction as the highway traffic on the nearest lane of the adjacent roadway.

(j) A person shall not operate an all-terrain vehicle at any time within the right-of-way of an interstate highway or freeway within this state.

(k) A county, city, or town, acting through its governing body, may by ordinance allow a person to operate an all-terrain vehicle on a public road or street under its jurisdiction to access businesses and residences and to make trail connections.

Subd. 1a. **Crossing public road right-of-way.** (a) An all-terrain vehicle may make a direct crossing of a public road right-of-way provided:

(1) the crossing is made at an angle of approximately 90 degrees to the direction of the road and at a place where no obstruction prevents a quick and safe crossing;

(2) the vehicle is brought to a complete stop before crossing the shoulder or main-traveled way of the road;

(3) the driver yields the right-of-way to all oncoming traffic that constitutes an immediate hazard;

(4) in crossing a divided road, the crossing is made only at an intersection of the road with another public road; and

(5) if the crossing is made between the hours of one-half hour after sunset to one-half hour before sunrise or in conditions of reduced visibility, only if both front and rear lights are on.

(b) An all-terrain vehicle may be operated upon a bridge, other than a bridge that is part of the main-traveled lanes of an interstate highway, or roadway shoulder or inside bank of a public road right-of-way when required for the purpose of avoiding obstructions to travel or environmentally sensitive areas when no other method of avoidance is possible; provided the all-terrain vehicle is operated in the extreme right-hand lane, the entrance to the roadway is made within 100 feet of the bridge, obstacle, or sensitive area, and the crossing is made without undue delay.

(c) A person shall not operate an all-terrain vehicle upon a public street or highway unless the vehicle is equipped with at least one headlight and one taillight, each of minimum candlepower as prescribed by rules of the commissioner, and with brakes conforming to standards prescribed by rule of the commissioner, and all of which are subject to the approval of the commissioner of public safety.

(d) An all-terrain vehicle may be operated upon a public road right-of-way other than as provided by paragraph (b) in an emergency during the period of time when and at locations where the condition of the roadway renders travel by automobile impractical.

(e) Chapters 169 and 169A apply to the operation of all-terrain vehicles upon streets and highways, except for those provisions relating to required equipment and except those provisions which by their nature have no application.

(f) A sled, trailer, or other device being towed by an all-terrain vehicle must be equipped with reflective materials as required by rule of the commissioner.

(g) A driver's license is not required to operate an all-terrain vehicle along or on a public road right-of-way if the right-of-way encompasses a trail administered by the commissioner and designated for all-terrain vehicle use or multiple use.

(h) A road authority as defined in section 160.02, subdivision 25, may by permit designate corridor access trails on public road rights-of-way for purposes of accessing established all-terrain vehicle trails. A driver's license is not required to operate an all-terrain vehicle on a designated corridor access trail.

Subd. 2. **Operation generally.** A person may not drive or operate an all-terrain vehicle:

- (1) at a rate of speed greater than reasonable or proper under the surrounding circumstances;
- (2) in a careless, reckless, or negligent manner so as to endanger or to cause injury or damage to the person or property of another;
- (3) without headlight and taillight lighted at all times if the vehicle is equipped with headlight and taillight;
- (4) without a functioning stoplight if so equipped;
- (5) in a tree nursery or planting in a manner that damages or destroys growing stock;
- (6) without a brake operational by either hand or foot;
- (7) with more than one person on the vehicle, except as allowed under section 84.9257;
- (8) at a speed exceeding ten miles per hour on the frozen surface of public waters within 100 feet of a person not on an all-terrain vehicle or within 100 feet of a fishing shelter; or
- (9) in a manner that violates operation rules adopted by the commissioner.

Subd. 3. [Repealed, 1994 c 615 s 28]

Subd. 4. **Operation prohibited on airports.** Except for employees and agents while acting incident to the operation of the airport, it is unlawful for a person to drive or operate an all-terrain vehicle on an airport defined in section 360.013, subdivision 39.

Subd. 5. **Organized contests; using highways and public lands and waters.** (a) Nothing in this section or chapter 169 prohibits the use of all-terrain vehicles within the right-of-way of a state trunk or county state-aid highway or upon public lands or waters under the jurisdiction of the commissioner of natural resources, in an organized contest or event, subject to the consent of the official or board having jurisdiction over the highway or public lands or waters.

(b) In permitting the contest or event, the official or board having jurisdiction may prescribe restrictions or conditions as they may deem advisable.

(c) Notwithstanding section 84.9256, subdivision 1, paragraph (b), a person under 12 years of age may operate an all-terrain vehicle in an organized contest on public lands or waters, if the all-terrain vehicle has an engine capacity of 90cc or less, the person complies with section 84.9256, subdivision 1, paragraph (h), and the person is supervised by a person 18 years of age or older.

Subd. 6. Regulation by political subdivisions. (a) Notwithstanding any law to the contrary, a city or town, acting through its governing body, may by resolution or ordinance prohibit the operation of all-terrain vehicles on city streets or town roads in its jurisdiction provided the regulations are otherwise consistent with sections 84.92 to 84.928.

(b) A county or city, or a town acting by its town board, may regulate the operation of all-terrain vehicles on public lands, waters, and property under its jurisdiction other than public road rights-of-way within its boundaries, by resolution or ordinance of the governing body and by giving appropriate notice, provided:

(1) the regulations must be consistent with sections 84.92 to 84.928 and rules adopted under section 84.924;

(2) an ordinance may not impose a fee for the use of public land or water under the jurisdiction of either the Department of Natural Resources or other agency of the state, or for the use of an access to it owned by the state or a county or a city; and

(3) an ordinance may not require an all-terrain vehicle operator to possess a motor vehicle driver's license while operating an all-terrain vehicle.

(c) Notwithstanding any law to the contrary, a county board by ordinance may allow the operation of all-terrain vehicles on the road right-of-way shoulder, or inside bank or slope of a county highway or county state-aid highway, if:

(1) the highway is in the agricultural zone; or

(2) safe operation in the ditch or outside slope is impossible, and the county posts the appropriate notice.

Subd. 7. [Repealed, 1989 c 331 s 26]

Subd. 8. [Repealed, 2007 c 131 art 1 s 96]

History: 1984 c 647 s 7; 1986 c 452 s 15; 1987 c 149 art 2 s 2; 1987 c 368 s 5; 1989 c 331 s 17-19; 1994 c 635 art 2 s 1; 2000 c 478 art 2 s 7; 1Sp2001 c 2 s 83; 2003 c 128 art 1 s 33; 1Sp2005 c 1 art 2 s 46,47; 2006 c 281 art 2 s 7,8; 2007 c 131 art 1 s 13; 2009 c 176 art 1 s 9,50; 2010 c 361 art 4 s 23,24; 2013 c 114 art 4 s 11; 2013 c 121 s 8; 1Sp2015 c 4 art 4 s 18; 1Sp2019 c 4 art 3 s 22

84.9256 YOUTHFUL OPERATORS; PROHIBITIONS.

Subdivision 1. **Prohibitions on youthful operators.** (a) Except for operation on public road rights-of-way that is permitted under section 84.928 and as provided under paragraph (j), a driver's license issued by the state or another state is required to operate an all-terrain vehicle along or on a public road right-of-way.

(b) A person under 12 years of age shall not:

(1) make a direct crossing of a public road right-of-way;

(2) operate an all-terrain vehicle on a public road right-of-way in the state; or

(3) operate an all-terrain vehicle on public lands or waters, except as provided in paragraph (f).

(c) Except for public road rights-of-way of interstate highways, a person 12 years of age but less than 16 years may make a direct crossing of a public road right-of-way of a trunk, county state-aid, or county highway or operate on public lands and waters or state or grant-in-aid trails, only if that person possesses a valid all-terrain vehicle safety certificate issued by the commissioner and is accompanied by a person 18 years of age or older who holds a valid driver's license.

(d) To be issued an all-terrain vehicle safety certificate, a person at least 12 years old, but less than 16 years old, must:

(1) successfully complete the safety education and training program under section 84.925, subdivision 1, including a riding component; and

(2) be able to properly reach and control the handle bars and reach the foot pegs while sitting upright on the seat of the all-terrain vehicle.

(e) A person at least ten years of age may take the safety education and training program and may receive an all-terrain vehicle safety certificate under paragraph (d), but the certificate is not valid until the person reaches age 12.

(f) A person at least ten years of age but under 12 years of age may operate an all-terrain vehicle with an engine capacity up to 110cc if the vehicle is a class 1 all-terrain vehicle with straddle-style seating or up to 170cc if the vehicle is a class 1 all-terrain vehicle with side-by-side-style seating on public lands or waters if accompanied by a parent or legal guardian.

(g) A person under 15 years of age shall not operate a class 2 all-terrain vehicle.

(h) A person under the age of 16 may not operate an all-terrain vehicle on public lands or waters or on state or grant-in-aid trails if the person cannot properly reach and control:

(1) the handle bars and reach the foot pegs while sitting upright on the seat of the all-terrain vehicle with straddle-style seating; or

(2) the steering wheel and foot controls of a class 1 all-terrain vehicle with side-by-side-style seating while sitting upright in the seat with the seat belt fully engaged.

(i) Notwithstanding paragraph (c), a nonresident at least 12 years old, but less than 16 years old, may make a direct crossing of a public road right-of-way of a trunk, county state-aid, or county highway or operate an all-terrain vehicle on public lands and waters or state or grant-in-aid trails if:

(1) the nonresident youth has in possession evidence of completing an all-terrain safety course offered by the ATV Safety Institute or another state as provided in section 84.925, subdivision 3; and

(2) the nonresident youth is accompanied by a person 18 years of age or older who holds a valid driver's license.

(j) A person 12 years of age but less than 16 years of age may operate an all-terrain vehicle on the roadway, bank, slope, or ditch of a public road right-of-way as permitted under section 84.928 if the person:

(1) possesses a valid all-terrain vehicle safety certificate issued by the commissioner; and

(2) is accompanied by a parent or legal guardian on a separate all-terrain vehicle.

Subd. 2. Helmet and seat belts required. (a) A person less than 18 years of age shall not ride as a passenger or as an operator of an all-terrain vehicle on public land, public waters, or on a public road right-of-way unless wearing a safety helmet approved by the commissioner of public safety.

(b) A person less than 18 years of age shall not ride as a passenger or as an operator of an all-terrain vehicle without wearing a seat belt when provided by the manufacturer.

Subd. 2a. Parent or guardian authorization. A person under age 16 shall not operate and a person shall not allow a person under age 16 to operate an all-terrain vehicle, unless the parent or guardian of the person under age 16 authorizes the operation. For purposes of this subdivision, "guardian" means the legal guardian of the person under age 16 or a person age 18 or older who has been authorized by the parent or legal guardian to supervise the person under age 16.

Subd. 3. Prohibitions on person in lawful control. It is unlawful for any person who is in lawful control of an all-terrain vehicle to permit it to be operated contrary to this section.

Subd. 4. Suspension. When the judge of a juvenile court, or its duly authorized agent, determines that a person, while less than 18 years of age, has violated sections 84.92 to 84.928, or other state or local law or ordinance regulating the operation of an all-terrain vehicle, the judge or duly authorized agent shall immediately report the determination to the commissioner and (1) may recommend the suspension of the person's all-terrain vehicle safety certificate, or (2) may recommend to the commissioner of public safety, the suspension of the person's driver's license. The commissioner may suspend the certificate without a hearing.

History: 1986 c 452 s 13; 1989 c 331 s 14-16; 1993 c 184 s 5; 1Sp2001 c 2 s 81; 2005 c 146 s 5; 1Sp2005 c 1 art 2 s 43; 2006 c 281 art 2 s 4; 2007 c 131 art 1 s 8,9; 2008 c 357 s 12; 2009 c 176 art 1 s 50; 2010 c 361 art 4 s 21; 2013 c 114 art 4 s 10; 2013 c 121 s 6; 2014 c 289 s 13; 1Sp2015 c 4 art 4 s 17; 2017 c 93 art 2 s 12,13; 1Sp2019 c 4 art 3 s 21



Aitkin County Board of Commissioners

Agenda Request Form

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Agenda Item #

Requested Meeting Date: June 22, 2021

Title of Item: Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner 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	2 nd 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	4 th 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