

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS August 10, 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):182 027 3876;
(meeting password): 7282

9:00 1) J. Mark Wedel, County Board Chair

- A) Call to Order**
- B) Pledge of Allegiance**
- C) Board of Commissioners Meeting Procedure**
- D) Approval of Agenda**
- E) Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. 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 July 27, 2021 to August 9, 2021**
- B) Approve July 27, 2021 County Board Minutes**
- C) Approve Electronic Funds Transfers**
- D) Approve Commissioner Vouchers**
- E) Approve Auditor's Vouchers – I.T. and Hwy Dept**
- F) Approve Auditor's Vouchers – Enbridge Replacement Check 7-30-21**
- G) Approve Auditor's Vouchers – Enbridge and R&B Contract 7-30-21**
- H) Approve Manual Warrants/Voids/Corrections – LLCC Refund and FSA Claims 2021**
- I) Approve Manual Warrants/Voids/Corrections – Participant Fees and ELAN Pd 7/22/21**
- J) Approve Manual Warrants/Voids/Corrections – Camping Refunds 7/20/21**
- K) Approve Manual Warrants/Voids/Corrections – LLCC Refund, Rovers Event**
- L) Approve Manual Warrants/Voids/Corrections – FSA Claims 2021 and 2021 Est. MNCare Tax**
- M) Approve Manual Warrants/Voids/Corrections – LLCC Refund, MAS Event**
- N) Approve Manual Warrants/Voids/Corrections – Credit Card Fees, LLCC**
- O) Approve Manual Warrants/Voids/Corrections – FSA Claims**
- P) Approve Assureon Storage Server**
- Q) Approve Business Development and Recreation Grant (formerly Tourism Grant)**
- R) Adopt Resolution: Aitkin County Search & Rescue Donation**
- S) Adopt Resolution: LG220 Application for Exempt Permit – The Ruffed**

Grouse Society

- T) Adopt Resolution: County VSO Operational Enhancement Grant Program**
- U) Adopt Resolution: Approve MnDOT Agreement No. 1045716**

- 9:03 3) Steve Hughes – SWCD District Manager**
 - A) Snake River 1W1P Organizational Options**
- 9:18 4) Cynthia Bennett – HHS Director**
 - A) Approve New Freedom Clinical Supervision Contract**
- 9:23 5) Carli Goble – Fiscal Supervisor**
 - A) Presentation of Draft 2022 Public Health and Human Services Budget**
- 9:53 6) Kirk Peysar – County Auditor, Kathleen Ryan – Chief Financial Officer**
 - A) Set Public Hearing for New Off Sale Liquor License – Ukura’s**
- 9:58 7) John Welle – County Engineer**
 - A) Approve All Terrain Vehicle Ordinance Revision**
- 10:13 8) Bobbie Danielson – HR Director**
 - A) Approve Personnel Policy Update (Recruitment RE: Temporary Positions)**
 - B) Updated Job Description, Dispatcher/Jailer**
- 10:18 9) Mark Jeffers – Economic Development Coordinator**
 - A) Adopt Resolution NTIA Broadband Development Grant Application**
- 10:28 10) Jim Bright – Facilities Coordinator**
 - A) Approve Bids for Judicial Center Step Repairs**
- 10:43 11) Jessica Seibert – County Administrator**
 - A) Approve Committee of the Whole Meeting**
 - B) 2022 General Governmental Preliminary Budget Presentation**
 - C) 2022 Appropriations Discussion**
 - D) Administrator Updates**
- 11:33 12) Committee Updates**
- 12:03 Adjourn**

The Aitkin County Board of Commissioners met this 27th day of July, 2021 at 9:04 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Donald Niemi, Anne Marcotte, Brian Napstad, County Administrator Jessica Seibert, Temporary Administrative Assistant Nikki Knutson and newly appointed Administrative Assistant Katie Gonzalez.

Call to Order

Motion made by Commissioner Napstad, seconded by Commissioner Niemi and carried, all voting yes to approve the July 27, 2021 agenda.

Approved Agenda

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING**

**Health & Human
Services**

Attendance

The Aitkin County Board of Commissioners met this 27th day of July 2021, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Brian Napstad, J. Mark Wedel, Anne Marcotte, Don Niemi, and Laurie Westerlund. Others present included: Accounting Supervisor Carli Goble, Public Health Supervisor Erin Melz, Financial Services Supervisor Jessi Goble (VIA WebEx), Children's Services Supervisor Jessi Schultz (VIA WebEx), County Administrator Jessica Seibert, Assistant to the County Administrator Katie Gonzalez, Paul Vold, KKIN (VIA WebEx), and Payroll Technician Nikki Knutson.

Agenda

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members present voting yes to approve the July 27, 2021 Health & Human Services Board agenda as presented.

Minutes

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voting yes to approve the June 22, 2021 Health and Human Services Board minutes.

Bills

Carli noted normal monthly bills this month, nothing out of routine. Commissioner Napstad requested additional information related to Supervised Visitation bills. Cynthia will follow up with additional information regarding breakdown of spending for this service.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried all members present voting yes to approve the bills.

Director Update

Cynthia gave legislative updates on status of waivers, the DHS billing error resolution, and increase in Public Health funding. She noted that the 2021 proposed budget draft is complete and will be reviewed with the county administrator this week. Provided an update regarding the open administrative assistant position and information on the re-

design project HHS is working on for the building remodel.
Erin Melz, Public Health Supervisor gave a brief update on COVID -19 status.

Financial Report

Carli Goble provided a quarter 1 and 2 financial update. At the end of quarter 2 HHS should be at around 50% for both expenditures and revenues. Currently expenditures are at 44% and revenue is at 53 %.

Contract

Purchase of Service Agreement for the Transportation of Children and Youth in Foster Care Placement

Motion by Commissioner Marcotte seconded by Commissioner Niemi and carried all members present voting yes to approve the contract.

Committee Reports

Lakes & Pines Update

Commissioner Niemi stated that they had their first in person meeting, applications were high for assistance, anyone approved for heating assistance will receive 1200.00 for the year VS 600.00, relayed that hours have been extended for additional access starting in October and noted that those seeking assistance can call 1-800-832-6082.

The meeting was adjourned at 9:45 a.m.

Next Meeting – August 24, 2021

There was no Citizens' Public Comment

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as amended removing item 2S as follows.

A) Correspondence File July 13, 2021 to July 26, 2021; B) Approve July 13, 2021 County Board Minutes; C) Approve Electronic Funds Transfers \$1,117,408.23; D) Approve Commissioner Vouchers: General Fund \$72,284.69, Reserves Fund \$10,016.11, Road & Bridge \$300,713.41, Health & Human Services \$3,828.81, Debt Service \$157,507.51, State \$645.00, Trust \$15,200.27, Forest Development \$47,908.50, Taxes & Penalties \$320.00, Aitkin County Collaborative \$29,250.00, Long Lake Conservation Center \$1,795.00, Parks \$14,980.46 for a total of \$645,449.76; E) Approve Auditor's Vouchers – Taconite Production Tax & Property Tax Overpayments: Agency \$62,694.00, Taxes & Penalties \$10,738.97, for a total of \$73,432.97; F) Approve Auditor's Vouchers – Sales/Use and Diesel Tax for June 2021: General Fund \$709.23, Road & Bridge \$1,109.33, Trust \$14.80, Forest Development \$.19, Parks \$612.42 for a total of \$2,445.97; G) Approve Auditor's Vouchers – R&B Contract Payments: Road & Bridge \$244,862.81; H) Approve Manual Warrants/Voids/Corrections – Camping Refunds

Health & Human Services Board Adjourns

Citizens' Public Comment

Consent Agenda

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

Firehouse Subs Public Safety Foundation Aitkin County Search & Rescue

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

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

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

- HHS All Staff
- Fiscal Recovery Funds
- Department Head Meetings
- Two Data Practice Webinars
- Township Meetings
- Regional Fiscal Recovery Funds call
- Budget Committee Meeting
- City Clerk of Tamarack Meeting
- Individual Budget Meetings

Jessica Seibert, County Administrator discussed 2021 2nd Quarter Budget Review.

Jessica Seibert, County Administrator discussed Minnesota County Staff Appreciation Day, Tuesday, July 27, 2021.

The Board discussed: Rum River Watershed, Budget Committee, Historical Society, Northern Counties Land Use Coordinating Board, McGregor Airport, Aitkin Airport, Economic Development, AIS, Joint Powers Natural Resource Board, ARDC, and Planning Commission.

At 11:00 a.m. John Welle, County Engineer, held a Public Hearing for All Terrain Vehicle Ordinance Revision. John stated there were 7 comments received electronically all in favor of the revision. John gave a summary of the revision and clarified the Corridor Access Permit Program. Rich Courtemanche, County Land Commissioner, spoke in favor of the revision. Dan Guida, County Sheriff, relayed importance of safety. Mark Wiebusch, Dakota County, spoke in favor of the revision, Frank Turnock, Aitkin County, spoke in favor of the revision, Harlan Kingsley, Hill City, spoke in favor of the revision, Gary Hennen, President of Up North Riders, spoke in favor of the revision, Fred Neumann, Aitkin County, spoke in favor of the revision, Ed Schulze, Aitkin County, spoke in favor of the revision, Wayne Floe, McGregor, spoke in favor of the revision, Debbie Neumann, Aitkin County, spoke in favor of the revision, Darlene Turnock, Aitkin County, spoke in favor of the revision, Brian Napstad, County Commissioner, recognized the great work of the committee, Jessica Seibert, County Administrator, will be setting up a meeting with the ATV Committee to discuss the Corridor Access Permit Program, and Mark Wedel,

Administrator Updates

2021 2nd Quarter Budget Review

Minnesota County Staff Appreciation Day, Tuesday, July 27, 2021

Board Discussion

Public Hearing For All Terrain Vehicle Ordinance Revision

AITKIN COUNTY BOARD

July 27, 2021

Board Chair, stated if there will be a decision made at the next Board Meeting, August 10, 2021, it will be announced online or in the paper.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, four members voted to adopt resolution, Commissioner Marcotte opposed – Data Recovery Fee;

**Resolution
#20210727-089
Data Recovery
Fee**

WHEREAS, the County of Aitkin creates, maintains, and possesses valuable geographic information systems (GIS) data to support its various business purposes; and

WHEREAS, the County of Aitkin recognizes that this GIS data is also a public resource and there are significant benefits to making this data freely and openly available; and

WHEREAS, the emergence and continued refinement of new information technology has dramatically changed the way citizens search for and expect to find, consume and utilize information, and such technology can aggregate ever larger quantities of data and allow government to provide information to the public with increasing efficiency; and

WHEREAS, the County of Aitkin can leverage this technology to meet the public demand for information, enhance public access to government data and make government processes transparent in order to promote public trust; and

WHEREAS, ensuring the quality, consistency and availability of such data is a core function of government and is essential to maintaining the data's value and utility;

NOW, THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby authorizes the Aitkin County Land Department to publish its public geospatial data on a public available website in a commonly recognized and easily produced form, available for download by anyone at no cost, subject to accepting the terms of the data disclaimer GIS data usage agreement; and

BE IT FURTHER RESOLVED, that the Aitkin County Board of Commissioners hereby reserves the right for county/city business units to charge fees for GIS data provided in other forms and to accommodate special requests for maps, data, and analysis under the applicable rules and statutes that govern said requests; and

BE IT FURTHER RESOLVED, that the Aitkin County Board of Commissioners hereby authorizes qualified members of its staff to coordinate with other counties, cities, governments and agencies through the MetroGIS collaborative or through state agencies to share and publish its GIS data in common formats through common websites and public data portals to increase public awareness of its availability and promote its use.

Adjourn

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members voting yes to adjourn the meeting at 12:08 p.m. until Tuesday, August 10, 2021 at the Aitkin County Government Center.

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 08/10/2021

Title of Item: Electronic Funds Transfer

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams	Department: County Treasurer	
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Electronic Funds Transfer thru 8/2/2021		
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>		

ELECTRONIC FUNDS TRANSFER

Thru August 2, 2021 Board Meeting August 10, 2021

Abstract Number	Date	Amount	Reason
21018	7/16/21	\$90.00	Manual Abstract
21019	7/19/21	\$50.00	Manual Abstract
21020	7/21/21	\$47.65	Manual Abstract
21021	7/23/21	\$120,898.47	Commissioner Abstract
21022	7/21/21	\$586.15	Manual Abstract
21023	7/22/21	\$6,819.17	Manual Abstract
21024	7/23/21	\$46,233.86	Auditor Abstract
21025	7/23/21	\$5,603.07	Auditor Abstract
21026	7/27/21	\$12,565.37	Commissioner Abstract
21027	7/22/21	\$130.00	Manual Abstract
21028	7/27/21	\$67.67	Manual Abstract
21029	7/28/21	\$641.36	Manual Abstract
21034	7/30/21	\$4,090.59	Auditor Abstract
21035	7/30/21	\$631,052.42	Payroll Abstract
21036	8/2/21	\$10.69	Manual Abstract

\$0
21030
21031
21032
21033

\$828,886.47

WLC1
8/3/21

1:45PM

Aitkin County

2D



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		128.69	JUNE 22 SYNOPSIS MINUTES	845590	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		128.69	1 Transactions			
6097	Verizon Wireless 01-001-000-0000-6250		35.01	NIEMI MIFI (1545) 06/02/2021 07/01/2021	9883082337	Telephone	N
	01-001-000-0000-6250		35.01	MARCOTTE MIFI 06/05/2021 07/04/2021	9883397371	Telephone	N
	01-001-000-0000-6250		33.18	WEDEL CELL PHONE 06/07/2021 07/06/2021	9883452893	Telephone	N
6097	Verizon Wireless		103.20	3 Transactions			
1	DEPT Total:		231.89	Commissioners	2 Vendors	4 Transactions	
12	DEPT			Court Administration			
9007	Dotty/Melanie Rebecca 01-012-000-0000-6232		37.50	01-JV-20-181 03/11/2021 04/28/2021	2074	Attorney Services	Y
	01-012-000-0000-6232		382.50	01-JV-21-323 04/15/2021 07/01/2021	2075	Attorney Services	Y
9007	Dotty/Melanie Rebecca		420.00	2 Transactions			
90017	Mora Psychological Services 01-012-000-0000-6232		1,912.50	01-JV-21-425		Attorney Services	6
90017	Mora Psychological Services		1,912.50	1 Transactions			
12	DEPT Total:		2,332.50	Court Administration	2 Vendors	3 Transactions	
40	DEPT			Auditor			
9908	Minnesota Secretary of State - Notary 01-040-000-0000-6231		120.00	NOTARY APP - K.R.	AITKIN CO	Services, Labor, Contracts	N
	01-040-000-0000-6231		120.00	NOTARY APP - W.B.	AITKIN CO	Services, Labor, Contracts	N
9908	Minnesota Secretary of State - Notary		240.00	2 Transactions			
40	DEPT Total:		240.00	Auditor	1 Vendors	2 Transactions	

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
42	DEPT				Treasurer			
4173	Grams/Lori							
	01-042-000-0000-6405			9.47	Marriage Paper		Office Supplies	N
4173	Grams/Lori			9.47	1 Transactions			
86235	The Office Shop Inc							
	01-042-000-0000-6405			14.88	BSN Sorter	1099153-0	Office Supplies	N
86235	The Office Shop Inc			14.88	1 Transactions			
42	DEPT Total:			24.35	Treasurer	2 Vendors	2 Transactions	
43	DEPT				Assessor			
9908	Minnesota Secretary of State - Notary							
	01-043-000-0000-6240			120.00	NOTARY APPLICATION-MH		Dues & License Renewal	N
9908	Minnesota Secretary of State - Notary			120.00	1 Transactions			
9656	Studaker/Kip Andrew							
	01-043-000-0000-6405			145.00	BOOT ALLOWANCE UNION CONTRACT	80969	Office Supplies	Y
9656	Studaker/Kip Andrew			145.00	1 Transactions			
43	DEPT Total:			265.00	Assessor	2 Vendors	2 Transactions	
44	DEPT				Central Services			
1181	Crow Wing Co Auditor-Treasurer							
	01-044-000-0000-6231			4,958.04	CMCC RETIREE / JULY-DEC 2021	4397	Services, Labor, Contracts	N
1181	Crow Wing Co Auditor-Treasurer			4,958.04	1 Transactions			
14071	Marco Technologies LLC							
	01-044-000-0000-6231			292.52	WORK ORDER CW11787347	INV8929805	Services, Labor, Contracts	N
					06/30/2021 07/13/2021			
14071	Marco Technologies LLC			292.52	1 Transactions			
89081	North Ambulance Brainerd							
	01-044-000-0000-6841			2,070.00	JUNE 2021 SUBSIDY	JUNE 2021	Ambulance Appropriations	N
89081	North Ambulance Brainerd			2,070.00	1 Transactions			
3336	Office Of MN. IT Services							
	01-044-000-0000-6231			1,300.00	WAN MONTHLY SERVICE	DV21050323	Services, Labor, Contracts	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-044-000-0000-6231		1,300.00	05/01/2021 05/31/2021 WAN MONTHLY SERVICE	DV21060322	Services, Labor, Contracts	N
3336	Office Of MN. IT Services		2,600.00	06/01/2021 06/30/2021 2 Transactions			
13722	Quadient Finance USA, Inc. 01-044-048-0000-6205		3,500.00	Postage 7/8/21	31215653	Postage	N
13722	Quadient Finance USA, Inc.		3,500.00	1 Transactions			
44	DEPT Total:		13,420.56	Central Services	5 Vendors	6 Transactions	
45	DEPT			Motor Pool			
9561	Amazon Business 01-045-000-0000-6512		128.99	CAR BATTERY TESTER	1C4F-JCWL-JMQT	Car Equipment	N
9561	Amazon Business		128.99	1 Transactions			
13934	The Tire Barn 01-045-000-0000-6302		58.98	Oil Change - Car #53 07/28/2021	58900	Car Maintenance	N
13934	The Tire Barn		58.98	1 Transactions			
45	DEPT Total:		187.97	Motor Pool	2 Vendors	2 Transactions	
49	DEPT			Information Technologies			
9561	Amazon Business 01-049-000-0000-6402		26.99	GTZ RJ45 CAT6/6A PASS THROUGH	117L-QHX3-K6CP	Computer/Technology Supplies	N
	01-049-000-0000-6402		36.43	BRADY AUTHENTIC (M21-1500-427)	19YT-T3HY-7H6M	Computer/Technology Supplies	N
9561	Amazon Business		63.42	2 Transactions			
783	Canon Financial Services, Inc 01-049-000-0000-6231		72.07	MONTHLY PRINTER LEASE	27022000	Programming, Services, Contracts	N
783	Canon Financial Services, Inc		72.07	1 Transactions			
88880	Datacomm Computers & Networks Inc 01-049-000-0000-6402		254.00	APC RBC43 REPLACEMENT BATTERY.	14070	Computer/Technology Supplies	N
88880	Datacomm Computers & Networks Inc		254.00	1 Transactions			

WLC1
8/3/21 1:45PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
49	DEPT Total:			389.49	Information Technologies	3 Vendors	4 Transactions	
53	DEPT				Human Resources			
10293	Aitkin Co Human Resources							
	01-053-000-0000-6205			32.80	Postage		Postage	N
	01-053-000-0000-6234			299.25	BCA fees		Background Check Fees	N
	01-053-000-0000-6240			20.00	Record Notary - A.S.		Membership/Dues/Association Fees	N
10293	Aitkin Co Human Resources			352.05		3 Transactions		
15240	AT&T Mobility							
	01-053-000-0000-6250			99.90	WIRELESS BILL	287299383308X	Telephone	N
	01-053-000-0000-6250			99.90	WIRELESS BILL	287299383308X	Telephone	N
	01-053-000-0000-6250			99.90	WIRELESS BILL	287299383308X	Telephone	N
15240	AT&T Mobility			299.70		3 Transactions		
13243	Shred-N-Go, Inc							
	01-053-000-0000-6231			144.31	SHRED-N-GO	121897	Services, Labor, Contracts	N
13243	Shred-N-Go, Inc			144.31		1 Transactions		
86235	The Office Shop Inc							
	01-053-000-0000-6405			17.26	BSN PORTFOLIO, DBL PKT 07/14/2021 07/14/2021	1098783-0	Office Supplies	N
86235	The Office Shop Inc			17.26		1 Transactions		
53	DEPT Total:			813.32	Human Resources	4 Vendors	8 Transactions	
90	DEPT				Attorney			
783	Canon Financial Services, Inc							
	01-090-000-0000-6625			326.99	CANON CONTRACT CHARGE 07/01/2021 07/31/2021	27021993	Capital - Office & Other Equipment	N
783	Canon Financial Services, Inc			326.99		1 Transactions		
11949	Swanson/Sondra							
	01-090-000-0000-6234			3.00	OREGON DRIVING REC REQ	3729	Co Sheriff Services	N
	01-090-000-0000-6234			28.00	OKLAHOMA CERTIFIED DRIVING REC	3730	Co Sheriff Services	N
11949	Swanson/Sondra			31.00		2 Transactions		

Aitkin County



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

1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
90	DEPT Total:			357.99	Attorney	2 Vendors	3 Transactions	
110	DEPT				Courthouse Maintenance			
1754	Garrison Disposal Company, Inc							
	01-110-000-0000-6255			458.50	MONTHLY GARBAGE	172910	Garbage	N
1754	Garrison Disposal Company, Inc			458.50		1 Transactions		
10412	O'Reilly Auto Parts							
	01-110-000-0000-6422			14.36	SPARK PLUGS FOR BLOWER	1878-495225	Janitorial Supplies	N
10412	O'Reilly Auto Parts			14.36		1 Transactions		
3950	Public Utilities							
	01-110-000-0000-6254			262.73	UTILITIES-LA TOOL	50188-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254			39.49	UTILITIES-OLD CNTY GARAGE	50202-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254			27.41	UTILITIES-JUDICIAL CTR	509-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254			1,020.69	UTILITIES-NEW JAIL	512-00	Utilities-Gas and Electric	N
3950	Public Utilities			1,350.32		4 Transactions		
10698	Stericycle, Inc							
	01-110-000-0000-6255			30.10	Steri-Safe	4010273226	Garbage	6
					08/01/2021 08/31/2021			
10698	Stericycle, Inc			30.10		1 Transactions		
9617	Timber Lakes Septic Service, Inc.							
	01-110-000-0000-6231			325.00	CLEANING PROBATION DRAIN	24019	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.			325.00		1 Transactions		
110	DEPT Total:			2,178.28	Courthouse Maintenance	5 Vendors	8 Transactions	
120	DEPT				Service Officer			
10097	Harms Monroe/Penny							
	01-120-000-0000-6330			106.40	TRAVEL SCVA FOR ACCESS CARD	07/29/2021	Transportation/Travel/Parking	N
					07/29/2021 07/29/2021			
	01-120-000-0000-6330			106.40	SCVA MILES	07132021	Transportation/Travel/Parking	N
10097	Harms Monroe/Penny			212.80		2 Transactions		
14508	Janzen/Hugh							
	01-120-000-0000-6350			50.00	VAN RIDE 1 TRIP	071221	Per Diem	Y

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
14508	Janzen/Hugh			50.00		1 Transactions		
5767	Lamke/Dennis C.							
	01-120-000-0000-6350			50.00	VET VAN DRIVER	07012021	Per Diem	Y
5767	Lamke/Dennis C.			50.00		1 Transactions		
10677	Olsen/Gerald D							
	01-120-000-0000-6350			100.00	GERRY OLSEN VAN STIPEND	7/22/21	Per Diem	Y
					07/22/2021 07/28/2021			
10677	Olsen/Gerald D			100.00		1 Transactions		
86235	The Office Shop Inc							
	01-120-000-0000-6405			166.63	HP414 BLACK INK	1099130-0	Office Supplies	N
86235	The Office Shop Inc			166.63		1 Transactions		
6097	Verizon Wireless							
	01-120-000-0000-6250			13.71	VERIZON JUN/JUL 2021	9884553295	Telephone	N
					06/21/2021 07/20/2021			
6097	Verizon Wireless			13.71		1 Transactions		
3518	Voyageur Press Of Mcgregor, Inc							
	01-120-000-0000-6230			100.00	VOYAGEUR PRESS AD AUG 2021	43670	Printing, Publishing & Adv	N
3518	Voyageur Press Of Mcgregor, Inc			100.00		1 Transactions		
120	DEPT Total:			693.14	Service Officer	7 Vendors	8 Transactions	
122	DEPT				Planning & Zoning			
111	Aitkin Co Soil & Water							
	01-122-000-0000-5306			135,369.50	2021 AQUATIC ISP AID	19523	Invasive Species State Grant 477A.19	N
111	Aitkin Co Soil & Water			135,369.50		1 Transactions		
86222	Aitkin Independent Age							
	01-122-000-0000-6230			47.13	AUG BOA	844632	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age			47.13		1 Transactions		
783	Canon Financial Services, Inc							
	01-122-000-0000-6231			166.12	MONTHLY COPIER CHARGES	27021990	Services, Labor, Contracts, Programming	N
783	Canon Financial Services, Inc			166.12		1 Transactions		

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No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
15142	Christensen/Charles							
	01-122-000-0000-6350			90.00	JULY PC MEETING	071921	Per Diem	Y
	01-122-038-0000-6330			117.60	JULY PC MEETING	071921	BOA/PC Mileage	Y
15142	Christensen/Charles			207.60	2 Transactions			
999999000	Darlow/Ernie							
	01-122-000-0000-6820			50.00	Partial Refund	2021-007714	Refunds & Reimbursements	N
999999000	Darlow/Ernie			50.00	1 Transactions			
2340	Hyytinen Hardware Hank							
	01-122-000-0000-6405			9.98	FLAGGING TAPE	1655019	Office, Film, & Field Supplies	N
2340	Hyytinen Hardware Hank			9.98	1 Transactions			
14832	Kulifaj / Stephen							
	01-122-000-0000-6350			110.00	JULY PC MEETING	072821	Per Diem	Y
	01-122-038-0000-6330			140.00	JULY PC MEETING	072821	BOA/PC Mileage	Y
14832	Kulifaj / Stephen			250.00	2 Transactions			
11990	Lange/David							
	01-122-000-0000-6350			110.00	JULY PC MEETING	071921	Per Diem	Y
	01-122-038-0000-6330			123.76	JULY PC MEETING	071921	BOA/PC Mileage	Y
11990	Lange/David			233.76	2 Transactions			
4400	Security State Bank							
	01-122-052-0000-6304			16,982.00	Ag-BMP Loan / R. Anick		ISTS AG BMP EXPENSES	N
4400	Security State Bank			16,982.00	1 Transactions			
13424	Sonnee/Dennise J							
	01-122-038-0000-6330			75.60	JULY PC MEETING	071921	BOA/PC Mileage	Y
	01-122-038-0000-6330			90.00	JULY PC MEETING	071921	BOA/PC Mileage	Y
13424	Sonnee/Dennise J			165.60	2 Transactions			
3479	Sovde/Becky							
	01-122-038-0000-6330			30.24	MILEAGE REIMB FOR SITE VISITS	072821	BOA/PC Mileage	N
3479	Sovde/Becky			30.24	1 Transactions			
86235	The Office Shop Inc							
	01-122-000-0000-6405			45.80	PERMIT CARD ENVELOPES	10986621	Office, Film, & Field Supplies	N

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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86235	The Office Shop Inc			45.80	1 Transactions			
13934	The Tire Barn							
	01-122-000-0000-6302			52.29	2017 FORD ESCAPE OIL CHANGE	58825	Car Maintenance	N
13934	The Tire Barn			52.29	1 Transactions			
8612	Veenker/Thomas H							
	01-122-000-0000-6350			70.00	JULY BOA MEETING	070721	Per Diem	N
	01-122-038-0000-6330			44.80	JULY BOA MEETING	070721	BOA/PC Mileage	N
8612	Veenker/Thomas H			114.80	2 Transactions			
122	DEPT Total:			153,724.82	Planning & Zoning	14 Vendors	19 Transactions	
123	DEPT				Coroner			
3987	Ramsey County Medical Examiner							
	01-123-000-0000-6260			1,465.00	ME 21-1815, Medex 030253		Autopsies--Pathologist, Xrays, Etc	N
3987	Ramsey County Medical Examiner			1,465.00	1 Transactions			
9151	River Valley Forensic Services PA							
	01-123-000-0000-6231			250.00	ME 21-1721 06-13-21	1512	Coroner Fees	6
	01-123-000-0000-6231			500.00	ME 21-1815 06-24-21	1512	Coroner Fees	6
	01-123-000-0000-6231			250.00	June monthly contract fee	1512	Coroner Fees	6
9151	River Valley Forensic Services PA			1,000.00	3 Transactions			
123	DEPT Total:			2,465.00	Coroner	2 Vendors	4 Transactions	
200	DEPT				Enforcement			
117	Aitkin County Sheriff							
	01-200-000-0000-6374			6.00	set of K-9 plates for #202	07/19/2021	Auto & Trailer License	N
117	Aitkin County Sheriff			6.00	1 Transactions			
657	Aitkin Glass Service Inc.							
	01-200-000-0000-6302			888.16	#202 squ windshield for #207	19656	Car Maintenance	N
657	Aitkin Glass Service Inc.			888.16	1 Transactions			
9561	Amazon Business							
	01-200-000-0000-6409			29.39	laptop car charger	17MD-XJXK-KCRT	Deputy Supplies	N

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1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9561	Amazon Business			29.39	1 Transactions			
14568	Axon Enterprise, Inc 01-200-003-0000-6241			375.00	#204 Taser Instructor Training	INUS002428	Registration Fee	N
14568	Axon Enterprise, Inc			375.00	1 Transactions			
783	Canon Financial Services, Inc 01-200-000-0000-6231			170.74	admin copier lease	27021999	Services, Labor, Contracts	N
783	Canon Financial Services, Inc			170.74	1 Transactions			
9672	Donarski/Audra 01-200-000-0000-6231			26.00	court transcript 21001703	07/16/2021	Services, Labor, Contracts	N
9672	Donarski/Audra			26.00	1 Transactions			
9675	Fistere/Tom 01-200-201-0000-6610			30.01	Transport Gas		Equipment	N
9675	Fistere/Tom			30.01	1 Transactions			
1775	Galls LLC 01-200-000-0000-6410			55.78	cargo pant	018721614	Clothing Allowance	N
1775	Galls LLC			55.78	1 Transactions			
1777	Grand Rapids Veterinary Clinic 01-200-019-0000-6231			503.13	Loki Annual	328736	Services, Labor, Contracts	6
1777	Grand Rapids Veterinary Clinic			503.13	1 Transactions			
6121	Identisys 01-200-039-0000-6425			387.18	printer ribbons gun permits	528499	Gun Permit Expenses	N
6121	Identisys			387.18	1 Transactions			
10412	O'Reilly Auto Parts 01-200-000-0000-6302			59.66	wiper blades, belt #211	1878-494596	Car Maintenance	N
10412	O'Reilly Auto Parts			59.66	1 Transactions			
4812	Teamsters JC32 H&W Fund 01-200-000-0000-6101			5,831.00	JULY EE 346 HEALTH INS 07/01/2021 07/31/2021	202107	Salaries-Full Time	N
	01-200-000-0000-6150			20,060.00	JULY ER 346 HEALTH INS 07/01/2021 07/31/2021	202107	Health Insurance-Employer	N

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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
4812	Teamsters JC32 H&W Fund			25,891.00		2 Transactions		
86235	The Office Shop Inc 01-200-000-0000-6405			46.20	office supplies	1098999-0	Office Supplies	N
86235	The Office Shop Inc			46.20		1 Transactions		
13934	The Tire Barn 01-200-000-0000-6302			48.68	oil change #218	58751	Car Maintenance	N
13934	The Tire Barn			48.68		1 Transactions		
10930	Tidholm Productions 01-200-000-0000-6230			695.17	business cards - 10x250	2039 9960	Printing, Publishing & Adv	Y
10930	Tidholm Productions			695.17		1 Transactions		
9302	WEX Bank 01-200-000-0000-6511			9,007.09	deputy gas	72878982	Gas And Oil	N
	01-200-201-0000-6610			18.86	ATV gas / drill patrol	72878982	Equipment	N
	01-200-201-0000-6610			27.92	ATV gas / drill patrol	72878982	Equipment	N
9302	WEX Bank			9,053.87		3 Transactions		
200	DEPT Total:			38,265.97	Enforcement	16 Vendors	19 Transactions	
202	DEPT				Boat & Water			
7053	Bill's Sportsman's Service 01-202-000-0000-6302			154.99	the steering cable, trailer re	1624 7/3/21	B&W Maintenance	Y
7053	Bill's Sportsman's Service			154.99		1 Transactions		
3950	Public Utilities 01-202-000-0000-6254			35.76	UTILITIES-B&W	1345-00	Utilities-Gas and Electric	N
3950	Public Utilities			35.76		1 Transactions		
6044	Rolyan Buoys 01-202-000-0000-6610			4,815.00	9" Dia White buoys x31	3684308	Equipment	N
6044	Rolyan Buoys			4,815.00		1 Transactions		
4812	Teamsters JC32 H&W Fund 01-202-000-0000-6101			343.00	JULY EE 346 HEALTH INS 07/01/2021 07/31/2021	202107	Salaries-Full Time	N
	01-202-000-0000-6150			1,180.00	JULY ER 346 HEALTH INS	202107	Health Insurance-Employer	N

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4812	Teamsters JC32 H&W Fund		1,523.00	07/01/2021 07/31/2021	2 Transactions		
9302	WEX Bank						
	01-202-000-0000-6511		1,243.33	#208, B&W gas	72878982	Gas And Oil	N
9302	WEX Bank		1,243.33		1 Transactions		
13847	WHITES LEGACY GARAGE						
	01-202-000-0000-6231		255.00	White 18' Lund steering cable		Services, Labor, Contracts	N
13847	WHITES LEGACY GARAGE		255.00		1 Transactions		
202	DEPT Total:		8,027.08	Boat & Water	6 Vendors	7 Transactions	
206	DEPT			Forfeitures			
86359	Aitkin Co Attorney						
	01-206-000-0000-6409		22.20	forfeiture 20-2897		Forfeiture Supplies	N
	01-206-000-0000-6409		293.80	forfeiture 21-0012		Forfeiture Supplies	N
	01-206-000-0000-6409		28.00	forfeiture 20-3009		Forfeiture Supplies	N
	01-206-000-0000-6409		62.20	forfeiture 20-2735		Forfeiture Supplies	N
	01-206-000-0000-6409		72.60	forfeiture 21-0195		Forfeiture Supplies	N
86359	Aitkin Co Attorney		478.80		5 Transactions		
9429	State Treasurer's Office General Acct.						
	01-206-000-0000-6409		11.10	forfeiture 20-2897		Forfeiture Supplies	N
	01-206-000-0000-6409		146.90	forfeiture 21-0012		Forfeiture Supplies	N
	01-206-000-0000-6409		14.00	forfeiture 20-3009		Forfeiture Supplies	N
	01-206-000-0000-6409		31.10	forfeiture 20-2735		Forfeiture Supplies	N
	01-206-000-0000-6409		36.30	forfeiture 21-0195		Forfeiture Supplies	N
9429	State Treasurer's Office General Acct.		239.40		5 Transactions		
206	DEPT Total:		718.20	Forfeitures	2 Vendors	10 Transactions	
252	DEPT			Corrections			
5653	Accurate Controls,Inc						
	01-252-000-0000-6590		145.00	technical support call doors	15854	Repair & Maintenance Supplies	N
5653	Accurate Controls,Inc		145.00		1 Transactions		
9868	Aitkin Co Jail Inmate Account						

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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>	
	01-252-000-0000-6231		10.00	reimb box for ind haircut cost	H. Poree	Services, Labor, Contracts	N
9868	Aitkin Co Jail Inmate Account		10.00	1 Transactions			
783	Canon Financial Services, Inc						
	01-252-000-0000-6231		101.52	dispatch copier lease	27022001	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		101.52	1 Transactions			
9085	Climate Makers Inc						
	01-252-000-0000-6590		497.00	2nd stage on chiller	104289	Repair & Maintenance Supplies	N
9085	Climate Makers Inc		497.00	1 Transactions			
9145	Correctional Dentistry LLC						
	01-252-000-0000-6262		1,254.00	J.S. dental visit	PatientID 1738	Medical Expenses & Supplies - Inmates	6
9145	Correctional Dentistry LLC		1,254.00	1 Transactions			
5583	Crawford Supply Company						
	01-252-252-0000-6405		190.68	commissary supplies	1467082	Prisoner Welfare	N
	01-252-252-0000-6405		24.50	commissary supplies	1472461	Prisoner Welfare	N
5583	Crawford Supply Company		215.18	2 Transactions			
1598	Ferrara's Htg Air Cond & Refrig Inc						
	01-252-000-0000-6590		190.70	replace oven pilot tube	11282	Repair & Maintenance Supplies	N
1598	Ferrara's Htg Air Cond & Refrig Inc		190.70	1 Transactions			
11715	Granite Electronics						
	01-252-000-0000-6231		1,004.75	optimize/tune 17 radios	154007902-1	Services, Labor, Contracts	N
11715	Granite Electronics		1,004.75	1 Transactions			
5503	Keefe Supply Company						
	01-252-252-0000-6405		43.20	tortillas	1465410	Prisoner Welfare	N
	01-252-252-0000-6405		441.10	commissary supplies	1467081	Prisoner Welfare	N
	01-252-252-0000-6405		332.94	commissary supplies	1472426	Prisoner Welfare	N
5503	Keefe Supply Company		817.24	3 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea						
	01-252-000-0000-6254		543.87	shelter / tower	34-54-015-01	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		543.87	1 Transactions			
9692	Minnesota Energy Resources Corporation						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-252-000-0000-6254		GAS SERVICE - JAIL 06/17/2021 07/16/2021	0505221458	Utilities-Gas and Electric	N
	01-252-000-0000-6254		GAS SERVICE - JAIL	0505399584	Utilities-Gas and Electric	N
	01-252-000-0000-6254		GAS SERVICE - STS 06/16/2021 07/19/2021	0506726121	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation					
		1,279.40		3	Transactions	
3789	Pan-O-Gold Baking Company					
	01-252-000-0000-6418	53.70	groceries	10002421196006	Groceries	N
	01-252-000-0000-6418	29.80	groceries	10002421203008	Groceries	N
3789	Pan-O-Gold Baking Company					
		83.50		2	Transactions	
3950	Public Utilities					
	01-252-000-0000-6254	8,814.94	UTILITIES-NEW JAIL 2	1431-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254	113.83	UTILITIES-STs	50109-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254	59.92	UTILITIES-SHERIFF EMER STORAGE	507-00	Utilities-Gas and Electric	N
3950	Public Utilities					
		8,988.69		3	Transactions	
10771	Regional Diagnostic Radiology					
	01-252-000-0000-6262	6.15	B.A.L. radiology right	RDR337233	Medical Expenses & Supplies - Inmates	6
	01-252-000-0000-6262	6.15	B.A.L. radiology left	RDR337233	Medical Expenses & Supplies - Inmates	6
10771	Regional Diagnostic Radiology					
		12.30		2	Transactions	
9295	Reinhart Foodservice					
	01-252-000-0000-6420	21.56	oven mitts	634919	Food Service Supplies	N
	01-252-000-0000-6418	138.19	ground beef	637051	Groceries	N
	01-252-000-0000-6418	55.58	french toast sticks	652357	Groceries	N
	01-252-000-0000-6420	21.56	oven mitts	661789	Food Service Supplies	N
	01-252-000-0000-6418	2,224.89	groceries	676748	Groceries	N
	01-252-000-0000-6418	38.19	waffle pearl sugar	676749	Groceries	N
	01-252-000-0000-6418	1,735.91	groceries	685708	Groceries	N
9295	Reinhart Foodservice					
		4,235.88		7	Transactions	
9499	Reliance Telephone Systems, Inc					
	01-252-252-0000-6406	1,800.00	phone cards	D25976	Phone Card Prisoner Welfare	N
9499	Reliance Telephone Systems, Inc					
		1,800.00		1	Transactions	
4070	Riley Auto Supply					
	01-252-000-0000-6590	65.47	SHRF air handler belts	626228	Repair & Maintenance Supplies	N

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Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
4070	Riley Auto Supply			65.47				
					1 Transactions			
84172	Riverwood Healthcare Center							
	01-252-000-0000-6262			743.40	C.J.W. services	02/05/2020	Medical Expenses & Supplies - Inmates	6
	01-252-000-0000-6262			478.10	S.P.W-J. services	12/16/2020	Medical Expenses & Supplies - Inmates	6
	01-252-000-0000-6262			6,943.05	R.S.S. services, E.R.	12/24-27/2020	Medical Expenses & Supplies - Inmates	6
	01-252-000-0000-6262			465.85	R.S.S. services	RHH11277386801	Medical Expenses & Supplies - Inmates	6
84172	Riverwood Healthcare Center			8,630.40				
					4 Transactions			
9264	Safety-Kleen Systems, Inc.							
	01-252-000-0000-6590			1,743.00	annual sally port drain	2103468888	Repair & Maintenance Supplies	N
9264	Safety-Kleen Systems, Inc.			1,743.00				
					1 Transactions			
13025	ST LOUIS COUNTY AUDITOR							
	01-252-000-0000-6231			393.62	2021 Regional Radio Fees	In-0904	Services, Labor, Contracts	N
13025	ST LOUIS COUNTY AUDITOR			393.62				
					1 Transactions			
4812	Teamsters JC32 H&W Fund							
	01-252-000-0000-6101			6,460.00	JULY EE 346 HEALTH INS	202107	Salaries-Full Time	N
					07/01/2021 07/31/2021			
	01-252-000-0000-6150			24,000.00	JULY ER 346 HEALTH INS	202107	Health Insurance-Employer	N
					07/01/2021 07/31/2021			
4812	Teamsters JC32 H&W Fund			30,460.00				
					2 Transactions			
13934	The Tire Barn							
	01-252-000-0000-6302			511.41	brakes xport Impala	58647	Car Maintenance	N
	01-252-000-0000-6302			277.94	front brakes xport Expl	58662	Car Maintenance	N
13934	The Tire Barn			789.35				
					2 Transactions			
9302	WEX Bank							
	01-252-000-0000-6330			237.89	transport gas	72878982	Prisoner Transportation & Travel	N
9302	WEX Bank			237.89				
					1 Transactions			
252	DEPT Total:			63,498.76	Corrections	23 Vendors	43 Transactions	
253	DEPT				Sentence to Serve			
	4812 Teamsters JC32 H&W Fund							
	01-253-000-0000-6101			323.00	JULY EE 346 HEALTH INS	202107	Salaries-Full Time	N
					07/01/2021 07/31/2021			

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1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	01-253-000-0000-6150			1,200.00	JULY ER 346 HEALTH INS	202107	Health Insurance-Employer	N
4812	Teamsters JC32 H&W Fund			1,523.00	07/01/2021 07/31/2021			
							2 Transactions	
13934	The Tire Barn							
	01-253-000-0000-6302			1,165.17	full tune-up '05 Dodge pickup	58537	Car Maintenance	N
	01-253-000-0000-6302			276.50	tires for chipper trailer	58797	Car Maintenance	N
	01-253-000-0000-6302			769.04	4 tires, install '09 Econoline	58865	Car Maintenance	N
13934	The Tire Barn			2,210.71				
							3 Transactions	
253	DEPT Total:			3,733.71	Sentence to Serve	2 Vendors	5 Transactions	
254	DEPT				Enhanced 911 System			
	88880 Datacomm Computers & Networks Inc							
	01-254-000-0000-6405			65.00	replacement battery	14071	Office Supplies	N
88880	Datacomm Computers & Networks Inc			65.00				
							1 Transactions	
254	DEPT Total:			65.00	Enhanced 911 System	1 Vendors	1 Transactions	
257	DEPT				Community Corrections			
	14563 Anoka County Corrections							
	01-257-255-0000-6204			560.00	LE HOLD SECURE DETENTION (NMB)	1-1000002-1	Juvenile Detention	N
					06/20/2021 06/21/2021			
14563	Anoka County Corrections			560.00				
							1 Transactions	
	10495 Arrowhead Juvenile Center							
	01-257-255-0000-6204			3,500.00	LE/PRE-DISPO DETENTION JHS	202136	Juvenile Detention	N
					07/02/2021 07/15/2021			
10495	Arrowhead Juvenile Center			3,500.00				
							1 Transactions	
	3343 Genz/Kameron							
	01-257-000-0000-6339			27.75	MEALS- MACCAC 7/22-7/23	7.23.21	Meals (Overnight)	N
					07/23/2021 07/23/2021			
3343	Genz/Kameron			27.75				
							1 Transactions	
	11997 Minnesota Monitoring, Inc							
	01-257-258-0000-6342			51.00	SOBRIETY COURT EHM COSTS	13271; 13298	Equipment Rental/Contracts-Home Moni	N
					06/01/2021 06/30/2021			

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

1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	01-257-267-0000-6341			1,445.25	PROBATION EHM COSTS	13271; 13298	Equipment Rental	N
11997	Minnesota Monitoring, Inc			1,496.25	06/01/2021 06/30/2021			
					2 Transactions			
9489	Redwood Toxicology Laboratory, Inc			245.20	LABORATORY DRUG TESTING	02239920216	Drug Testing Fee	6
	01-257-267-0000-6274				06/01/2021 06/30/2021			
9489	Redwood Toxicology Laboratory, Inc			245.20				
					1 Transactions			
9360	Redwood Toxicology Laboratory, Inc.			272.58	DRUG TEST SUPPLIES	746362	Drug Testing Fee	6
	01-257-267-0000-6274				07/14/2021 07/14/2021			
9360	Redwood Toxicology Laboratory, Inc.			272.58				
					1 Transactions			
6097	Verizon Wireless			164.68	AGENT WORK CELL PHONES	9884818543	Wireless Telephone Services	N
	01-257-257-0000-6215				06/24/2021 07/23/2021			
6097	Verizon Wireless			164.68				
					1 Transactions			
257	DEPT Total:			6,266.46	Community Corrections	7 Vendors	8 Transactions	
280	DEPT				Emergency Management			
	2880 Long Lake Conservation Ctr			16,800.00	law enforcement housing	759	Enbridge Pipeline - Equipment	N
	01-280-201-0000-6610							
2880	Long Lake Conservation Ctr			16,800.00				
					1 Transactions			
280	DEPT Total:			16,800.00	Emergency Management	1 Vendors	1 Transactions	
391	DEPT				Solid Waste			
	5056 Western Lake Superior Sanitary			3,517.07	Q2 DISPOSAL COSTS	063021AITHHW2	Services, Labor, Contracts	N
	01-391-000-0000-6231							
5056	Western Lake Superior Sanitary			3,517.07				
					1 Transactions			
391	DEPT Total:			3,517.07	Solid Waste	1 Vendors	1 Transactions	
392	DEPT				Water Wells			
	2353 Idexx Laboratories, Inc			184.31	VESSELS	3085875893	Office, Film, & Field Supplies	N
	01-392-000-0000-6405							

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

1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	01-392-000-0000-6405			925.69	WATER LAB SUPPLIES	3089243609	Office, Film, & Field Supplies	N
2353	Idexx Laboratories, Inc			1,110.00				
					2 Transactions			
6243	Northern Balance & Scale							
	01-392-000-0000-6231			200.00	SERVICE SCALE	126295	Services, Labor, Contracts	N
6243	Northern Balance & Scale			200.00				
					1 Transactions			
3810	Paulbeck's County Market							
	01-392-000-0000-6405			1.98	DISTILLED WATER	0006	Office, Film, & Field Supplies	N
3810	Paulbeck's County Market			1.98				
					1 Transactions			
392	DEPT Total:			1,311.98	Water Wells	3 Vendors	4 Transactions	
711	DEPT				Economic Development			
86222	Aitkin Independent Age							
	01-711-000-0000-6230			55.95	AITKIN AGE AUG 10 BROADBAND	846593	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age			55.95				
					1 Transactions			
9561	Amazon Business							
	01-711-000-0000-6405			9.99	IPHONE CHARGER	1JD4-9K1D-MRGY	Office Supplies	N
	01-711-000-0000-6405			19.98	IPHONE CASE	1L6J-LKN7-Q3RN	Office Supplies	N
9561	Amazon Business			29.97				
					2 Transactions			
711	DEPT Total:			85.92	Economic Development	2 Vendors	3 Transactions	
1	Fund Total:			319,614.46	General Fund		177 Transactions	

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2 Reserves Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
44	DEPT				Central Services			
	9032 Henricksen PSG							
	02-044-000-0000-6231			3,882.97	FLIP TABLES-COURTS	711971	Contracts,Scanning,IFS - Central Service N	
	9032 Henricksen PSG			3,882.97	1 Transactions			
44	DEPT Total:			3,882.97	Central Services	1 Vendors	1 Transactions	
2	Fund Total:			3,882.97	Reserves Fund		1 Transactions	

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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	
0	DEPT		Undesignated			
9668	OSTRODKA/DAVID 03-000-000-0000-5857		DEPOSIT REFUND		Culverts	N
9668	OSTRODKA/DAVID		500.00			
				1 Transactions		
9673	THORESON/DONALD 03-000-000-0000-5855		CALC CHLOR REFUND-MISSED APPLI	CSAH 5	Charges-Individuals	N
9673	THORESON/DONALD		100.00			
				1 Transactions		
0	DEPT Total:		600.00	Undesignated	2 Vendors	2 Transactions
301	DEPT		R&B Administration			
783	Canon Financial Services, Inc 03-301-000-0000-6300		CONTRACT CHARGE	27021998	Maintenance/Service Contracts	N
783	Canon Financial Services, Inc		162.82			
				1 Transactions		
88880	Datacomm Computers & Networks Inc 03-301-000-0000-6400		SERVER BACKUP BATTERY	14073	Supplies And Materials	N
88880	Datacomm Computers & Networks Inc		130.00			
				1 Transactions		
2340	Hyytinen Hardware Hank 03-301-000-0000-6400		OFFICE SUPPLIES	1650346	Supplies And Materials	N
2340	Hyytinen Hardware Hank		83.59			
				1 Transactions		
11406	Innovative Office Solutions, LLC 03-301-000-0000-6400		OFFICE SUPPLIES	IN3415162	Supplies And Materials	N
	03-301-000-0000-6400		86.12		Supplies And Materials	N
	03-301-000-0000-6400		25.95		Supplies And Materials	N
11406	Innovative Office Solutions, LLC		293.76			
				3 Transactions		
3963	Quale/Michael J 03-301-000-0000-6296		MNDOT D3 MTG AT TIANNA COUNTRY		Meeting Expense/Physicals	N
3963	Quale/Michael J		68.31			
				1 Transactions		
301	DEPT Total:		738.48	R&B Administration	5 Vendors	7 Transactions
302	DEPT		R&B Engineering/Construction			
2340	Hyytinen Hardware Hank					

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Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	03-302-000-0000-6449			43.83	ENGINEERING SUPPLIES	1648691	R & B Engineer Supplies	N
	03-302-000-0000-6449			6.99	ENGINEERING SUPPLIES	1649849	R & B Engineer Supplies	N
2340	Hyytinen Hardware Hank			50.82				
					2 Transactions			
302	DEPT Total:			50.82	R&B Engineering/Construction	1 Vendors	2 Transactions	
303	DEPT				R&B Highway Maintenance			
170	Aitkin Motor Company							
	03-303-000-0000-6590			24.38	REPAIR PARTS	15987	Repair & Maintenance Supplies	N
170	Aitkin Motor Company			24.38				
					1 Transactions			
13649	Aitkin Rental Center							
	03-303-000-0000-6298			85.00	AITKIN SHOP	10732	Shop Maintenance	N
	03-303-000-0000-6521			354.25	DIVERSION CHANNEL	10732	Maintenance Supplies	N
13649	Aitkin Rental Center			439.25				
					2 Transactions			
195	Aitkin Tire Shop							
	03-303-000-0000-6590			3,560.00	TIRES	0060805	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			528.00	REPAIR LABOR	0060805	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			185.00	TIRE	0060863	Repair & Maintenance Supplies	N
195	Aitkin Tire Shop			4,273.00				
					3 Transactions			
8411	American Welding & Gas, Inc.							
	03-303-000-0000-6298			157.20	AITKIN SHOP SUPPLIES	0-7941414	Shop Maintenance	N
8411	American Welding & Gas, Inc.			157.20				
					1 Transactions			
8693	ASV, LLC							
	03-303-000-0000-6590			906.92	REPAIR PARTS	540062	Repair & Maintenance Supplies	N
	03-303-000-0000-6590			523.50	REPAIR PARTS	540326	Repair & Maintenance Supplies	N
8693	ASV, LLC			383.42				
					2 Transactions			
10452	AT&T Mobility							
	03-303-000-0000-6254			22.97	PAUL'S IPAD SVC	287266104878X0	Utilities-Gas and Electric	N
10452	AT&T Mobility			22.97				
					1 Transactions			
86467	Auto Value Aitkin							
	03-303-000-0000-6298			98.82	AITKIN SHOP SUPPLIES	40182227	Shop Maintenance	N
	03-303-000-0000-6590			160.97	REPAIR PARTS-FILTERS	40182272	Repair & Maintenance Supplies	N
	03-303-000-0000-6590			30.34	REPAIR PARTS-FILTERS	40182289	Repair & Maintenance Supplies	N

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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	
	03-303-000-0000-6590		60.68	REPAIR PARTS-FILTERS	40182327	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		132.99	REPAIR PARTS	40182653	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		139.93	REPAIR PARTS-FILTERS	40182765	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		623.73				
				6 Transactions			
8544	Brock White						
	03-303-000-0000-6521		637.38	SOIL GUARD	14838790-00	Maintenance Supplies	N
8544	Brock White		637.38				
				1 Transactions			
8048	Cemstone Products Co						
	03-303-000-0000-6521		5,289.60	CONCRETE FOR DIVERSION CHANNEL	C2378301	Maintenance Supplies	N
8048	Cemstone Products Co		5,289.60				
				1 Transactions			
163	Charter Communications Holdings LLC						
	03-303-000-0000-6254		141.76	PHONE: HWY OFFICE	0-022823071921	Utilities-Gas and Electric	N
163	Charter Communications Holdings LLC		141.76				
				1 Transactions			
14887	Cintas Corporation						
	03-303-000-0000-6298		16.06	SHOP LAUNDRY	4090375780	Shop Maintenance	N
	03-303-000-0000-6298		16.06	SHOP LAUNDRY	4090995948	Shop Maintenance	N
14887	Cintas Corporation		32.12				
				2 Transactions			
9857	Diamond Industrial Cleaning Equipment						
	03-303-000-0000-6298		144.83	AITKIN SHOP	21264	Shop Maintenance	N
9857	Diamond Industrial Cleaning Equipment		144.83				
				1 Transactions			
7920	Dixon Mechanical Electric, LLP						
	03-303-000-0000-6590		618.65	REPAIR PARTS	4960	Repair & Maintenance Supplies	N
7920	Dixon Mechanical Electric, LLP		618.65				
				1 Transactions			
7935	East Central Energy						
	03-303-000-0000-6254		70.73	JUN/JUL POWER MCGRATH	35018290	Utilities-Gas and Electric	N
	03-303-000-0000-6254		41.15	JUN/JUL POWER STREET LIGHT	35018408	Utilities-Gas and Electric	N
7935	East Central Energy		111.88				
				2 Transactions			
13127	ENVIROTECH SERVICES						
	03-303-000-0000-6520		23,041.20	APPLY CACIUM CHLORIDE		Calcium Chloride Dust Control	N
13127	ENVIROTECH SERVICES		23,041.20				
				1 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9651	FLEET AIR REPAIR, LLC						
	03-303-000-0000-6590		456.38	REPAIR PARTS	1175	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		420.00	REPAIR LABOR	1175	Repair & Maintenance Supplies	Y
9651	FLEET AIR REPAIR, LLC		876.38				
				2 Transactions			
8622	Frontier						
	03-303-000-0000-6254		72.09	JACOBSON	218-752-6591	Utilities-Gas and Electric	N
	03-303-000-0000-6254		72.09	MCGREGOR	218-768-4481	Utilities-Gas and Electric	N
	03-303-000-0000-6254		72.09	PALISADE	218-845-2607	Utilities-Gas and Electric	N
	03-303-000-0000-6254		92.09	MCGRATH	320-592-3580	Utilities-Gas and Electric	N
8622	Frontier		308.36				
				4 Transactions			
1880	Gravelle Plumbing & Heating, Inc						
	03-303-000-0000-6590		61.92	REPAIR PARTS	86644	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		11.58	REPAIR PARTS	86775	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		538.09	REPAIR PARTS	86828	Repair & Maintenance Supplies	N
1880	Gravelle Plumbing & Heating, Inc		611.59				
				3 Transactions			
2089	Heartland Tire Inc						
	03-303-000-0000-6590		57.20	REPAIR PARTS	15015785	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		115.00	REPAIR LABOR	15015785	Repair & Maintenance Supplies	Y
2089	Heartland Tire Inc		172.20				
				2 Transactions			
2340	Hyytinen Hardware Hank						
	03-303-000-0000-6521		6.99	MAILBOX REPAIR	1646733	Maintenance Supplies	N
	03-303-000-0000-6516		43.98	SIGN SUPPLIES	1647571	Signs & Posts	N
	03-303-000-0000-6521		4.88	GUARDRAIL REPAIR	1649026	Maintenance Supplies	N
	03-303-000-0000-6298		4.99	AITKIN SHOP SUPPLIES	1650423	Shop Maintenance	N
	03-303-000-0000-6590		4.48	REPAIR PARTS	1651421	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank		65.32				
				5 Transactions			
2941	M R Sign Co Inc						
	03-303-000-0000-6516		240.25	NO PARKING SIGNS	212929	Signs & Posts	N
2941	M R Sign Co Inc		240.25				
				1 Transactions			
5917	Mike's Bobcat Service						
	03-303-000-0000-6521		240.00	GRADING	7/14	Maintenance Supplies	N
5917	Mike's Bobcat Service		240.00				
				1 Transactions			

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3160	Mille Lacs Energy Coop-Albert Lea						
	03-303-000-0000-6254		218.44	POWER: PALISADE	18-52-026-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		49.19	169 & CSAH 3	19-23-010-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		49.00	CSAH 5	27-35-015-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		106.06	POWER: MCGREGOR	29-53-003-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		49.00	CSAH 8	30-06-012-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		49.00	CSAH 4	32-32-007-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		1,123.30	POWER: AITKIN	33-52-007-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		59.96	169 & CSAH 28	39-62-022-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		43.34	CSAH 2	40-06-000-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		49.00	CSAH 12	46-56-023-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		49.00	CSAH 11	48-09-009-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		49.79	47 & CSAH 2	54-51-104-01	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		1,895.08				
				12 Transactions			
9692	Minnesota Energy Resources Corporation						
	03-303-000-0000-6297		48.64	NAT GAS: AITKIN SHOP	JULY	Shop Fuel	N
9692	Minnesota Energy Resources Corporation		48.64				
				1 Transactions			
9491	NISTLER/ANTHONY						
	03-303-000-0000-6590		900.00	HAULING LABOR		Repair & Maintenance Supplies	N
9491	NISTLER/ANTHONY		900.00				
				1 Transactions			
9179	NORTH CENTRAL INTERNATIONAL, LLC						
	03-303-000-0000-6590		1,959.27	REPAIR PARTS	x220013910:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		425.40	REPAIR PARTS	X220014411:02	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC		2,384.67				
				2 Transactions			
13075	Northern Tool & Equipment						
	03-303-000-0000-6298		339.00	AITKIN SHOP SUPPLIES	0-841174471	Shop Maintenance	N
13075	Northern Tool & Equipment		339.00				
				1 Transactions			
10720	Nuss Truck Group Inc						
	03-303-000-0000-6590		273.97	REPAIR PARTS	6139968P	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		273.97				
				1 Transactions			
3950	Public Utilities						
	03-303-000-0000-6254		43.86	HWY 47 & CR 12	1686-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		42.30	HWY 210 W & CR 28	59455-00	Utilities-Gas and Electric	N

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3 Road & Bridge

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6254			93.99	AITKIN SHOP WATER	63335-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254			51.78	HWY 210/169 E & CR 12	63388-00	Utilities-Gas and Electric	N
3950	Public Utilities			231.93				
					4 Transactions			
9176	SPARKY'S TOOLS, LLC							
	03-303-000-0000-6590			369.99	REPAIR PARTS	D 91403	Repair & Maintenance Supplies	N
9176	SPARKY'S TOOLS, LLC			369.99				
					1 Transactions			
90805	Temco							
	03-303-000-0000-6590			36.40	REPAIR PARTS	26089	Repair & Maintenance Supplies	Y
90805	Temco			36.40				
					1 Transactions			
13934	The Tire Barn							
	03-303-000-0000-6590			529.25	REPAIR PARTS	58703	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			256.35	REPAIR LABOR	58703	Repair & Maintenance Supplies	Y
13934	The Tire Barn			785.60				
					2 Transactions			
12788	Timmer Implement of Aitkin							
	03-303-000-0000-6590			471.25	REPAIR PARTS	IA19896	Repair & Maintenance Supplies	N
12788	Timmer Implement of Aitkin			471.25				
					1 Transactions			
9642	WEX BANK							
	03-303-000-0000-6513			39.50-	REBATE	72811935	Motor Fuel & Lubricants	N
	03-303-000-0000-6513			4,762.40	GASOLINE	72811935	Motor Fuel & Lubricants	N
9642	WEX BANK			4,722.90				
					2 Transactions			
303	DEPT Total:			50,914.90	R&B Highway Maintenance	34 Vendors	73 Transactions	
307	DEPT				R&B Capital Infrastructure			
48	Aitkin Co Abstract Company							
	03-307-000-0000-6260			400.00	EXAM OF PARCELS	57662	Professional Services	N
48	Aitkin Co Abstract Company			400.00				
					1 Transactions			
8694	Department of Transportation							
	03-307-000-0000-6260			249.40	STRUCTURAL METALS INSP	P00013353	Professional Services	N
8694	Department of Transportation			249.40				
					1 Transactions			
8716	SEH							
	03-307-000-0000-6260			1,560.00	WETLAND SERVICES	408411	Professional Services	Y

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

3 Road & Bridge

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
8716	SEH			1,560.00		1 Transactions		
307	DEPT Total:			2,209.40	R&B Capital Infrastructure	3 Vendors	3 Transactions	
308	DEPT				R&B Equipment & Facilities			
86235	The Office Shop Inc 03-308-000-0000-6600			1,332.12	OFFICE FURNITURE	1098523-0	Capital Outlay-Facilities	N
86235	The Office Shop Inc			1,332.12		1 Transactions		
308	DEPT Total:			1,332.12	R&B Equipment & Facilities	1 Vendors	1 Transactions	
3	Fund Total:			55,845.72	Road & Bridge		88 Transactions	

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5 Health & Human Services

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
400	DEPT				Public Health Department			
9085	Climate Makers Inc 05-400-440-0410-6231			44.80	Coil Cleaning 07/28/2021	104335	Services, Labor, Contracts	N
9085	Climate Makers Inc			44.80	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-400-440-0410-6254			9.45	Gas Bill 06/16/2021	0506533565-000	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation			9.45	1 Transactions			
3950	Public Utilities 05-400-440-0410-6254			409.22	Electric Bill 06/16/2021	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities			409.22	1 Transactions			
10698	Stericycle, Inc 05-400-440-0410-6231			16.86	Steri-Safe 08/01/2021	4010273226	Services, Labor, Contracts	6
10698	Stericycle, Inc			16.86	1 Transactions			
400	DEPT Total:			480.33	Public Health Department	4 Vendors	4 Transactions	
420	DEPT				Income Maintenance			
9085	Climate Makers Inc 05-420-600-4800-6231			105.60	Coil Cleaning 07/28/2021	104335	Services, Labor, Contracts	N
9085	Climate Makers Inc			105.60	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-420-600-4800-6254			22.29	Gas Bill 06/16/2021	0506533565-000	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation			22.29	1 Transactions			
3950	Public Utilities 05-420-600-4800-6254			964.58	Electric Bill 06/16/2021	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities			964.58	1 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
13025	ST LOUIS COUNTY AUDITOR 05-420-600-4800-6239			3,698.01	Reg 3 EDMS-IT Support Qtr 2 21 04/01/2021 06/30/2021	00000858	Software Fees/License Fees	N
13025	ST LOUIS COUNTY AUDITOR			3,698.01	1 Transactions			
10698	Stericycle,Inc 05-420-600-4800-6231			39.73	Steri-Safe 08/01/2021 08/31/2021	4010273226	Services, Labor, Contracts	6
10698	Stericycle,Inc			39.73	1 Transactions			
420	DEPT Total:			4,830.21	Income Maintenance	5 Vendors	5 Transactions	
430	DEPT				Social Services			
9085	Climate Makers Inc 05-430-700-4800-6231			169.60	Coil Cleaning 07/28/2021	104335	Services, Labor, Contracts	N
9085	Climate Makers Inc			169.60	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-430-700-4800-6254			35.80	Gas Bill 06/16/2021 07/20/2021	0506533565-000	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation			35.80	1 Transactions			
3950	Public Utilities 05-430-700-4800-6254			1,549.17	Electric Bill 06/16/2021 07/16/2021	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities			1,549.17	1 Transactions			
10698	Stericycle,Inc 05-430-700-4800-6231			63.81	Steri-Safe 08/01/2021 08/31/2021	4010273226	Services, Labor, Contracts	6
10698	Stericycle,Inc			63.81	1 Transactions			
10930	Tidholm Productions 05-430-700-4800-6405			139.90	Business Cards (JA/JB) 07/28/2021	2093 9994	Office Supplies	Y
10930	Tidholm Productions			139.90	1 Transactions			

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 8/3/21 1:45PM
 5 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>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.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
430	DEPT Total:		1,958.28	Social Services	5 Vendors	5 Transactions	
5	Fund Total:		7,268.82	Health & Human Services		14 Transactions	

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8/3/21 1:45PM
10 Trust

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	
923	DEPT		Forfeited Tax Sales			
86222	Aitkin Independent Age					
	10-923-000-0000-6230					
	67.14		BUD CAPPING BIDS	844631	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age					
	67.14					
			1 Transactions			
783	Canon Financial Services, Inc					
	10-923-000-0000-6231					
	158.21		COPIER CONTRACT CHARGE	27021994	Services, Labor, Contracts	N
			07/01/2021 07/31/2021			
783	Canon Financial Services, Inc					
	158.21					
			1 Transactions			
13934	The Tire Barn					
	10-923-000-0000-6590					
	62.68		LOF - #798	58376	Repair & Maintenance Supplies	N
	10-923-000-0000-6590					
	69.46		LOF #666	58710	Repair & Maintenance Supplies	N
13934	The Tire Barn					
	132.14					
			2 Transactions			
923	DEPT Total:		357.49	Forfeited Tax Sales	3 Vendors	4 Transactions
10	Fund Total:		357.49	Trust		4 Transactions

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 11 Forest Development

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	
925	DEPT		Resource Management			
11397	Holmwig Excavating, LLC					
	11-925-000-0000-6361	T	4,080.00	FOREST RD 2-1	8326	Road Construction Service Y
	11-925-000-0000-6361	T	3,825.00	FOREST RD 6-11	8327	Road Construction Service Y
	11-925-000-0000-6361	T	6,320.00	FOREST RD 44-5	8328	Road Construction Service Y
11397	Holmwig Excavating, LLC		14,225.00	3 Transactions		
925	DEPT Total:		14,225.00	Resource Management	1 Vendors	3 Transactions
11	Fund Total:		14,225.00	Forest Development		3 Transactions

WLC1
 8/3/21 1:45PM
 13 Taxes & Penalties

Aitkin County



Audit List for Board COMMISSIONER'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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
943	DEPT		Taxes And Penalties			
999999000	Hanson/Charlotte					
	13-943-000-0000-2001					
			58.00	Replace check #80920	16-1-076300	Cur - Property Taxes
999999000	Hanson/Charlotte		58.00	1 Transactions		N
943	DEPT Total:		58.00	Taxes And Penalties	1 Vendors	1 Transactions
13	Fund Total:		58.00	Taxes & Penalties		1 Transactions

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 8/3/21 1:45PM
 19 Long Lake Conservation Cer

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT				LLCC Administration			
246	Brothers Fire & Security			251.00	HOOD FIRE INSPECTION	W13112	Services, Labor, Contracts	N
	19-521-000-0000-6231				07/07/2021 07/07/2021			
246	Brothers Fire & Security			251.00	1 Transactions			
783	Canon Financial Services, Inc			106.01	COPIER CONTRACT	27022002	Services, Labor, Contracts	N
	19-521-000-0000-6231				07/20/2021 08/19/2021			
783	Canon Financial Services, Inc			106.01	1 Transactions			
521	DEPT Total:			357.01	LLCC Administration	2 Vendors	2 Transactions	
19	Fund Total:			357.01	Long Lake Conservation Center		2 Transactions	

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Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
520	DEPT		Parks			
12182	Northwoods Quads					
	21-520-000-0000-6802		MOOSE RIVER RFR	00722076	Trail Grants-State	N
12182	Northwoods Quads					
			1 Transactions			
3950	Public Utilities					
	21-520-000-0000-6254		UTILITIES-MISS ACCESS PK	1670-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254		UTILITIES-MISS PRK SHOWER	1671-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254		UTILITIES-ACLD OFFICE	348-00	Utilities-Gas and Electric	N
3950	Public Utilities		3 Transactions			
9617	Timber Lakes Septic Service, Inc.					
	21-520-000-0000-6231	Q	AITKIN PARK - DUMP	24270	Services, Labor, Contracts	N
	21-520-000-0000-6231	Q	BERGLUND PARK - DUMP	24271	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		2 Transactions			
10339	White Pine Riders					
	21-520-000-0000-6802	Q	DNR TRAIL GRANT 176814	071921	Trail Grants-State	N
10339	White Pine Riders		1 Transactions			
520	DEPT Total:		12,841.11 Parks	4 Vendors	7 Transactions	
21	Fund Total:		12,841.11 Parks		7 Transactions	
	Final Total:		414,450.58	189 Vendors	297 Transactions	

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	319,614.46	General Fund
	2	3,882.97	Reserves Fund
	3	55,845.72	Road & Bridge
	5	7,268.82	Health & Human Services
	10	357.49	Trust
	11	14,225.00	Forest Development
	13	58.00	Taxes & Penalties
	19	357.01	Long Lake Conservation Center
	21	12,841.11	Parks
	All Funds	414,450.58	Total

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WLC1
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Aitkin County

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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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

I.T. and Hwy Dept

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
40	DEPT				Auditor			
3195	MCCC LOCKBOX							
	01-040-000-0000-6231			170.00	IFS 1099G PROGRAMMING	2009049	Services, Labor, Contracts	N
	01-040-000-0000-6231			170.00	IFS UPDATE VERSION 3.0.30602	2012056	Services, Labor, Contracts	N
	01-040-000-0000-6231			600.00	2020 JIC IFS ENHANCEMENT FUND	2101008	Services, Labor, Contracts	N
	01-040-000-0000-6231			5,297.00	2021 IFS SUPPORT AUD/TREAS	2101008	Services, Labor, Contracts	N
	01-040-000-0000-6231			115.00	2021 IFS GOLDEN WIKI	2101008	Services, Labor, Contracts	N
	01-040-000-0000-6231			700.00	IFS 4.0.30721 CD 4.0.30705	2102076	Services, Labor, Contracts	N
3195	MCCC LOCKBOX			7,052.00	6 Transactions			
40	DEPT Total:			7,052.00	Auditor	1 Vendors	6 Transactions	
49	DEPT				Information Technologies			
3195	MCCC LOCKBOX							
	01-049-000-0000-6208			280.00	LYNDA.COM 1 YEAR LICENSES.	2007109	Training/Education	N
3195	MCCC LOCKBOX			280.00	1 Transactions			
49	DEPT Total:			280.00	Information Technologies	1 Vendors	1 Transactions	
257	DEPT				Community Corrections			
3195	MCCC LOCKBOX							
	01-257-000-0000-6249			4,583.60	MNCCC/CSTS CORR. USER ANNUALS	2101007	Software License Fees	N
					01/01/2021 12/31/2021			
3195	MCCC LOCKBOX			4,583.60	1 Transactions			
257	DEPT Total:			4,583.60	Community Corrections	1 Vendors	1 Transactions	
1	Fund Total:			11,915.60	General Fund		8 Transactions	

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Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
307	DEPT			R&B Capital Infrastructure			
7050	Anderson Brothers Construction 03-307-000-0000-6262		46,233.86	Partial Payment #11 07/01/2021	20204	Contract Payments	N
7050	Anderson Brothers Construction		46,233.86		07/20/2021 1 Transactions		
9641	S & R REINFORCING, INC. 03-307-000-0000-6262		285,276.42	Partial Payment #2 06/21/2021	20212	Contract Payments	N
9641	S & R REINFORCING, INC.		285,276.42		07/18/2021 1 Transactions		
307	DEPT Total:		331,510.28	R&B Capital Infrastructure	2 Vendors	2 Transactions	
3	Fund Total:		331,510.28	Road & Bridge		2 Transactions	

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 5 Health & Human Services

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
400	DEPT				Public Health Department			
3195	MCCC LOCKBOX							
	05-400-440-0410-6239			741.58	2021 IFS SUPPORT CMHS	2101008	Software Fees/License Fees	N
	05-400-440-0410-6239			23.80	2021 JIC DUES CMHS	2101008	Software Fees/License Fees	N
3195	MCCC LOCKBOX			765.38	2 Transactions			
400	DEPT Total:			765.38	Public Health Department	1 Vendors	2 Transactions	
420	DEPT				Income Maintenance			
3195	MCCC LOCKBOX							
	05-420-600-4800-6239			1,748.01	2021 IFS SUPPORT CMHS	2101008	Software Fees/License Fees	N
	05-420-600-4800-6239			56.10	2021 JIC DUES CMHS	2101008	Software Fees/License Fees	N
3195	MCCC LOCKBOX			1,804.11	2 Transactions			
420	DEPT Total:			1,804.11	Income Maintenance	1 Vendors	2 Transactions	
430	DEPT				Social Services			
3195	MCCC LOCKBOX							
	05-430-700-4800-6239			2,807.41	2021 IFS SUPPORT CMHS	2101008	Software Fees/License Fees	N
	05-430-700-4800-6239			90.10	2021 JIC DUES CMHS	2101008	Software Fees/License Fees	N
3195	MCCC LOCKBOX			2,897.51	2 Transactions			
430	DEPT Total:			2,897.51	Social Services	1 Vendors	2 Transactions	
5	Fund Total:			5,467.00	Health & Human Services		6 Transactions	
	Final Total:			348,892.88	8 Vendors	16 Transactions		

Aitkin County

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	11,915.60	General Fund
3	331,510.28	Road & Bridge
5	5,467.00	Health & Human Services
All Funds	348,892.88	Total

Approved by,

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WLC1
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Aitkin County

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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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

Enbridge Replacement Check 7-30-21

WLC1
7/29/21 10:47AM

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	Service Dates	Paid On Bhf #	On Behalf of Name	
303	DEPT		R&B Highway Maintenance			
15330	FERGUSON AGGREGATE & CRUSHING, IN		Partial Payment #2	20211	Maintenance Supplies	N
	03-303-000-0000-6521		06/26/2021 07/27/2021			
	15330	FERGUSON AGGREGATE & CRUSHING, IN	1 Transactions			
303	DEPT Total:		R&B Highway Maintenance	1 Vendors	1 Transactions	
3	Fund Total:		Road & Bridge		1 Transactions	

WLC1
 7/29/21 10:47AM
 13 Taxes & Penalties

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	
943	DEPT		Taxes And Penalties			
	9670 Enbridge Energy, LP					
	13-943-000-0000-2001		Tax Court Settlement		Cur - Property Taxes	N
	13-943-000-0000-2001		Tax Court Interest		Cur - Property Taxes	N
	9670 Enbridge Energy, LP		89,133.88	2 Transactions		
943	DEPT Total:		89,133.88	Taxes And Penalties	1 Vendors	2 Transactions
13	Fund Total:		89,133.88	Taxes & Penalties		2 Transactions
	Final Total:		211,529.54	2 Vendors	3 Transactions	

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	122,395.66	Road & Bridge
	13	89,133.88	Taxes & Penalties
All Funds		211,529.54	Total

Approved by, _____

WLC1
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Aitkin County

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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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

Enbridge and R&B Contract 7-30-21

WLC1
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Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

13 Taxes & Penalties

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
943	DEPT				Taxes And Penalties			
	9670 Enbridge Energy, LP							
	13-943-000-0000-2001			75,011.00	Tax Court Settlement		Cur - Property Taxes	N
	13-943-000-0000-2001			14,122.88	Tax Court Interest		Cur - Property Taxes	N
	13-943-000-0000-2001			48,117.00	State General Tax		Cur - Property Taxes	N
	13-943-000-0000-2001			9,232.51	State General Tax Interest		Cur - Property Taxes	N
	9670 Enbridge Energy, LP			146,483.39		4 Transactions		
943	DEPT Total:			146,483.39	Taxes And Penalties	1 Vendors	4 Transactions	
13	Fund Total:			146,483.39	Taxes & Penalties		4 Transactions	
	Final Total:			146,483.39	1 Vendors	4 Transactions		

WLC1
7/29/21

2:27PM

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	13	146,483.39	Taxes & Penalties	
	All Funds	146,483.39	Total	Approved by,
			
			

KMR1
7/22/21 9:58AM

Aitkin County



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

1 General Fund

<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>	
2	8410 Bremer Bank		497.12	Med FSA Claims 2021	#398894569	Flex Plan Withdrawals	N
	8410 Bremer Bank		497.12	1 Transactions			
1 Fund Total:			497.12	General Fund	1 Vendors	1 Transactions	

KMR1
 7/22/21 9:58AM
 19 Long Lake Conservation Cer

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 19-522-000-0000-5553		89.03	Refund-Rovers Event Overpay		Non School Groups	N
	8410 Bremer Bank		89.03	1 Transactions			
19 Fund Total:			89.03	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			586.15	2 Vendors	2 Transactions		

KMR1
7/22/21

9:58AM

Aitkin County

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	497.12	General Fund
19	89.03	Long Lake Conservation Center
All Funds	586.15	Total

Approved by,

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KMR1
7/22/21 10:01AM

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

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

Participant Fees and ELAN Pd 7/22/21

KMR1
7/22/21 10:01AM

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	8410 Bremer Bank		672.85	Participant Fees Credit	#15755512	Flex Services, Labor, Etc	N
	8410 Bremer Bank		672.85	1 Transactions			
2	5462 Bremer Bank (Elan ACH)		6,146.32	ELAN - Paid 07/22/2021		Flex Services, Labor, Etc	N
	5462 Bremer Bank (Elan ACH)		6,146.32	1 Transactions			
1 Fund Total:			6,819.17	General Fund	2 Vendors	2 Transactions	
Final Total:			6,819.17	2 Vendors	2 Transactions		

KMR1
7/22/21

10:01AM

Aitkin County



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

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	6,819.17	General Fund
All Funds	6,819.17	Total

Approved by,

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KMR1
7/28/21 8:20AM

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

Camping Refunds 7/20/21

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
 7/28/21 8:20AM
 21 Parks

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 21-520-000-0000-5510		130.00	Camping Refunds	Multiple	Co. Parks Campground Fees	N
	8410 Bremer Bank		130.00		1 Transactions		
21 Fund Total:			130.00	Parks	1 Vendors	1 Transactions	
Final Total:			130.00	1 Vendors	1 Transactions		

KMR1
7/28/21

8:20AM

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	130.00	Parks
	All Funds	130.00	Total

Approved by,

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KMR1
7/28/21

8:21AM

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

LLCC Refund, Rovers Event

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
 7/28/21 8:21AM
 19 Long Lake Conservation Cer

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 19-522-000-0000-5553		67.67	Refund - Rover Event		Non School Groups	N
	8410 Bremer Bank		67.67	1 Transactions			
19 Fund Total:			67.67	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			67.67	1 Vendors	1 Transactions		

KMR1
7/28/21

8:21AM

Aitkin County

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
19	67.67	Long Lake Conservation Center
All Funds	67.67	Total

Approved by,

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KMR1
7/28/21 2:20PM

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	8410 Bremer Bank					
2	01-044-904-0000-6360		416.68	Dep Care FSA Claims 2021	39903141	Flex Plan Withdrawals N
3	01-044-904-0000-6360		39.28	Med FSA Claims 2021	39903141	Flex Plan Withdrawals N
	8410 Bremer Bank		455.96	2 Transactions		
1 Fund Total:			455.96	General Fund	1 Vendors	2 Transactions

KMR1
 7/28/21 2:20PM
 5 Health & Human Services

Aitkin County



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

<u>Vendor No.</u>	<u>Name Account/Formula</u>	<u>Rpt Accr</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
1	90465 Bremer Bank, N.A. 05-400-400-0402-6231		185.40	2021 Est MNCare Tax-Type 399	07/01/2021 09/30/2021		Services, Labor, Contracts	N
	90465 Bremer Bank, N.A.		185.40		1 Transactions			
5 Fund Total:			185.40	Health & Human Services		1 Vendors	1 Transactions	
Final Total:			641.36	2 Vendors		3 Transactions		

KMR1
7/28/21

2:20PM

Aitkin County



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

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	455.96	General Fund
5	185.40	Health & Human Services
All Funds	641.36	Total

Approved by,

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KMR1
 8/2/21 9:28AM
 19 Long Lake Conservation Cer

Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	8410 Bremer Bank		10.69	Refund - MAS Event		Non School Groups	N
	19-522-000-0000-5553						
	8410 Bremer Bank		10.69	1 Transactions			
19 Fund Total:			10.69	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			10.69	1 Vendors	1 Transactions		

KMR1
8/2/21

9:28AM

Aitkin County



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

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
19	10.69	Long Lake Conservation Center
All Funds	10.69	Total

Approved by,

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KMR1
8/3/21

2:57PM

Aitkin County

2N



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, LLCC

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
 8/3/21 2:57PM
 19 Long Lake Conservation Cer

Aitkin County



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

<u>Vendor No.</u>	<u>Name Account/Formula</u>	<u>Rpt Accr</u>	<u>Amount</u>	<u>Warrant Description Service Dates</u>	<u>Invoice # Paid On Bhf #</u>	<u>Account/Formula Description On Behalf of Name</u>	<u>1099</u>
1	8410 Bremer Bank 19-522-000-0000-6217		33.20	Credit Card Fees - July 2021	Merchant Bank	Credit Card Fees	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
8/3/21

2:57PM

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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WLC1
8/4/21 10:47AM

Aitkin County

20



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

FSA Claims

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLC1
8/4/21 10:47AM

Aitkin County



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

1 General Fund

Vendor	Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	8410 Bremer Bank 01-044-904-0000-6360		204.53	FSA Med Claims	39910492	Flex Plan Withdrawals	N
	8410 Bremer Bank		204.53	1 Transactions			
1 Fund Total:			204.53	General Fund	1 Vendors	1 Transactions	
Final Total:			204.53	1 Vendors	1 Transactions		

WLC1
8/4/21

10:47AM

Aitkin County



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

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	204.53	General Fund
All Funds	204.53	Total

Approved by,

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Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: 10 August 2021

Title of Item: Assureon Storage Server

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christian Sutch		Department: IT
Presenter (Name and Title): Christian Sutch IT Manager		Estimated Time Needed: 5 minutes
Summary of Issue: <p>This is a scheduled replacement of the Nexsan Assureon Storage servers as approved in 2020's Capital Improvement Plan. These storage servers are utilized by Application Extender - the County's document management system. Many County departments, including the Recorders, HR, Land Department, GIS, Health and Human Services, Assessors, and Auditors use this for their Electronic document management, including Land Sale Records.</p> <p>These servers are installed in pairs, and replicate data between them to provide redundancy and protection. This equipment is essential to the proper functioning of these systems.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve project purchase of AS-AXR4-32 in the amount of \$48,590 and authorize the use of Recorder's Compliance funds in the amount of \$18,590		
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? \$ 48,590.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Approved in the 2020 CIP. Recorder Tech funds will be providing \$15,000. IT budgeted 15,000 from Levy. I would request the balance of \$18,590 to be paid from the Recorder Compliance funds.		

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



Special Offer if purchased by September 30
See below for details

3210 Fiechtner Dr. S
Fargo, ND 58103
T: 800-359-1048
www.iscimging.com

Assureon System Replacement Configuration and Pricing

The following is a proposal to replace the existing Assureon system with new versions of the Assureon data archiving system.



Description of System Configuration

Assureon AS-AX4-16 – This configuration will only use the Assureon model AS-AX4-16 that consists of (1) Assureon server with the server including a processing node and storage system combined in to a 2U chassis with 16 TB of usable available archive capacity in dual-write mode (after RAID, before formatting).

Assureon AS-AXR4-32 – This configuration will only use the Assureon model AS-AXR4-32 that consists of (2) Assureon servers with each server including a processing node and storage system combined in to a 2U chassis, for site 1 & 2, with 32 TB of usable available archive capacity in dual-write mode (after RAID, before formatting).

* Save \$4,000.00 on AS-AXR4-32 if purchased by September 30

Assureon Model Description and Purchase Cost

Model	AS-AX4-16	AS-AXR4-32	AS-AXR4-32 *
Archive capacity available per site in single-write mode (after raid, before formatting)	16 TB	32 TB	32 TB
Replicated Assureon Server, Includes processing node with storage	\$21,995.00	\$44,595.00	\$40,595.00
Annual Enterprise Onsite Support	\$2,995.00	\$4,995.00	\$4,995.00
Professional Services – Installation, Configuration and Data Migration	\$3,000.00	\$3,000.00	\$3,000.00
Total Cost	\$27,990.00	\$52,590.00	\$48,590.00

Assureon AS-AX4-16 Description of System Implementation and Operation

- The Assureon server should be installed in any available data center for best disaster recovery practices
- Customer will have their ApplicationXtender image file data stored on a Windows server (2008 R2, 2012 or 2016) partition
 - The Windows server hosting the ApplicationXtender image file data will be on premise
 - The Windows server partition space for the ApplicationXtender image file data should be equal to the amount of space used by ApplicationXtender at the time of the Assureon implementation
- An Assureon client will be installed on the Windows server hosting the ApplicationXtender image file data and will be used to monitor ApplicationXtender system activity and send the image file data to the appropriate Assureon System Server
- The Assureon Server's will replicate the ApplicationXtender image file data within the Assureon server
 - The Assureon replication process will insure that ApplicationXtender data is fully protected from data corruption and to address disaster recovery

ApplicationXtender Server



Assureon AS-AXR4-32 Description of System Implementation and Operation

- Each Assureon server should be installed in separate data centers for best disaster recovery practices
 - Assureon Server Site 1 will replicate all data to Assureon Server Site 2 if data is written first to Site 1
 - Assureon Server Site 2 will replicate all data to Assureon Server Site 1 if data is written first to Site 2
- Customer will have their ApplicationXtender image file data stored on a Windows server (2008 R2, 2012 or 2016) partition
 - The Windows server hosting the ApplicationXtender image file data will be on premise
 - The Windows server partition space for the ApplicationXtender image file data should be equal to the amount of space used by ApplicationXtender at the time of the Assureon implementation
- An Assureon client will be installed on the Windows server hosting the ApplicationXtender image file data and will be used to monitor ApplicationXtender system activity and send the image file data to the appropriate Assureon Server
 - The Assureon client will be installed from the Assureon Server installed and will send the ApplicationXtender image file data to the same Assureon Server (Site 1 or Site 2) from which the Assureon client is installed
- The Assureon Server's will replicate the ApplicationXtender image file data between each Site where Site 1 will replicate data to Site 2 and Site 2 will replicate data to Site 1
 - The Assureon replication process will insure that both Assureon Servers (Site 1 and Site 2) will have the exact same ApplicationXtender image file data on each Assureon Server

ApplicationXtender Server





Board of County Commissioners Agenda Request

2Q
Agenda Item #

Requested Meeting Date: August 10, 2020

Title of Item: Business Development and Recreation Grant (formerly tourism grant)

<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: Mark Jeffers	Department: Administration
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Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed:
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Summary of Issue:

ED Coordinator proposed and presented to the Economic Development Committee, new language for the 2022 Business Development and Recreation Grant Program, formerly known as the Tourism Grant.

The Committee is in favor of the language change and recommends that the Board approve the new language through a consent agenda item.- 4 documents attached.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve through consent agenda.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



AITKIN COUNTY BUSINESS DEVELOPMENT AND RECREATION GRANT PROGRAM

PROGRAM OVERVIEW

The purpose of this grant fund is to leverage county funds, private funds and volunteer efforts to increase new business development activities in Aitkin County, with an emphasis on increasing sustained tourism and recreation activities. Several organizations may submit a single application or organizations may apply individually. Organizations need only to commit one hundred dollars (\$100) in good faith to ensure commitment to the grant request. Example: Program/Event Total Cost: \$1,100 would require the organization's commitment of \$100 to ensure the possibility of an Aitkin County Business Development and Recreation Grant Program.

Grant Guidelines: Guidelines for application and awarding of Aitkin County Business Development and Recreation Grants are as follows:

1. **Funding Limits:** Minimum of \$100 and a maximum of \$1,000 per grant application.
2. **Matching Funds:** The Aitkin County Business Development and Recreation Grant Program is intended to leverage locally funded promotions and not replace that funding. Significant consideration will be given to the amount and quality of matching funds/in kind contributions when grant applications are evaluated by the Economic Development Committee and County Board.
3. **County-Wide Distribution:** The intent of this program is to provide assistance throughout Aitkin County. Consideration shall be given to amounts awarded and number of grants approved per year for any particular region of the county to ensure that an equitable level of funding is available throughout the county.
 - a. **Event/Activity Eligibility:** Grant Funds shall be used to market business development activities that create sustainable tourism or recreation growth or activities/businesses that will enhance the Aitkin County economy.
 - b. **Events eligible for funding include:**
 - Sustainable Business Development Activities (Advertising funds can be included in funding request).
 - Community Recreation or Tourism events that create sustained increases in resident or visitor activity (Advertising funds can be included in funding request).
 - c. Special consideration will be given to applications that will enhance the Northwood's ATV Trail or River Trails through signage, promotion, activities or trail amenities.
 - d. Grant funds shall not be used to pay the salaries of part or full time staff associated with a particular event/business development activity or organization associated with an event/business development activity. Funds shall not be used for any type of prizes or other material items that may be offered, awarded, sold



AITKIN COUNTY BUSINESS DEVELOPMENT AND RECREATION GRANT PROGRAM

~~TOURISM PROMOTION AND DEVELOPMENT GRANT PROGRAM~~

PROGRAM OVERVIEW

The purpose of this grant fund is to leverage county funds, private funds and volunteer efforts to increase new business development ~~tourism and related economic development~~ activities in Aitkin County, **with an emphasis on increasing sustained tourism and recreation activities.** Applicants must be registered as non-profit corporations with the Secretary of State, a Non-Profit Tourism Association or unit of Government. Several organizations may submit a single application or organizations may apply individually. Organizations need only to commit one hundred dollars (\$100) in good faith to ensure commitment to the grant request. Example: Program/Event Total Cost: \$1,100 would require the organization's commitment of \$100 to ensure the possibility of an **Aitkin County Business Development and Recreation Grant Program** ~~Tourism Promotion and Development Grant (ACTPDG)~~ of \$1,000.00.

Grant Guidelines: Guidelines for application and awarding of **Aitkin County Business Development and Recreation** ~~Tourism Promotion and Development~~ Grants are as follows:

1. Funding Limits: Minimum of \$100 and a maximum of \$1,000 per grant application. ~~per year.~~
2. Matching Funds: The **Aitkin County Business Development and Recreation** ~~tourism~~ grant program is intended to leverage locally funded promotions and not replace that funding. Significant consideration will be given to the amount and quality of matching funds/in kind contributions when grant applications are evaluated by the Economic Development Committee and County Board.
3. County-Wide Distribution: The intent of this program is to provide assistance throughout Aitkin County. ~~accordingly~~ Consideration shall be given to amounts awarded and number of grants approved per year for any particular region of the county to ensure that an equitable level of funding is available throughout the county.
 - a. Event/Activity Eligibility: **Grant Funds shall be used to market business development activities that create sustainable tourism or recreation growth or activities/businesses that will enhance the Aitkin County economy.** ~~tourism and related economy enhancement events that will benefit Aitkin County. Including Northwood's ATV Trail enhancements. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or events that demonstrate an economic benefit to Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy.~~
 - b. Events eligible for funding include:



development activity or promotion and should be included with a the final financial report. That report shall also include a reimbursement check for any unused funds, make check payable to "Aitkin County Business Development and Recreation Grant Program" "Aitkin County Tourism Grant Fund." discussed below.

- ~~2. A financial Expense Worksheet and Financial Statement shall be completed and returned the Aitkin County Economic Development Coordinator monthly and a final closeout report within 30 days of completion of a project/event. That report shall also include a reimbursement check for any unused funds, make check payable to "Aitkin County Tourism Grant Fund."~~

Further information and additional forms and materials may be obtained by contacting Mark Jeffers, Aitkin County Economic Development Coordinator
217 2nd Street NW, #131,
Aitkin, MN 56431,
218-927-7305,
mark.jeffers@co.aitkin.mn.us

MODEL RESOLUTION FORM

(Print or type your resolution on your organization's letterhead or on a separate sheet of paper)

Application for Aitkin County Tourism Promotion and Development Grant

To: Aitkin County Board of Commissioners

From: (Legal Name of Organization)

WHEREAS, the Applicant has a need for a grant to (briefly describe the program/event for which the grant funds will be used, in 20 words or less) (hereafter called "the Project"); and,

WHEREAS, the Applicant has determined that it will need a Business Development and Recreation Grant for \$_____

WHEREAS, the Applicant has available One Hundred Dollars (\$100.00) as matching funds for the event/business development activity; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that Business Development and Recreation Grant Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this event/business development activity is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$_____ to provide funds to do the event/business development activity.

BE IT FURTHER RESOLVED that _____ is here by designated as the person who will supervise the event/business development activity and successfully complete the event/business development activity in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: _____, 2021 By: _____

Its: _____
(President or other Chief Corporate Officer)

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the (insert the full name of the organization here) on the (insert the date on which the Resolution was adopted by the organization), 2019.

By: _____
Its Secretary

Application for Aitkin County Business Development and Recreation Grant Program

January 1, 2022 - December 31, 2022

DEADLINE: Grant requests should be submitted by EMAIL to ACTPDG c/o Mark Jeffers, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431 or EMAIL to mark.jeffers@co.aitkin.mn.us.

- Grant requests should be submitted by EMAIL to: mark.jeffers@co.aitkin.mn.us, titled ACBDRG or submitted by mail to ACBDRG c/o Mark Jeffers, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431.
- Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June 2022. Application deadline is **May 31, 2022**.
- Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

The intent of this program is to provide assistance throughout Aitkin County. Consideration shall be given to amounts awarded and number of grants approved per year for any particular region of the county to ensure that an equitable level of funding is available throughout the county.

- Event/Activity Eligibility: Grant Funds shall be used to market business development activities that create sustainable tourism or recreation growth or activities/businesses that will enhance the Aitkin County economy.
- Events eligible for funding include:
 - Sustainable Business Development Activities (Advertising funds can be included in funding request).
 - Community Recreation or Tourism events that create sustained increases in resident or visitor activity (Advertising funds can be included in funding request).
- Special consideration will be given to applications that will enhance the Northwood's ATV Trail or River Trails through signage, promotion, activities or trail amenities.
- Grant funds shall not be used to pay the salaries of part or full time staff associated with a particular event/business development activity or organization associated with an event/business development activity. Funds shall not be used for any type of prizes or other material items that may be offered, awarded, sold or given away as a promotion of the event/business development activity being supported by the grant.
- Aitkin County Business Development and Recreation Grant funds may not be used to reimburse expenses occurred prior to grant approval by Aitkin County.

4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event.

Category	Grant Funds	Applicant Funds	Total
TOTALS			

1. NOTE: A written evaluation shall be completed and returned the Aitkin County Economic Development Coordinator, Mark Jeffers, within 30 days of completion of an event/business development activity. That written evaluation shall describe the success in meeting the goals of the event/business development activity and should be included with a final financial report. That report shall also include a reimbursement check for any unused funds, make check payable to "Aitkin County Business Development and Recreation Grant Program"

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Economic Development Committee.

Name _____ Date: _____



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: 08/10/2021

Title of Item: Aitkin County Search & Rescue Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: The Palisade Fire Department has made a donation of \$500.00 to the all volunteer Aitkin County Search & Rescue Volunteer group to assist in purchasing necessary equipment.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting the donation.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED August 10, 2021

By Commissioner: xxxx

20210810-xxx

Accept Donation

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

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

Palisade Fire Department \$500.00

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

Palisade Fire Department Aitkin County Search & Rescue

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

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

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

FIVE MEMBERS PRESENT All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 10th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of August, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: August 10, 2021

Title of Item: LG220 Application for Exempt Permit- The Ruffed Grouse Society

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

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

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

ADOPTED August 10, 2021

By Commissioner: xxxx

20210810-xxx

LG220 Application for Exempt Permit – The Ruffed Grouse Society

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Ruffed Grouse Society / Aitkin Chapter, at the following location – The Landing, which has an address of 170 Southgate Drive, Aitkin, MN 56431 – Aitkin Township. (Note: Date of activity for Raffle – September 14, 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 10th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of August, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: County VSO Operational Enhancement Grant Program

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Penny Harms		Department: Veteran Services Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Aitkin County Veteran Services is eligible to receive a CVSO Operational Enhancement Grant for FY22 in the amount of \$10,000 from the MN Department of Veterans Affairs. The purpose of this grant is to enhance the operations of the Aitkin County Veterans Service Office. The grant can be used for outreach, marketing, enhancement of services to veterans, transportation and office equipment.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adapt attached resolution: County VSO Operational Enhancement Grant Program		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED August 10, 2021

By Commissioner: XXXXXXXXX

20210810-xxx

County VSO Operational Enhancement Grant Program

BE IT RESOLVED, by Aitkin County that the County enter in to the attached B with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Improvement Grant Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 20021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED BY Aitkin County that the County Veterans Service Officer, Penny Harms, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

Commissioner Wedel 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 10th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of August, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: 8-10-21

Title of Item: Approve MnDOT Agreement No. 1045716

<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
Summary of Issue: SAP 001-605-013, which is a bridge replacement project on County State-Aid Highway 5 over an inlet to Fleming Lake,, was awarded as part of Contract 20216 at the April 13, 2021 Board Meeting. This project earlier this year was awarded a Local Bridge Replacement Program (LBRP) grant as part of the bonding bill passed during the 2020 legislative session. Attached is the MnDOT agreement needed to receive this grant. The amount of the LBRP grant is \$59,806, which represents 50% of the eligible bridge replacement costs for this project. By state policy, grant amounts for bridge replacement projects on county state-aid highways are typically 50% of eligible bridge costs. The remaining \$124,541.25 cost of this project will be paid using county state-aid highway construction funds budgeted through the Capital Infrastructure Budget. Attached is a resolution authorizing the county engineer to execute this agreement.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve attached resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

**LOCAL BRIDGE REPLACEMENT PROGRAM (LBRP)
 GRANT AGREEMENT**

This Agreement between the Minnesota Department of Transportation (“MnDOT”) and the Grantee named below is made pursuant to Minnesota Statutes Section 174.50 and pursuant to Minn. Laws 2020, 5th Special Session, Chapter 3- H.F. 1. The provisions in that section and the Exhibits attached hereto and incorporated by reference constitute this Agreement and the persons signing below agree to fully comply with all of the requirements of this Agreement. This Agreement will be effective on the date State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2.

1. Public Entity (Grantee) name, address and contact person:

 Aitkin County Highway Department
 1211 Air Park Drive
 Aitkin, MN 56431

Contact: John Welle – 218-927-7469

2. Project(s):

Name of Project & Project Number (See Exhibit C for location)	Amount of LBRP Funds	Amount of Required Matching Funds	Completion Date
SAP 001-605-013	\$59,806.00	\$124,541.25	December 31, 2023

3. Total Amount of LBRP Grant for all projects under this Agreement: \$ \$59,806.00

4. The following Exhibits for each project are attached and incorporated by reference as part of this Agreement:

- Exhibit A Completed Sources and Uses of Funds Schedule
- Exhibit B Project Completion Schedule
- Exhibit C Bond Financed Property Certification
- Exhibit D Grant Application
- Exhibit E Grantee Resolution Approving Grant Agreement
- Exhibit F General Terms and Conditions

5. Additional requirements, if any:

6. Any modification of this Agreement must be in writing and signed by both parties.

(The remaining portion of this page was intentionally left blank.)

PUBLIC ENTITY (GRANTEE)

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION
Approval and Certifying Encumbrance

By: _____

Title: State Aid Programs Engineer

Date: _____

Office of Financial Management, Grant Unit

By: _____
Agency Grant Supervisor

Date: _____

OFFICE OF CONTRACT MANAGEMENT

By: _____
Contract Administrator

Date: _____

EXHIBIT A

SOURCES AND USES OF FUNDS SCHEDULE

SOURCES OF FUNDS		USES OF FUNDS	
Entity Supplying Funds	Amount	Expenses	Amount
State Funds:		Items Paid for with LBRP	
LBRP Grant	\$59,806.00	Grant Funds:	
Other:		Bridge Construction	\$59,806.00
	\$		\$
	\$		\$
	\$		\$
Subtotal	\$59,806.00	Subtotal	\$59,806.00
Public Entity Funds:		Items paid for with Non-	
Matching Funds	\$124,541.25	LBRP Grant Funds:	
County Local Funds		Approach Grading	\$17,563.25
Other:		Approach Pavement	\$47,172.00
	\$	Bridge Construction	\$59,806.00
	\$		\$
Subtotal	\$124,541.25	Subtotal	\$124,541.25
TOTAL FUNDS	\$184,347.25	= TOTAL PROJECT COSTS	\$184,347.25

EXHIBIT B

PROJECT COMPLETION SCHEDULE

(Provide for enough time to final the project through the MnDOT state aid pay request process.)

Project completion date of December 31, 2023

EXHIBIT C

BOND FINANCED PROPERTY CERTIFICATION

State of Minnesota
General Obligation Bond Financed Property

The undersigned states that it has a fee simple, leasehold and/or easement interest in the real property located in the County(ies) of Aitkin , State of Minnesota that is generally described or illustrated graphically in **Attachment 1** attached hereto and all improvements thereon (the "Restricted Property") and acknowledges that the Restricted Property is or may become State bond-financed property. To the extent that the Restricted Property is or becomes State bond-financed property, the undersigned acknowledges that:

- A. The Restricted Property is State bond-financed property under Minn. Stat. Sec. 16A.695, is subject to the requirements imposed by that statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget; and
- B. The Restricted Property is subject to the provisions of the Local Bridge Replacement Program Grant Agreement between the Minnesota Department of Transportation and the undersigned dated _____, 20__; and
- C. The Restricted Property shall continue to be deemed State bond-financed property for 37.5 years or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget.

Date: _____, 20__

[name of Public Entity grantee], a political
subdivision of the State of Minnesota

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Attachment 1 to Exhibit C

GENERAL DESCRIPTION OF RESTRICTED PROPERTY

Located on CSAH 5 approximately 6 miles south of Palisade and 2 miles north of the junction with TH 210 from 1090 FT north of the west $\frac{1}{4}$ corner of Sec 23, T48N, R25W to 1490 FT north of the west $\frac{1}{4}$ corner of Sec 23, T48N, R25W.

EXHIBIT D

GRANT APPLICATION

Attach the grant application for the project



APPLICATION FOR BRIDGE FUNDS

State of Minnesota - Department of Transportation
State Aid for Local Transportation

Identification	Project Number	SAP 001-605-013	Old Bridge Number		
	New Bridge No.	01J45	Over	Natural Stream	
	County of	Aitkin	Road or Street No.	CSAH 5	
	Township of	Fleming Township	Road or Street Name	Nature Avenue	
	Municipality of		Proposed Const Year	2019	
	Does the municipality have a population of 5,000 or less? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Eligibility	Bridge Sufficiency Rating _____		Is this bridge hydraulically deficient? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Adequacy Status from Structure Inventory <input type="checkbox"/> Structurally Deficient <input type="checkbox"/> Functionally Obsolete <input type="checkbox"/> Adequate				
	Date of Council/Board action prioritizing this bridge <u>April 10, 2018</u>				
Is this a road-in-lieu of bridge project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Prioritization	How many people are affected by this deficiency? _____		What is the ADT on this bridge? <u>530</u>		
	Describe the economic importance of replacing this bridge.				
	CSAH 5 is a major collector and the main route from TH 210 to the City of Palisade and residential and recreational areas along the Mississippi River and the numerous area lakes. The route is used by all trucking industries, farm and logging equipment, buses, and private vehicles.				
	Is the road designated or planned to be designated as a Minimum Maintenance road? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		(Attach additional sheets for explanation if necessary)		
	Is the township net tax capacity less than \$300,000? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the bridge listed on the National Register of Historic Places or been determined to be eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Register of Historic Places link here: http://www.nps.gov/history/nr/research/					
Cost Estimate			Eligible Amount	Ineligible Amount	
	Structure Costs	\$ 134,516	\$	\$	
	Approach Costs	\$	\$	\$ 44,666	
	Engineering Costs	\$	\$	\$	
	Total Costs	\$ 134,516	\$	\$ 44,666	
	Total Project Cost		\$ 179,182		
_____ County/City Engineer		_____ Date <u>4-3-19</u>			
DSAE	DISTRICT STATE AID ENGINEER RECOMMENDATION				
	Replace <input checked="" type="checkbox"/>	Defer <input type="checkbox"/>	_____ District State Aid Engineer Signature	_____ Date <u>5/23/19</u>	
Approval	STATE AID USE ONLY		Federal-Aid	\$	
			State-Aid	\$	
			Local/Other	\$	
			Town Bridge	\$	
			Unallocated Town Bridge	\$	
			State Bridge Funds	\$	
			Total	\$	

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

ADOPTED April 10, 2018

By Commissioner: Westerlund

20180410-027

Bridge Priority

WHEREAS, Aitkin County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, and

WHEREAS, Aitkin County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are high priority and Aitkin County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Old Bridge Number	Road Number	Section/ Township/Range	Project Cost	State Aid Funds	Town Bridge Funds	Local Funds	Bond Funds	Program Year
NA	155 th Place Millward/Beaver	6-45N-22W	\$115,000		\$105,000	\$10,000		2018
NA	155 th Place Millward	6-45N-22W	\$115,000		\$105,000	\$10,000		2018
NA	CSAH 5	23-48N-25W	\$170,000	\$100,000			\$70,000	2019
01503	CSAH 14	19-50N-22W	\$500,000	\$290,000			\$210,000	2019
L2357	490 th Lane Waukenabo	15-49N-26W	\$200,000		\$180,000	\$20,000		2021
88100	CSAH 11	6-45N-27W	\$250,000	\$175,000			\$75,000	2022

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

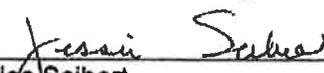
FIVE MEMBERS PRESENT

All Members Voting Yes

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 10th day of April 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of April 2018



Jessica Seibert
County Administrator

Culvert Rating Form

Bridge Number: 01J45	Year Built: 2019	Year Remodeled:
County: Aitkin	Bridge Owner: Aitkin County	
Route: CSAH 5	Feature Crossed: Unnamed creek	
Culvert Type: PCST108		
Structure Type Code: 513	Culvert Dimensions: 10' span x 8' rise	
No. of Barrels: 1	Barrel Length: 60'	

Rating Guidelines

Material	Culvert Type	Structure Type Code	Inventory Load Rating	Operating Load Rating
Cast-in-place Concrete	Box	113	HS 22.0	HS 33.0
	Type W Box (1930 era)	113	HS 16.0	HS 24.0
	Footing Supported Arch	112	HS 20.0	HS 30.0
Precast Concrete	Box (prior to 1989)	513	HS 24.0	HS 36.0
	Box (1989 – 2010) *	513	HS 25.0	HS 42.0
	Box (2011 & after) **	513	RF=1.0	RF=1.3
	Footing Supported Arch	512	HS 20.0	HS 30.0
	Round Pipe	514	HS 24.0	HS 36.0
	Pipe-Arch	515	HS 22.0	HS 33.0
Aluminum	Box	913	HS 14.0	HS 21.0
Metal	Footing Supported Arch	312	HS 12.0	HS 18.0
	Round Pipe	314	HS 16.0	HS 24.0
	Pipe-Arch	315	HS 16.0	HS 24.0
	Elliptical	316	HS 16.0	HS 24.0
Timber	Box	713	HS 14.0	HS 21.0
Masonry	Footing Supported Arch	812	HS 18.0	HS 27.0

* Structures with Load Factor HS 25 Design

** Structures with LRFD HL 93 Design using Standard Plans – Precast Concrete Box Culvert

The above table may be used as a guideline to the culvert rating.

Inventory Rating	RF = 1.0
------------------	----------

Operating Rating	RF = 1.3
------------------	----------

NBI Condition Rating: Culvert 9
If the culvert condition rating is 4 or less, do not use this form.
Instead, rate by Physical Inspection Rating (Form_PIR).

(Typed or Printed) Name: Paul Kazmerzak Date: 4-1-2019

(Typed or Printed) Title: Engineer Technician / Bridge Inspection Team Leader

(Typed or Printed) Employed by (Agency / Firm): Aitkin County Highway Department

EXHIBIT E

GRANTEE RESOLUTION APPROVING GRANT AGREEMENT

EXHIBIT F

GENERAL TERMS AND CONDITIONS FOR LOCAL BRIDGE REPLACEMENT PROGRAM (LBRP) GRANTS

Article I DEFINITIONS

Section 1.01 **Defined Terms.** The following terms shall have the meanings set out respectively after each such term (the meanings to be equally applicable to both the singular and plural forms of the terms defined) unless the context specifically indicates otherwise:

“Advance(s)” - means an advance made or to be made by MnDOT to the Public Entity and disbursed in accordance with the provisions contained in Article VI hereof.

“Agreement” - means the Local Bridge Replacement Program Grant Agreement between the Public Entity and the Minnesota Department of Transportation to which this Exhibit is attached.

“Certification” - means the certification, in the form attached as **Exhibit C**, in which the Public Entity acknowledges that its interest in the Real Property is bond financed property within the meaning of Minn. Stat. Sec. 16A.695 and is subject to certain restrictions imposed thereby.

“Code” - means the Internal Revenue Code of 1986, as amended, and all treasury regulations, revenue procedures and revenue rulings issued pursuant thereto.

“Commissioner” - means the Commissioner of Minnesota Management & Budget.

“Commissioner’s Order” - means the “Fourth Order Amending Order of the Commissioner of Minnesota Management & Budget Relating to Use and Sale of State Bond Financed Property” dated July 30, 2012, as it may be amended or supplemented.

“Completion Date” - means the projected date for completion of the Project as indicated in the Agreement.

“Construction Contract Documents” - means the document or documents, in form and substance acceptable to MnDOT, including but not limited to any construction plans and specifications and any exhibits, amendments, change orders, modifications thereof or supplements thereto, which collectively form the contract between the Public Entity and the Contractor(s) for the completion of the Construction Items on or before the Completion Date for either a fixed price or a guaranteed maximum price.

“Construction Items” - means the work to be performed under the Construction Contract Documents.

“Contractor” - means any person engaged to work on or to furnish materials and supplies for the Construction Items including, if applicable, a general contractor.

“Draw Requisition” - means a draw requisition that the Public Entity, or its designee, submits to MnDOT when an Advance is requested, as referred to in Section 4.02.

“G.O. Bonds” - means the state general obligation bonds issued under the authority granted in Article XI, Sec. 5(a) of the Minnesota Constitution, the proceeds of which are used to fund the LBRP Grant, and any bonds issued to refund or replace such bonds.

“Grant Application” - means the grant application that the Public Entity submitted to MnDOT which is attached as **Exhibit D**.

“LBRP Grant” - means a grant from MnDOT to the Public Entity under the LBRP in the amount specified in the Agreement, as such amount may be modified under the provisions hereof.

“LBRP” - means the Local Bridge Replacement Program pursuant to Minn. Stat. Sec. 174.50 and rules relating thereto.

“MnDOT” - means the Minnesota Department of Transportation.

“Outstanding Balance of the LBRP Grant” - means the portion of the LBRP Grant that has been disbursed to the Public Entity minus any amounts returned to the Commissioner.

“Project” - means the Project identified in the Agreement to be totally or partially funded with a LBRP grant.

“Public Entity” - means the grantee of the LBRP Grant and identified as the Public Entity in the Agreement.

“Real Property” - means the real property identified in the Agreement on which the Project is located.

Article II GRANT

Section 2.01 Grant of Monies. MnDOT shall make the LBRP Grant to the Public Entity, and disburse the proceeds in accordance with the terms and conditions herein.

Section 2.02 Public Ownership, The Public Entity acknowledges and agrees that the LBRP Grant is being funded with the proceeds of G.O. Bonds, and as a result all of the Real Property must be owned by one or more public entities. The Public Entity represents and warrants to MnDOT that it has one or more of the following ownership interests in the Real Property: (i) fee simple ownership, (ii) an easement that is for a term that extends beyond the date that is 37.5 years from the Agreement effective date, or such shorter term as authorized by statute, and which cannot be modified or terminated early without the prior written consent of MnDOT and the Commissioner; and/or (iii) a prescriptive easement for a term that extends beyond the date that is 37.5 years from the Agreement effective date.

Section 2.03 Use of Grant Proceeds. The Public Entity shall use the LBRP Grant solely to reimburse itself for expenditures it has already made, or will make, to pay the costs of one or more of the following activities: (i) constructing or reconstructing a bridge, (ii) abandoning an existing bridge that is deficient and in need of replacement, but where no replacement will be made, or (iii) constructing a road to facilitate the abandonment or removal of an existing bridge determined to be deficient. The Public Entity shall not use the LBRP Grant for any other purpose, including but not limited to, any work to be done on a state trunk highway or within a trunk highway easement. .

Section 2.04 Operation of the Real Property. The Real Property must be used by the Public Entity in conjunction with or for the operation of a county highway, county state-aid highway, town road, or city

street and for other uses customarily associated therewith, such as trails and utility corridors, and for no other purposes or uses. The Public Entity shall have no intention on the effective date of the Agreement to use the Real Property as a trunk highway or any part of a trunk highway. The Public Entity must annually determine that the Real Property is being used for the purposes specified in this Section and, upon written request by either MnDOT or the Commissioner, shall supply a notarized statement to that effect.

Section 2.05 Sale or Lease of Real Property. The Public Entity shall not (i) sell or transfer any part of its ownership interest in the Real Property, or (ii) lease out or enter into any contract that would allow another entity to use or operate the Real Property without the written consent of both MnDOT and the Commissioner. The sale or transfer of any part of the Public Entity's ownership interest in the Real Property, or any lease or contract that would allow another entity to use or operate the Real Property, must comply with the requirements imposed by Minn. Stat. Sec. 16A.695 and the Commissioner's Order regarding such sale or lease.

Section 2.06 Public Entity's Representations and Warranties. The Public Entity represents and warrants to MnDOT that:

- A. It has legal authority to execute, deliver and perform the Agreement and all documents referred to therein, and it has taken all actions necessary to its execution and delivery of such documents.
- B. It has the ability and a plan to fund the operation of the Real Property for the purposes specified in Section 2.04, and will include in its annual budget all funds necessary for the operation of the Real Property for such purposes.
- C. The Agreement and all other documents referred to therein are the legal, valid and binding obligations of the Public Entity enforceable against the Public Entity in accordance with their respective terms.
- D. It will comply with all of the provisions of Minn. Stat. Sec. 16A.695, the Commissioner's Order and the LBRP. It has legal authority to use the G.O. Grant for the purpose or purposes described in this Agreement.
- E. All of the information it has submitted or will submit to MnDOT or the Commissioner relating to the LBRP Grant or the disbursement of the LBRP Grant is and will be true and correct.
- F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no actions or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it relating to the Real Property, or its ownership interest therein, and it is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into the Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.
- G. Neither the execution and delivery of the Agreement or any document referred to herein nor compliance with any of the provisions or requirements of any of such documents is prevented by, is a breach of, or will result in a breach of, any provision of any agreement or document to which it is now a party or by which it is bound.
- H. The contemplated use of the Real Property will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

- I. The Project will be completed and the Real Property will be operated in full compliance with all applicable laws, rules, ordinances, and regulations of any federal, state, or local political subdivision having jurisdiction over the Project and the Real Property.
- J. All applicable licenses, permits and bonds required for the performance and completion of the Project and for the operation of the Real Property as specified in Section 2.04 have been, or will be, obtained.
- K. It reasonably expects to possess its ownership interest in the Real Property described in Section 2.02 for at least 37.5 years, and it does not expect to sell such ownership interest.
- L. It does not expect to lease out or enter into any contract that would allow another entity to use or operate the Real Property.
- M. It will supply whatever funds are needed in addition to the LBRP Grant to complete and fully pay for the Project.
- N. The Construction Items will be completed substantially in accordance with the Construction Contract Documents by the Completion Date and all such items will be situated entirely on the Real Property.
- O. It will require the Contractor or Contractors to comply with all rules, regulations, ordinances, and laws bearing on its performance under the Construction Contract Documents.
- P. It shall furnish such satisfactory evidence regarding the representations and warranties described herein as may be required and requested by either MnDOT or the Commissioner.
- Q. It has made no material false statement or misstatement of fact in connection with its receipt of the G.O. Grant, and all the information it has submitted or will submit to the State Entity or Commissioner of MMB relating to the G.O. Grant or the disbursement of any of the G.O. Grant is and will be true and correct.

Section 2.07 **Event(s) of Default.** The following events shall, unless waived in writing by MnDOT and the Commissioner, constitute an Event of Default under the Agreement upon either MnDOT or the Commissioner giving the Public Entity 30 days' written notice of such event and the Public Entity's failure to cure such event during such 30-day time period for those Events of Default that can be cured within 30 days or within whatever time period is needed to cure those Events of Default that cannot be cured within 30 days as long as the Public Entity is using its best efforts to cure and is making reasonable progress in curing such Events of Default; however, in no event shall the time period to cure any Event of Default exceed six (6) months unless otherwise consented to, in writing, by MnDOT and the Commissioner.

- A. If any representation, covenant, or warranty made by the Public Entity herein or in any other document furnished pursuant to the Agreement, or to induce MnDOT to disburse the LBRP Grant, shall prove to have been untrue or incorrect in any material respect or materially misleading as of the time such representation, covenant, or warranty was made.
- B. If the Public Entity fails to fully comply with any provision, covenant, or warranty contained herein.

- C. If the Public Entity fails to fully comply with any provision, covenant or warranty contained in Minn. Stat. Sec. 16A.695, the Commissioner's Order, or Minn. Stat. Sec. 174.52 and all rules related thereto.
- D. If the Public Entity fails to use the proceeds of the LBRP Grant for the purposes set forth in Section 2.03, the Grant Application, and in accordance with the LBRP.
- E. If the Public Entity fails to operate the Real Property for the purposes specified in Section 2.04.
- F. If the Public Entity fails to complete the Project by the Completion Date.
- G. If the Public Entity sells or transfers any portion of its ownership interest in the Real Property without first obtaining the written consent of both MnDOT and the Commissioner.
- H. If the Public Entity fails to provide any additional funds needed to fully pay for the Project.
- I. If the Public Entity fails to supply the funds needed to operate the Real Property in the manner specified in Section 2.04.

Notwithstanding the foregoing, any of the above events that cannot be cured shall, unless waived in writing by MnDOT and the Commissioner, constitute an Event of Default under the Agreement immediately upon either MnDOT or the Commissioner giving the Public Entity written notice of such event.

Section 2.08 **Remedies.** Upon the occurrence of an Event of Default and at any time thereafter until such Event of Default is cured to the satisfaction of MnDOT, MnDOT or the Commissioner may enforce any or all of the following remedies.

- A. MnDOT may refrain from disbursing the LBRP Grant; provided, however, MnDOT may make such disbursements after the occurrence of an Event of Default without waiving its rights and remedies hereunder.
- B. If the Event of Default involves a sale of the Public Entity's interest in the Real Property in violation of Minn. Stat. Sec. 16A.695 or the Commissioner's Order, the Commissioner, as a third party beneficiary of the Agreement, may require that the Public Entity pay the amounts that would have been paid if there had been compliance with such provisions. For other Events of Default, the Commissioner may require that the Outstanding Balance of the LBRP Grant be returned to it.
- C. Either MnDOT or the Commissioner, as a third party beneficiary of the Agreement, may enforce any additional remedies it may have in law or equity.

The rights and remedies specified herein are cumulative and not exclusive of any rights or remedies that MnDOT or the Commissioner would otherwise possess.

If the Public Entity does not repay the amounts required to be paid under this Section or under any other provision contained herein within 30 days of demand by the Commissioner, or any amount ordered by a court of competent jurisdiction within 30 days of entry of judgment against the Public Entity and in favor of MnDOT and/or the Commissioner, then such amount may, unless precluded by law, be offset against any aids or other monies that the Public Entity is entitled to receive from the State of Minnesota.

Section 2.09 Notification of Event of Default. The Public Entity shall furnish to MnDOT and the Commissioner, as soon as possible and in any event within seven (7) days after it has obtained knowledge of the occurrence of each Event of Default, a statement setting forth details of each Event of Default and the action which the Public Entity proposes to take with respect thereto.

Section 2.10 Effect of Event of Default. The Agreement shall survive Events of Default and remain in full force and effect, even upon full disbursement of the LBRP Grant, and shall only be terminated under the circumstances set forth in Section 2.11.

Section 2.11 Termination of Agreement and Modification of LBRP Grant.

A. If the Project is not started within five (5) years after the effective date of the Agreement or the LBRP Grant has not been disbursed within four (4) years after the date the Project was started, MnDOT's obligation to fund the LBRP Grant shall terminate. In such event, (i) if none of the LBRP Grant has been disbursed by such date, MnDOT shall have no obligation to fund the LBRP Grant and the Agreement will terminate, and (ii) if some but not all of the LBRP Grant has been disbursed by such date, MnDOT shall have no further obligation to provide any additional funding for the LBRP Grant and the Agreement shall remain in force but shall be modified to reflect the amount of the LBRP Grant that was actually disbursed and the Public Entity is still obligated to complete the Project by the Completion Date.

B. The Agreement shall terminate upon the Public Entity's sale of its interest in the Real Property and transmittal of the required portion of the proceeds of the sale to the Commissioner in compliance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order, or upon the termination of the Public Entity's ownership interest in the Real Property if such ownership interest is an easement.

Section 2.12 Excess Funds. If the full amount of the G.O. Grant and any matching funds referred to in Section 5.13 are not needed to complete the Project, then, unless language in the G.O. Bonding Legislation indicates otherwise, the G.O. Grant shall be reduced by the amount not needed.

**Article III
COMPLIANCE WITH MINNESOTA STATUTE, SEC. 16A.695
AND THE COMMISSIONER'S ORDER**

Section 3.01 State Bond Financed Property. The Public Entity acknowledges that its interest in the Real Property is, or when acquired by it will be, "state bond financed property", as such term is used in Minn. Stat. Sec. 16A.695 and the Commissioner's Order and, therefore, the provisions contained in such statute and order apply, or will apply, to its interest in the Real Property, even if the LBRP Grant will only pay for a portion of the Project.

Section 3.02 Preservation of Tax Exempt Status. In order to preserve the tax-exempt status of the G.O. Bonds, the Public Entity agrees as follows:

- A. It will not use the Real Property or use or invest the LBRP Grant or any other sums treated as "bond proceeds" under Section 148 of the Code (including "investment proceeds," "invested sinking funds" and "replacement proceeds") in such a manner as to cause the G.O. Bonds to be classified as "arbitrage bonds" under Code Section 148.
- B. It will deposit and hold the LBRP Grant in a segregated non-interest-bearing account until such funds are used for payments for the Project.

- C. It will, upon written request, provide the Commissioner all information required to satisfy the informational requirements set forth in the Code, including Sections 103 and 148, with respect to the G.O. Bonds.
- D. It will, upon the occurrence of any act or omission by the Public Entity that could cause the interest on the G.O. Bonds to no longer be tax exempt and upon direction from the Commissioner, take such actions and furnish such documents as the Commissioner determines to be necessary to ensure that the interest to be paid on the G.O. Bonds is exempt from federal taxation, which such action may include: (i) compliance with proceedings intended to classify the G.O. Bonds as a “qualified bond” within the meaning of Code Section 141(e), or (ii) changing the nature of the use of the Real Property so that none of the net proceeds of the G.O. Bonds will be deemed to be used, directly or indirectly, in an “unrelated trade or business” or for any “private business use” within the meaning of Code Sections 141(b) and 145(a).
- E. It will not otherwise use any of the LBRP Grant or take, permit or cause to be taken, or omit to take, any action that would adversely affect the exemption from federal income taxation of the interest on the G.O. Bonds, and if it should take, permit or cause to be taken, or omit to take, as appropriate, any such action, it shall take all lawful actions necessary to correct such actions or omissions promptly upon obtaining knowledge thereof.

Section 3.03 **Changes to G.O. Compliance Legislation or the Commissioner’s Order.** If Minn. Stat. Sec. 16A.695 or the Commissioner’s Order is amended in a manner that reduces any requirement imposed against the Public Entity, or if the Public Entity’s interest in the Real Property becomes exempted from Minn. Stat. Sec. 16A.695 and the Commissioner’s Order, then upon written request by the Public Entity, MnDOT shall execute an amendment to the Agreement to implement such amendment or exempt the Public Entity’s interest in the Real Property from Minn. Stat. Sec. 16A.695 and the Commissioner’s Order.

Article IV DISBURSEMENT OF GRANT PROCEEDS

Section 4.01 **The Advances.** MnDOT agrees, on the terms and subject to the conditions set forth herein, to make Advances of the LBRP Grant to the Public Entity from time to time in an aggregate total amount not to exceed the amount of the LBRP Grant. If the amount of LBRP Grant that MnDOT cumulatively disburses hereunder to the Public Entity is less than the amount of the LBRP Grant delineated in Section 1.01, then MnDOT and the Public Entity shall enter into and execute whatever documents MnDOT may request in order to amend or modify this Agreement to reduce the amount of the LBRP Grant to the amount actually disbursed. Provided, however, in accordance with the provisions contained in Section 2.11, MnDOT’s obligation to make Advances shall terminate as of the dates specified in Section 2.11 even if the entire LBRP Grant has not been disbursed by such dates.

Advances shall only be for expenses that (i) are for those items of a capital nature delineated in Source and Use of Funds that is attached as **Exhibit A**, (ii) accrued no earlier than the effective date of the legislation that appropriated the funds that are used to fund the LBRP Grant, or (iii) have otherwise been consented to, in writing, by the Commissioner.

It is the intent of the parties hereto that the rate of disbursement of the Advances shall not exceed the rate of completion of the Project or the rate of disbursement of the matching funds required, if any, under Section 5.13. Therefore, the cumulative amount of all Advances disbursed by the State Entity at any point in time shall not exceed the portion of the Project that has been completed and the percentage of the matching funds required, if any, under Section 5.13 that have been disbursed as of such point in time. This requirement is

expressed by way of the following two formulas:

Formula #1:

Cumulative Advances \leq (Program Grant) \times (percentage of matching funds, if any, required under Section 5.13 that have been disbursed)

Formula #2:

Cumulative Advances \leq (Program Grant) \times (percentage of Project completed)

Section 4.02 Draw Requisitions. Whenever the Public Entity desires a disbursement of a portion of the LBRP Grant the Public Entity shall submit to MnDOT a Draw Requisition duly executed on behalf of the Public Entity or its designee. Each Draw Requisition with respect to construction items shall be limited to amounts equal to: (i) the total value of the classes of the work by percentage of completion as approved by the Public Entity and MnDOT, plus (ii) the value of materials and equipment not incorporated in the Project but delivered and suitably stored on or off the Real Property in a manner acceptable to MnDOT, less (iii) any applicable retainage, and less (iv) all prior Advances.

Notwithstanding anything herein to the contrary, no Advances for materials stored on or off the Real Property will be made by MnDOT unless the Public Entity shall advise MnDOT, in writing, of its intention to so store materials prior to their delivery and MnDOT has not objected thereto.

At the time of submission of each Draw Requisition, other than the final Draw Requisition, the Public Entity shall submit to MnDOT such supporting evidence as may be requested by MnDOT to substantiate all payments which are to be made out of the relevant Draw Requisition or to substantiate all payments then made with respect to the Project.

The final Draw Requisition shall not be submitted before completion of the Project, including any correction of material defects in workmanship or materials (other than the completion of punch list items). At the time of submission of the final Draw Requisition the Public Entity shall submit to MnDOT: (I) such supporting evidence as may be requested by MnDOT to substantiate all payments which are to be made out of the final Draw Requisition or to substantiate all payments then made with respect to the Project, and (ii) satisfactory evidence that all work requiring inspection by municipal or other governmental authorities having jurisdiction has been duly inspected and approved by such authorities and that all requisite certificates and other approvals have been issued.

If on the date an Advance is desired the Public Entity has complied with all requirements of this Agreement and MnDOT approves the relevant Draw Requisition, then MnDOT shall disburse the amount of the requested Advance to the Public Entity.

Section 4.03 Additional Funds. If MnDOT shall at any time in good faith determine that the sum of the undisbursed amount of the LBRP Grant plus the amount of all other funds committed to the Project is less than the amount required to pay all costs and expenses of any kind which reasonably may be anticipated in connection with the Project, then MnDOT may send written notice thereof to the Public Entity specifying the amount which must be supplied in order to provide sufficient funds to complete the Project. The Public Entity agrees that it will, within 10 calendar days of receipt of any such notice, supply or have some other entity supply the amount of funds specified in MnDOT's notice.

Section 4.04 Condition Precedent to Any Advance. The obligation of MnDOT to make any Advance hereunder (including the initial Advance) shall be subject to the following conditions precedent:

- A. MnDOT shall have received a Draw Requisition for such Advance specifying the amount of funds being requested, which such amount when added to all prior requests for an Advance shall not exceed the amount of the LBRP Grant set forth in Section 1.01.
- B. No Event of Default under this Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.
- C. No determination shall have been made by MnDOT that the amount of funds committed to the Project is less than the amount required to pay all costs and expenses of any kind that may reasonably be anticipated in connection with the Project, or if such a determination has been made and notice thereof sent to the Public Entity under Section 4.03, then the Public Entity has supplied, or has caused some other entity to supply, the necessary funds in accordance with such section or has provided evidence acceptable to MnDOT that sufficient funds are available.
- D. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the Public Entity has sufficient funds to fully and completely pay for the Project and all other expenses that may occur in conjunction therewith.
- E. The Public Entity has supplied to the State Entity all other items that the State Entity may reasonably require

Section 4.05 **Processing and Disbursement of Advances.** The Public Entity acknowledges and agrees as follows:

- A. Advances are not made prior to completion of work performed on the Project.
- B. All Advances are processed on a reimbursement basis.
- C. The Public Entity must first document expenditures to obtain an Advance.
- D. Reimbursement requests are made on a partial payment basis or when the Project is completed.
- E. All payments are made following the “Delegated Contract Process or State Aid Payment Request” as requested and approved by the appropriate district state aid engineer.

Section 4.06 **Construction Inspections.** The Public Entity shall be responsible for making its own inspections and observations regarding the completion of the Project, and shall determine to its own satisfaction that all work done or materials supplied have been properly done or supplied in accordance with all contracts that the Public Entity has entered into regarding the completion of the Project.

Article V MISCELLANEOUS

Section 5.01 **Insurance.** If the Public Entity elects to maintain general comprehensive liability insurance regarding the Real Property, then the Public Entity shall have MnDOT named as an additional named insured therein.

Section 5.02 **Condemnation.** If, after the Public Entity has acquired the ownership interest set forth in Section 2.02, all or any portion of the Real Property is condemned to an extent that the Public Entity can no longer comply with Section 2.04, then the Public Entity shall, at its sole option, either: (i) use the

condemnation proceeds to acquire an interest in additional real property needed for the Public Entity to continue to comply with Section 2.04 and to provide whatever additional funds that may be needed for such purposes, or (ii) submit a request to MnDOT and the Commissioner to allow it to sell the remaining portion of its interest in the Real Property. Any condemnation proceeds which are not used to acquire an interest in additional real property shall be applied in accordance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order as if the Public Entity's interest in the Real Property had been sold. If the Public Entity elects to sell its interest in the portion of the Real Property that remains after the condemnation, such sale must occur within a reasonable time period after the date the condemnation occurred and the cumulative sum of the condemnation and sale proceeds applied in accordance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order.

If MnDOT receives any condemnation proceeds referred to herein, MnDOT agrees to or pay over to the Public Entity all of such condemnation proceeds so that the Public Entity can comply with the requirements of this Section.

Section 5.03 Use, Maintenance, Repair and Alterations. The Public Entity shall not, without the written consent of MnDOT and the Commissioner, (i) permit or allow the use of any of the Real Property for any purpose other than the purposes specified in Section 2.04, (ii) substantially alter any of the Real Property except such alterations as may be required by laws, ordinances or regulations, or such other alterations as may improve the Real Property by increasing its value or which improve its ability to be used for the purposes set forth in Section 2.04, (iii) take any action which would unduly impair or depreciate the value of the Real Property, (iv) abandon the Real Property, or (v) commit or permit any act to be done in or on the Real Property in violation of any law, ordinance or regulation.

If the Public Entity fails to maintain the Real Property in accordance with this Section, MnDOT may perform whatever acts and expend whatever funds necessary to so maintain the Real Property, and the Public Entity irrevocably authorizes MnDOT to enter upon the Real Property to perform such acts as may be necessary to so maintain the Real Property. Any actions taken or funds expended by MnDOT shall be at its sole discretion, and nothing contained herein shall require MnDOT to take any action or incur any expense and MnDOT shall not be responsible, or liable to the Public Entity or any other entity, for any such acts that are performed in good faith and not in a negligent manner. Any funds expended by MnDOT pursuant to this Section shall be due and payable on demand by MnDOT and will bear interest from the date of payment by MnDOT at a rate equal to the lesser of the maximum interest rate allowed by law or 18% per year based upon a 365-day year.

Section 5.04 Recordkeeping and Reporting. The Public Entity shall maintain books and records pertaining to Project costs and expenses needed to comply with the requirements contained herein, Minn. Stat. Sec. 16A.695, the Commissioner's Order, and Minn. Stat. Sec. 174.52 and all rules related thereto, and upon request shall allow MnDOT, its auditors, the Legislative Auditor for the State of Minnesota, or the State Auditor for the State of Minnesota, to inspect, audit, copy, or abstract all of such items. The Public Entity shall use generally accepted accounting principles in the maintenance of such items, and shall retain all of such books and records for a period of six years after the date that the Project is fully completed and placed into operation.

Section 5.05 Inspections by MnDOT. The Public Entity shall allow MnDOT to inspect the Real Property upon reasonable request by MnDOT and without interfering with the normal use of the Real Property.

Section 5.06 Liability. The Public Entity and MnDOT agree that each will be responsible for its own acts and the results thereof to the extent authorized by law, and neither shall be responsible for the acts of the other party and the results thereof. The liability of MnDOT and the Commissioner is governed by the

provisions of Minn. Stat. Sec. 3.736. If the Public Entity is a “municipality” as that term is used in Minn. Stat. Chapter 466, then the liability of the Public Entity is governed by the provisions of Chapter 466. The Public Entity’s liability hereunder shall not be limited to the extent of insurance carried by or provided by the Public Entity, or subject to any exclusion from coverage in any insurance policy.

Section 5.07 Relationship of the Parties. Nothing contained in the Agreement is to be construed as establishing a relationship of co-partners or joint venture among the Public Entity, MnDOT, or the Commissioner, nor shall the Public Entity be considered to be an agent, representative, or employee of MnDOT, the Commissioner, or the State of Minnesota in the performance of the Agreement or the Project.

No employee of the Public Entity or other person engaging in the performance of the Agreement or the Project shall be deemed have any contractual relationship with MnDOT, the Commissioner, or the State of Minnesota and shall not be considered an employee of any of those entities. Any claims that may arise on behalf of said employees or other persons out of employment or alleged employment, including claims under the Workers’ Compensation Act of the State of Minnesota, claims of discrimination against the Public Entity or its officers, agents, contractors, or employees shall in no way be the responsibility of MnDOT, the Commissioner, or the State of Minnesota. Such employees or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from MnDOT, the Commissioner, or the State of Minnesota, including tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

Section 5.08 Notices. In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the address of the party specified below or to such different address as may in the future be specified by a party by written notice to the others:

To the Public Entity: At the address indicated on the first page of the Agreement.

To MnDOT at: Minnesota Department of Transportation
Office of State Aid
395 John Ireland Blvd., MS 500
Saint Paul, MN 55155
Attention: Marc Briese, State Aid Programs Engineer

To the Commissioner at: Minnesota Management & Budget
400 Centennial Office Bldg.
658 Cedar St.
St. Paul, MN 55155
Attention: Commissioner

Section 5.09 Assignment or Modification. Neither the Public Entity nor MnDOT may assign any of its rights or obligations under the Agreement without the prior written consent of the other party.

Section 5.10 Waiver. Neither the failure by the Public Entity, MnDOT, or the Commissioner, as a third party beneficiary of the Agreement, in one or more instances to insist upon the complete observance or performance of any provision hereof, nor the failure of the Public Entity, MnDOT, or the Commissioner to exercise any right or remedy conferred hereunder or afforded by law shall be construed as waiving any breach of such provision or the right to exercise such right or remedy thereafter. In addition, no delay by any of the Public Entity, MnDOT, or the Commissioner in exercising any right or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right or remedy preclude other or further exercise thereof or the exercise of any other right or remedy.

Section 5.11 Choice of Law and Venue. All matters relating to the validity, interpretation, performance, or enforcement of the Agreement shall be determined in accordance with the laws of the State of Minnesota. All legal actions arising from any provision of the Agreement shall be initiated and venued in the State of Minnesota District Court located in St. Paul, Minnesota.

Section 5.12 Severability. If any provision of the Agreement is finally judged by any court to be invalid, then the remaining provisions shall remain in full force and effect and they shall be interpreted, performed, and enforced as if the invalid provision did not appear herein.

Section 5.13 Matching Funds. Any matching funds as shown on Page 1 of the Grant Agreement that are required to be obtained and supplied by the Public Entity must either be in the form of (i) cash monies, (ii) legally binding commitments for money, or (iii) equivalent funds or contributions, including equity, which have been or will be used to pay for the Project. The Public Entity shall supply to MnDOT whatever documentation MnDOT may request to substantiate the availability and source of any matching funds.

Section 5.14 Sources and Uses of Funds. The Public Entity represents to MnDOT and the Commissioner that the Sources and Uses of Funds Schedule attached as **Exhibit A** accurately shows the total cost of the Project and all of the funds that are available for the completion of the Project. The Public Entity will supply any other information and documentation that MnDOT or the Commissioner may request to support or explain any of the information contained in the Sources and Uses of Funds Schedule. If any of the funds shown in the Sources and Uses of Funds Schedule have conditions precedent to the release of such funds, the Public Entity must provide to MnDOT a detailed description of such conditions and what is being done to satisfy such conditions.

Section 5.15 Project Completion Schedule. The Public Entity represents to MnDOT and the Commissioner that the Project Completion Schedule attached as **Exhibit B** correctly and accurately sets forth the projected schedule for the completion of the Project.

Section 5.16 Third-Party Beneficiary. The Governmental Program will benefit the State of Minnesota and the provisions and requirements contained herein are for the benefit of both the State Entity and the State of Minnesota. Therefore, the State of Minnesota, by and through its Commissioner of MMB, is and shall be a third-party beneficiary of this Agreement.

Section 5.17 Public Entity Tasks. Any tasks that the Agreement imposes upon the Public Entity may be performed by such other entity as the Public Entity may select or designate, provided that the failure of such other entity to perform said tasks shall be deemed to be a failure to perform by the Public Entity.

Section 5.18 Data Practices. The Public Entity agrees with respect to any data that it possesses regarding the G.O. Grant or the Project to comply with all of the provisions and restrictions contained in the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as such may subsequently be amended or replaced from time to time.

Section 5.19 Non-Discrimination. The Public Entity agrees to not engage in discriminatory employment practices regarding the Project and it shall fully comply with all of the provisions contained in Minnesota Statutes Chapters 363A and 181, as such may subsequently be amended or replaced from time to time.

Section 5.20 **Worker's Compensation.** The Public Entity agrees to comply with all of the provisions relating to worker's compensation contained in Minn. Stat. Secs. 176.181 subd. 2 and 176.182, as they may be amended or replaced from time to time with respect to the Project.

Section 5.21 **Antitrust Claims.** The Public Entity hereby assigns to MnDOT and the Commissioner of MMB all claims it may have for over charges as to goods or services provided with respect to the Project that arise under the antitrust laws of the State of Minnesota or of the United States of America.

Section 5.22 **Prevailing Wages.** The Public Entity agrees to comply with all of the applicable provisions contained in Minnesota Statutes Chapter 177, and specifically those provisions contained in Minn. Stat. §. 177.41 through 177.435 as they may be amended or replaced from time to time with respect to the Project. By agreeing to this provision, the Public Entity is not acknowledging or agreeing that the cited provisions apply to the Project.

Section 5.23 **Entire Agreement.** The Agreement and all of the exhibits attached thereto embody the entire agreement between the Public Entity and MnDOT, and there are no other agreements, either oral or written, between the Public Entity and MnDOT on the subject matter hereof.

Section 5.24 **E-Verification.** The Public Entity agrees and acknowledges that it is aware of Minn.Stat. § 16C.075 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such order.

Section 5.25 **Telecommunications Certification.** If federal funds are included in Exhibit A, by signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.

Section 5.26 **Title VI/Non-discrimination Assurances.** Public Entity agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Public Entity will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. MnDOT may conduct a review of the Public Entity's compliance with this provision. The Public Entity must cooperate with MnDOT throughout the review process by supplying all requested information and documentation to MnDOT, making Public Entity staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by MnDOT.

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

ADOPTED August 10, 2021

By Commissioner: xxxx

20210810-xxx

**For Agreement to State Transportation Fund
Local Road Improvement Program, Account 347
SAP 001-605-013
Grant Terms and Conditions**

WHEREAS, the County of Aitkin has applied to the Commissioner of Transportation for a Grant from the Minnesota State Transportation Fund for construction of SAP 001-605-013, and

WHEREAS, the Commissioner of Transportation has given notice that funding for this local road improvement project is available, and

WHEREAS, the amount of the Grant has been determined to be \$59,806.

NOW, THEREFORE BE IT RESOLVED, That the County of Aitkin does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52 and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the road project, but not required.

BE IT FURTHER RESOLVED, That the Aitkin County Engineer is authorized to execute the Agreement and any amendments to the Agreement.

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 10th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of August, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: August 10, 2021

Title of Item: Snake River 1W1P Organizational options

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Steve Hughes		Department: Aitkin County SWCD
Presenter (Name and Title): Steve Hughes SWCD District Manager		Estimated Time Needed: 15 minutes
Summary of Issue: <p>I will present 3 options to the County Board for their consideration. The 1 Watershed 1 Plan (1W1P) effort in the Snake River Watershed is at the point where an agreement on organizational structure for the future is necessary. Option 1 is a "Memorandum of Agreement". It would be simple, but is not legally enforceable and cannot directly receive funds. Option 2 is a "Joint Powers Collaboration" which is relatively simple but has significant restrictions in its decision-making authorities and efficiency. Option 3 is "Joint Powers Entity" (JPE). The JPE is most similar to the existing Snake River Joint Powers Board that has functioned effectively for many years.</p> <p>We are mindful that these efforts require County Board and SWCD time commitments. The JPE (Option3) appears to effective and should provide the best balance of County and SWCD involvement, together with enough authority to carry out business effectively.</p>		
Alternatives, Options, Effects on Others/Comments: <p>The existing Snake River JPB could be restructured to the new JPE if the JPE is the chosen option. This should provide a smooth transition from existing efforts to the expanded efforts of a 1W1P.</p>		
Recommended Action/Motion: <p>The Aitkin County SWCD recommends: Option 3 Joint Powers Entity</p>		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ County Board and SWCD Board time serving on the JPE.</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p> <p>Possibly additional County Commissioner, County staff, SWCD Board, and SWCD staff time.</p>		

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



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: 8/10/2021

Title of Item: New Freedom Clinical Supervision Contract

<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: Cynthia Bennett		Department: HHS
Presenter (Name and Title): Cynthia Bennett		Estimated Time Needed: 5 minutes
Summary of Issue: <p>This agenda item is a request to approve a contract that provides monthly clinical supervision by a Licensed Drug and Alcohol Counselor (LADC) to social workers who work in the area of chemical dependency. The federal and state regulations changed regarding chemical dependency services and although we have social workers who have completed training and are able to provide this service the requirement is that they need clinical supervision and oversight of their work until they meet the criteria to be considered a LADC. Without this supervision Aitkin County will not be able to bill for the service these Social Workers provide in the area of chemical dependency. In addition, this contract benefits Aitkin County residents by having health and human services social workers provide treatment coordination to community members VS seeking this coordination elsewhere.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Requesting County Commissioner formal approval for contract execution.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		
ACHHS will be able to bill for chemical dependency coordination services provided to individuals. ACHHS will then need to pay New Freedom for clinical supervision services. The anticipated HHS revenues from this service is expected to be greater than the cost of clinical supervision.		

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



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: August 10, 2021

Title of Item: Presentation of Draft 2022 Public Health and Human Services Budget

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Cynthia Bennett	Department: PHHS	
Presenter (Name and Title): Carli Goble		Estimated Time Needed: 30 minutes
Summary of Issue: Presentation of the Draft 2022 Public Health and Human Services Budget. Materials will be presented at the time of the discussion.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: August 10, 2021

Title of Item: New Off Sale Liquor License -Ukura's

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Auditor's Office	Department: Auditor
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Presenter (Name and Title): Kirk Peysar/Kathleen Ryan	Estimated Time Needed: 5 Minutes
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Summary of Issue:

Set Public Hearing Date - New Off Sale Liquor License - Ukura's in McGregor, MN

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Set Public Hearing Date

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:



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: 8-10-21

Title of Item: All Terrain Vehicle Ordinance Revision

<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: John Welle	Department: Highway Department
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Presenter (Name and Title): Aitkin County All Terrain Vehicle Committee	Estimated Time Needed: 15 minutes
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Summary of Issue:
Final changes to the revised ATV Ordinance will be presented for consideration by the Board of Commissioners.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve Class 1 ATV Ordinance effective upon Board Chair signature.

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

Aitkin County

Class 1 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(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.
4. ~~Minnesota Statute 84.928 Subdivision 1a(h) authorizes a road authority by permit to designate corridor access trails on public road right of way for purposes of accessing established all-terrain vehicle trails.~~
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 1(k), to allow the legal use of class 1 all-terrain vehicles on the extreme right hand side of the traffic lanes of specific county highways for the purpose of accessing businesses that provide services such as food, fuel, and lodging.~~
2. 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.

~~3. Pursuant to Minnesota Statute 84.928 Subdivision 1a(h), to allow for a corridor access permit process to allow the legal use of class 1 all-terrain vehicles on the traffic lanes/shoulders of specific county highways for the purpose of accessing established all-terrain vehicle trails.~~

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

3. 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 ~~that consist of paved traffic lanes and paved and/or gravel surfaced shoulders, 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 the traffic lane on the segments listed in Appendix A for the purpose of accessing businesses that provide services such as food, fuel, and lodging.~~

~~Operation shall be in compliance with the regulations contained in Article 6 of this Ordinance.~~

21. 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 65 of this Ordinance.

~~32. Operation of class 1 all-terrain vehicles on paved county highways shall remain as restricted in Minnesota Statute 84.928 Subdivision 1. 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.~~

43. 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 regulations listed in Article 65 and/or safety concerns created by ATV use.

Article 5 Corridor Access Permit

- ~~1. A Corridor Access Permit is available under this Ordinance to allow legal all-terrain vehicle operation on the traffic lanes/shoulders of permitted paved county highways.~~
- ~~2. The applicant for this permit must be the city council and/or township board(s) in which the corridor is located. The permit application form is shown in Appendix B of this Ordinance.~~
- ~~3. Operation on approved corridor access routes shall be in compliance with the regulations contained in Article 6 of this Ordinance.~~
4. The Aitkin County All-Terrain Vehicle Committee shall make a recommendation to the Aitkin County Board of Commissioners for approval or denial of a permit application request based on factors including, but not limited to, the following: corridor length, vehicle traffic count, shoulder width, road design speed, and trail connectivity.

~~5. — Signage shall be placed by the Aitkin County Highway Department to indicate the location of corridor access permit routes. All costs of signage are to be reimbursed to the Aitkin County Highway Department by the permit applicant.~~

~~6. — Permits may be revoked by the Aitkin County Board of Commissioners for non-compliance with permit regulations and/or safety concerns created by the all-terrain vehicle use.~~

Article 65 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.
6. ~~Hours of operation shall be limited to ½ hour before sunrise to ½ hour after sunset.~~
7. A person 12 years of age but less than 16 years must possess a valid all-terrain safety certificate issued by the commissioner of natural resources and must be accompanied by a person 18 year of age or older who is in possession of a valid driver's license.

Article 76 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 87 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 98 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 109 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 110 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

Appendix A

1. — County Highway 3 from the Soo Line Recreation Trail to 5th Avenue in Palisade
2. — County Highway 7 from the Hill City Connector Trail to US Highway 169
3. — County Highway 8 from the Soo Line Recreation Trail to Trunk Highway 210 in McGregor
4. — County Highway 9 from County Highway 79 to south jet. Trunk Highway 65 in McGrath
5. — County Highway 10 from the Soo Line Recreation Trail to 5th Avenue in Palisade
6. — County Highway 16 from the Soo Line Recreation Trail to 363rd Street in Lawler

7. — County Highway 33 from US Highway 169 to Park Avenue in Hill City
8. — County Highway 66 from US Highway 169 to Water Street in Hill City
9. — County Highway 70 from the north jet. Trunk Highway 65 to the south jet. Trunk Highway 65 in Jacobson
10. — County Highway 79 from County Highway 9 to 4th Street in McGrath
11. — County Highway 82 from Airport Road to east termini of County Highway 82

~~Appendix B~~

~~Corridor Access Permit Application~~

~~**Applicant Name(s)** — The City and/or Township(s) in which the segment is located must be listed as applicants. Permit application to be accompanied by authorizing resolution(s) from each applicant.~~

Roadway Segment — Provide County Highway number and/or name with specific begin and ending point.

County Highway No. _____

From: _____

To: _____

Applicant Signature(s) — By signing this application, the applicant(s) acknowledge that they have read the Corridor Access Permit Requirements and Regulations in the Aitkin County All-Terrain Vehicle Ordinance. If approved, the applicants acknowledge that they will be responsible for cost of signage for the corridor access route.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Aitkin County All-Terrain Vehicle Committee Recommendation

Approve _____ Deny _____ Date: _____

Aitkin County Board of Commissioners Action

Approve _____ Deny _____ Date: _____

Additional Permit Provisions: _____

County Administrator Signature: _____ Date: _____

Aitkin County

Class 1 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(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.
4. 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
3. 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 regulations 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.
6. A person 12 years of age but less than 16 years must possess a valid all-terrain safety certificate issued by the commissioner of natural resources and must be accompanied by a person 18 year of age or older who is in possession of a valid driver's license.

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



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: 8/10/2021

Title of Item: Personnel Policy Update (Recruitment RE: Temporary Positions)

<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: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 3 minutes
Summary of Issue: <p>Personnel policies are updated on a recurring basis. The attached policy update indicates that temporary unbudgeted positions may be filled with County Administrator approval. (County Board approval will continue to be required for permanent unbudgeted positions.)</p> <p>Also, it recognizes that temporary and seasonal job openings are sometimes filled with returning staff (already trained), by advertising, or by word of mouth. Temporary jobs are typically 67 calendar days (or less) in duration.</p> <p>A redlined copy of the policy is attached showing proposed changes.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to approve the Recruitment policy update as proposed. Copy attached.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

Section B. Recruitment Procedures

Purpose: To ensure consistent procedures are utilized to recruit the best possible candidate in the most efficient way possible for each position.

Subd. (1) Roles and Responsibilities

- (a) The Human Resources Director or designee has the primary responsibility for coordinating recruitment, screening, interviewing and facilitating hiring recommendations of new employees. The Human Resource Director or designee will be the primary point of contact for all applicants until a conditional job offer has been made.
- (b) The Department Head or supervisory designee is responsible for making the final recommendation on all job offers.
- (c) The County Administrator must approve the recommendation for previously budgeted positions. The Administrator may also approve recommendations for temporary unbudgeted positions, up to 67 days per calendar year in duration.
- (d) The Aitkin County Board of Commissioners must approve the recommendation for newly created or unbudgeted positions. (with the exception of unbudgeted temporary positions as noted in (c) above).

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Subd. (2) All Permanent County Job Openings will be Posted

- (a) All permanent job openings will be posted internally on the intranet and on the bulletin board outside of the Human Resources office and advertised externally simultaneously, unless the County is precluded from doing so by a collective bargaining agreement. Each notice will include the posting date, job title, department, position description, pay range, and closing date or open until filled notation. Qualified County employees who apply will be given consideration. Temporary and seasonal job openings may be posted, filled by word of mouth advertising, or with returning staff members as deemed most suitable for the position.
- (b) All bargaining unit job openings will be posted according to applicable collective bargaining agreements.
- (c) All employees (probationary and non-probationary) are eligible to apply for internal vacancies or transfers, unless an applicable collective bargaining agreement provides otherwise.
- (d) If applicable, employees must be Merit System eligible. All HHS Department positions are hired from Merit System registers, except the HHS Director position which is exempted from merit personnel system coverage (5 CFR 900.602). Minnesota Merit System's online application center and hiring practices shall apply where applicable.



Board of County Commissioners Agenda Request

8B

Agenda Item #

Requested Meeting Date: 8/10/2021

Title of Item: Updated Job Description, Dispatcher/Jailer

<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: Bobbie Danielson		Department: Human Resources Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 2 minutes
Summary of Issue: <p>The Dispatcher job description has been updated to reflect a combination of Dispatcher/Jailer duties. Changes are shown in red text - these changes reflect work being performed by the Dispatchers. This is not a job re-evaluation, but rather an update for submittal to PERA; this revised position description meets statutory requirements for placement in the Correctional Plan. Following Board approval, a certification for each member working as a Dispatcher/Jailer and written confirmation of the effective date (board approval date) shall be submitted to PERA as required.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to approve the updated Dispatcher/Jailer job description.		
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>		
<p>Existing Dispatchers will remain in the PERA Correctional Plan (8.75% employer contribution rate). New Dispatcher will be moved from the PERA Coordinated Plan (7.5% employer contribution rate) to the Correctional Plan following board approval. Contribution rates are set by and subject to change by the Minnesota Legislature.</p>		

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



DISPATCHER/JAILER

(7/24/2021 DRAFT)

Department Sheriff's Office
Grade Grade 4
Reports to Dispatch Supervisor / Co-Program Coordinator
FLSA Status Non-exempt
Union Status Teamsters Non-licensed Essential Unit

Final Appointing Authority

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

Job Summary

To assist in the protection and safety of the citizens, visitors, businesses and institutions of Aitkin County and their property by receiving requests for emergency and non-emergency services within Aitkin County. To promptly dispatch law enforcement, fire, ambulance or other emergency services as are appropriate. To provide radio communication and other communication support to County, City and State law enforcement and other agencies as required. **To serve as primary/master control of the Aitkin County Jail from within a secured area within the jail facility, responsible for direct security, custody and control of the county correctional institution and its inmates.**

Supervision Received

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

Supervision Exercised

No formal supervisory authority.

Essential Functions

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

1. Closely monitors all means of communication including, but not limited to: radio, telephone, fax and email. Receives calls for emergency and non-emergency public safety and **correctional services**, serving as the first point of contact for such services within Aitkin County. **Dispatcher/Jailers also monitor all two-way radio communications within the jail facility as well as emergency inmate intercoms located in each jail cell.**
2. Prioritizes requests for emergency and non-emergency services by following policies and procedures established by the Dispatch Supervisor, **Jail Administrator** and Sheriff.
3. Determines the necessary information to collect for 911 emergency, non-emergency and administrative requests for service according to policies and procedures established by the Dispatch



Position Description

Supervisor and Sheriff; organizes, verifies and accurately records information and generates reports (IRs).

4. Identifies and dispatches the appropriate agencies to respond to calls for services; effectively and professionally communicates critical information to those agencies responding and ensures communication between responding agencies.
 5. Is responsible for the direct security, custody, and control of the county correctional institution and its inmates, as well as expected to respond to incidents within the jail when necessary.
 6. Ensures operation and functionality of all public safety communications systems in the dispatch area including required tests of radio systems and civil defense systems.
 7. Ensures operation and functionality of all jail doors, electronically and keyed, all interior jail and exterior campus cameras, and report any issues to the Dispatch Supervisor or Jail Administrators to ensure the safety of all jail staff and inmates.
 8. Monitors weather conditions and provides weather updates to field personnel and jail staff regarding severe weather and sounds civil defense sirens when directed during major emergencies and natural disasters.
 9. Follows policy and procedure to update, monitor, query, generate reports and communicate information to field personnel from federal, state and local computer systems and databases including, but not limited to: NCIS, MINCIS, stolen/wanted vehicle file, missing person file, Verifies information for all calls, warrants, missing persons/items, OFP's/DANCO's, and criminal history and background databases
 10. As needed, perform pat downs of same gender inmates, escorting visitors and/or inmates in facility or to court, transport inmates between facilities and respond to any emergency within the jail as staffing allows.
 11. Monitor operation and functionality of county security system monitoring all alarms and cameras within the Aitkin County Government Center, Aitkin County Judicial Center, and other county facilities so equipped and to coordinate response with Courthouse Security Deputy/Bailiff and/or Law Enforcement.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

High school diploma or general education degree (GED) required. Prior experience as a 911 Dispatcher or a 911 dispatch certification within the last five years is desirable, but not required. Current CJIS certification is also desirable. Must have the ability to focus and work productively with continual interruptions.

Must have clear speech, excellent verbal communication skills, ability to hear normal range of radio and speech, and ability to visually observe persons and conditions. Must have ability to work independently, maintain a calm and professional manner at all times, and have the ability to physically restrain inmates if necessary. Must be able to work rotating shifts, including days, nights, weekends, and holidays as assigned.



CJIS (Criminal Justice Information System) Certification issued by MN BCA required within 6 months of hire. Also, must pass a tuberculosis screening and receive Certificates of Training in CPR, First Aid, and AED within 6 months of hire. Qualification in the use of a

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

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Computer software including 911 and administration phones, mapping system, radio, Portals, CAD/**Zuercher** & other law enforcement sites

Skill in:

1. Computer and typing skills sufficient to complete 40 net words per minute without errors.
2. Reading, writing, and speaking English proficiently.
3. Multi-tasking.
4. Interpersonal communication skills.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Manage time and workload effectively.
3. Maintain confidentiality.
4. Ability to prioritize emergency calls
5. Ability to remain calm in high stress situations
6. Ability to communicate effectively and efficiently
7. Ability to move from task to task quickly and efficiently with multiple distractions (i.e. jail doors, alarms, multiple phone calls, radios, etc.)

Language Skills

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

Mathematical Skills

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

Reasoning Skills



Position Description

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

Computer Skills

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

County Payroll Software/E-time, **ESRI Link platform**, Microsoft Word, Microsoft Excel, Microsoft Outlook, Law Enforcement Software: Zuercher Suite CAD JMS RMS and Mobile, **Verint Impact 360 audio logger**, Portals, DVS, Statewide Supervision, Recordkeeping Software: POR, Odyssey, ARMER Radio, **Vesta** 911 & phone system, and multiple other sites, Internet, and other job-related software.

Ability to Travel

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

Competencies

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

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

Work Environment

The noise level in the work environment is usually moderate.

Equipment and Tools

Computer, telephone, radios, fax, copier, printer, calculator, shredder and other job-related tools and equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

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

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

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

Disclaimer



Position Description

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

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

07/6/2015

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

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

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



Board of County Commissioners Agenda Request

9A
Agenda Item #

Requested Meeting Date: August 10, 2021

Title of Item: NTIA Broadband Development Grant Application

<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)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Mark Jeffers	Department: Administration
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Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 10 min.
--	--

Summary of Issue:
A public hearing has been scheduled for 11:00 a.m. to accept public comment on the NTIA Broadband Development Grant application. Hard copy of the grant application will be available at the meeting.

The Board will be asked to pass a resolution to submit the NTIA Broadband Development Grant Application.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Hold public hearing at 11:00 a.m. to accept public comment on the NTIA Broadband Development Grant application. Adopt resolution to submit NTIA Broadband Development Grant application.

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

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

ADOPTED August 10, 2021

By Commissioner: xxxx

20210810-XXX

NTIA BROADBAND DEVELOPMENT GRANT APPLICATION

WHEREAS, The importance of Broadband development is a top priority for economic development in Aitkin County, and

WHEREAS, The National Telecommunications and Information Administration Broadband Infrastructure Development Grant application has been completed by the Economic Development Coordinator and Mille Lacs Energy Cooperative, and

WHEREAS, A public hearing was held on August 10, 2021 at 11:00 a.m.

BE IT RESOLVED, That Aitkin County has the legal authority to apply for financial assistance, and

NOW, THEREOFRE BE IT RESOLVED, That the Board of Commissioners of Aitkin County have authorized the submission of this grant, and

BE IT FURTHER RESOLVED, That the Board of Commissioners have authorized the Economic Development Coordinator to fully execute the submission of this application.

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 10th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of August, 2021

Jessica Seibert
County Administrator



**AITKIN COUNTY
NOTICE OF PUBLIC
HEARING
ON PROPOSED
RESOLUTION TO SUBMIT
A GRANT APPLICATION
FOR BROADBAND
INFRASTRUCTURE
BY AITKIN COUNTY**

The Aitkin County Board of Commissioners will hold a public hearing at 11:00 am on Tuesday, August 10, 2021, at the Board of Commissioners Meeting Room located in the Aitkin County Government Center at 307 Second Street NW, Aitkin, MN. The purpose of the hearing is to inform the public and receive input on the submission of the NTIA Broadband Infrastructure Grant Application.

A draft copy of the proposed application will be available for public inspection at; Aitkin County Government Center at 307 Second Street NW, Aitkin, MN, in the Economic Development Office; Contact mark.jeffers.co.aitkin.mn.us, or call 218-927-7305.

At the public hearing, all interested parties may express their comments for consideration by the Aitkin County Board of Commissioners

Mark Jeffers
Aitkin County Economic Development Coordinator

Published in the
Aitkin Independent Age
July 28, 2021
1154798

-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully. If changes are needed, please contact us prior to deadline at Cambridge (763) 691-6000 or email at publicnotice@apgecm.com

Date: 07/20/21
Account #: 482627
Customer: AITKIN COUNTY ADMINISTRATION
Address: AITKIN COUNTY GOVERNMENT CENTER
307 2ND STREET NW, ROOM 310
AITKIN
Telephone: (218) 927-3761
Fax:

Publications:
Aitkin Independent Age

Ad ID: 1154798
Copy Line: August 10 NTIA Broadband PH
PO Number:
Start: 07/28/21
Stop: 07/28/2021
Total Cost: \$55.95
of Lines: 41
Total Depth: 4.556
of Inserts: 1
Ad Class: 150
Phone # (763) 691-6000
Email: publicnotice@apgecm.com
Rep No: MA700
Contract-Gross



Board of County Commissioners Agenda Request

10A
Agenda Item #

Requested Meeting Date: August 10th, 2021

Title of Item: Approve Bids for Judicial Center step repairs

<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): Jim Bright, Facilities Coordinator		Estimated Time Needed: 15 min.
Summary of Issue: Bids will be opened at 2 PM on Aug. 5th. We will be bringing a bid to be approved for the remodel of the front Judicial Center steps		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve a bid to replace the front Judicial Center steps		
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>		

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



Board of County Commissioners Agenda Request

11A
Agenda Item #

Requested Meeting Date: August 10, 2021

Title of Item: Approve Committee of the Whole Meeting

<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>
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 10 min.
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Summary of Issue:

A status update regarding Fiscal Recovery Funds will be given. The Board will be asked to schedule another Committee of the Whole meeting to be held with department heads to continue planning discussions.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve Committee of the Whole meeting to be held on _____, 2021.

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:*



Board of County Commissioners Agenda Request

11B
Agenda Item #

Requested Meeting Date: August 10, 2021

Title of Item: 2022 General Government Preliminary Budget Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert	Department: Administration	
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 20 min.
Summary of Issue: Please see the attached 2022 General Government preliminary Budget memo for discussion. An IFS report showing the detailed line items for each General Government department is also attached.		
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 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.

AITKIN COUNTY ADMINISTRATION



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

jessica.seibert@co.aitkin.mn.us
Phone: 218-927-3093
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners
FROM: Jessica Seibert, Aitkin County Administrator
RE: Proposed 2022 General Government Budgets
DATE: August 10, 2021

The proposed 2021 general government budget presentation will include budgets located within the General Fund. The sixteen budgets include:

Administration	Environmental Services	Miscellaneous
Assessor	Extension	Recorder
Attorney	Human Resources	SWCD/AG/Watershed
Auditor	IT	Treasurer
Commissioners	Library	
Economic Development	Maintenance	

A brief description of key changes to revenues and expenditures for each department follows. Four columns representing the 2021 budgeted amount, 2022 budgeted amount, change in budgeted amount, and percentage change in budgeted amount are reported. Also included are detailed IFS worksheets providing support for each budget.

General Overview

The 2022 General Courthouse budget was prepared by individual Department Heads and reviewed individually with the County Administrator. Budgets have also been reviewed by the Budget Committee where discussions continue to be held.

Salary and benefit figures are based on previously approved contracts. Estimates have been made for insurance amounts due to the fact that 2022 rates have not yet been received from MCIT or PEIP. A 7% increase in health insurance has been budgeted with the hope that this can be lowered some when the actual rate increase is received.

The budget was developed using a collaborative approach with County Commissioners, the County Administrator, Department Heads, and staff. Many hours were spent researching past practices, future needs, and historical spending. The result is a budget that accurately reflects expected revenues and expenditures that are needed to provide Aitkin County residents quality services.

Administration:

- 45 *Motor Pool*
- 52 *Administration*
- 120 *Veterans Service Officer*

Change made to Motor Pool budget in how trade in's are coded. Rather than revenue a reduction in purchase price is reflected. Consideration is being given to postponing or eliminating the regular replacement of two vehicles. No vehicles purchased last year, one replacement currently budgeted in 2022.

Revenues	79,800.00	61,000.00	(18,800.00)	(23.56)%
Expenditures	371,115.00	406,699.00	35,584.00	9.59%
Net	291,315.00	345,699.00	54,384.00	18.67%

Assessor's Office:

- 43 *Assessor*

Slight increase in training/travel costs due to new staff. Vehicle purchase approved in Capital Plan.

Revenues	164,606.00	171,177.00	6,571.00	3.99%
Expenditures	892,681.00	904,038.00	11,357.00	1.83%
Net	728,075.00	732,861.00	4,786.00	0.66%

Attorney's Office:

- 90 *Attorney*
- 255 *Crime Victim Grant*

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	153,398.00	150,544.00	4,854.00	(5.84)%
Expenditures	1,246,002.00	1,332,005.00	96,003.00	11.08%
Net	1,246,002.00	1,181,461.00	90,857.00	29.55%

Auditor:

- 40 *Auditor (inc. License Center)*
- 41 *Internal Audit*

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	285,370.00	290,190.00	4,820.00	1.69%
Expenditures	810,248.00	849,581.00	39,333.00	4.85%
Net	524,878.00	559,391.00	34,513.00	6.58%

60 Elections

Planned use of fund balance due to election year reflected in revenue. Continuing to budget \$50,000 in programming to level spending from year to year. Increase in operating costs due to election year.

Revenues	700.00.00	101,000.00	100,300.00	14,328.57%
Expenditures	67,900.00	182,567.00	114,667.00	168.88%
Net	67,200.00	81,567.00	14,367.00	21.38%

Commissioners:

01 Commissioners

Budgeted increases in salary and benefits. To be determined later by Board resolution.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	261,142.00	278,224.00	17,082.00	6.54%
Net	261,142.00	278,224.00	17,082.00	2.44%

Economic Development:

711 Economic Development

Increase in expenses due to hire of a full-time Coordinator.

Revenues	0.00	0.00	0.00	0.00
Expenditures	53,711.00	117,852.00	64,141.00	119.42%
Net	53,711.00	117,852.00	64,141.00	119.42%

Environmental Services:

122 Planning & Zoning

390 Environmental Health

391 Solid Waste

392 Water Wells

Increase in permit revenue. Planned use of fund balance in the Solid Waste budget. Significant increase in recycling costs - \$45,000.

Revenues	707,440.00	761,042.00	53,602.00	7.58%
Expenditures	844,687.00	925,494.00	80,807.00	9.57%
Net	137,247.00	164,452.00	27,205.00	19.82%

Extension Office:

601 Extension

Current three-year contract ends December, 2021.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	83,671.00	86,571.00	1,900.00	2.27%
Net	83,671.00	86,571.00	1,900.00	2.27%

Human Resources:

53 *Human Resources*

No significant increases in service costs.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	353,836.00	359,964.00	6,128.00	1.73%
Net	353,386.00	359,964.00	6,128.00	1.73%

Information and Technology:

49 *Information and Technology*

Decrease in revenue due to lower planned use of fund balance included. Increase in programming and service costs.

Revenues	56,550.00	21,500.00	(35,050.00)	(61.98)%
Expenditures	712,747.00	721,489.00	8,742.00	1.23%
Net	656,197.00	699,989.00	43,792.00	6.67%

Library (ECRL): Appropriation amount budgeted is \$242,538 based on recent library committee discussions. State certified minimum level of support letter has not yet been received.

Courthouse Maintenance:

110 *Courthouse Maintenance*

111 *Buildings*

Increase in service contracts such as elevator and boiler inspections. Slight increase in capital account to plan for regular capital purchases.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	558,373.00	581,559.00	23,186.00	4.15%
Net	558,373.00	581,559.00	23,186.00	4.15%

Recorder:

100 *Recorder*

Department Head requesting additional staff. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	210,500.00	210,500.00	0.00	0.00%
Expenditures	396,871.00	476,324.00	79,453.00	20.02%
Net	186,371.00	265,824.00	79,453.00	42.63%

SWCD, AG & Watershed:

600 *Ag Society, Soil & Water, Ag Inspector*

Increase attributed to Ag Society insurance costs, increase in Ag Society appropriation request, and inclusion of Ag Inspector fees.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	113,318.00	121,118.00	7,800.00	6.88%
Net	113,318.00	121,118.00	7,800.00	6.88%

Treasurer's Office:

42 *Treasurer*

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	30,200.00	28,400.00	(1,800.00)	(5.96)
Expenditures	306,942.00	314,660.00	7,718.00	2.51%
Net	276,742.00	286,260.00	9,518.00	3.44%

Additional Notes:

- The preliminary levy is proposed to be adopted at the September 14th Board meeting. If needed, the Board may choose to postpone the adoption of the preliminary levy until the September 28th Board Meeting. State law requires the County Board to adopt a preliminary levy prior to September 30th.
- A five-year capital plan will be finalized and presented to the Board in the near future.
- Fund Balance recommendations will be made according to the adopted Fund Balance Policy after the outside Auditor's complete financial statements.
- 2022 County Program Aid decreased by \$17,385 from \$853,074 to \$835,689.
- A review of the current motor pool operations is being conducted to determine the impact of remote work. Best practices and size of motor pool fleet are being discussed.

Aitkin County



USER-SELECTED BUDGET REPORT

Options: 1 = Budget Amount, 2 = Yearly Amount, 3 = Dashed Lines, 4 = Estimated Annual

Page Break Option: 1
1 - Page Break by FUND
2 - Page Break by DEPT
3 - Page Break by PROGRAM
4 - Page Break by SERVICE

Column Selection: 1 1 0 0 0

Column ADOPTED PROPOS
Headings: 2021 2022

Line Spacing: 1
1 - Single Spaced
2 - Double Spaced

Year:
Months:

Print Subtotal By FUND N
Print Subtotal By DEPT N
Print Subtotal By PROGRAM N
Print Subtotal By SERVICE N
Print Subtotal By Object Range N

Report Basis 1 1 - Cash
 2 - Modified Accrual
 3 - Full Accrual

Include on the Report: 1
1 - All G/L Accounts
2 - Only G/L Accounts with Budget
 Amts.
3 - Only G/L Accounts without Budget
 Amts.
4 - Only Budget Accounts with zero
 Amts.
5 - Only Active G/L Accounts

Include Zero Dollar Accts: N
Round Amounts: Y
Save Report: N

Comment:

FUND Range From 1 Thru 1

DEPT

X Include/eXclude 123, 200, 203, 204, 252, 253, 280

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>	<u>ADOPTED</u>	<u>PROPOSED</u>
DEPT			<u>2021</u>	<u>2022</u>
001	Commissioners			
	01-001-000-0000-6101	Salaries	168,520	176,946
	01-001-000-0000-6108	Meals (Not Overnight)	100	100
	01-001-000-0000-6124	Medicare-Employer 1.45%	2,444	2,566
	01-001-000-0000-6148	Employer Deduct Contribution-HSA	11,020	12,020
	01-001-000-0000-6149	Employer Deduct Contribution-Veba	0	2,260
	01-001-000-0000-6150	Health Insurance-Employer	38,922	41,766
	01-001-000-0000-6152	Life Insurance-Employer	555	594
	01-001-000-0000-6162	Pera-Dcp 5%	8,426	8,847
	01-001-000-0000-6168	NACO Deferred Comp ER in Lieu Hea	0	2,750
	01-001-000-0000-6205	Postage	50	0
	01-001-000-0000-6230	Printing, Publishing & Adv	2,500	3,000
	01-001-000-0000-6241	Registration Fee	6,000	6,000
	01-001-000-0000-6250	Telephone	2,000	2,000
	01-001-000-0000-6330	Transportation/Travel/Parking	11,000	9,000
	01-001-000-0000-6332	Hotel / Motel Lodging	6,500	6,500
	01-001-000-0000-6340	Meals (Overnight)	500	500
	01-001-000-0000-6352	Insurance	1,185	1,430
	01-001-000-0000-6353	Workers Compensation Insurance	420	445
	01-001-000-0000-6405	Office Supplies	1,000	1,500
012	Court Administration			
	01-012-000-0000-5603	Child Support Motion Fee	100 -	100 -
	01-012-000-0000-5840	Misc Receipts	5,000 -	5,000 -
	01-012-000-0000-6205	Postage	1,000	1,000
	01-012-000-0000-6232	Attorney Services	80,000	80,000
	01-012-000-0000-6252	Witnesses	5,500	5,000
	01-012-000-0000-6625	Capital - Office & Other Equipment	5,000	5,000
040	Auditor			
	01-040-000-0000-5076	Judgement Costs	16,000 -	16,000 -
	01-040-000-0000-5081	Mortgage Registry-3%	9,000 -	10,000 -
	01-040-000-0000-5115	Auctioneers Licenses	120 -	140 -
	01-040-000-0000-5116	1/2 Beer License	150 -	150 -
	01-040-000-0000-5119	Liquor Licenses	48,000 -	50,000 -
	01-040-000-0000-5132	Cigarette License Fees	1,500 -	1,500 -
	01-040-000-0000-5517	Fees For Services	2,500 -	2,000 -
	01-040-000-0000-5590	Auditor Fee-Clerical FTS Sales & Fees	30,000 -	30,000 -

Aitkin County

USER-SELECTED BUDGET REPORT



Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	ADOPTED	PROPOSED
		<u>2021</u>	<u>2022</u>
01-040-000-0000-5840	Misc Receipts	300 -	500 -
01-040-000-0000-5868	TinT Rmb From Schools/City/Town	6,000 -	6,400 -
01-040-000-0000-6101	Salaries-Full Time	335,439	341,539
01-040-000-0000-6102	Salaries-Part Time	8,144	0
01-040-000-0000-6108	Meals (Not Overnight)	100	100
01-040-000-0000-6109	Overtime-Salaries	3,000	3,000
01-040-000-0000-6124	Medicare-Employer 1.45%	4,908	4,967
01-040-000-0000-6148	Employer Deduct Contribution-HSA	13,790	13,790
01-040-000-0000-6149	Employer Deduct Contribution-Veba	0	1,000
01-040-000-0000-6150	Health Insurance-Employer	46,339	49,702
01-040-000-0000-6152	Life Insurance-Employer	339	363
01-040-000-0000-6154	Long Term Disability-Employer	894	996
01-040-000-0000-6159	PERA 7.50%	25,383	25,690
01-040-000-0000-6165	Fica-Employer 6.20%	20,984	21,237
01-040-000-0000-6205	Postage	10,000	10,000
01-040-000-0000-6208	Training/Education	250	500
01-040-000-0000-6230	Printing, Publishing & Adv	39,000	45,000
01-040-000-0000-6231	Services, Labor, Contracts	28,000	32,000
01-040-000-0000-6240	Membership/Dues/Association Fees	360	360
01-040-000-0000-6241	Registration Fee	1,000	1,000
01-040-000-0000-6250	Telephone	500	454
01-040-000-0000-6330	Transportation/Travel/Parking	800	800
01-040-000-0000-6332	Hotel / Motel Lodging	1,500	1,500
01-040-000-0000-6340	Meals (Overnight)	100	100
01-040-000-0000-6352	Insurance	1,250	1,350
01-040-000-0000-6353	Workers Compensation Insurance	550	550
01-040-000-0000-6405	Office Supplies	3,700	6,700
01-040-000-0000-6511	Gas And Oil	100	100
01-040-000-0000-6590	Repair & Maintenance Supplies	100	100
01-040-000-0000-6625	Capital - Office & Other Equipment	3,000	0
01-040-021-0000-5504	G & F License Fee	1,000 -	2,000 -
01-040-021-0000-5520	Drivers License Fees	27,000 -	0
01-040-021-0000-5522	Motor Vehicle License/Tab Fees	125,000 -	152,000 -
01-040-021-0000-5523	DNR/License Tab Fees	17,500 -	18,500 -
01-040-021-0000-5840	Misc Receipts	1,300 -	1,000 -
01-040-021-0000-6101	Salaries-Full Time	125,919	135,201
01-040-021-0000-6108	Meals (Not Overnight)	50	50

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED 2021</u>	<u>PROPOSED 2022</u>
01-040-021-0000-6109	Overtime-Salaries	1,000	1,000
01-040-021-0000-6124	Medicare-Employer 1.45%	1,841	1,975
01-040-021-0000-6148	Employer Deduct Contribution-HSA	8,780	5,180
01-040-021-0000-6149	Employer Deduct Contribution-Veba	0	4,600
01-040-021-0000-6150	Health Insurance-Employer	41,362	54,669
01-040-021-0000-6152	Life Insurance-Employer	261	356
01-040-021-0000-6154	Long Term Disability-Employer	347	383
01-040-021-0000-6159	PERA 7.50%	9,519	10,215
01-040-021-0000-6165	Fica-Employer 6.20%	7,869	8,444
01-040-021-0000-6205	Postage	1,000	2,000
01-040-021-0000-6230	Printing, Publishing & Adv	0	350
01-040-021-0000-6231	Services, Labor, Contracts	500	1,000
01-040-021-0000-6241	Registration Fee	260	260
01-040-021-0000-6250	Telephone	1,000	500
01-040-021-0000-6330	Transportation/Travel/Parking (Own Au	100	0
01-040-021-0000-6340	Meals (Overnight)	50	0
01-040-021-0000-6352	Insurance	650	800
01-040-021-0000-6353	Workers Compensation Insurance	200	200
01-040-021-0000-6405	Office Supplies	2,000	2,500
01-040-021-0000-6511	Gas And Oil	10	0
01-040-021-0000-6625	Capital - Office & Other Equipment	2,000	1,000
041 DEPT Internal Audit			
01-041-000-0000-6231	Services, Labor, Contracts	56,000	56,000
042 DEPT Treasurer			
01-042-000-0000-5079	3% State Deed Tax	8,000 -	8,000 -
01-042-000-0000-5524	Handling Fee (Nfs Check)	400 -	400 -
01-042-000-0000-5840	Misc Receipts	20,000 -	18,000 -
01-042-000-0000-5868	TinT Rmb From Schools/City/Town	1,800 -	2,000 -
01-042-000-0000-6101	Salaries-Full Time	184,909	188,737
01-042-000-0000-6108	Meals (Not Overnight)	100	100
01-042-000-0000-6109	Overtime-Salaries	500	500
01-042-000-0000-6124	Medicare-Employer 1.45%	2,681	2,737
01-042-000-0000-6148	Employer Deduct Contribution-HSA	8,780	8,780
01-042-000-0000-6150	Health Insurance-Employer	38,922	41,766
01-042-000-0000-6152	Life Insurance-Employer	261	279
01-042-000-0000-6154	Long Term Disability-Employer	507	554

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED</u> <u>2021</u>	<u>PROPOSED</u> <u>2022</u>
01-042-000-0000-6159	PERA 7.50%	13,868	14,155
01-042-000-0000-6165	Fica-Employer 6.20%	11,464	11,702
01-042-000-0000-6205	Postage	12,600	13,000
01-042-000-0000-6231	Services, Labor, Contracts	15,000	15,000
01-042-000-0000-6240	Membership/Dues/Association Fees	400	400
01-042-000-0000-6241	Registration Fee	500	500
01-042-000-0000-6250	Telephone	300	200
01-042-000-0000-6330	Transportation/Travel/Parking	600	600
01-042-000-0000-6332	Hotel / Motel Lodging	1,400	1,400
01-042-000-0000-6340	Meals (Overnight)	100	100
01-042-000-0000-6352	Insurance	700	800
01-042-000-0000-6353	Workers Compensation Insurance	300	300
01-042-000-0000-6405	Office Supplies	13,000	13,000
01-042-000-0000-6511	Gas And Oil	50	50
043 DEPT Assessor			
01-043-000-0000-5526	Assessor Township Assessment	155,106 -	160,677 -
01-043-000-0000-5840	Misc Receipts	9,500 -	10,500 -
01-043-000-0000-6101	Salaries-Full Time	575,938	571,973
01-043-000-0000-6108	Meals (Not Overnight)	300	300
01-043-000-0000-6109	Overtime-Salaries	100	100
01-043-000-0000-6124	Medicare-Employer 1.45%	8,352	8,294
01-043-000-0000-6148	Employer Deduct Contribution-HSA	29,600	29,100
01-043-000-0000-6150	Health Insurance-Employer	136,179	127,914
01-043-000-0000-6152	Life Insurance-Employer	1,040	1,034
01-043-000-0000-6154	Long Term Disability-Employer	1,567	1,663
01-043-000-0000-6159	PERA 7.50%	43,196	42,898
01-043-000-0000-6165	Fica-Employer 6.20%	35,709	35,462
01-043-000-0000-6205	Postage	6,500	6,500
01-043-000-0000-6208	Training/Education	5,500	9,000
01-043-000-0000-6230	Printing, Publishing & Adv	6,500	6,500
01-043-000-0000-6231	Services, Labor, Contracts	3,000	8,000
01-043-000-0000-6240	Dues & License Renewal	2,300	2,300
01-043-000-0000-6250	Telephone	5,800	5,800
01-043-000-0000-6272	Physical Examinations	300	300
01-043-000-0000-6302	Car Maintenance	2,500	2,500
01-043-000-0000-6330	Transportation/Travel/Parking	800	800
01-043-000-0000-6332	Hotel / Motel Lodging	2,400	6,000

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		2021	2022
Account Number	Account Description		
01-043-000-0000-6340	Meals (Overnight)	1,000	1,500
01-043-000-0000-6352	Insurance	5,500	5,500
01-043-000-0000-6353	Workers Compensation Insurance	5,300	5,300
01-043-000-0000-6359	Wrecker Service	200	200
01-043-000-0000-6374	Auto & Trailer License	100	100
01-043-000-0000-6405	Office Supplies	7,000	7,000
01-043-000-0000-6511	Gas And Oil	6,000	6,000
01-043-000-0000-6620	Auto, Trailers, Snowmobiles, ATV	0	17,000
044 DEPT	Central Services		
01-044-000-0000-5403	Cost Allocation Reimbursement	180,000 -	180,000 -
01-044-000-0000-5791	Interest Income	300,000 -	150,000 -
01-044-000-0000-5840	Misc Receipts	7,000 -	1,000 -
01-044-000-0000-5841	Mcit Dividend	25,170 -	25,170 -
01-044-000-0000-5947	Planned Use of Fund Balance	100,000 -	0
01-044-000-0000-6231	Services, Labor, Contracts	116,186	100,000
01-044-000-0000-6352	Insurance	35,000	45,000
01-044-000-0000-6841	Ambulance Appropriations	42,000	42,000
01-044-000-0000-6844	MN Rural Counties Caucus	2,300	2,300
01-044-000-0000-6845	Assoc of MN Counties	10,960	11,200
01-044-000-0000-6846	Arrowhead Counties Appropriations	2,750	2,750
01-044-000-0000-6847	Support within Reach	1,500	1,500
01-044-000-0000-6849	ANGELS Appropriations	1,685	3,631
01-044-100-0000-5001	Property Taxes - Current	9,254,174 -	10,471,949 -
01-044-100-0000-5060	Mobile Home-Current	11,000 -	11,000 -
01-044-100-0000-5065	Severed Mineral-Current	5,000 -	5,000 -
01-044-100-0000-5067	Industrial Minerals-Current	500 -	500 -
01-044-100-0000-5070	Penalty - Current	32,000 -	32,000 -
01-044-100-0000-5071	Penalty & Interest - Delinquent	55,000 -	55,000 -
01-044-100-0000-5210	County Program Aid	853,074 -	835,689 -
01-044-100-0000-5251	In Lieu Apportionments & Receipts	1,173,088 -	1,200,000 -
01-044-100-0000-5252	Forf Tax Sales Apportionment	150,000 -	150,000 -
01-044-100-0000-6800	Tax Abatements	20,000	20,000
01-044-904-0000-6231	Flex Services, Labor, Etc	5,000	5,000
045 DEPT	Motor Pool		
01-045-000-0000-5840	Misc Receipts	48,000 -	48,000 -
01-045-000-0000-5866	Co Auction Proceeds	17,500 -	0

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED 2021</u>	<u>PROPOSED 2022</u>
01-045-000-0000-6231	Services, Labor, Contracts	0	2,670
01-045-000-0000-6302	Car Maintenance	3,000	3,000
01-045-000-0000-6352	Insurance	6,000	6,000
01-045-000-0000-6374	Auto & Trailer License	200	200
01-045-000-0000-6512	Car Equipment	500	500
049 DEPT	Information Technologies		
01-049-000-0000-5525	Label & Listing Sales	1,500 -	1,500 -
01-049-000-0000-5868	TinT Rmb From Schools/City/Town	50 -	0
01-049-000-0000-5947	Planned Use of Fund Balance	55,000 -	0
01-049-000-0000-6101	Salaries-Full Time	326,282	334,277
01-049-000-0000-6108	Meals (Not Overnight)	100	100
01-049-000-0000-6124	Medicare-Employer 1.45%	4,731	4,847
01-049-000-0000-6148	Employer Deduct Contribution-HSA	12,790	12,790
01-049-000-0000-6150	Health Insurance-Employer	39,224	42,032
01-049-000-0000-6152	Life Insurance-Employer	339	363
01-049-000-0000-6154	Long Term Disability-Employer	884	984
01-049-000-0000-6159	PERA 7.50%	24,471	25,071
01-049-000-0000-6165	Fica-Employer 6.20%	20,229	20,725
01-049-000-0000-6205	Postage	100	100
01-049-000-0000-6208	Training/Education	6,700	9,860
01-049-000-0000-6231	Programming, Services, Contracts	217,027	233,560
01-049-000-0000-6250	Telephone	720	720
01-049-000-0000-6330	Transportation/Travel/Parking	250	1,000
01-049-000-0000-6332	Hotel / Motel Lodging	1,000	1,000
01-049-000-0000-6340	Meals (Overnight)	300	300
01-049-000-0000-6352	Insurance	1,100	1,210
01-049-000-0000-6353	Workers Compensation Insurance	500	550
01-049-000-0000-6402	Computer/Technology Supplies	6,500	6,500
01-049-000-0000-6405	Office Supplies (Non Computer)	1,500	1,500
01-049-000-0000-6625	Capital - Office & Other Equipment	48,000	24,000
052 DEPT	Administration		
01-052-000-0000-6101	Salaries-Full Time	131,837	137,182
01-052-000-0000-6108	Meals (Not Overnight)	100	75
01-052-000-0000-6124	Medicare-Employer 1.45%	1,912	1,989
01-052-000-0000-6148	Employer Deduct Contribution-HSA	4,890	4,890
01-052-000-0000-6150	Health Insurance-Employer	23,019	24,718

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED 2021</u>	<u>PROPOSED 2022</u>
01-052-000-0000-6152	Life Insurance-Employer	167	178
01-052-000-0000-6154	Long Term Disability-Employer	352	392
01-052-000-0000-6159	PERA 7.50%	9,888	10,289
01-052-000-0000-6165	Fica-Employer 6.20%	8,174	8,505
01-052-000-0000-6205	Postage	200	200
01-052-000-0000-6231	Services, Labor, Contracts	1,100	1,100
01-052-000-0000-6232	Attorney Services	9,000	9,000
01-052-000-0000-6240	Membership/Dues/Association Fees	1,200	1,300
01-052-000-0000-6241	Registration Fee	2,000	2,000
01-052-000-0000-6250	Telephone	1,020	1,020
01-052-000-0000-6330	Transportation/Travel/Parking	1,000	1,000
01-052-000-0000-6332	Hotel / Motel Lodging	1,500	1,500
01-052-000-0000-6340	Meals(Overnight)	200	200
01-052-000-0000-6352	Insurance	522	600
01-052-000-0000-6353	Workers Compensation Insurance	450	500
01-052-000-0000-6405	Office Supplies	2,500	2,500
01-052-000-0000-6511	Gas And Oil	50	50
053 DEPT Human Resources			
01-053-000-0000-6101	Salaries-Full Time	215,905	226,134
01-053-000-0000-6108	Meals (Not Overnight)	100	100
01-053-000-0000-6109	Overtime-Salaries	1,078	1,500
01-053-000-0000-6124	Medicare-Employer 1.45%	3,146	3,301
01-053-000-0000-6148	Employer Deduct Contribution-HSA	9,410	9,900
01-053-000-0000-6150	Health Insurance Employer	40,293	35,271
01-053-000-0000-6152	Life Insurance-Employer	389	416
01-053-000-0000-6154	Long Term Disability-Employer	588	655
01-053-000-0000-6159	PERA 7.50%	16,274	17,073
01-053-000-0000-6165	Fica-Employer	13,453	14,114
01-053-000-0000-6199	Employee Recognition	2,500	2,500
01-053-000-0000-6205	Postage	400	600
01-053-000-0000-6208	Training/Education	6,800	6,800
01-053-000-0000-6230	Printing, Publishing & Adv	4,000	4,000
01-053-000-0000-6231	Services, Labor, Contracts	15,000	15,000
01-053-000-0000-6232	Attorney Services	10,000	8,000
01-053-000-0000-6234	Background Check Fees	4,500	4,000
01-053-000-0000-6240	Membership/Dues/Association Fees	500	500
01-053-000-0000-6241	Registration Fee	1,500	1,500

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		2021	2022
Account Number	Account Description		
01-053-000-0000-6250	Telephone	1,200	1,000
01-053-000-0000-6330	Transportation/Travel/Parking	500	500
01-053-000-0000-6332	Hotel / Motel Lodging	800	800
01-053-000-0000-6340	Meals (Overnight)	100	100
01-053-000-0000-6352	Insurance-Vehicles/Equipment/Liability	1,200	1,500
01-053-000-0000-6353	Workers Compensation Insurance	600	600
01-053-000-0000-6405	Office Supplies	3,500	4,000
01-053-000-0000-6511	Gas And Oil	100	100
060 DEPT Elections			
01-060-000-0000-5521	Election Filing Fees	0	500 -
01-060-000-0000-5840	Misc Receipts	700 -	500 -
01-060-000-0000-5947	Planned Use of Fund Balance	0	100,000 -
01-060-000-0000-6101	Salaries-Full Time	0	11,000
01-060-000-0000-6102	Salaries-Part Time	0	7,000
01-060-000-0000-6108	Meals(Not Overnight)	0	50
01-060-000-0000-6109	Overtime-Salaries	0	10,000
01-060-000-0000-6124	Medicare-Employer 1.45%	0	406
01-060-000-0000-6159	PERA 7.50%	0	2,100
01-060-000-0000-6165	Fica-Employer 6.20%	0	1,736
01-060-000-0000-6205	Postage	500	36,000
01-060-000-0000-6208	Training/Education	0	250
01-060-000-0000-6230	Printing, Publishing & Adv	0	10,000
01-060-000-0000-6231	Services, Labor, Contracts	17,400	25,000
01-060-000-0000-6353	Workers Compensation Insurance	0	25
01-060-000-0000-6405	Office Supplies	0	4,000
01-060-000-0000-6406	Ballots & Programming	50,000	75,000
090 DEPT Attorney			
01-090-000-0000-5512	Costs Of Prosecution	23,334 -	17,482 -
01-090-000-0000-5527	Asst Co Atty & Sec Fees	48,466 -	46,294 -
01-090-000-0000-5612	Drug & Forfeiture Ms387.213	9,973 -	12,969 -
01-090-000-0000-5840	Misc Receipts	1,896 -	2,251 -
01-090-000-0000-6101	Salaries-Full Time	788,491	835,728
01-090-000-0000-6102	Salaries-Part Time	0	8,301
01-090-000-0000-6108	Meals Reimbursed (Taxable)	50	50
01-090-000-0000-6109	Overtime-Salaries	4,000	4,000
01-090-000-0000-6124	Medicare-Employer 1.45%	11,492	12,296

Aitkin County

USER-SELECTED BUDGET REPORT



Report Basis: Cash

Account Number	Account Description	ADOPTED	PROPOSED
		2021	2022
01-090-000-0000-6148	Employer Deduct Contribution-HSA	26,600	27,600
01-090-000-0000-6150	Health Insurance-Employer	109,954	128,180
01-090-000-0000-6152	Life Insurance-Employer	1,038	1,111
01-090-000-0000-6154	Long Term Disability-Employer	2,139	2,434
01-090-000-0000-6156	ID Theft Protection	720	616
01-090-000-0000-6159	PERA 7.50%	59,437	62,980
01-090-000-0000-6165	Fica-Employer 6.20%	49,135	52,578
01-090-000-0000-6205	Postage	2,257	2,324
01-090-000-0000-6208	Training/Education	5,500	5,000
01-090-000-0000-6213	Drug & Forfeiture Ms387.213	2,277	2,020
01-090-000-0000-6230	Printing, Publishing & Adv	304	196
01-090-000-0000-6231	Services, Labor, Contracts	2,716	2,798
01-090-000-0000-6232	Attorney Services	1,000	1,000
01-090-000-0000-6233	Court Reporter Services	251	262
01-090-000-0000-6234	Co Sheriff Services	3,544	3,083
01-090-000-0000-6239	Computer Research	21,161	22,149
01-090-000-0000-6240	Membership/Dues/Association Fees	7,618	8,379
01-090-000-0000-6250	Telephone	4,337	4,467
01-090-000-0000-6252	Witness/Expert Witness & Travel Expe	1,000	1,000
01-090-000-0000-6260	Professional Consulting	1,000	1,000
01-090-000-0000-6272	Physical Examinations	200	200
01-090-000-0000-6330	Transportation/Travel/Parking	1,303	1,200
01-090-000-0000-6332	Hotel / Motel Lodging	296	328
01-090-000-0000-6333	Crt.Related Travel Expenses	297	296
01-090-000-0000-6340	Meals (Overnight)	25	30
01-090-000-0000-6352	Insurance	2,269	2,754
01-090-000-0000-6353	Workers Compensation Insurance	884	852
01-090-000-0000-6405	Office Supplies	13,500	13,501
01-090-000-0000-6406	Law Publ. & Subscriptions	20,301	20,294
01-090-000-0000-6625	Capital - Office & Other Equipment	11,941	10,521
100 DEPT Recorder			
01-100-000-0000-5529	County Recorder Fees	90,500 -	90,500 -
01-100-000-0000-5840	Misc Receipts	15,000 -	15,000 -
01-100-000-0000-6101	Salaries-Full Time	181,769	226,364
01-100-000-0000-6109	Overtime-Salaries	450	1,500
01-100-000-0000-6124	Medicare-Employer 1.45%	2,652	3,304
01-100-000-0000-6148	Employer Deduct Contribution-HSA	9,780	6,895

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

Account Number	Account Description	ADOPTED	PROPOSED
		2021	2022
01-100-000-0000-6150	Health Insurance-Employer	46,038	73,803
01-100-000-0000-6152	Life Insurance-Employer	333	475
01-100-000-0000-6154	Long Term Disability-Employer	500	666
01-100-000-0000-6157	Retiree Health	6,145	6,145
01-100-000-0000-6159	PERA 7.50%	13,716	17,090
01-100-000-0000-6165	Fica-Employer 6.20%	11,338	14,128
01-100-000-0000-6205	Postage	2,000	2,000
01-100-000-0000-6208	Training/Education	500	500
01-100-000-0000-6230	Printing, Publishing & Adv	600	600
01-100-000-0000-6231	Services, Labor, Contracts	3,800	4,000
01-100-000-0000-6240	Membership/Dues/Association Fees	500	500
01-100-000-0000-6241	Registration Fee	1,000	1,000
01-100-000-0000-6250	Telephone	600	600
01-100-000-0000-6301	Rentals	300	300
01-100-000-0000-6311	Sales Tax	1,800	1,800
01-100-000-0000-6330	Transportation/Travel/Parking	750	1,000
01-100-000-0000-6332	Hotel / Motel Lodging	2,000	3,000
01-100-000-0000-6340	Meals (Overnight)	300	500
01-100-000-0000-6352	Insurance	650	800
01-100-000-0000-6353	Workers Compensation Insurance	250	254
01-100-000-0000-6405	Office Supplies	4,000	4,000
01-100-000-0000-6511	Gas And Oil	100	100
01-100-195-0000-5529	Recorder Fees-Land Records Compli	55,000 -	55,000 -
01-100-195-0000-6231	Services, Labor, Contracts-Land Reco	55,000	55,000
01-100-196-0000-5529	Recorder Fees-Recorder's Tech Fund	50,000 -	50,000 -
01-100-196-0000-6231	Services, Labor, Contracts-Recorder's	25,000	25,000
01-100-196-0000-6625	Office & Other Equipment-Recorder's	25,000	25,000
110 DEPT	Courthouse Maintenance		
01-110-000-0000-6101	Salaries-Full Time	238,183	249,970
01-110-000-0000-6109	Overtime-Salaries	500	1,500
01-110-000-0000-6124	Medicare-Employer 1.45%	3,461	3,630
01-110-000-0000-6148	Employer Deduct Contribution-HSA	14,300	13,300
01-110-000-0000-6150	Health Insurance-Employer	60,872	57,640
01-110-000-0000-6152	Life Insurance-Employer	555	594
01-110-000-0000-6154	Long Term Disability-Employer	582	650
01-110-000-0000-6157	Retiree Health	2,048	0
01-110-000-0000-6159	PERA 7.50%	17,902	18,750

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED</u> <u>2021</u>	<u>PROPOSED</u> <u>2022</u>
01-110-000-0000-6165	Fica-Employer 6.20%	14,799	15,500
01-110-000-0000-6208	Training/Education	300	800
01-110-000-0000-6231	Services, Labor, Contracts	34,000	45,000
01-110-000-0000-6250	Telephone	850	850
01-110-000-0000-6254	Utilities-Gas and Electric	75,000	75,000
01-110-000-0000-6255	Garbage	7,350	8,200
01-110-000-0000-6271	Inspection Fees	1,150	1,150
01-110-000-0000-6272	Physical Examinations	150	150
01-110-000-0000-6330	Transportation/Travel/Parking	100	200
01-110-000-0000-6352	Insurance	2,036	1,800
01-110-000-0000-6353	Workers Compensation Insurance	4,610	5,000
01-110-000-0000-6374	Auto & Trailer License	25	25
01-110-000-0000-6405	Office Supplies	100	150
01-110-000-0000-6422	Janitorial Supplies	13,000	8,000
01-110-000-0000-6511	Gas And Oil	500	700
01-110-000-0000-6610	Equipment	6,000	6,000
111 DEPT Buildings			
01-111-000-0000-6480	Small Furniture/Equipment	0	7,000
01-111-000-0000-6605	Building & Structure Related Expenditu	60,000	60,000
120 DEPT Service Officer			
01-120-000-0000-5301	Co. Veteran Service Grant	10,000 -	10,000 -
01-120-000-0000-5862	VSO Van Reimbursement	4,300 -	3,000 -
01-120-000-0000-6101	Salaries-Full Time	103,482	108,803
01-120-000-0000-6124	Medicare-Employer 1.45%	1,500	1,578
01-120-000-0000-6148	Employer Deduct Contribution-HSA	3,260	3,260
01-120-000-0000-6150	Health Insurance-Employer	14,532	15,606
01-120-000-0000-6152	Life Insurance-Employer	111	119
01-120-000-0000-6154	Long Term Disability-Employer	187	209
01-120-000-0000-6159	PERA 7.50%	7,761	8,160
01-120-000-0000-6165	Fica-Employer 6.20%	6,416	6,746
01-120-000-0000-6205	Postage	140	80
01-120-000-0000-6230	Printing, Publishing & Adv	5,300	4,000
01-120-000-0000-6231	Services, Labor, Contracts	750	750
01-120-000-0000-6240	Membership/Dues/Association Fees	400	500
01-120-000-0000-6241	Registration Fee	200	200
01-120-000-0000-6250	Telephone	2,200	1,650

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>	<u>ADOPTED</u> <u>2021</u>	<u>PROPOSED</u> <u>2022</u>
	01-120-000-0000-6300	Maintenance/Service Contracts	750	750
	01-120-000-0000-6302	Car Maintenance	1,000	1,000
	01-120-000-0000-6330	Transportation/Travel/Parking	1,000	1,500
	01-120-000-0000-6332	Hotel / Motel Lodging	1,200	1,200
	01-120-000-0000-6340	Meals (Overnight)	150	150
	01-120-000-0000-6350	Per Diem	5,400	5,400
	01-120-000-0000-6352	Insurance	930	995
	01-120-000-0000-6353	Workers Compensation Insurance	145	165
	01-120-000-0000-6374	Auto & Trailer License	20	20
	01-120-000-0000-6405	Office Supplies	500	1,800
	01-120-000-0000-6511	Gas And Oil	2,500	2,500
	01-120-000-0000-6625	Capital - Office & Other Equipment	500	0
121	DEPT	Housing & Redevelopment		
	01-121-000-0000-6350	Per Diem	2,000	2,000
122	DEPT	Planning & Zoning		
	01-122-000-0000-5135	Planning & Zoning Permits	250,000 -	280,000 -
	01-122-000-0000-5302	Shoreland State Grant	10,786 -	10,786 -
	01-122-000-0000-5304	P&Z Wetland Conserv. State Grant	24,930 -	24,930 -
	01-122-000-0000-5305	Riparian Project Aid	10,000 -	10,000 -
	01-122-000-0000-5842	Co Development Funds	25,000 -	25,000 -
	01-122-000-0000-6101	Salaries-Full Time	268,965	302,510
	01-122-000-0000-6108	Meals Reimbursed (Taxable)	100	200
	01-122-000-0000-6109	Overtime-Salaries	500	1,500
	01-122-000-0000-6124	Medicare-Employer 1.45%	3,900	4,408
	01-122-000-0000-6148	Employer Deduct Contribution-HSA	10,170	13,430
	01-122-000-0000-6150	Health Insurance-Employer	33,208	54,393
	01-122-000-0000-6152	Life Insurance-Employer	320	461
	01-122-000-0000-6154	Long Term Disability-Employer	700	872
	01-122-000-0000-6159	PERA 7.50%	20,175	22,345
	01-122-000-0000-6165	Fica-Employer 6.20%	16,675	18,849
	01-122-000-0000-6205	Postage	2,500	2,500
	01-122-000-0000-6208	Training/Education	2,000	4,000
	01-122-000-0000-6230	Printing, Publishing & Adv	2,000	3,000
	01-122-000-0000-6231	Services, Labor, Contracts, Programm	92,000	75,000
	01-122-000-0000-6240	Membership/Dues/Association Fees	100	300
	01-122-000-0000-6241	Registration Fee	500	800

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED 2021</u>	<u>PROPOSED 2022</u>
01-122-000-0000-6250	Telephone	1,500	2,000
01-122-000-0000-6302	Car Maintenance	1,200	2,000
01-122-000-0000-6330	Transportation/Travel/Parking	200	500
01-122-000-0000-6332	Hotel / Motel Lodging	700	1,000
01-122-000-0000-6340	Meals (Overnight)	100	300
01-122-000-0000-6350	Per Diem	6,500	10,200
01-122-000-0000-6352	Insurance	1,900	2,000
01-122-000-0000-6353	Workers Compensation Insurance	2,600	2,600
01-122-000-0000-6405	Office, Film, & Field Supplies	5,000	6,000
01-122-000-0000-6511	Gas And Oil	1,300	1,800
01-122-000-0000-6800	Miscellaneous(Promotional)	250	300
01-122-000-0000-6820	Refunds & Reimbursements	0	20,000
01-122-029-0000-5840	MPCA SSTS Base Grant	18,600 -	18,600 -
01-122-038-0000-6330	BOA/PC Mileage	7,000	7,000
202 DEPT Boat & Water			
01-202-000-0000-5310	State Grants-B & W Ppl (OT)	6,375 -	6,375 -
01-202-000-0000-5315	Boat & Water State Grant	22,000 -	22,000 -
01-202-000-0000-5840	Misc Receipts	100 -	100 -
01-202-000-0000-6101	Salaries-Full Time	55,311	60,275
01-202-000-0000-6109	Overtime-Salaries	7,100	7,100
01-202-000-0000-6110	Holiday Pay	741	741
01-202-000-0000-6124	Medicare-Employer 1.45%	802	874
01-202-000-0000-6150	Health Insurance-Employer	6,912	7,030
01-202-000-0000-6152	Life Insurance-Employer	53	57
01-202-000-0000-6154	Long Term Disability-Employer	85	95
01-202-000-0000-6156	ID Theft Protection	86	74
01-202-000-0000-6159	PERA	7,298	5,730
01-202-000-0000-6165	Fica-Employer 6.20%	1,515	3,737
01-202-000-0000-6230	Printing, Publishing & Adv	150	150
01-202-000-0000-6231	Services, Labor, Contracts	2,500	2,500
01-202-000-0000-6250	Telephone	400	400
01-202-000-0000-6254	Utilities-Gas and Electric	300	300
01-202-000-0000-6272	Physical Examinations	400	400
01-202-000-0000-6302	B&W Maintenance	4,000	4,000
01-202-000-0000-6352	Insurance	2,600	2,600
01-202-000-0000-6353	Workers Compensation Insurance	1,300	1,300
01-202-000-0000-6374	Auto & Trailer License	150	150

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED 2021</u>	<u>PROPOSED 2022</u>
01-202-000-0000-6405	Office Supplies	350	350
01-202-000-0000-6409	Field Supplies	1,000	1,000
01-202-000-0000-6410	Clothing Allowance	800	800
01-202-000-0000-6511	Gas And Oil	4,000	4,000
01-202-000-0000-6610	Equipment	3,000	3,000
01-202-000-0000-6617	Radio Equipment	1,500	1,500
01-202-000-0000-6620	Auto, Trailers, Snowmobiles, ATV	17,630	0
255 DEPT	General Crime Victim Grant		
01-255-000-0000-5310	Crime Victims State Grant	70,000 -	70,000 -
01-255-000-0000-5840	Misc Receipts	729 -	548 -
01-255-000-0000-6101	Salaries-Full Time	54,435	56,582
01-255-000-0000-6108	Meals Reimbursed (Taxable)	20	20
01-255-000-0000-6124	Medicare-Employer 1.45%	790	820
01-255-000-0000-6148	Employer Deduct Contribution-HSA	3,260	3,260
01-255-000-0000-6150	Health Insurance-Employer	14,532	15,606
01-255-000-0000-6152	Life Insurance-Employer	111	119
01-255-000-0000-6154	Long Term Disability-Employer	150	166
01-255-000-0000-6159	PERA 7.50%	4,083	4,244
01-255-000-0000-6165	Fica-Employer 6.20%	3,375	3,508
01-255-000-0000-6205	Postage	1,012	994
01-255-000-0000-6208	Staff Development/Training	750	750
01-255-000-0000-6230	Printing, Publishing & Adv	500	500
01-255-000-0000-6231	Services, Labor, Contracts	1,500	1,500
01-255-000-0000-6250	Telephone	265	200
01-255-000-0000-6330	Transportation/Travel/Parking (Own Au	138	141
01-255-000-0000-6332	Hotel / Motel Lodging	250	250
01-255-000-0000-6340	Meals (Overnight)	30	30
01-255-000-0000-6353	Workers Compensation Insurance	129	138
01-255-000-0000-6405	Office Supplies	1,577	1,577
01-255-000-0000-6409	Program Supplies	500	500
01-255-000-0000-6625	Capital - Office & Other Equipment	708	722
01-255-003-0000-6241	Registration Fee/Training	250	250
01-255-003-0000-6330	Transportation/Travel/Parking (Own Au	200	200
01-255-003-0000-6332	Hotel / Motel Lodging	300	300
01-255-003-0000-6340	Meals (Overnight)	100	100
01-255-031-0000-5840	Emergency Fund Money	1,000 -	1,000 -

Aitkin County

USER-SELECTED BUDGET REPORT



Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>	<u>ADOPTED</u>	<u>PROPOSED</u>
257 DEPT		Community Corrections	2021	2022
01-257-000-0000-5378		CCA Subsidy	306,422 -	306,376 -
01-257-000-0000-5554		Juvenile Supervision Fee	1,000 -	1,000 -
01-257-000-0000-5556		Supervision Fee	20,000 -	20,000 -
01-257-000-0000-6101		Salaries-Full Time	80,468	85,623
01-257-000-0000-6108		Meals (Not Overnight)	30	0
01-257-000-0000-6124		Medicare-Employer 1.45%	1,167	1,184
01-257-000-0000-6148		Employer Deduct Contribution-HSA	3,260	3,260
01-257-000-0000-6150		Health Insurance-Employer	16,973	18,223
01-257-000-0000-6152		Life Insurance-Employer	111	119
01-257-000-0000-6154		Long Term Disability-Employer	216	240
01-257-000-0000-6159		PERA 7.50%	6,035	6,121
01-257-000-0000-6165		Fica-Employer 6.20%	4,989	5,061
01-257-000-0000-6205		Postage	600	600
01-257-000-0000-6220		Telephone	1,600	1,600
01-257-000-0000-6240		Membership/Dues/Association Fees	1,500	1,500
01-257-000-0000-6249		Software License Fees	6,000	6,000
01-257-000-0000-6330		Mileage	500	300
01-257-000-0000-6332		Hotel / Motel Lodging	1,000	1,000
01-257-000-0000-6335		Gas/Vehicle Fuel Charges	500	500
01-257-000-0000-6339		Meals (Overnight)	200	200
01-257-000-0000-6342		Office Equipment Rental/Contracts	3,000	3,000
01-257-000-0000-6352		Property Casualty Insurance-MCIT	2,500	2,600
01-257-000-0000-6353		Workers Compensation Insurance	9,500	9,500
01-257-000-0000-6402		Computer/Technology Supplies	500	100
01-257-000-0000-6405		Office Supplies	1,500	1,500
01-257-000-0000-6480		Small Equipment: Phones, Chairs, Tools	500	200
01-257-000-0000-6625		Capital - Office & Other Equipment	4,500	4,500
01-257-251-0000-6108		Meals (Not Overnight)	150	150
01-257-251-0000-6241		Registration Fee	2,500	2,500
01-257-251-0000-6268		Staff Training, Development	200	200
01-257-251-0000-6330		Mileage	400	400
01-257-251-0000-6332		Hotel / Motel Lodging	2,000	2,000
01-257-251-0000-6335		Gas/Vehicle Fuel Charges	500	500
01-257-251-0000-6339		Meals (Overnight)	480	480
01-257-255-0000-6101		Salaries-Full Time	58,192	60,519
01-257-255-0000-6108		Meals (Not Overnight)	30	0

Aitkin County

USER-SELECTED BUDGET REPORT



Report Basis: Cash

Account Number	Account Description	ADOPTED	PROPOSED
		2021	2022
01-257-255-0000-6124	Medicare-Employer 1.45%	844	878
01-257-255-0000-6148	Employer Deduct Contribution-HSA	2,260	2,260
01-257-255-0000-6150	Health Insurance-Employer	7,417	7,937
01-257-255-0000-6152	Life Insurance-Employer	39	42
01-257-255-0000-6154	Long Term Disability-Employer	160	178
01-257-255-0000-6159	PERA	4,364	4,539
01-257-255-0000-6165	Fica-Employer	3,608	3,752
01-257-255-0000-6204	Juvenile Detention	220,000	220,000
01-257-255-0000-6330	Mileage	100	50
01-257-255-0000-6335	Gas/Vehicle Fuel Charges	300	300
01-257-257-0000-6101	Salaries-Full Time	285,853	297,545
01-257-257-0000-6108	Meals (Not Overnight)	50	0
01-257-257-0000-6124	Medicare-Employer 1.45%	4,145	4,317
01-257-257-0000-6148	Employer Deduct Contribution-HSA	18,310	7,780
01-257-257-0000-6149	Employer Deduct Contribution-Veba	0	2,660
01-257-257-0000-6150	Health Insurance-Employer	31,807	34,098
01-257-257-0000-6152	Life Insurance-Employer	300	322
01-257-257-0000-6154	Long Term Disability-Employer	714	795
01-257-257-0000-6159	PERA	21,439	22,316
01-257-257-0000-6165	Fica-Employer	17,723	18,449
01-257-257-0000-6169	MNDP IN LIEU OF HEALTH INS	2,750	2,750
01-257-257-0000-6215	Wireless Telephone Services	2,000	2,000
01-257-257-0000-6330	Mileage	800	500
01-257-257-0000-6335	Gas/Vehicle Fuel Charges	1,600	1,600
01-257-258-0000-5333	Drug Court Grant	66,000 -	66,000 -
01-257-258-0000-5557	Drug Court-EHM Reimbursement	4,000 -	4,000 -
01-257-258-0000-6101	Salaries-Full Time	59,878	62,266
01-257-258-0000-6124	Medicare-Employer 1.45%	868	903
01-257-258-0000-6148	Employer Deduct Contribution-HSA	2,260	2,260
01-257-258-0000-6150	Health Insurance-Employer	7,417	7,937
01-257-258-0000-6152	Life Insurance-Employer	39	42
01-257-258-0000-6154	Long Term Disability-Employer	165	183
01-257-258-0000-6159	PERA	4,491	4,670
01-257-258-0000-6165	Fica-Employer	3,712	3,861
01-257-258-0000-6302	Car Maintenance	1,000	600
01-257-258-0000-6330	Transportation/Travel/Parking	100	0
01-257-258-0000-6335	Gas/Vehicle Fuel Charges	1,200	1,000

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		2021	2022
<u>Account Number</u>	<u>Account Description</u>		
01-257-258-0000-6342	Equipment Rental/Contracts-Home Mo	4,000	4,000
01-257-258-0000-6352	Insurance-Vehicles/Equipment/Liability	100	100
01-257-267-0000-5333	Sex Offender Polygraph Grant Reimb.	500 -	500 -
01-257-267-0000-5555	Medical Test	100 -	100 -
01-257-267-0000-5557	Electronic Monitoring	60,000 -	60,000 -
01-257-267-0000-5559	Program Fees	5,100 -	5,100 -
01-257-267-0000-6260	Professional Consulting	4,900	5,100
01-257-267-0000-6269	Professional Services	300	300
01-257-267-0000-6274	Drug Testing Fee	6,000	5,000
01-257-267-0000-6285	Polygraph Services	500	500
01-257-267-0000-6341	Equipment Rental	35,000	35,000
390 DEPT	Environmental Health (FBL)		
01-390-000-0000-5136	Fbl Licenses	72,000 -	0
01-390-000-0000-6101	Salaries-Full Time	64,805	0
01-390-000-0000-6108	Meals Reimbursed (Taxable)	100	0
01-390-000-0000-6124	Medicare-Employer 1.45%	946	0
01-390-000-0000-6152	Life Insurance-Employer	111	0
01-390-000-0000-6154	Long Term Disability-Employer	168	0
01-390-000-0000-6159	PERA 7.50%	4,910	0
01-390-000-0000-6165	Fica-Employer 6.20%	4,056	0
01-390-000-0000-6205	Postage	250	0
01-390-000-0000-6208	Training/Education	500	0
01-390-000-0000-6230	Printing, Publishing & Adv	300	0
01-390-000-0000-6231	Services, Labor, Contracts	500	0
01-390-000-0000-6240	Membership/Dues/Association Fees	150	0
01-390-000-0000-6250	Telephone	200	0
01-390-000-0000-6302	Car Maintenance	400	0
01-390-000-0000-6330	Transportation/Travel/Parking	50	0
01-390-000-0000-6332	Hotel / Motel Lodging	400	0
01-390-000-0000-6340	Meals (Overnight)	100	0
01-390-000-0000-6352	Insurance	1,900	0
01-390-000-0000-6353	Workers Compensation Insurance	1,000	0
01-390-000-0000-6405	Office, Film, & Field Supplies	1,750	0
01-390-000-0000-6511	Gas And Oil	800	0
391 DEPT	Solid Waste		
01-391-000-0000-5001	Property Taxes - Current	228,614 -	259,926 -

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED</u> <u>2021</u>	<u>PROPOSED</u> <u>2022</u>
01-391-000-0000-5137	Solid Waste License	1,000 -	1,000 -
01-391-000-0000-5545	Household Hazardous Waste	3,000 -	3,000 -
01-391-000-0000-5947	Planned Use of Fund Balance	55,800 -	55,800 -
01-391-000-0000-6101	Salaries-Full Time	150,245	112,527
01-391-000-0000-6108	Meals Reimbursed (Taxable)	100	100
01-391-000-0000-6109	Overtime-Salaries	1,000	500
01-391-000-0000-6124	Medicare-Employer 1.45%	2,205	1,639
01-391-000-0000-6148	Employer Deduct Contribution-HSA	3,390	4,390
01-391-000-0000-6150	Health Insurance-Employer	11,069	25,264
01-391-000-0000-6152	Life Insurance-Employer	60	140
01-391-000-0000-6154	Long Term Disability-Employer	400	331
01-391-000-0000-6159	PERA 7.50%	11,390	8,477
01-391-000-0000-6165	Fica-Employer 6.20%	9,415	7,008
01-391-000-0000-6205	Postage	500	500
01-391-000-0000-6208	Training/Education	1,000	1,000
01-391-000-0000-6230	Printing, Publishing & Adv	2,500	4,000
01-391-000-0000-6231	Services, Labor, Contracts	17,000	18,000
01-391-000-0000-6240	Membership/Dues/Association Fees	300	400
01-391-000-0000-6241	Registration Fee	1,200	1,200
01-391-000-0000-6250	Telephone	900	1,000
01-391-000-0000-6302	Car Maintenance	500	500
01-391-000-0000-6330	Transportation/Travel/Parking	250	250
01-391-000-0000-6332	Hotel / Motel Lodging	1,200	1,200
01-391-000-0000-6340	Meals (Overnight)	100	100
01-391-000-0000-6352	Insurance	1,700	1,700
01-391-000-0000-6353	Workers Compensation Insurance	1,800	1,800
01-391-000-0000-6405	Office, Film, & Field Supplies	2,500	2,500
01-391-000-0000-6511	Gas And Oil	400	500
01-391-000-0000-6620	Auto, Trailers, Snowmobiles, ATV	15,000	17,500
01-391-000-0000-6800	Miscellaneous(Promotional)	1,000	1,200
01-391-036-0000-6416	EED Expenses/Supplies	0	1,000
01-391-060-0000-5392	Score State Grant	68,710 -	60,000 -
01-391-060-0000-6360	Recycling Contract	120,000	165,000
392 DEPT Water Wells			
01-392-000-0000-5546	Drinking Water Test Fees	11,000 -	12,000 -
01-392-000-0000-6102	Salaries-Part Time	2,000	2,000
01-392-000-0000-6231	Services, Labor, Contracts	1,000	1,000

Aitkin County



USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>	<u>ADOPTED</u> <u>2021</u>	<u>PROPOSED</u> <u>2022</u>
	01-392-000-0000-6405	Office, Film, & Field Supplies	2,500	2,500
500	DEPT	Library And Historical Society		
	01-500-500-0000-6350	Library Per Diem	1,000	1,000
	01-500-500-0000-6801	Library Appropriations	233,577	235,000
	01-500-501-0000-6352	Historical Society Insurance	3,200	4,050
	01-500-501-0000-6353	Historical Society Workers Compensat	100	100
	01-500-501-0000-6801	Historical Society Appropriations	18,500	19,000
	01-500-502-0000-6848	CARE Appropriations	37,900	37,900
600	DEPT	Ag Society, Soil & Water, Ag Inspect		
	01-600-550-0000-6352	Ag Society Insurance	5,000	6,000
	01-600-550-0000-6353	Ag Societyworkers Compensation Insu	50	50
	01-600-550-0000-6801	Ag Society Appropriations	10,000	12,000
	01-600-550-0000-6843	Ag Society Capital Improvements	10,000	10,000
	01-600-552-0000-6350	SRW Per Diem	140	140
	01-600-552-0000-6800	Soil & Water County LCWP Appropriat	0	7,700
	01-600-552-0000-6801	Soil & Water Appropriations	76,549	68,849
	01-600-552-0000-6836	Soil & Water Snake River Watershed	10,079	10,079
	01-600-552-0000-6847	Mississippi Headwaters Board	1,500	1,500
	01-600-553-0000-6231	Ag Inspector Contracts & Services	0	4,800
601	DEPT	Extension		
	01-601-000-0000-6205	Postage	600	600
	01-601-000-0000-6230	Printing, Publishing & Advertising	0	100
	01-601-000-0000-6231	Services, Labor, Contracts	100	100
	01-601-000-0000-6250	Telephone	100	50
	01-601-000-0000-6262	Univ Of Minn Contracts	80,896	81,746
	01-601-000-0000-6350	Per Diem	825	825
	01-601-000-0000-6360	Extension Comm Expenses (Not Per C	150	150
	01-601-000-0000-6405	Office Supplies	500	2,000
	01-601-000-0000-6625	Capital - Office & Other Equipment	500	0
700	DEPT	Promotion,AEOA Tran,Airport,RC&D,Tourism		
	01-700-903-0000-6800	Aitkin Airport Appropriations	14,107	20,000
	01-700-903-0000-6801	Mcgregor Airport Appropriations	14,600	14,600
	01-700-909-0000-6801	Appropriations-Grant	10,000	10,000
711	DEPT	Economic Development		
	01-711-000-0000-6101	Salaries-Full Time	31,490	70,350
	01-711-000-0000-6124	Medicare-Employer 1.45%	457	1,020

JAS1
8/4/21 3:27PM

01 FUND General Fund

Aitkin County

USER-SELECTED BUDGET REPORT



Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	ADOPTED	PROPOSED
		<u>2021</u>	<u>2022</u>
01-711-000-0000-6148	Employer Deduct Contribution-HSA	1,130	3,260
01-711-000-0000-6150	Health Insurance-Employer	8,486	24,368
01-711-000-0000-6152	Life Insurance-Employer	56	119
01-711-000-0000-6154	Long Term Disability-Employer	87	207
01-711-000-0000-6157	Retiree Health	6,145	6,145
01-711-000-0000-6159	PERA	2,362	5,276
01-711-000-0000-6165	Fica-Employer 6.20%	1,953	4,362
01-711-000-0000-6205	Postage	50	50
01-711-000-0000-6230	Printing, Publishing & Adv	0	250
01-711-000-0000-6240	Membership/Dues/Association Fees	300	575
01-711-000-0000-6241	Registration Fee	120	120
01-711-000-0000-6250	Telephone	150	650
01-711-000-0000-6330	Transportation/Travel/Parking (Own At	100	100
01-711-000-0000-6332	Hotel / Motel Lodging	100	100
01-711-000-0000-6340	Meals (Overnight)	100	100
01-711-000-0000-6352	Insurance	200	300
01-711-000-0000-6353	Workers Compensation Insurance	175	250
01-711-000-0000-6405	Office Supplies	50	50
01-711-000-0000-6511	Gas And Oil	200	200
Final Totals	Revenue	14,405,267 -	15,389,312 -
	Expend.	8,910,602	9,428,809
	Net	5,494,665 -	5,960,503 -



Board of County Commissioners Agenda Request

11C
Agenda Item #

Requested Meeting Date: August 10, 2021

Title of Item: 2022 Appropriations Discussion

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert	Department: Administration	
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 15 min.
Summary of Issue: Please see the attached appropriations table and supporting documents for discussion.		
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 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>		

Aitkin County Budget Appropriations and Dues

	2020	2021	2022	Percent Increase	Comments	Other Agreement/ Statute
Dues						
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	\$2,000	\$2,000	0.0%		
MN Rural Counties Caucus (MRCC) (01-44.6844)	\$2,700	\$2,300	\$2,300	0.0%		
Association of MN Counties (AMC) (01-44.6845)	\$10,696	\$10,960	\$11,200	2.2%		
Arrowhead Counties (01-44.6846)	\$2,750	\$2,750	\$2,750	0.0%		
Joint Counties Natural Resource Board (10-921.6240)	\$1,000	\$1,000	\$1,000	0.0%		
Joint Powers						
East Central Regional Library (Dept 500-500.6801)	\$236,698	\$233,577	\$242,538	3.8%		
Airport-McGregor (Dept 700-903.6801)	\$14,600	\$14,600	\$14,600	0.0%		
Snake River Watershed (Dept 600-552.6836)	\$10,079	\$10,079	\$10,079	0.0%		
Airport-Aitkin (Dept 700-903.6800)	\$14,107	\$14,107	\$20,000	41.8%		
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	\$1,500	\$1,500	0.0%		
Appropriations						
Soil and Water (Dept 600-552.6801)	\$81,034	\$76,549	\$81,349	6.3%	\$68,840 County Allocation \$7,700 LCWP Ag Inspector \$4,800	MS 103C
C.A.R.E. (Dept 500-502.6848)	\$37,900	\$37,900	\$37,900	0.0%		
Historical Society (Dept 500-501.6801)	\$18,500	\$18,500	\$19,000	2.7%		MS 138.052
Historical Society Insurance (Dept 500)	\$3,200	\$3,200	\$4,050	26.6%		MS 138.052
Ag Society (Dept 600-550.6801)	\$10,000	\$10,000	\$12,000	20.0%		MS 38.14
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	\$10,000	\$10,000	0.0%		
Ag Society Insurance (Dept 600)	\$4,500	\$5,000	\$6,000	20.0%		
ANGELS (01-044.6849)	\$0	\$1,685	\$3,631	115.6%		
Dues & Appropriations	\$461,264	\$455,707	\$481,897	5.7%		
Additional Organizations						
	2020	2021	2022			
Support Within Reach (01-44.6847)	\$1,500	\$1,500	\$1,500	0.0%		
Total Dues & Appropriations	\$462,764	\$457,207	\$483,397	5.7%		

Aitkin County Budget Appropriations and Dues

	2020	2021	2022	Percent Increase	Comments	Other Agreement/ Statute
Dues						
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	\$2,000	\$2,000	0.0%		
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Joint Counties Natural Resource Board (10-921.6240)	\$1,000	\$1,000	\$1,000	0.0%		
Joint Powers						
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Airport-McGregor (Dept 700-903.6801)	\$14,600	\$14,600	\$14,600	0.0%		
Snake River Watershed (Dept 600-552.6836)	\$10,079	\$10,079	\$10,079	0.0%		
Airport-Aitkin (Dept 700-903.6800)	\$14,107	\$14,107	\$20,000	41.8%		
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	\$1,500	\$1,500	0.0%		
Appropriations						
Soil and Water (Dept 600-552.6801)	\$81,034	\$76,549	\$81,349	6.3%	\$68,840 County Allocation \$7,700 LCWPP Ag Inspector \$4,800	MS 103C
C.A.R.E. (Dept 500-502.6848)	\$37,900	\$37,900	\$37,900	0.0%		
Historical Society (Dept 500-501.6801)	\$18,500	\$18,500	\$19,000	2.7%		MS 138.052
Historical Society Insurance (Dept 500)	\$3,200	\$3,200	\$4,050	26.6%		MS 138.052
Ag Society (Dept 600-550.6801)	\$10,000	\$10,000	\$12,000	20.0%		MS 38.14
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	\$10,000	\$10,000	0.0%		
Ag Society Insurance (Dept 600)	\$4,500	\$5,000	\$6,000	20.0%		
ANGELS (01-044.6849)	\$0	\$1,685	\$3,631	115.6%		
Dues & Appropriations	\$461,264	\$455,707	\$481,897	5.7%		
Additional Organizations						
	2020	2021	2022			
Support Within Reach (01-44.6847)	\$1,500	\$1,500	\$1,500	0.0%		
Total Dues & Appropriations	\$462,764	\$457,207	\$483,397	5.7%		

Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. - Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

Date: May 3, 2021

To: Aitkin County
217 @nd St. NW
Aitkin, MN 56431

RE: 2022 Appropriation

Dear Jessica Seibert,

Although some of us are still planning for the summer, others are looking to the next year!

The reason for this letter is to remind you that you will need to include in your '22 budget the annual appropriation for the Mississippi Headwaters Board as per the Joint Powers Agreement.

The Mississippi Headwaters Board is pleased to announce that the amount of the annual obligation will again remain at \$1,500.00.

Once you have approved and allocated this amount as part of your budget process, please forward a check in that amount to the Mississippi Headwaters Board, 322 Laurel St, Brainerd, MN 56401. Thank you again for your continued support of this board and its mission to protect the Great Mississippi River.

Sincerely,

Tim Terrill

Mississippi Headwaters Board Executive Director



Aitkin County CARE, Inc.
Lynne Jacobs
P.O. Box 212
Aitkin, MN 56431

July 19, 2021

Jessica Seibert, MPA
Aitkin County Administrator
217 2nd ST NW
Aitkin, MN 56431

Dear Jessica:

Aitkin County CARE, Inc. is looking forward to serving the seniors and disabled adults within our community in the coming year. We appreciate the collaboration that our agency enjoys with your staff, and the financial support provided is critical to our operations.

This letter is to request the funds approved for senior services in the amount of \$37,900. Attached please find details describing our impact, programing, and future focus of this wonderful nonprofit. If additional information is needed, please feel free to contact me.

Respectfully,

/s/Lynne Jacobs
Executive Director
aitkincountycare@gmail.com
218.927.1383

LJ

AITKIN COUNTY CARE, INC.

July 19, 2021

AITKIN COUNTY BOARD FUNDS REQUEST - \$37,900

1. Budget for funds requested

i \$37,900 is being requested for the purpose of matching funds for the Live Well at Home Grant. This grant provides funding for continued services and requires 100% matching funds. This year these funds have been requested to improve on Volunteer services, expanding outreach efforts and improve as well as increase community connections. Our goals are to develop a task force and create a plan for our volunteers since there are so many programs that are dependent on the volunteers.

2. Services Rendered and numbers served

i Our mission: "To enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them." With 14 programs in 2020 CARE provided 2,734 hours of respite care to 12 clients; 2,308 hours of homemaking to 43 clients; delivered 5,523 frozen meals to 30 isolated, rural seniors; brought 3,939 hot meals to 20 local clients, gave out 1075 nutritional food boxes to 93 individuals and provided 470 one-way trips for 21 seniors. 105 seniors connected with elementary-aged children through Grand Friends Pen Pals, and classes continue with Tai-Ji-Quan and SAIL (Staying Active and Independent for Life). Three classes are currently ongoing. Aitkin County Care was the connection for Aitkin County in the distribution of Farm to Family food boxes which totaled 1788 boxes of food. Delivery included the entire county, bringing food to ANGELS of McGregor, East Lake Community, Hill City, McGrath and Aitkin.

In the first 6 months of 2021, we have provided services to 529 people and this does not include food distribution.

This past year our Live Well at Home helped us to have a new website design. On this website individuals are able to request transportation, chore service and phone calls for social connections. There is also the means to make employment application or a volunteer application.

Partnerships continue to grow at Aitkin County Care with efforts that include Aitkin County SHIP where a raised bed garden has been installed for Aitkin Manor, and efforts to establish a community/school garden in Hill City.

3. Financial information Requested

- i** Three pieces of information the County Board believes is necessary:
 - Annual Operating Budget \$329,487
 - Fund Balance - \$ 86,898
 - Other funding comes from:
 - Live Well at Home Grants
 - Title III funding
 - Northland Foundation
 - Medica
 - Otto Bremer Trust
 - Direct public funds
 - Program Revenue (48% - Grew 3% in the past year)



July 19, 2021

Jessica Seibert
Aitkin County Administrator
307 2nd Street NW, Rm. 312
Aitkin, MN 56431

RE: Aitkin Municipal Airport – 2020 Budget

Dear Jessica:

The City of Aitkin is currently working on the 2022 Budget for the Aitkin Municipal Airport. At the end of June 2021, the airport fund balance was -9506.00. There are expenses incurred on grant projects that are expected to be reimbursed. We are also anticipating an expense of \$17,000.00-\$22,000.00 for a grant match to repair the t-hangars. By the end of the year the fund balance will be approximately \$30,000.00.

The city and the County increased the levy slightly in 2015, and the amounts have not been increased since. The following are expenses that have increased in the last 6 years:

- Field Manager salary
- Insurance
- Increased utility expense due to normal yearly increases
- Parts and supplies
- Grant match increases

We would also like to acknowledge that the City of Aitkin's staff spends a significant amount of time managing the airport which is not reimbursed or considered in the costs. We manage the airport leases, t-hangar rents, airport meetings, billing/financials, budget, insurance, grant management, project management, national airport registrations, and daily operational issues.

www.ci.aitkin.mn.us

130 Southgate Dr, Ste 200 • Aitkin, MN 56431 • 218/927-2527 • Fax 218/927-1834



At this time, the Aitkin Airport Commission respectfully requests the County levy the amount listed below:

	<u>Total Levy \$30,000.00</u>
City of Aitkin	\$ 10,000.00
Aitkin County	\$20,000.00

Funding for the Aitkin Airport primarily comes from five sources: T-Hangar rent (+-\$13,000) and lot lease fees (\$11,847), State grants and aids (\$30,000), Federal grants and aids (reimbursements for projects), the City of Aitkin (\$7,125), and Aitkin County (\$14,107). As the City completes our budget process the Airport Commission would like to request that the City of Aitkin and Aitkin County increase their airport levy for 2022. The levy amount contributed by Aitkin County has remained the same for 6+ years.

The Aitkin Municipal Airport – Steve Kurtz Field is part of a vast network of air transportation facilities servicing the entire state. Some examples of air transportation that takes place locally are as follows:

- (a) Recreational property owners use the Airport facilities for transportation to their lake properties;
- (b) The general aviation community is known to come up with friends, use the Airport courtesy car, and visit the restaurants, shops and hotels in town;
- (c) Hospital personnel use the Aitkin Airport for various purposes – the anesthesiologists can fly in for surgeries, North Air Care is able to stop at the Airport for fuel while their crew is preparing a patient for an emergency flight, Medevac helicopters are able to land at the Airport, purchase fuel, and continue their mission (helicopters are only equipped with short range fuel tanks);
- (d) The American Red Cross has used the Aitkin Airport to transport blood after a local blood drive event;
- (e) Utility companies use aircraft to patrol power lines and gas lines. Our Airport is a fuel stop on their route;
- (f) The DNR use aircraft for fire detection, land management, wildlife surveys, and search and rescue missions; they can refuel at the Aitkin Airport;
- (g) Farmers hire crop dusting services; those airplanes utilize the Aitkin Airport;
- (h) The UPS service has used the Aitkin Airport when they have been unable to land at the Brainerd Airport in the past;
- (i) When a disaster such as a tornado, flood or major fire occurs, air service contributes to the relief effort in many ways -- damage assessments, medical evacuations, emergency supplies, and even media coverage are made more efficient by air service;

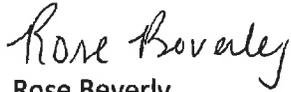
All these things contribute greatly to the area – both economically and in providing a service to the community. Each of the items mentioned brings people to Aitkin, where they can then purchase fuel, shop, eat, and sleep at the local establishments. Aside from the economic benefits, the Airport serves



the taxpayers' needs for a higher quality of life in the same way that libraries and parks serve those needs.

If you should have any questions, or if additional information is required, please don't hesitate to contact me.

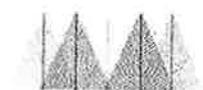
Sincerely,



Rose Beverly

City Administrator / Airport Manager

Enclosures



Support Within Reach – 2022 Request
Aitkin County Sexual Violence Services

**Support Within Reach
Sexual Violence Victim Services in Aitkin County – Funding Request**

**Address: 312 Minnesota Avenue, Suite 2009
Aitkin , MN 56431**

Phone Number: 218-927-6226 | 1-866-747-5008

**Business Office Address: 1510 Bemidji Ave. N. Ste. 13, Bemidji, MN 56601
Phone Number: 218-444-9524**

Requested Amount: \$1,500.00

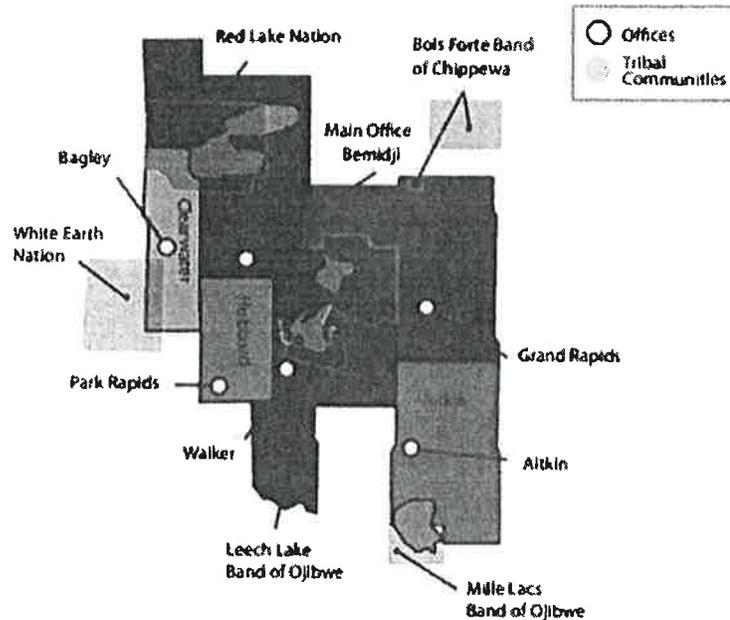
AGENCY OVERVIEW

Support Within Reach is a private, non-profit organization that was created in 1989 to serve the distinct needs of victims of sexual violence in both Itasca and Aitkin County. Our mission is to reduce the impact and harm of sexual violence in the communities we serve. On January 15, 2014, Support Within Reach merged with the Sexual Assault Program of Beltrami, Cass, Clearwater and Hubbard Counties. The new organization adopted the name Support Within Reach and will continue to be a sexual violence resource and advocacy program sharing resources across the region. The newly merged organization covers a six county area including Aitkin, Beltrami, Cass, Clearwater, Hubbard, and Itasca County (see map at the bottom of this section for more information). The six county region is divided into two districts that provides service to the same service area. Each district has a headquarters (Grand Rapids and Bemidji) with the business office and administrative staff being located in Bemidji. The organization has 21 total staff which include an Executive Director that presides over all 6 counties, 2 county supervisors who oversees the coordinators within each county services area that that provide various programming and services. There are 4 outlying offices that are individually staffed including one in Aitkin City, Aitkin County.

Support Within Reach is governed by a volunteer board from all across the six-county service area who works to develop and set agency policy and procedure. Board members provide continuing direction for planning and operations, program evaluation, as well as related organizational activities consistent with the mission and goals of the organization. Support Within Reach's Aitkin County office has one staff that assists victims. In 2020 nearly 1,000 hours were volunteered by over 75 individuals for a total of \$25,430 as in-kind contribution to Support Within Reach.

Support Within Reach – 2022 Request
Aitkin County Sexual Violence Services

Service Area Map:



AITKIN COUNTY OVERVIEW

Support Within Reach seeks to enhance the quality of life for those in Aitkin County through three primary programs: 1) Victim Support & Advocacy Program, 3) Coordinated Community Response, and 4) Outreach Program. The term sexual violence includes a number of actions that are carried out in a manner intended to groom, control, intimidate, manipulate, humiliate, harm and silence the victim. Unfortunately, sexual violence comes in many forms, including: sexual assault/rape, incest/child sexual abuse, sexual exploitation/trafficking of youth and adults, intimate partner sexual violence, date/acquaintance rape, and alcohol/drug facilitated sexual assault, sexual harassment, bullying, and stalking.

In order to address the issues of sexual violence victimization and its impact on victims' lives, Support Within Reach has developed multiple services such as: 24-hour crisis line, crisis intervention, ongoing support and encouragement, basic awareness and education, support groups, information/referral, medical advocacy and individualized civil/criminal court advocacy and assistance. Being that Support Within Reach is the sole provider of sexual violence supportive services and prevention education programming within Aitkin County, we welcome collaborative opportunities in order to build a safety net of services for the clients and the community that we serve. Through Support Within Reach's awareness and prevention education program, participants develop an increased awareness of the services our agency provides as well as improved understanding regarding the issues surrounding sexual violence. Support Within Reach's Outreach Program focus on prevention education/awareness Program including volunteers.

Support Within Reach – 2022 Request
Aitkin County Sexual Violence Services

COMMUNITY IMPACT:

Support Within Reach's Support Services and Advocacy Program maintain a crisis/information line that is staffed by trained sexual assault advocates (staff and volunteers) 24 hours a day, 365 days per year. Support Within Reach staff cover the crisis line during office hours, while trained staff/volunteer advocates attend and respond to incoming calls for assistance after hours. Specific services provided are crisis intervention, basic counseling and support; support groups, follow-up and referrals to community agencies; accompaniment to medical exams and law enforcement interviews; information and updates related to case progress in the court system; and assistance in filing protective/restraining orders. Support Within Reach works to provide information and options each step of the way in order to help clients to make informed decisions that will assist them in their healing process. For example, Support Within Reach staff are able to help victims and their family understand the complex reporting process which is very different when looking at different situations involving the age of the victim and perpetrator and the relationship between the victim and perpetrator.

Support Within Reach reaches out into the outlying areas of Aitkin County in order to reach specific populations that are vulnerable to sexual violence (assault/abuse) victimization. We provide supportive services and prevention education to residents who reside in outlying areas who have no/little means of transportation to the Aitkin area. Support Within Reach relies heavily upon our collaborators to fulfill our mission and to carry out our programming.

COLLABORATION

Support Within Reach is the sole provider of sexual violence services in Aitkin County. Support Within Reach works with organizations across Aitkin County to provide victim services and education/awareness. The organizations include:

- Aitkin County Law Enforcement Agencies – Support Within Reach works with all law enforcement agencies in Aitkin County. Support Within Reach provides referrals to law enforcement agencies, works with officers and investigators throughout the investigative process. We have found that in cases where a sexual violence advocate is involved that victims tend to stay involved and more active with the criminal justice system. A Letter of support from law enforcement are included in this 2022 request.
- Aitkin County Attorney's Office and Victim Assistance Program – Support Within Reach's Aitkin County Coordinator assists on cases involving criminal sexual misconduct, sexual exploitation, etc. We have found that in cases where a sexual violence advocate is involved that victims tend to stay involved and more active with the criminal justice system.
- Aitkin County Health and Human Services – Support Within Reach's Aitkin County Coordinator assists in cases involving child abuse, parents who have current or previous sexual violence history, etc. We are able to provide ongoing support and education for families experiencing this part of the system.

Support Within Reach -- 2022 Request
Aitkin County Sexual Violence Services

- Healing Opportunity Provided Equally – approximately 75% of domestic violence victims indicate that they or their children are also victims of sexual violence. SUPPORT WITHIN REACH works with HOPE to ensure proper referrals for victims of sexual and domestic violence in Aitkin County.

Support Within Reach works closely with each of the entities above in order to coordinate services and they have provided letters of support to this end. Service coordination is done through cross referrals, working together on a case when a client authorizes it, cross training between the different organizations, establishing protocols or practices on how we as collaborating organizations will work together.

The Aitkin County area has one hospital and 3 law enforcement agencies. *Support Within Reach worked on a total of 15 cases involving the criminal justice system in Aitkin County in 2020. Of these cases, 4 of them worked with law enforcement, 3 of them worked with prosecution, 6 required assistance in developing a safety/risk assessment plan, 2 Required assistance in filing for a protective order.* Support Within Reach and the multi-disciplinary team continue to address barriers and reasons why victims are choosing not to report recent incidents of sexual violence.

Active Collaboration between active partners in Aitkin County continues to provide victim centered and offender focused work and a vital part of meeting Support Within Reach's mission.

Victim Support Services & Advocacy Program

Support Within Reach provides a variety of services that provides a network of support for victims of sexual abuse/assault and their families/loved ones. *In 2020, Support Within Reach staff and volunteers provided a total of 600 service types in Aitkin County.*

- *SUPPORT WITHIN REACH attended to a total of 5 new sexual violence victims (4 primary and 1 secondary in 2020.*
- *Crisis Intervention (6 contacts)*
- *Risk Assessment/Safety Planning (9 client contacts)*
- *Ongoing support and case follow-up (189 client contacts)*
- *Personal Advocacy, i.e. jobs, school, etc.*
- *Criminal Justice Support and Advocacy – this includes law enforcement, prosecution, and probation (60 client contacts)*
- *Civil Legal Advocacy: Filing Harassment Restraining Orders and Orders for Protection, Mandated Reporting Issues, Human Services Requested Education (7 client contacts)*
- *After hours Crisis Calls (3 client contacts)*

Support Within Reach -- 2022 Request
Aitkin County Sexual Violence Services

Support Within Reach uses the following strategies to ensure access to sexual abuse/assault services:

- Support Within Reach makes sexual abuse/assault services available at our office located in Aitkin. We have a staff that works regular hours in that office and 4 full time and 2 part time staff available in Grand Rapids as needed.
- Support Within Reach provides a 24-hour crisis line that is available 365 days per year
- Support Within Reach provides outreach to outlying areas like Hill City, Jacobson, and McGregor.
- Support Within Reach mobilizes the community – our volunteers in 2020 donated near 1,000 hours for a total of \$25,430 as in-kind contribution to Support Within Reach, but Due to COVID-19 the numbers were a little lower than expected.
- Support Within Reach has facilitated a Sexual Assault Multi-Disciplinary Action Response Team in Aitkin, with aims to continue to rejuvenate this team in 2021/2022.
- Support Within Reach provides training to criminal justice system responders related to sexual violence and our services.

Prevention Education & Awareness Program

Support Within Reach is active within the community developing and presenting customized education and awareness opportunities throughout Aitkin County that meet the needs and requests of the audience type. Through Support Within Reach's awareness and prevention education program, participants develop an increased awareness of the services our agency provides as well as improved understanding regarding the issues surrounding sexual violence. Specific presentations provided are as follows:

1. Pre-school/Daycare – 4th Grade:
 - Body Safety
 - Respect and Boundaries
 - Bullying

2. Middle School/High School:
 - Let's Chat
 - Support Within Reach services/location
 - Self-Esteem, Respect, Boundaries and Body Safety
 - Difference between Sexual Harassment & Flirting
 - Healthy/Unhealthy Relationships
 - Handling peer pressure to be sexually active
 - Internet Safety/Teens & Technology
 - Date/Acquaintance Rape

Support Within Reach – 2022 Request

Aitkin County Sexual Violence Services

3. Other Presentations:

- Those with disabilities and their care takers
- Youth At Risk – area group homes,
- Professional Development for Adults – Sexual Harassment, Special topics involving sexual violence, Stalking, Medical Providers, Law Enforcement Agencies, etc.

4. Community Awareness Events:

- Trafficking awareness month
- Stalking Awareness Month
- Sexual Assault Awareness Month
- Child Abuse Awareness Month
- Volunteer Awareness Week
- Crime Victim's Rights Week
- Community Connect
- National Night Out
- Aitkin County Fair

So far in 2021

Yes, COVID-19 has impacted how Support Within Reach provides service to the community. Support Within Reach continues to provide service to the community at this time. Support Within Reach utilizes safety and health precautions when a digital format for meeting with clients is not suitable as in emergency situations. As Support Within Reach have more foot traffic with in person contact the staff are working really hard to ensure that the appropriate safety precautions are being followed.

GOALS & OBJECTIVES

Goal 1: Provide free and confidential services to primary and secondary victims of sexual violence (primary = the actual victim of an incident of sexual violence, secondary victim = anyone else who is impacted by sexual violence including family and friends of the primary victim).

Objectives:

- Support Within Reach provides a confidential 24-hour crisis line for primary/secondary victims impacted by sexual violence. Support Within Reach will continue to offer our after-hour crisis/help line to facilitate routing after-hours calls involving sexual violence to our volunteer advocates/staff.
- Provide crisis intervention and basic counseling services to children and adults. This service works to normalize feelings after traumatic events and recurring trauma that occurs overtime. Support Within Reach maintains an up-to-date therapist list of

Support Within Reach – 2022 Request
Aitkin County Sexual Violence Services

counselors who are proficient at working with victims of sexual violence in order to assist us in providing appropriate referrals.

- Assist clients in identifying/reaching their basic needs for healing and personal safety. Provide referrals to other agencies as necessary.
- Provide 24-hour advocacy and support for primary/secondary victims at law enforcement centers, First Witness Interviews, hospital emergency rooms and clinics, and criminal/civil courts matters.
- If demand for service remains on track, more resources will be needed to provide services to an increased number of individuals.

Goal 2: Promote Services and Strengthening Relationships with other agencies and service providers.

Objectives:

- SUPPORT WITHIN REACH will publicize our crisis/help-line, along with our 800 number via newspapers, ICTV, public service announcements and brochures/literature disbursed throughout the county (monthly).
- Promote our website: www.supportwithinreach.org and engage with community members online through our agency Facebook page.
- Continue to strengthen ties and develop creative and unique ways to reach out to vulnerable populations across Aitkin County. This practice serves to create a network of supportive services for victims of sexual violence.
- SUPPORT WITHIN REACH will continue to be a part of Aitkin County Health and Human Services meetings (ongoing).
- Continue to develop a list of locations within the community where SUPPORT WITHIN REACH can meet privately with clients in outlying areas of the community (as needed).
- SUPPORT WITHIN REACH will re-engage the multi-disciplinary team that is responsible for the justice system response to sexual assault.

Goal 3: Provide prevention/awareness education programming to residents of Aitkin County.

Objectives:

- Provide prevention education and awareness programming within schools and daycares reaching children grades preschool and k-12 and parents with the focus of awareness and safety. *In this funding request this may include Body Safety presentations and Let's Chat (a multi-disciplinary team approach to sexual violence prevention that has been established and will establish next steps based on the advice of local schools)*
- Provide prevention education and awareness programming to youth-at-risk residing within group homes.
- Provide prevention education and awareness programming to developmentally disabled population.

Support Within Reach – 2022 Request
Aitkin County Sexual Violence Services

- Provide presentations and training to professionals within the community (law enforcement, medical providers' educators, etc.) to support understanding of social issues which are significantly impacting children and families.
- Create at least one community awareness campaigns related to sexual violence through newspaper articles, and placing brochures/literature throughout the community.

What is your total annual operating budget?

2021 9th month 687,819.

2020 12 month 887,738

What is your year end Fund balance (Capital and operating or other)?

2020 \$248,240

Where else does your funding come from- i.e., grants etc.?

Office of Justice Programs Crime Victim Services & SMART, Minnesota Department of Health, Blandin Foundation, United Way (Bemidji, 1,000 Lakes, NE Minnesota), Various Townships to support the work in the designated specific region that is serviced. All of the Support Within Reach funding is allocated to support the efforts within the organization following the request of the donor often times very restricted funding that is only allowed to be utilized in the specified service area.

Sincerely,



Evett Ellis
Executive Director

Office: 218-444-9524 ext. 105

Cell: 218-766-9994

Fax: 218-444-9527

DANIEL G. GUIDA

AITKIN COUNTY SHERIFF

217 2nd St. N.W., Rm 185

Aitkin, MN 56431

218-927-7435 / 1-888-900-2138

Emergency 911

Sheriff Fax: 218-927-7359 / Dispatch Fax: 218-927-6887

To The Aitkin County Board

July 15, 2021

I am writing this letter to show my support for Support Within Reach for their request for additional funding. Support Within Reach has been a vital resource for law enforcement in Aitkin County. As an Investigator for Aitkin County, I have worked with their staff through many challenging cases. There is a clear benefit for law enforcement to work with others that are specially trained in these areas.

I have spoken with Sherry Shadley regarding the increase of "sexting" with our youth. I feel that it is important to reach out to the youth in our schools and inform them of the dangers that can incur from online activity or sharing photos with others. I have spoken with other officers that feel there is a need to educate our youth also. I feel that education can stop some of the issues before they start not only for the victims, but for youth that may find themselves facing criminal charges.

Sincerely,

Investigator Sheryl Cook
Aitkin County Sheriff's Office

July 22, 2021

Jessica Seibert

Aitkin County Administrator

Dear Jessica:

The Aitkin County SWCD receives funding from Aitkin County in order to provide necessary services to Aitkin County residents. We are requesting \$131,349 from Aitkin County for 2022. I have enclosed a copy of our SWCD Board approved budget for 2022.

Aitkin County SWCD provides a long list of services to residents and Aitkin County, here is a partial list in no particular order:

- a. We coordinate the Comprehensive Local Water Management Plan on behalf of Aitkin County
- b. One Watershed One Plan (1W1P) technical assistance
- c. Aquatic Invasive Species Administration (AIS) (incl. boat inspections and education)
- d. Contract Zoning Inspection services to Aitkin County Environmental Services
- e. A wide range of forest management assistance to private landowners
- f. Water quality sampling
- g. We provide design and cost-share for water runoff management, erosion control, and shoreland management
- h. We provide drone video footage and assistance to various county departments and townships
- i. Agriculture and Weed Inspector services
- j. Gravel certification and herbicide treatment to limit the spread of terrestrial invasives
- k. Big Sandy Watershed, Mille Lacs Watershed, and other watershed and lake association assistance
- l. 1/2 hour radio show each month for outreach regarding natural resources in Aitkin County
- m. Assistance to agricultural producers
- n. Administer the water quality buffer program on behalf of Aitkin County
- o. Chair the Aitkin County Wetland Conservation Act (WCA) Technical Evaluation Panel (TEP)
- p. We are conducting a culvert inventory to guide management decisions and assist road authorities
- q. Bring approximately \$600,000 annually into Aitkin County through various State, federal, and private grants

- r. Serve on the EAW committee, and various other County committees
- s. Project design, and cost-share with agricultural producers
- t. Other services provided

We have services that protect water quality, forests, and wildlife and provide funds for jobs (AIS Inspectors, contractors, cost-share). Our services benefit all Aitkin County residents, seasonal property owners, and others who visit here to enjoy our bountiful resources.

In addition to County funds, we also receive State funds and funding through various competitive grants.

We are trying to achieve a 3 month operating fund balance (approximately \$210,000) to smooth out cash flow highs and lows throughout the year. Our balance on December 31, 2020 was \$438,993 of which \$130,000 was encumbered for the AIS program and \$190,000 encumbered to other projects. Our District Operations balance was approximately \$119,000 leaving us \$91,000 short of our 3-month fund balance goal.

Please contact me if you have questions or need any further information.

Sincerely,

Steve Hughes

District Manager

Attachment: 2022 SWCD budget request

Aitkin County Soil & Water Conservation									
Income Statement									
Revenue	notes:	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget		
County Allocation		\$90,341.00	\$90,341.00	\$90,341.00	\$ 77,141.00	\$ 68,849.00	\$ 68,849.00		
County - LCWP		\$7,700.00	\$7,700.00	\$7,700.00	\$7,700.00	\$ 7,700.00	\$7,700.00		
2021 Con Con Funding		\$50,011.00	\$50,011.00	\$50,011.00	\$50,011.00	\$ 50,011.00	\$50,000.00		
Ag Inspector		\$5,100.00	\$5,100.00	\$4,500.00	\$4,500.00	\$ 4,500.00	\$4,800.00		
Total from County (all sources)		\$ 153,152.00	\$ 153,152.00	\$ 152,552.00	\$ 139,352.00	\$ 131,060.00	\$ 131,349.00	County	
State LCWP		\$13,888.00	\$13,888.00	\$13,888.00	\$13,888.00	\$ 13,888.00	\$13,888.00		
State WCA		\$8,310.00	\$8,310.00	\$8,310.00	\$8,310.00	\$ 8,310.00	\$8,310.00		
SWCD Capacity		\$100,000.00	\$120,000.00	\$119,000.00	\$126,000.00	\$ 110,000.00	\$139,800.00		
State/County matching funds		\$25,000.00	\$25,000.00	\$25,000.00	\$26,300.00	\$ 26,300.00	\$26,300.00		
Aquatic Invasive Species (AIS)									
AIS education/prevention		\$27,681.20	\$27,681.20	\$27,681.20	\$27,681.20	\$ 27,200.00	\$27,200.00		
AIS inspections		\$166,087.20	\$166,087.20	\$166,087.20	\$166,087.20	\$ 165,000.00	\$165,000.00		
AIS enforcement		24,376.84	24,376.84	24,376.84	\$24,376.84	\$ 23,000.00	\$23,000.00		
AIS emergency response		\$8,304.36	\$8,304.36	\$8,304.36	\$8,304.36	\$ 8,200.00	\$8,200.00		
AIS decontamination		\$8,840.60	\$8,840.60	\$8,840.60	\$8,840.60	\$ 8,400.00	\$8,400.00		
AIS maintenance fund		\$13,840.60	\$13,840.60	\$13,840.60	\$13,840.60	\$ 13,000.00	\$13,000.00		
AIS admin/coordination/rent		\$27,681.20	\$27,681.20	\$27,681.20	\$27,681.20	\$ 31,592.00	\$31,592.00		
WRAPS GR		\$40,000.00	\$15,000.00	\$15,000.00		\$ -			
Mille Lacs CWF									
Riparian Stewardship		\$15,000.00	\$15,000.00	\$14,000.00		\$ 8,000.00	\$6,000.00		
BWSR Project Grants		\$4,141.00	\$4,200.00	\$4,200.00	\$4,200.00	\$ 3,500.00	\$4,141.00		
BWSR Service Grants		\$20,212.00	\$20,212.00	\$20,212.00	\$20,212.00	\$ 20,000.00	\$20,212.00		
Tullibee Lakeshed Stewardship		\$4,000.00	\$4,000.00	\$4,000.00					
Tree Sales		\$3,500.00	\$4,200.00	\$4,000.00	\$4,000.00	\$ 4,000.00	\$4,000.00		
CAP Stewardship		\$10,000.00	\$10,000.00	\$10,000.00					
Tree Planter		\$150.00	\$150.00	\$200.00	\$200.00	\$ 200.00	\$200.00		
Observation Well		\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$ 1,200.00	\$720.00		
Truax Drill		\$1,100.00	\$1,200.00	\$1,000.00	\$1,100.00	\$ 1,100.00	\$1,200.00		
Interest Earnings		\$100.00	\$150.00	\$150.00	\$150.00	\$ 150.00	\$150.00		
Cash Stewardship Plan		\$5,000.00	\$5,000.00	\$5,000.00		\$ 2,500.00	\$2,000.00		
Eco-footprint grant		\$50,000.00							
Dept of Ag Weed grant						\$ 5,000.00			
FSC-Forest Certification		\$2,000.00	\$2,000.00	\$2,100.00	\$2,000.00	\$ 1,500.00	\$1,500.00		
Farm Bill Biologist		\$45,000.00	\$45,000.00	\$55,000.00	\$55,000.00				
Regional Forester			\$ 105,000.00	\$ 95,630.00	\$ 50,000.00	\$ -			
CWF protecting Cisco lakes						\$ 10,000.00	\$ 6,034.00		
Mississippi WRAPS GR			\$ 3,500.00	\$ 3,800.00	\$ 3,800.00	\$ -			
Native Plant Sale		1500	\$1,500.00	\$1,500.00		\$ 1,500.00	\$ 1,500.00		
Misc. Income (wild rice)		\$10,000.00				\$ 10,000.00	\$ 12,000.00		
Ag buffer program			\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 27,000.00	\$ 20,000.00		
Total Revenue		\$790,065.00	\$864,474.00	\$862,554.00	\$762,524.00	\$661,600.00	\$675,696.00		
Aitkin County Soil & Water Conservation Income Statement									

Expenses	notes:	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Supervisor's Compensation		\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$ 11,000.00	\$12,500.00
Employee Salary		\$245,650.00	\$258,500.00	\$266,255.00	\$289,443.00	\$ 298,126.00	\$340,970.00
Employers FICA and Medicare		\$16,500.00	\$17,000.00	\$17,300.00	\$17,600.00	\$ 17,700.00	\$19,408.00
Employers PERA Contribution		\$14,400.00	\$14,800.00	\$15,100.00	\$15,400.00	\$ 15,600.00	\$17,000.00
Taxable Fringe		\$15,200.00	\$15,200.00	\$15,200.00			
Employers DCP Contribution		\$200.00	\$200.00	\$200.00	\$240.00	\$ 290.00	\$350.00
Supervisor's Expenses		\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$ 4,800.00	\$5,000.00
Employee Expenses		\$2,600.00	\$2,800.00	\$2,800.00	\$2,800.00	\$ 3,000.00	\$2,200.00
Rent		\$13,200.00	\$13,200.00	\$13,200.00			
Professional Services		\$6,800.00	\$6,800.00	\$6,800.00	\$7,000.00	\$ 7,300.00	\$7,600.00
Fees and Dues		\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$ 4,200.00	\$4,200.00
Vehicle Expenses		\$4,500.00	\$4,700.00	\$4,700.00	\$4,800.00	\$ 4,900.00	\$5,300.00
Capitol Outlay		\$2,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$ -	
Education and Promotion		\$400.00	\$400.00	\$400.00	\$400.00	\$ 400.00	\$400.00
Insurance		\$6,600.00	\$6,800.00	\$6,800.00	\$8,000.00	\$ 8,000.00	\$8,000.00
Office Supplies & Maintenance		\$2,800.00	\$3,000.00	\$3,000.00	\$3,000.00	\$ 3,000.00	\$3,000.00
Postage		\$1,400.00	\$1,500.00	\$1,500.00	\$1,600.00	\$ 1,600.00	\$1,600.00
cell phone costs		\$3,400.00	\$3,600.00	\$3,600.00	\$3,800.00	\$ 3,000.00	\$0.00
State Cost share Projects		\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$ 3,300.00	\$3,300.00
Local Comp. Water Mgmt. Plan		\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$ 2,500.00	\$2,500.00
Aquatic Invasive Species (AIS)							
AIS education/prevention		\$27,681.20	\$27,681.20	\$27,681.20	\$27,681.20	\$ 27,200.00	\$27,200.00
AIS inspections		\$166,087.20	\$166,087.20	\$166,087.20	\$166,087.20	\$ 165,000.00	\$165,000.00
AIS enforcement		\$19,376.84	\$19,376.84	\$19,376.84	\$19,376.84	\$ 23,000.00	\$23,000.00
AIS emergency response		\$8,304.36	\$8,304.36	\$8,304.36	\$8,304.36	\$ 8,200.00	\$8,200.00
AIS decontamination		\$13,840.60	\$13,840.60	\$13,840.60	\$13,840.60	\$ 8,400.00	\$8,400.00
AIS maintenance fund		\$13,840.60	\$13,840.60	\$13,840.60	\$13,840.60	\$ 13,000.00	\$13,000.00
AIS admin/coordination/rent						\$ -	
WRAPS GR		\$30,000.00	\$1,000.00	\$1,000.00		\$ -	
FSC-Forest Certification		\$10,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$ 4,800.00	\$4,800.00
Tree Expenses		\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$ 3,000.00	\$3,000.00
Tree Planter Expense		\$200.00	\$200.00	\$200.00	\$200.00	\$ 200.00	\$200.00
Truax Drill Expense		\$400.00	\$400.00	\$400.00	\$400.00	\$ 400.00	\$400.00
Website		\$600.00	\$600.00	\$600.00	\$600.00	\$ 700.00	\$700.00
Well Sealing		\$1,200.00				\$ 1,800.00	\$1,800.00
Farm Bill Biologist		\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00		
Regional Forester		\$47,300.00	\$49,000.00	\$49,000.00			
Native Plant Sale		\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$ 1,400.00	\$1,400.00
Expenses related to capacity cost-share			\$80,000.00	\$75,701.00	\$ 50,910.20	\$ 30,366.00	\$ 18,195.00
Ag Buffer			\$ 25,000.00	\$ 25,000.00	25000		
Total Expenses		\$750,180.80	\$836,030.80	\$840,086.80	\$762,524.00	\$676,182.00	\$708,623.00
Operating Income (Loss)		\$39,884.20	\$28,443.20	\$22,467.20	\$0.00	-\$14,582.00	-\$32,927.00

Aitkin County Ag Society

307 Second Street Northwest, Unit 121

Aitkin, Minnesota 56431

218.927.7354

July 20, 2021

To: Aitkin County Board of Commissioners

From: Aitkin County Fair Board

Leeann Moriarty, President

Kirk Peysar, Secretary/Treasurer

Sharon Dotzler

Sara Rian

Kate LaClair

Renee Kostick

Lenore Jackson

Jim Bright

Gabrea Anderson

Jennifer Thompson

Vern Watters

Randeena Olson

Lacie Hietalati

Becky Koch

Lon Nicko

Re: 2022 Appropriation and Fiscal Recovery Funds

The Aitkin County Fair Board has received an annual \$10,000 appropriation from the County Board since 1986, Thirty-five years. For 2022, the Aitkin County Fair Board is requesting an increase to \$12,000 and therefore respectfully requests a \$22,000 appropriation (\$12,000 for operations and \$10,000 for capital items). Ongoing facility improvements and repairs are greatly needed.

The past year has been a difficult for county and state fairs across the national. In Minnesota, the majority of county fairs cancelled their 2020 fairs due to the risks and restrictions of Coronavirus. Even the largest of fairs were not immune to the risks of the Coronavirus.

We held our 2021 fair July 7 – 10, crowds were large, with attendees coming from throughout Minnesota to our fair. Unfortunately, post COVID operating costs were greatly increased as well.

About our county fair:

- Amount of money requested and a budget of how it will be used:
 - The \$12,000 appropriation represents 10% of the Fair Board's budgeted revenues.
 - While revenues are not dedicated to specific expenditures, the Fair Board considers the county appropriation to be a portion of the \$28,000 that is budgeted for capital improvements and maintenance to the fairgrounds, which are county-owned. Having 31 structures on location, there is no end to the repairs needed.
- Narrative of services provided to the taxpayers of Aitkin County:
 - The Fair Board meets monthly throughout the year to plan the annual county fair.

- In 2022, the fair will celebrate its 132nd annual fair.
- Early county fairs were held in the courthouse and on the courthouse grounds. Fresh garden produce was displayed in the court chambers along with fancy work. Competitions were held to determine who had the strongest horse and oxen teams.
- Who we serve:
 - 4-H youth, FFA members, exhibitors of all ages and interests.
 - The event is attended by thousands of county residents as well as visitors from other areas. The fair provides a wide variety education and entertainment for people of all ages.
 - Community organizations such as the VFW, Lions, Fire Department, 4-H, count on the fair for significant portions of their organization's annual income.
- Annual operating budget:
 - Our total 2021/2022 budget is \$115,384 (\$83,884 for operations/attractions and \$31,500 for facility maintenance). Building maintenance needs include retro-fitting lighting systems to LED in Industrial Buildings #1, #2; and Home Activities as priority to reduce electric consumption.

We ended FY 2019/2020 with a balance of \$40,058.26 after the completion of large building projects, the acquisition of adjoining property, and the loss of the 2020 fair.

- Other sources of funding:
 - Other revenues are collected through grandstand admissions, parking fees, building rentals, advertising, and donations. This year, fair sponsorship opportunities were also offered to local organizations and businesses. Grants are also sought for various projects. This year, a \$10,738 grant has been awarded from the County Fair Grant program, MN Department of Ag; those funds will be used to improve livestock facilities.
- Breakfast was served by the Long Lake Foundation each day.
- The fairgrounds is made available to other community organizations such as Aitkin County Historical Society Garage Sale, Relay for Life, Mud Rhythm, Aitkin County 4-H Dog Project, Young Riders 4-H, Bit and Bridle, Aitkin Lions Garage Sale, Aitkin Chamber of Commerce.

The receipt of Fiscal Recovery Funds under the American Rescue Plan Act allows for the opportunity to make significant improvements to the fairgrounds facility over the course of the funding timelines. We suggest visiting these needs as plans development for those funds.

- Holding tank for Grandstand Restrooms
- Repairs to the 4-H building
- Grandstand structure reinforcements
- Handicap accessible access improvements to grounds
- Handicap accessibility improvements to buildings
- Outdoor security lighting
- Siding for Industrial #1
- Siding and handicap accessible ramp replacement for the Arts Building

Thank you for your continued support of the Aitkin County Fair.

Aitkin County Ag Society

2020/2021 - 2021/2022

Income Sources:	Budget <u>FY 2020/2021</u>	Budget <u>FY 2021/2022</u>
Operations:		
Grandstand	\$ 19,400.00	\$ 19,400.00
Auto Parking	\$ 3,500.00	\$ 3,500.00
Space Rentals	\$ 8,520.00	\$ 8,520.00
Carnival Income/Adv Sales	\$ 18,000.00	\$ 18,000.00
Advertising	\$ 5,200.00	\$ 5,200.00
Food Stand Sales	\$ 4,000.00	\$ 4,000.00
Grant	\$ 10,759.00	\$ 10,759.00
Total:	<u>\$ 69,379.00</u>	<u>\$ 69,379.00</u>
Other Income:		
State Aid	\$ 3,550.00	\$ 3,550.00
County Approp	\$ 20,000.00	\$ 22,000.00
Rents-Storage	\$ 19,280.00	\$ 19,280.00
Membership Dues	\$ 475.00	\$ 475.00
Interest Income	\$ 100.00	\$ 100.00
Donations	\$ 500.00	\$ 500.00
Camping	\$ 100.00	\$ 100.00
Total:	<u>\$ 44,005.00</u>	<u>\$ 46,005.00</u>
Total Income:	\$ 113,384.00	\$ 115,384.00
Fair Operations:		
Resale-food stand	\$ 2,000.00	\$ 2,000.00
Premiums	\$ 8,100.00	\$ 8,100.00
Awards other than premiums		
Advertising & Promotions	\$ 6,895.00	\$ 6,895.00
Entertainment/Grand Stand	\$ 25,500.00	\$ 27,500.00
Midway Commissions	\$ 9,300.00	\$ 9,300.00
Judging Fees & Travel	\$ 3,480.00	\$ 3,480.00
MFCF Conference/Directors	\$ 7,000.00	\$ 7,000.00
Police/Security	\$ 250.00	\$ 250.00
Administrative	\$ 2,000.00	\$ 2,000.00
General Exp	\$ 13,000.00	\$ 13,000.00
Total:	<u>\$ 77,525.00</u>	<u>\$ 79,525.00</u>
Capital Expenses:		
Building Maint	\$ 25,000.00	\$ 25,000.00
Grounds Maint	\$ 6,500.00	\$ 6,500.00
Total:	<u>\$ 31,500.00</u>	<u>\$ 31,500.00</u>
Total Expenses:	\$ 109,025.00	\$ 111,025.00
Income/Expenses:	\$ 4,359.00	\$ 4,359.00

RECEIVED

JUL 21 2021



ANGELS
7 So Maddy St
PO Box 35
McGregor, MN 55760

July 14, 2021

Jessica Seibert, MPA
County Administrator
217 Second St NW Rm. 310
Aitkin MN 56431

Dear Ms. Seibert,

ANGELS of McGregor is submitting this request in response to your letter of May 18, 2021. ANGELS is requesting funding of \$3,631.00 specifically for our Foot Clinic Program. The attached pages provide the details requested.

Thank you for your consideration of our request.

Sincerely,

Joan McFarland
ANGELS Program Director



ANGELS
7 So Maddy St
PO Box 35
McGregor, MN 55760

July 14, 2021

Request for 2022 Funding for ANGELS

SERVICES: ANGELS provides programs to enable our senior residents to remain living in their own homes safely, independently and with dignity. Our services include Transportation, Chores, Health and Wellness, Homemaking, Nutrition, Community Outreach, and Socialization to promote mental health. We coordinate with Aitkin County CARE on caregiver respite, transportation, chores, community outreach and referrals. With our volunteers located in the McGregor, Big Sandy Lake, Lawler, and Palisade areas we are well-positioned to efficiently serve the eastern and northern parts of the county.

Our services enable area citizens to avoid or delay the stress and expense of moving to care centers until their physical condition demands it. The wide range of services provides ease of mind for clients and their families. Most services are no-cost or share-the-cost, based on ability to pay. Moving into care facilities is an emotionally and financially stressful outcome and the cost to taxpayers is significant.

WHO WE SERVE: Our services are available to all citizens of Aitkin County age 60+, regardless of race, color, creed, religion, national origin, gender, sexual orientation, disability or use of public assistance. In some situations, individuals under 60 also qualify. A part-time Program Director and team of 65 volunteers currently serve approximately 135 clients, operating from a building in McGregor.

REQUEST: While we provide a wide range of services, this request is specifically for our Foot Clinic Program. We currently provide two monthly Foot Clinics. This program provides frail seniors with declining health an opportunity to have a registered nurse examine and identify foot and nail conditions, receive treatments and give recommendations for follow up after care. Without this service many would continue to experience debilitating pain from foot and nail problems.

The ANGELS building provides suitable private space for these appointments. Our foot nurse treats 16 clients per month with each appointment lasting 40 minutes. The clients contribute \$15 to share the cost which helps recover some of the costs involved with the service.

All seniors receiving foot care are grateful for this service and return for further treatments. The nurse is a McGregor citizen whom the clients trust and respect. Many have commented on how their foot pain and overall health of their feet has improved. Appointments are scheduled in the ANGELS office according to the nurse's recommendations. Because of the demand many need to be placed on a waiting list, or we add an overflow day if possible.

FINANCIAL DATA: Our current 2021 financial status is summarized below with Year-to-Date actuals through May 2021 and Year-End Estimates.

INCOME	YTD	YE Est	EXPENSES	YTD	YE Est
Grants & Donations	32585	75804	Personnel	12425	30493
Rent	1500	5000	Insurance	720	3700
Fundraising & Events	1800	2800	Office Supplies	3610	2658
Other	4255	5500	Outreach	5273	16687
Foot Clinic Clients	1230	2880	Building & Utilities	5362	10274
TOTAL	41370	91984	TOTAL	27660	63812

ANGELS is requesting \$3,631.00 from the Aitkin County Board for the year 2022. Based on the success of the current ANGELS Foot Clinic, we would use these funds to continue the program which will include the option to schedule a third “overflow” day for those who need to be seen by the nurse.

The budget for the foot clinic is:

EXPENSE	QUANTITY	RATE	Monthly	Annual TOTAL
Personnel Labor	6 hours/month	\$ 15.00	90.00	\$ 1080.00
Program Volunteer Labor	10 hours/month	\$ -		\$ 0
Foot Nurse Salary	20 Clients/month	\$ 22.50	450.00	\$ 5400.00
Paper, ink and supplies				\$ 212.00
Advertising				\$ 175.00
Foot Clinic materials/supplies				\$ 153.00
Internet/Phone				\$ 242.00
TOTAL				\$ 7262.00

OTHER SOURCES OF FUNDING: General operating expenses and other programs are funded by grants, donations and other payments.

Grants:

- Arrowhead Area Agency on Aging (AAAA) of the Arrowhead Regional Development Commission (ARDC)
- Northland Foundation
- University of Minnesota Extension
- McGregor Lakes Area Foundation
- Mille Lacs Energy Cooperative
- Lake Country Power.
- Mardag Foundation

Donations:

- Area Townships
- Local businesses through Friends of the ANGELS
- Local organizations, churches and clubs
- Individual community members, clients and their family members.

Payments:

- Client Share-the-Cost
- Client Waivers
- Rental of part of the building to the McGregor Area Clothing Closet
- Fundraising events.

This wide variety of sources of funding and the generosity of so many of the donations from the community are greatly appreciated. We sincerely appreciate your consideration for ANGELS in your 2022 budget allocations and for this request to help support our senior foot clinic.



Aitkin County Historical Society faced a tough year in 2020 and is still facing financial recovery in 2021. 2020 saw the closure of the ACHS to address the Covid-19 pandemic. Rather than risk exposure to our older population of volunteers, closure remained in effect until March 2021, when vaccines were more available and state restrictions were lifted overall. This also allowed staff behind the scenes time to do upgrades and overhaul stagnant exhibits that were unchanged after a decade.

While in 2020 all major fundraising efforts were cancelled, ACHS staff introduced an annual passive fundraising effort, an Annual Fund Drive via letter. This garnered some funds and will be repeated in coming years. In 2021, the full fundraising efforts of the Cookie Walk and the Garage Sale will be put in play again, but proceeds have not been determined at the time of this writing.

2020 also saw the receipt of two vital grants for ACHS. The Building Conditions Assessment is a required document, a first step in applying for grants and rehabilitation of the National Register of Historic Places property, the Northern Pacific Depot. Staff is working on grant applications for the next step in the process, full survey and architectural drawing to complete the first rehab projects- fixing site drainage with installation of gutters and downspouts, fixing a leaking roof, and relaying and grading the uneven and unsafe outdoor paver surface.

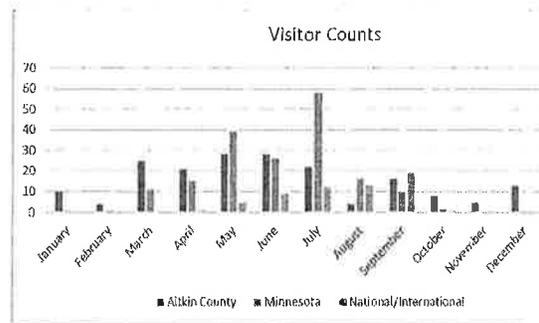
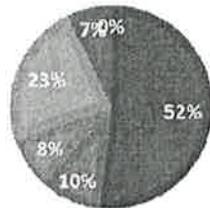
The other grant was to hire two part-time staff to conduct a necessary inventory of collections. A former collections database was removed, putting records into an Excel spreadsheet. Many records were inaccurate- lacking artifact location or condition. This grant will ensure better care of collections by addressing issues as needed of storage and damage, updating records for accuracy and control, and freeing space by removal of artifacts not relevant to the mission. This includes items with no known provenance, items rightfully belong to neighbor counties, or items where many duplicates are taking up space. This project will provide more intellectual control of the collection and ensure that we care for only those artifacts applicable to our mission, freeing the shelf space and archival resources of deaccessioned artifacts for future collecting.

ACHS is the designated repository, meaning we are the caretakers of the history of Aitkin County. The resources are used for research and education, through exhibits, articles, and events. A full research room of newspaper, census, map, and local records is available to the public. In the past, 6th graders have visited for a day of programming. As more of the building and collections needs are addressed, staff will move on to other projects, such as creation of education trunks to be borrowed by classrooms. These will cover Aitkin County related topics, and state and national as fitting, all while addressing state education standards and being free of charge. 3 such programs are already written, but artifacts are still be located through the inventory, to ensure their condition is stable for use.

Visitor numbers do not exist for 2020 as the ACHS was closed, and 2021 numbers have not been tabulated. For 2019, taking out Fair week and special events, the numbers were even between Aitkin County visitors (43%) and visitors from elsewhere in MN (42%). The remaining 14% come from others states and internationally. Those locations include HI, AZ, OH, PA, NY, AK, ND, WI, Brazil and Germany. These locations can only be tracked for those who optionally include this data.

MEMBERSHIPS BY TYPE

■ Senior ■ Individual ■ Business ■ Family ■ Life ■ Honorary



	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
January	30	24	40	40	80	45	92	101	10	18	11
February	18	22	22	55	29	48	55	65	31	16	5
March	30	61	29	187	99	307	379	381	25	28	38
Commerce Show									160	168	
April	28	36	48	153	48	61	175	141	36	31	37
May	77	72	50	100	110	118	141	80	56	40	72
6th Graders	84	109	101	91	91	74	104	88	0	110	
June	64	157	472	183	127	180	208	131	50	72	63
July	149	229	266	356	251	294	383	153	102	43	71
County Fair	1,331	1,441	1,171	0	1,500	1,695	1,741	???	888	1,200	844
August	202	201	214	202	248	213	224	183	62	117	33
Garage Sale	1,232	1,356	1,423	1,814	1,723	1,825	1,843	1,473	2,500	2,000	
September	42	68	128	118	132	126	184	110	32	66	45
Rendezvous	0	0	0	1,077	0	0	0	0	0	0	
October	77	141	75	72	102	95	187	62	25	42	11
November	30	43	93	41	150	75	69	22	37	16	5
Open House	77	60	83	71	66	81	67	101	0	0	74
December	13	23	48	50	132	112	78	0	86	47	13
	3,504	4,043	4,257	4,610	4,894	5,345	5,910	3,081	4,079	4,012	

Out of State 60
 MN but out of County 352
 *2019 numbers incomplete due to changing staff

ACHS is requesting continued funding at the \$18,500 level, with an increase to \$19,000 if possible. Please see the enclosed budget sheets. Other funding sources are grants (only available on a project basis), memberships, gift shop sales, and fundraising efforts.

Aitkin County Historical Society

July 23, 2020

	2019 Actual	2020 Budget	2021 Proposed
Revenue:			
Membership	\$2,856	\$3,000	\$5,000
Interest Earned	\$1,241	\$750	\$1,300
County Appropriation	\$16,500	\$18,500	\$18,500
Museum Store Sales	\$1,204	\$2,500	\$1,300
Garage Sale	\$10,356	\$9,000	\$9,000
Raffle	\$1,380	\$1,380	\$0
Cookie Walk	\$1,199	\$1,000	\$1,200
Townships & Cities	\$4,000	\$4,000	\$4,000
Annual Appeal	\$0	\$0	\$1,000
Grants	\$591	\$10,000	\$15,000
Donations	\$1,449	\$1,800	\$1,500
Contributions	\$260	\$0	\$1,000
Memorials	\$785	\$2,000	\$1,000
Misc	\$1,786	\$0	\$1,000
Totals:	\$43,607	\$53,930	\$60,800
Expenses:			
Administrator's Salary	\$13,105	\$20,000	\$20,000
Employer Matching	\$1,297	\$1,530	\$2,000
Mileage	\$248	\$200	\$500
Utilities	\$4,329	\$3,500	\$5,000
Heating	\$5,752	\$6,000	\$6,500
Telephone	\$1,315	\$1,200	\$1,200
Office Supplies & Equipment	\$886	\$1,500	\$1,500
Janitorial	\$845	\$900	\$900
Rentals	\$248	\$348	\$300
Postage	\$1,100	\$500	\$1,200
Trash	\$159	\$100	\$100
Advertising	\$1,122	\$1,500	\$1,500
Society Memberships	\$25	\$400	\$200
Education Fund	\$200	\$190	\$200
Maintenance	\$636	\$2,430	\$2,500
Museum Store	\$0	\$500	\$0
Collections/Archival	\$489	\$1,000	\$1,000
Museum Displays	\$64	\$0	\$0
Volunteer Expense	\$349	\$750	\$350
Security	\$276	\$350	\$350
Service Charges	\$46	\$100	\$100
Fund Raising	\$2,316	\$2,000	\$2,000
Annual Meeting	\$119	\$100	\$100
Technology	\$365	\$400	\$600
Accounting fees	\$114	\$200	\$600
Training	\$250	\$750	\$750
Misc expenses	\$318	\$0	\$500
Grant Disbursement	\$0	\$10,000	\$15,000
Totals:	\$35,973	\$56,448	\$64,950
Net +/-	\$7,634	-\$2,518	-\$4,150



Aitkin County Board of Commissioners Agenda Request Form

12

Agenda Item #

Requested Meeting Date: August 10, 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