

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS May 10, 2022 – BOARD AGENDA

Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code):2553 202 4291; (meeting password): 7282

- 9:00 1) **J. Mark Wedel, County Board Chair**
- A) **Call to Order**
 - B) **Pledge of Allegiance**
 - C) **Approval of Agenda**
 - D) **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 April 26, 2022 to May 9, 2022**
 - B) **Approve April 26, 2022 County Board Minutes**
 - C) **Approve Electronic Funds Transfers**
 - D) **Approve Commissioner Vouchers**
 - E) **Approve Manual Warrants/Voids/Corrections – FSA Claims and Electronic Chargeback**
 - F) **Approve Manual Warrants/Voids/Corrections – FSA Fees April 2022**
 - G) **Approve Manual Warrants/Voids/Corrections – ELAN Paid 04.14.2022**
 - H) **Approve Manual Warrants/Voids/Corrections – Camping Refund 5252**
 - I) **Approve Manual Warrants/Voids/Corrections – LLCC Credit Card Fees**
 - J) **Approve Manual Warrants/Voids/Corrections – Returned Tax Payment, MTG Reg and Deed Tax, FSA Claims**
 - K) **Approve Manual Warrants/Voids/Corrections – MN Care Tax and FSA Claims**
 - L) **Approve AIM VCET Agreement Update**
 - M) **Approve Northwoods Regional ATV Trail System Permit Renewal**
 - N) **Adopt Resolution: LLCC Donation-Long Lake Conservation Foundation**
 - O) **Adopt Resolution: Search & Rescue Donation: Beaver Township**
 - P) **Adopt Resolution: Search & Rescue Donation: Macville Township**
 - Q) **Adopt Resolution: Final Contract Payment-Contract No. 20204**
 - R) **Adopt Resolution: MnDOT Master Partnership Contract No. 1050299**

- 9:05 3) Penny Harms – Veterans Service Officer**
 - A) Veterans Office Update**

- 9:20 4) Mark Jeffers – Economic Development Coordinator**
 - A) Award Bid for Communications Project**

- 9:30 5) John Welle – County Engineer**
 - A) Support for RSTG Grant Application-US HWY 169**
 - B) MnDOT Cooperative Construction Agreement No. 1049576**
 - C) County Ditch 5 Repair**

- 10:00 6) Area Transportation Partnership Presentation**

- 10:30 7) Bobbie Danielson – Human Resources Director**
 - A) Personnel Policy Update (Open Scale Modification)**

- 10:40 8) Jessica Seibert – County Administrator**
 - A) 2023 Budget Preparation**
 - B) Administrator Updates**

- 11:10 9) Committee Updates**

- 11:40 Adjourn**

<p>The Aitkin County Board of Commissioners met this 26th day of April, 2022 at 9:02 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Donald Niemi, Ann Marcotte, Brian Napstad, Laurie Westerlund, County Administrator Jessica Seibert, and Administrative Assistant Brittany Searle.</p> <p>Motion made by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all voting yes to approve the April 26, 2022 agenda as amended, updating item 3A, changing item 3C to discussion only and adding item 8-Closed Session: Labor Negotiations.</p> <p style="text-align: center;">AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD MEETING</p> <p>Attendance</p> <p>The Aitkin County Board of Commissioners met this 26th day of April 2022, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Brian Napstad, J. Mark Wedel, Don Niemi, Ann Marcotte and Laurie Westerlund. Others present included: Accounting Supervisor Carli Goble, Public Health Supervisor Erin Melz, Financial Services Supervisor Jessi Goble (VIA WebEx), County Administrator Jessica Seibert, Administrative Assistant Brittany Searle.</p> <p>Agenda</p> <p>Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members present voting yes to approve the April 26, 2022 Health & Human Services Board agenda as presented.</p> <p>Minutes</p> <p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members present voting yes to approve the March 22, 2022 Health and Human Services Board minutes.</p> <p>Bills</p> <p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried all members present voting yes to approve the bills.</p> <p>Director Update</p> <p>Cynthia provided Legislative Updates, session closes 5/25. Variety of uncertainties with Bills including competency restoration.</p> <p>Continued struggle for individual placement. There has been an increase in adult protection numbers. Facilities continue to face challenges with staffing shortages. Future planning needs to be looked at on how the county can be a safety net. Cynthia mentions the jail seeing an increased number of individuals waiting for placement because of mental health and challenges that is causing.</p>	<p>Call to Order</p> <p>Approved Agenda</p> <p>Health and Human Services</p>
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Commissioner Napstad inquired about what the root cause of staffing shortages are throughout placement facilities.

Carli Goble

Presented Quarter 1 Fiscal Report.
Presented the Estate Recovery Overview

Committee Reports

The Board discussed: H&HS Advisory Committee, CHS Joint Powers Board, AEOA Committee, CARE Board.

The meeting was adjourned at 10:15 a.m.

Next Meeting – May 24, 2022

There was no Citizens' Public Comment

**Citizens' Public
Comment**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows.

Consent Agenda

- A) Correspondence File April 12, 2022 to April 25, 2022;
- B) Approve April 12, 2022 County Board Minutes;
- C) Approve Electronic Funds Transfers \$912,341.17;
- D) Approve Commissioner Vouchers: General Fund \$117,514.21, Reserves \$107,798.88, Road & Bridge \$49,258.61, Health & Human Services \$28,861.91, State \$360.00, Trust \$64,774.79, Forest Development \$11.96, Long Lake Conservation Center \$7,778.14, Parks \$79,553.60 for a total of \$455,912.10;
- E) Approve Manual Warrants/Voids/Corrections – NSF check, Delinquent Taxes: Taxes & Penalties \$1,062.19, for a total of \$1,062.19;
- F) Approve Manual Warrants/Voids/Corrections – MTG Reg and Deed Tax March 2022: General \$0.03, State \$74,468.69, for a total of \$74,468.72;
- G) Approve Manual Warrants/Voids/Corrections – LLCC Refund: LLCC \$87.09, for a total of \$87.09;
- H) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$1,582.57, for a total of \$1,582.57;
- I) Approve Manual Warrants/Voids/Corrections – Camping Refund: Parks \$130.00, for a total of \$130.00;
- J) Approve Manual Warrants/Voids/Corrections – NSF-Auto Deduct: Taxes & Penalties \$1,027.00, for a total of \$1,027.00;
- K) Approve Manual Warrants/Voids/Corrections – LLCC Refund: LLCC \$678.80, for a total of \$678.80;
- L) Approve Lost Warrant Affidavit-Correctional Dentistry LLC;
- M) Approve Application for License to Sell Tobacco-Barnacles;
- N) Approve HRA Board Appointments;
- O) Adopt Resolution: On, Off and Sunday Liquor Sales-Barnacles;
- P) Adopt Resolution: Search & Rescue Donation-Idun Township;
- Q) Adopt Resolution: Search & Rescue-Williams Townships;
- R) Adopt Resolution: LG214 Premises Permit-Minnewawa Sportsmen's Club;

AITKIN COUNTY BOARD

April 26, 2022

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to approve – Lost Warrant Affidavit-Correctional Dentistry LLC.

Lost Warrant Affidavit-Correctional Dentistry LLC

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to approve – Application for License to Sell Tobacco-Barnacles.

Application for License to Sell Tobacco-Barnacles

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to approve – HRA Board Appointments.

HRA Board Appointments

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: On, Off and Sunday Liquor Sales-Barnacles.

Resolution #20220426-056 On, Off and Sunday Liquor Sales-Barnacles

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from May 1, 2022 thru December 31, 2022:

“ON”, “OFF” and “SUNDAY” Sale:

Barnacles Resort of MN, Inc., d/b/a **Barnacles** – Wealthwood Township
This establishment has an address of 36569 State Highway 18, Aitkin, MN 56431

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Search & Rescue Donation-Idun Township.

Resolution #20220426-057 Search & Rescue Donation-Idun Township

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

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

Idun Township \$300.00

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

Idun Township Aitkin County Search and 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.

AITKIN COUNTY BOARD

April 26, 2022

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Search & Rescue Donation-Williams Township.

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

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

Williams Township \$200.00

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

Williams Township Aitkin County Search and 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.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: LG214 Premises Permit-Minnewawa Sportsmen's Club.

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Minnewawa Sportsmen's Club, at Minnesota National Golf Club & Resort – Workman Township. This establishment has an address of 23247 480th Street, McGregor, MN 55760.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members present voted to approve FRF Request of Funding-ED Communications Project.

Mark Jeffers – Economic Development Coordinator discussed Regional Trails Grant Application.

Mike Dangers – County Assessor presented Annual Assessment Summary Report.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members present voted to approve Gun Lake Family Campground Conditional Use Permit.

**Resolution
#20220426-058
Search & Rescue
Donation-Williams
Township**

**Resolution
#20220426-059
LG214 Premises
Permit-
Minnewawa
Sportsmen's Club**

**FRF Request of
Funding-ED
Communications
Project**

**Discussion:
Regional Trails
Grant Application**

**Annual
Assessment
Summary Report**

**Gun Lake Family
Campground
Conditional Use
Permit**

AITKIN COUNTY BOARD

April 26, 2022

<p>Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members present voted to approve scheduling the Aitkin County Soils Workshop for June 9, 2022 in Section 5 of Hill Lake Township.</p>	<p>Aitkin County Soils Workshop</p>
<p>Jessica Seibert – County Administrator presented the First Quarter Budget Review.</p>	<p>First Quarter Budget Review</p>
<p>Jessica Seibert, County Administrator updated the Board on the following:</p> <ul style="list-style-type: none">• Dangerous Dog Hearing• Mediation-HHS• MACA Executive Committee• Regular 1:1s• County Appreciation Day	<p>Administrator Updates</p>
<p>The Board discussed: Mille Lacs Watershed, ARDC, Ordinance, Personnel, Planning Commission, NCLUB, Snake River Watershed, Northern Counties, NE Transportation AIS, Aitkin County Water Planning, Historical Society.</p>	<p>Board Discussion</p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to close the meeting under MN Statute 13D.03 Subd.1(b) Labor Negotiations at 12:23 p.m.</p>	<p>Close Meeting Under Statute 13D.03 Subd.1(b) Labor Negotiations</p>
<p>Meeting turned over to Commissioner Marcotte at 12:58 p.m.</p>	
<p>Commissioner Wedel left meeting at 12:58 p.m.</p>	
<p>Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to reopen meeting at 1:13 p.m.</p>	<p>Reopen Meeting</p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 1:13 p.m. until Tuesday, May 10, 2022 at the Aitkin County Government Center.</p>	<p>Adjourn</p>
<p>_____ J. Mark Wedel, Board Chair Aitkin County Board of Commissioners</p> <p>_____ Jessica Seibert County Administrator</p>	



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 5/10/2022

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 5/2/2022		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ELECTRONIC FUNDS TRANSFER**Thru May 2, 2022 Board Meeting May 10, 2022**

Abstract Number	Date	Amount	Reason
21292	4/18/22	\$130.00	Manual Abstract
21293	4/18/22	\$1,027.00	Manual Abstract
21294	4/18/22	\$678.00	Manual Abstract
21295	4/22/22	\$1,317.76	Manual Abstract
21296	4/22/22	\$1,716.94	Auditor Abstract
21297	4/22/22	\$606,312.43	Payroll Abstract
21298	4/26/22	\$10,902.66	Commissioner Abstract
21299	4/22/22	\$671.10	Manual Abstract
21306	4/29/22	\$170,670.39	Commissioner Abstract
21307	4/27/22	\$1,964.48	Manual Abstract
21308	4/28/22	\$9,626.15	Manual Abstract
21309	4/29/22	\$2,517.35	Auditor Abstract

\$0

Voids/No ACH

21300

21301

21302

21303

21304

21305

\$807,534.26

WLC1
4/26/22

11:49AM

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	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
248	Association of Mn Counties 01-001-000-0000-6241		400.00	ANN M. LEADERSHIP SUMMIT 03/30/2022 04/01/2022	2022 LEADER	Registration Fee	N
	248 Association of Mn Counties		400.00	1 Transactions			
15240	AT&T Mobility 01-001-000-0000-6220		121.26	COMMISSIONER MARCH PHONES 02/26/2022 03/25/2022	287298817699	Telephone	N
	15240 AT&T Mobility		121.26	1 Transactions			
9048	Napstad/Brian 01-001-000-0000-6330		124.32	2021 MILEAGE 12/20/2021 12/29/2021	MILEAGE	Transportation/Travel/Parking	N
	01-001-000-0000-6330		784.98	2022 MILEAGE 01/10/2022 03/14/2022	MILEAGE	Transportation/Travel/Parking	N
	9048 Napstad/Brian		909.30	2 Transactions			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP 01-001-000-0000-6263		2,193.50	MARCH LEGAL FEES 03/01/2022 03/31/2022	20146317-000M	Contract Legal Services	Y
	13412 Pemberton, Sorlie, Rufer & Kershner PLLP		2,193.50	1 Transactions			
6097	Verizon Wireless 01-001-000-0000-6220		35.01	ANN IPAD 03/02/2022 04/01/2022	9903077349	Telephone	N
	01-001-000-0000-6220		32.03	MARK-FEB. PHONE BILL 02/07/2022 03/06/2022	9903472949-FEB	Telephone	N
	01-001-000-0000-6220		31.78	MARK-MARCH PHONE 03/07/2022 04/06/2022	9903472949-MAR	Telephone	N
	01-001-000-0000-6220		68.77	HOTSPOT 03/05/2022 04/04/2022	990347877	Telephone	N
	6097 Verizon Wireless		167.59	4 Transactions			
1	DEPT Total:		3,791.65	Commissioners	5 Vendors	9 Transactions	
12	DEPT			Court Administration			
11634	Gammello & Pearson PLLC 01-012-000-0000-6263		240.00	01-PR-22-174	11634	Contract Legal Services	Y

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
	01-012-000-0000-6263		427.50	03/01/2022 03/30/2022 01-PR-22-149	11634	Contract Legal Services	Y
	01-012-000-0000-6263		22.50	03/01/2022 03/30/2022 01-PR-21-199	11634	Contract Legal Services	Y
	01-012-000-0000-6263		60.00	03/01/2022 03/30/2022 01-PR-21-956	11634	Contract Legal Services	Y
	01-012-000-0000-6263		15.00	03/01/2022 03/30/2022 01-PR-21-766	11634	Contract Legal Services	Y
	01-012-000-0000-6263		37.50	03/01/2022 03/30/2022 01-PR-17-186	11634	Contract Legal Services	Y
	01-012-000-0000-6263		22.50	03/01/2022 03/30/2022 01-PR-11-427	11634	Contract Legal Services	Y
	01-012-000-0000-6263		60.00	03/01/2022 03/30/2022 01-PR-21-1165	11634	Contract Legal Services	Y
11634	Gammello & Pearson PLLC		885.00		8 Transactions		
12	DEPT Total:		885.00	Court Administration	1 Vendors	8 Transactions	
40	DEPT			Auditor			
86222	Aitkin Independent Age						
	01-040-000-0000-6230		1,170.00	PG 1 FORFEITURE NOTICE 03/30/2022 04/06/2022	1214834	Printing, Publishing & Adv	Y
	01-040-000-0000-6230		585.00	PG 2 FORFEITURE NOTICE 03/30/2022 04/06/2022	1214845	Printing, Publishing & Adv	Y
	01-040-021-0000-6230		35.00	PROGRESS EDITION	1215063	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		1,790.00		3 Transactions		
86290	Mn Counties Information Systems						
	01-040-000-0000-6360		5,346.00	2022 CTYPAYQTR-PAYROLL	2182	Services, Labor, Contracts	N
86290	Mn Counties Information Systems		5,346.00		1 Transactions		
86235	The Office Shop Inc						
	01-040-021-0000-6405		170.70	CALCULATORS (3)	1110554-0	Office Supplies	N
	01-040-000-0000-6405		14.92	PAPER TRAY, POST-ITS	1110589-0	Office Supplies	N
	01-040-000-0000-6405		23.02	PAPER TRAYS	1110589-1	Office Supplies	N
	01-040-021-0000-6405		1.78	PENS	321100-0	Office Supplies	N
86235	The Office Shop Inc		210.42		4 Transactions		

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
40	DEPT Total:		7,346.42	Auditor	3 Vendors	8 Transactions	
42	DEPT			Treasurer			
9691	The Master's Touch, LLC						
	01-042-000-0000-6205		5,314.79	POSTAGE	79586/P79586	Postage	N
	01-042-000-0000-6205		6,970.00-	PRE-PAID POSTAGE	79586/P79586	Postage	N
	01-042-000-0000-6360		518.92	PDF FILE PRESORT	79586/P79586	Services, Labor, Contracts	N
	01-042-000-0000-6360		40.08	PRE-PAID FREIGHT CHARGES	79586/P79586	Services, Labor, Contracts	N
	01-042-000-0000-6360		5,016.20	2022 MAILING SERVICES	79586/P79586	Services, Labor, Contracts	N
	01-042-000-0000-6405		444.47	2022 MAILING LARGE ENVELOPES	79586/P79586	Office Supplies	N
	01-042-000-0000-6405		696.19	2022 STATEMENTS	M220125	Office Supplies	N
9691	The Master's Touch, LLC		5,060.65			7 Transactions	
86235	The Office Shop Inc						
	01-042-000-0000-6405		59.60	MISC OFFICE SUPPLIES	321177-0	Office Supplies	N
86235	The Office Shop Inc		59.60			1 Transactions	
42	DEPT Total:		5,120.25	Treasurer	2 Vendors	8 Transactions	
43	DEPT			Assessor			
9686	MAAP						
	01-043-000-0000-6268		25.00	MAAP SPRING 2022 CATHY OLSON	AITKIN CO	Staff Training, Development	N
9686	MAAP		25.00			1 Transactions	
3018	Marshall & Swift-Boeckh, LLC						
	01-043-000-0000-6405		379.95	RESIDENTIAL COST HANDBOOK-CD	2964201	Office Supplies	N
				06/01/2022 05/31/2023			
3018	Marshall & Swift-Boeckh, LLC		379.95			1 Transactions	
9691	The Master's Touch, LLC						
	01-043-000-0000-6205		6,970.00-	PRE-PAID POSTAGE	79586/P79586	Postage	N
	01-043-000-0000-6205		5,314.79	POSTAGE	79586/P79586	Postage	N
	01-043-000-0000-6360		212.00	2022 MAILING INSERTS	79586/P79586	Services, Labor, Contracts, GIS Mapping	N
	01-043-000-0000-6360		518.92	PDF FILE PRESORT	79586/P79586	Services, Labor, Contracts, GIS Mapping	N
	01-043-000-0000-6360		5,016.21	2022 MAILING SERVICES	79586/P79586	Services, Labor, Contracts, GIS Mapping	N
	01-043-000-0000-6360		40.08	PRE-PAID FREIGHT CHARGES	79586/P79586	Services, Labor, Contracts, GIS Mapping	N
	01-043-000-0000-6405		444.46	2022 MAILING LARGE ENVELOPES	79586/P79586	Office Supplies	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
9691	The Master's Touch, LLC		4,576.46		7 Transactions		
86235	The Office Shop Inc 01-043-000-0000-6405		33.27	MISC SUPPLIES	1110701-0	Office Supplies	N
86235	The Office Shop Inc		33.27		1 Transactions		
10930	Tidholm Productions 01-043-000-0000-6230		79.95	500 BUSINESS CARDS- SHANNON P	2066.1 2524	Printing, Publishing & Adv	Y
10930	Tidholm Productions		79.95		1 Transactions		
6097	Verizon Wireless 01-043-000-0000-6220		35.01	WIRELESS BILL-MARCH 03/02/2022 04/01/2022	99031134701	Telephone	N
6097	Verizon Wireless		35.01		1 Transactions		
43	DEPT Total:		5,129.64	Assessor	6 Vendors	12 Transactions	
44	DEPT			Central Services			
783	Canon Financial Services, Inc 01-044-000-0000-6342		248.78	APRIL RENT 04/01/2022 04/30/2022	28381304	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		248.78		1 Transactions		
3334	MCIT 01-044-000-0000-6352		118.00	EDP #0001 INCREASE 03/28/2022 01/01/2023	6770	Insurance	N
3334	MCIT		118.00		1 Transactions		
89081	North Ambulance Brainerd 01-044-000-0000-6841		2,295.00	MAR 2022 AMBULANCE SUBSIDY 03/01/2022 03/31/2022	MAR 2022	Ambulance Appropriations	N
89081	North Ambulance Brainerd		2,295.00		1 Transactions		
3336	Office Of MN. IT Services 01-044-000-0000-6360		1,338.65	MARCH WAN 03/01/2022 03/31/2022	DV22030315	Services, Labor, Contracts	N
3336	Office Of MN. IT Services		1,338.65		1 Transactions		
3724	Performance Office Papers						

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1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		01-044-000-0000-6405			2,680.00	Q1 PAPER	03/08/2022 03/08/2022	424501-00		Office Supplies		N
3724	Performance Office Papers				2,680.00				1	Transactions		
10657	Quadient Finance USA, Inc	01-044-048-0000-6205			3,500.00	POSTAGE		####6665		Postage		N
		01-044-048-0000-6405			461.92	POSTAGE SUPPLIES		####6665		Postage Supplies		N
10657	Quadient Finance USA, Inc				3,961.92				2	Transactions		
44	DEPT Total:				10,642.35	Central Services			6	Vendors	7	Transactions
45	DEPT					Motor Pool						
50	Aitkin Body Shop, Inc	01-045-000-0000-6302			4,131.11	REPAIR TAILGATE, MIRROR		13736		Vehicle Maintenance		N
50	Aitkin Body Shop, Inc				4,131.11				1	Transactions		
9561	Amazon Business	01-045-000-0000-6480			48.30-	REFUND ON OPENERS		1777M-3TGFPCDR		Car Equipment		N
9561	Amazon Business				48.30-				1	Transactions		
45	DEPT Total:				4,082.81	Motor Pool			2	Vendors	2	Transactions
49	DEPT					Information Technologies						
783	Canon Financial Services, Inc	01-049-000-0000-6283			47.07	MONTHLY PRINTER BILL		28312040		Programming, Services, Contracts		N
						04/01/2022 04/01/2022						
783	Canon Financial Services, Inc				47.07				1	Transactions		
14071	Marco Technologies LLC	01-049-000-0000-6283			556.88	TROUBLESHOT SITE-TO-SITE VPN I		INV9814486		Programming, Services, Contracts		N
		01-049-000-0000-6283			281.25	FIREWALL TROUBLESHOOTING		INV9838308		Programming, Services, Contracts		N
14071	Marco Technologies LLC				838.13				2	Transactions		
86290	Mn Counties Information Systems	01-049-000-0000-6283			66.00-	2020 CTYTAXADJ35		2182		Programming, Services, Contracts		N
		01-049-000-0000-6283			17,255.00	2022 CTYTAXQTR65		2182		Programming, Services, Contracts		N
		01-049-000-0000-6283			7,895.00	2022 CTYTAXQTR35		2182		Programming, Services, Contracts		N
		01-049-000-0000-6283			883.00	CTYHOSTRES - 2022 2ND QTR		2204		Programming, Services, Contracts		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
		01-049-000-0000-6283			390.00	CTYHOSTMNT - 2022 2ND QTR		2204		Programming, Services, Contracts		N
		01-049-000-0000-6283			2,460.00	CTYHOSTLV2 - 2022 2ND QTR		2204		Programming, Services, Contracts		N
86290	Mn Counties Information Systems				28,817.00		6 Transactions					
86235	The Office Shop Inc											
		01-049-000-0000-6283			25.95	CONTRACT		320946-0		Programming, Services, Contracts		N
86235	The Office Shop Inc				25.95		1 Transactions					
49	DEPT Total:				29,728.15	Information Technologies		4 Vendors		10 Transactions		
52	DEPT					Administration						
15240	AT&T Mobility											
		01-052-000-0000-6220			49.62	JESSICA MARCH PHONE		287298817699		Telephone		N
						02/26/2022	03/25/2022					
15240	AT&T Mobility				49.62		1 Transactions					
52	DEPT Total:				49.62	Administration		1 Vendors		1 Transactions		
53	DEPT					Human Resources						
86222	Aitkin Independent Age											
		01-053-000-0000-6230			39.67	HIRING AD		1216515		Printing, Publishing & Adv		Y
						04/02/2022	04/02/2022					
		01-053-000-0000-6230			128.00	PRINTING, PUBLISHING & ADV		1218296		Printing, Publishing & Adv		Y
						04/06/2022	04/09/2022					
86222	Aitkin Independent Age				167.67		2 Transactions					
15240	AT&T Mobility											
		01-053-000-0000-6220			99.24	MARCH PHONE BILL		287299383308		Telephone		N
						02/26/2022	03/25/2022					
15240	AT&T Mobility				99.24		1 Transactions					
9861	Red Threads LLC											
		01-053-000-0000-6405			150.00	ONLINE STORE SET UP/MAINTAIN		D663C644-0001		Office Supplies		N
						04/13/2022	04/13/2022					
9861	Red Threads LLC				150.00		1 Transactions					
53	DEPT Total:				416.91	Human Resources		3 Vendors		4 Transactions		

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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
60	DEPT			Elections			
9561	Amazon Business 01-060-000-0000-6405		359.98	DYMO LABEL PRINTERS (2)	1YWV-YJX1-X99N	Office Supplies	N
9561	Amazon Business		359.98	1 Transactions			
60	DEPT Total:		359.98	Elections	1 Vendors	1 Transactions	
90	DEPT			Attorney			
783	Canon Financial Services, Inc 01-090-000-0000-6342		326.99	MONTHLY CONTRACT 03/01/2022 03/31/2022	28381315	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		326.99	1 Transactions			
3150	Mille Lacs Co Sheriff 01-090-000-0000-6264		65.20	SERVICE OF SUBPOENA	11002	Sheriff Services	N
3150	Mille Lacs Co Sheriff		65.20	1 Transactions			
3426	Morrison County Sheriff's Office 01-090-000-0000-6264		50.00	SUBPOENA SERVICE	5056	Sheriff Services	N
3426	Morrison County Sheriff's Office		50.00	1 Transactions			
4139	Roggenkamp-Rakotz/Lisa M 01-090-000-0000-6240		40.00	ATTORNEY RE-REGISTRATION	0:22-MC-00100	Membership/Dues/Association Fees	N
4139	Roggenkamp-Rakotz/Lisa M		40.00	1 Transactions			
86944	Sheriff Crow Wing County 01-090-000-0000-6264		75.00	SUBPOENA SERVICE	9995	Sheriff Services	N
86944	Sheriff Crow Wing County		75.00	1 Transactions			
86235	The Office Shop Inc 01-090-000-0000-6405		110.40	SUPPLIES	1110039-2	Office Supplies	N
86235	The Office Shop Inc		110.40	1 Transactions			
5173	Thomson Reuters-West Publishing 01-090-000-0000-6406		1,522.22	ONLINE / SOFTWARE SUBS 03/01/2022 03/31/2022	846102378	Law Publ. & Subscriptions	N
	01-090-000-0000-6406		339.93	LIBRARY PLAN CHARGES 03/01/2022 03/31/2022	846214920	Law Publ. & Subscriptions	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
5173	Thomson Reuters-West Publishing				1,862.15		2 Transactions					
90	DEPT Total:				2,529.74	Attorney		7 Vendors		8 Transactions		
100	DEPT					Recorder						
3951	Pro West & Associates, Inc	01-100-195-0000-6266			76.05	GIS TECH SUPPORT	02/27/2022 04/02/2022	006319		Data Processing/Computer Services		N
3951	Pro West & Associates, Inc				76.05		1 Transactions					
100	DEPT Total:				76.05	Recorder		1 Vendors		1 Transactions		
110	DEPT					Courthouse Maintenance						
15240	AT&T Mobility	01-110-000-0000-6220			49.62	JIM MARCH PHONE	02/26/2022 03/25/2022	287298817699		Telephone		N
15240	AT&T Mobility				49.62		1 Transactions					
88628	Dalco Enterprises, Inc.	01-110-000-0000-6422			170.90	SWEeper PARTS		3923503		Janitorial Supplies		N
88628	Dalco Enterprises, Inc.				170.90		1 Transactions					
4070	Riley Auto Supply	01-110-000-0000-6415			57.87	BELTS FOR GARAGE DOOR OPENERS		631011		Operational Supplies		N
4070	Riley Auto Supply				57.87		1 Transactions					
10698	Stericycle, Inc	01-110-000-0000-6360			30.10	STERI-SAFE	05/01/2022 05/31/2022	4010886520		Services, Labor, Contracts		6
10698	Stericycle, Inc				30.10		1 Transactions					
110	DEPT Total:				308.49	Courthouse Maintenance		4 Vendors		4 Transactions		
120	DEPT					Veterans Service						
9615	WEX BANK	01-120-000-0000-6335			175.84	FLEET APRIL	03/08/2022 04/07/2022	80154712		Gas/Vehicle Fuel Charges		N

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1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9615	WEX BANK			175.84		1 Transactions		
120	DEPT Total:			175.84	Veterans Service	1 Vendors	1 Transactions	
122	DEPT				Planning & Zoning			
14320	Benson/Lin							
	01-122-000-0000-6278			110.00	APRIL BOA MTG	40622	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330			182.52	APRIL BOA MTG MILEAGE	40622	BOA/PC Mileage	Y
14320	Benson/Lin			292.52		2 Transactions		
783	Canon Financial Services, Inc							
	01-122-000-0000-6342			166.12	MONTHLY COPIER CHARGES	28381282	Office Equipment Rental/Contracts	N
					04/01/2022 04/30/2022			
783	Canon Financial Services, Inc			166.12		1 Transactions		
15142	Christensen/Charles							
	01-122-000-0000-6278			120.00	APRIL BOA MTG	40622	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330			116.42	APRIL BOA MTG MILEAGE	40622	BOA/PC Mileage	Y
	01-122-000-0000-6278			90.00	APRIL PC MTG	41822	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330			92.43	APRIL PC MTG MILEAGE	41822	BOA/PC Mileage	Y
15142	Christensen/Charles			418.85		4 Transactions		
999999000	Cook/Nate D							
	01-122-000-0000-6820			350.00	Partial Refund-duplicate apps	2022-008598	Refunds & Reimbursements	N
999999000	Cook/Nate D			350.00		1 Transactions		
14832	Kulifaj / Stephen							
	01-122-000-0000-6278			70.00	APRIL PC MTG	41822	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330			40.95	APRIL PC MTG MILEAGE	41822	BOA/PC Mileage	Y
14832	Kulifaj / Stephen			110.95		2 Transactions		
11990	Lange/David							
	01-122-000-0000-6278			100.00	APRIL PC MTG	41822	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330			91.85	APRIL PC MTG MILEAGE	41822	BOA/PC Mileage	Y
11990	Lange/David			191.85		2 Transactions		
9825	McGregor Print Pros							
	01-122-000-0000-6405			375.00	ENVELOPES	1265	Office, Film, & Field Supplies	Y

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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
9825	McGregor Print Pros		375.00		1 Transactions		
9706	Oestrich/Molly 01-122-000-0000-6339		38.03	MEAL REIMBURSEMENT. 03/28/2022 04/01/2022	42022	Meals (Overnight)	N
9706	Oestrich/Molly		38.03		1 Transactions		
5516	Paquette/Jeremy M 01-122-000-0000-6278 01-122-038-0000-6330		110.00 117.00	APRIL BOA MTG APRIL BOA MTG MILEAGE	40622 40622	Advisory Board/Committee Per Diem BOA/PC Mileage	Y Y
5516	Paquette/Jeremy M		227.00		2 Transactions		
13424	Sonnee/Dennise J 01-122-000-0000-6278 01-122-038-0000-6330		100.00 67.28	APRIL PC MTG APRIL PC MTG MILEAGE	41822 41822	Advisory Board/Committee Per Diem BOA/PC Mileage	Y Y
13424	Sonnee/Dennise J		167.28		2 Transactions		
12077	Stromberg/Kevin 01-122-000-0000-6278 01-122-038-0000-6330		130.00 176.09	APRIL BOA MTG APRIL BOA MTG MILEAGE	40622 40622	Advisory Board/Committee Per Diem BOA/PC Mileage	Y Y
12077	Stromberg/Kevin		306.09		2 Transactions		
8612	Veenker/Thomas H 01-122-000-0000-6278 01-122-038-0000-6330		120.00 141.80	APRIL BOA MTG APRIL BOA MTG MILEAGE	40622 40622	Advisory Board/Committee Per Diem BOA/PC Mileage	N N
8612	Veenker/Thomas H		261.80		2 Transactions		
122	DEPT Total:		2,905.49	Planning & Zoning	12 Vendors	22 Transactions	
123	DEPT			Coroner			
3987	Ramsey County Medical Examiner 01-123-000-0000-6260 01-123-000-0000-6260		1,622.00 1,615.00	ME 22-0617 MEDEX 031789 ME 22-0774 MEDEX 031790	ME 22-0617 ME22-0774	Autopsies--Pathologist, Xrays, Etc Autopsies--Pathologist, Xrays, Etc	N N
3987	Ramsey County Medical Examiner		3,237.00		2 Transactions		
123	DEPT Total:		3,237.00	Coroner	1 Vendors	2 Transactions	
200	DEPT			Enforcement			

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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
9868	Aitkin Co Jail Inmate Account 01-200-000-0000-6360		500.00	STEECE BAIL; REC'D AS RESTITUT	TREECE	Services, Labor, Contracts	N
9868	Aitkin Co Jail Inmate Account		500.00	1 Transactions			
172	Aitkin Police Dept 01-200-200-0000-6265		101.80	VCET OT; SHAWN BROWN	03-31-2022	Programs	N
	01-200-200-0000-6268		175.00	VCET MSANI CANAM CONF	05/27/2022	Training, Development	N
172	Aitkin Police Dept		276.80	2 Transactions			
9561	Amazon Business 01-200-000-0000-6405		48.39	JANELLE KEYBOARD	1RHY-FDKR-G1QK	Office Supplies	N
9561	Amazon Business		48.39	1 Transactions			
15151	Breitbarth/Chaplain Steve 01-200-000-0000-6260		347.96	4/15/22 COUNSELING	04/15/2022	Professional Consulting	Y
15151	Breitbarth/Chaplain Steve		347.96	1 Transactions			
10442	Bureau Of Crim.Apprehension 01-200-039-0000-6463		670.00	NEW AND RENEWALS	01-000072	Gun Permit Supplies/Expenses	N
10442	Bureau Of Crim.Apprehension		670.00	1 Transactions			
783	Canon Financial Services, Inc 01-200-000-0000-6342		170.74	ADMIN COPIER LEASE	28381360	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		170.74	1 Transactions			
1775	Galls LLC 01-200-000-0000-6180		122.40	UNIFORM SHIRTS #222	020817041	Clothing Allowance	N
	01-200-000-0000-6180		122.40	UNIFORM SHIRTS #219	020817042	Clothing Allowance	N
1775	Galls LLC		244.80	2 Transactions			
5579	Grand Rapids Police Department 01-200-200-0000-6265		447.12	VCET OT BRIAN MATTSON	03/31/2022	Programs	N
5579	Grand Rapids Police Department		447.12	1 Transactions			
2390	Itasca Co Sheriff 01-200-200-0000-6268		175.00	VCET MSANI CANAM CONF	05/27/2022	Training, Development	N
2390	Itasca Co Sheriff		175.00	1 Transactions			
4812	JC32 Teamsters H&W Fund						

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1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	01-200-000-0000-6101			5,440.00	EE APRIL HI 04/01/2022 04/30/2022	202204	Salaries-Full Time	N
	01-200-000-0000-6150			20,825.00	ER APRIL HI 04/01/2022 04/30/2022	202204	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund			26,265.00		2 Transactions		
9869	KIESLER POLICE SUPPLY							
	01-200-000-0000-6460			676.56	AMMUNITION	188295	Deputy Supplies	Y
9869	KIESLER POLICE SUPPLY			676.56		1 Transactions		
252	Lynn Peavey Company							
	01-200-000-0000-6405			44.00	EVIDENCE BAGS	389115	Office Supplies	N
252	Lynn Peavey Company			44.00		1 Transactions		
3334	MCIT							
	01-200-200-0000-6352			7,967.00	VCET AUTO INS	6815	Insurance-Vehicles/Equipment/Liability	N
3334	MCIT			7,967.00		1 Transactions		
3150	Mille Lacs Co Sheriff							
	01-200-200-0000-6265			186.64	VCET OT HILLESLAND, LASART	03/31/2022	Programs	N
	01-200-200-0000-6268			175.00	VCET MSANI CANAM CONF	05/27/2022	Training, Development	N
3150	Mille Lacs Co Sheriff			361.64		2 Transactions		
9611	NASRO							
	01-200-000-0000-6240			40.00	#204 MEMBERSHIP 2022	M220418MN	Membership/Dues/Association Fees	N
9611	NASRO			40.00		1 Transactions		
4681	Streichers							
	01-200-000-0000-6460			50.98	PADDLE CUFF & MAG HOLDER #218	11563146	Deputy Supplies	N
4681	Streichers			50.98		1 Transactions		
86235	The Office Shop Inc							
	01-200-000-0000-6405			9.28	LEGAL PAPER	321166-0	Office Supplies	N
86235	The Office Shop Inc			9.28		1 Transactions		
13934	The Tire Barn							
	01-200-000-0000-6302			25.00	TIRE REPAIR #223	62241	Vehicle Maintenance	N
13934	The Tire Barn			25.00		1 Transactions		

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1 General Fund

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11046	Wersal/John 01-200-000-0000-6335		56.08	#219 SQUAD GAS/CARDS SHUT OFF	04/19/2022	Gas/Vehicle Fuel Charges	N
11046	Wersal/John		56.08	1 Transactions			
9302	WEX Bank 01-200-000-0000-6335		9,564.43	DEPUTY GAS	80259994	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		9,564.43	1 Transactions			
13848	WYATT'S TOWING & Recovery 24-7 01-200-000-0000-6359		280.00	22000849 RECOVER FORD RANGER	04/20/2022	Wrecker Service	Y
	01-200-000-0000-6359		280.00	22000849 RECOVER 14 FT TRAILER	04/20/2022	Wrecker Service	Y
13848	WYATT'S TOWING & Recovery 24-7		560.00	2 Transactions			
200	DEPT Total:		48,500.78	Enforcement	21 Vendors	26 Transactions	
202	DEPT			Boat & Water			
13934	The Tire Barn 01-202-000-0000-6302		411.89	WATER PUMP, THERMOSTAT '16FORD	62050	B&W Maintenance	N
	01-202-000-0000-6302		783.60	4 TIRES, INSTALL '12 CHEV B&W	62195	B&W Maintenance	N
13934	The Tire Barn		1,195.49	2 Transactions			
202	DEPT Total:		1,195.49	Boat & Water	1 Vendors	2 Transactions	
203	DEPT			Snowmobile			
4812	JC32 Teamsters H&W Fund 01-203-000-0000-6101		160.00	EE APRIL HI	202204	Salaries-Full Time	N
	01-203-000-0000-6101		160.00	EE APRIL HI	202204	Salaries-Full Time	N
	01-203-000-0000-6150		612.50	ER APRIL HI	202204	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		932.50	3 Transactions			
203	DEPT Total:		932.50	Snowmobile	1 Vendors	3 Transactions	
204	DEPT			ATV			
4812	JC32 Teamsters H&W Fund 01-204-000-0000-6150		612.50	ER APRIL HI	202204	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	JC32 Teamsters H&W Fund		612.50	04/01/2022 04/30/2022	1 Transactions		
9302	WEX Bank						
	01-204-000-0000-6335		546.67	#208 GAS	80259994	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		546.67		1 Transactions		
204	DEPT Total:		1,159.17	ATV	2 Vendors	2 Transactions	
252	DEPT			Corrections			
5653	Accurate Controls, Inc						
	01-252-000-0000-6590		72.50	DOOR LOG SUPPORT	17341	Repair & Maintenance Supplies	N
5653	Accurate Controls, Inc		72.50		1 Transactions		
788	Bureau of Crim. Apprehension						
	01-252-000-0000-6360		390.00	CJDN ACCESS FEE	695491	Services, Labor, Contracts	N
788	Bureau of Crim. Apprehension		390.00		1 Transactions		
783	Canon Financial Services, Inc						
	01-252-000-0000-6342		101.52	DISPATCH COPIER LEASE	28381393	Tower Lease and Rental/Contracts	N
783	Canon Financial Services, Inc		101.52		1 Transactions		
88628	Dalco Enterprises, Inc.						
	01-252-000-0000-6422		307.08	FLOOR CLEANING KIT	3922067	Janitorial Supplies	N
88628	Dalco Enterprises, Inc.		307.08		1 Transactions		
5557	Eddy/Nancy						
	01-252-000-0000-6330		141.62	MILEAGE TO REINHART FOOD SHOW	04/05/2022	Prisoner Transportation & Travel	Y
5557	Eddy/Nancy		141.62		1 Transactions		
13689	Fire Protection Equipment Co.						
	01-252-000-0000-6360		1,370.00	CLEAN KITCHEN HOOD EXHAUST SYS	16156	Services, Labor, Contracts	N
13689	Fire Protection Equipment Co.		1,370.00		1 Transactions		
1775	Galls LLC						
	01-252-000-0000-6180		199.58	UNIFORM SHIRTS CHASE	020817043	Clothing Allowance	N
1775	Galls LLC		199.58		1 Transactions		
15362	GuidePoint Pharmacy #114 Aitkin						

Aitkin County



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

1 General Fund

Vendor No.	Name	Rpt	Account/Formula	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
	01-252-000-0000-6430				2,228.80	INMATE MEDS		03/31/2022		Medical Expense/Supplies - Inmates	N
15362	GuidePoint Pharmacy #114 Aitkin				2,228.80		1 Transactions				
4812	JC32 Teamsters H&W Fund		01-252-000-0000-6101		6,700.00	EE APRIL HI	04/01/2022 04/30/2022	202204		Salaries-Full Time	N
	01-252-000-0000-6150				24,200.00	ER APRIL HI	04/01/2022 04/30/2022	202204		Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund				30,900.00		2 Transactions				
5503	Keefe Supply Company		01-252-000-0000-6418		211.80	SNACK CAKES		1577775		Groceries	N
5503	Keefe Supply Company				211.80		1 Transactions				
3160	Mille Lacs Energy Coop-Albert Lea		01-252-000-0000-6254		263.05	SHELTER/TOWER		34-54-015-01		Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea				263.05		1 Transactions				
3284	Minnesota Department Of Health		01-252-000-0000-6360		245.00	2022 FOOD LICENSE		FBL39592-56541		Services, Labor, Contracts	N
3284	Minnesota Department Of Health				245.00		1 Transactions				
14410	Northland Business Systems		01-252-000-0000-6360		2,641.06	CALL RECORDING THRU 3/20/23	03/21/2022 03/20/2023	104332		Services, Labor, Contracts	N
14410	Northland Business Systems				2,641.06		1 Transactions				
3789	Pan-O-Gold Baking Company		01-252-000-0000-6418		81.74	GROCERIES		10002422097006		Groceries	N
	01-252-000-0000-6418				116.96	GROCERIES		10002422104006		Groceries	N
3789	Pan-O-Gold Baking Company				198.70		2 Transactions				
9808	Performance Foodservice		01-252-000-0000-6418		2,539.29	GROCERIES		108034		Groceries	N
	01-252-000-0000-6418				2,446.09	GROCERIES		116710		Groceries	N
9808	Performance Foodservice				4,985.38		2 Transactions				
11538	RCB Collections Range Credit Bureau Inc		01-252-000-0000-6360		15.00	BACKGROUND CREDIT CHECK		31951		Services, Labor, Contracts	N

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

1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
11538	RCB Collections Range Credit Bureau Inc				15.00						
							1 Transactions				
86235	The Office Shop Inc	01-252-000-0000-6405			26.13	JAIL BOOKING STAMP		1110565-0		Office Supplies	N
86235	The Office Shop Inc				26.13		1 Transactions				
9736	Timber Lakes Portable Services, LLC	01-252-000-0000-6360			250.00	JET LINE FROM SALLY PORT		28041		Services, Labor, Contracts	Y
9736	Timber Lakes Portable Services, LLC				250.00		1 Transactions				
9601	Virtual Academy	01-252-003-0000-6241			392.00	RENEWAL - VA DISPATCH TRAINING		VA8119		School Registration Fee	N
9601	Virtual Academy				392.00		1 Transactions				
9302	WEX Bank	01-252-000-0000-6330			585.37	TRANSPORT GAS		80259994		Prisoner Transportation & Travel	N
9302	WEX Bank				585.37		1 Transactions				
252	DEPT Total:				45,524.59	Corrections		20 Vendors		23 Transactions	
253	DEPT					Sentence to Serve					
4812	JC32 Teamsters H&W Fund	01-253-000-0000-6101			335.00	EE APRIL HI	04/01/2022 04/30/2022	202204		Salaries-Full Time	N
		01-253-000-0000-6150			1,210.00	ER APRIL HI	04/01/2022 04/30/2022	202204		Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund				1,545.00		2 Transactions				
13934	The Tire Barn	01-253-000-0000-6302			61.50	HEADLAMP BULB & INSTALL		62132		Vehicle Maintenance	N
13934	The Tire Barn				61.50		1 Transactions				
253	DEPT Total:				1,606.50	Sentence to Serve		2 Vendors		3 Transactions	
257	DEPT					Community Corrections					
9604	Anoka County	01-257-255-0000-6269			25,191.35	JUV DET SECURE GWG,TAG,VLS,RX	03/01/2022 03/31/2022	863-1000002-1		Juvenile Detention	N

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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-257-255-0000-6269		9,860.00	JUV DET'N LE/PREDISP SBA LMD 03/01/2022 03/31/2022	865-1000002-1	Juvenile Detention	N
9604	Anoka County		35,051.35	2 Transactions			
10495	Arrowhead Juvenile Center 01-257-255-0000-6269		3,900.00	JUV DET - SECURE ADB 04/01/2022 04/15/2022	202220	Juvenile Detention	N
10495	Arrowhead Juvenile Center		3,900.00	1 Transactions			
783	Canon Financial Services, Inc 01-257-000-0000-6342		104.86	CANON COPIER CONTRACT 04/20/2022 05/19/2022	28381404	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		104.86	1 Transactions			
11997	Minnesota Monitoring, Inc 01-257-267-0000-6342		1,854.00	EHM COSTS PROBATION 03/01/2022 03/31/2022	13640	Office Equipment Rental/Contracts	N
	01-257-258-0000-6342		288.00	EHM COSTS SOBRIETY COURT 03/01/2022 03/31/2022	13670	Equipment Rental/Contracts-Home Moni	N
11997	Minnesota Monitoring, Inc		2,142.00	2 Transactions			
9615	WEX BANK 01-257-255-0000-6330		27.35	FUEL CHARGES JUVENILE AGENT 03/07/2022 04/06/2022	80093242	Mileage	N
	01-257-257-0000-6330		69.24	FUEL CHARGES ADULT AGENTS 03/07/2022 04/06/2022	80093242	Mileage	N
	01-257-258-0000-6330		136.72	FUEL CHARGES SOBRIETY COURT 03/07/2022 04/06/2022	80093242	Transportation/Travel/Parking	N
9615	WEX BANK		233.31	3 Transactions			
257	DEPT Total:		41,431.52	Community Corrections	5 Vendors	9 Transactions	
391	DEPT			Solid Waste			
2953	MACPZA 01-391-000-0000-6241		100.00	SPRING CONFERENCE 2022 05/12/2022 05/13/2022	CARLSTROM	Registration Fee	N
2953	MACPZA		100.00	1 Transactions			
10930	Tidholm Productions						

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

1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
10930	Tidholm Productions	01-391-000-0000-6405			304.00	R/C CENTER BANNER		24912570		Office, Film, & Field Supplies		Y
					304.00		1 Transactions					
3518	Voyageur Press Of Mcgregor, Inc	01-391-000-0000-6230			160.00	HHW AD		44925		Printing, Publishing & Adv		N
						04/19/2022	05/03/2022					
					160.00		1 Transactions					
11507	Waste Management of Minnesota, Inc	01-391-060-0000-6360			14,665.56	MONTHLY RECYCLING CONTRACT		009191628081		Recycling Contract		N
						03/01/2022	03/31/2022					
					14,665.56		1 Transactions					
391	DEPT Total:				15,229.56	Solid Waste		4 Vendors		4 Transactions		
700	DEPT					Promotion,Airport,Tourism, Misc.						
9795	Unbound Adventures	01-700-909-0000-6801			1,000.00	BD&R GRANT-UNBOUND ADVENTURES		BD&R GRANT		Appropriations-Grant		Y
						11/01/2021	11/01/2021					
					1,000.00		1 Transactions					
700	DEPT Total:				1,000.00	Promotion,Airport,Tourism, Misc.		1 Vendors		1 Transactions		
711	DEPT					Economic Development						
15240	AT&T Mobility	01-711-000-0000-6220			44.60	JEFFERS MARCH PHONE		287298817699		Telephone		N
						02/26/2022	03/25/2022					
					44.60		1 Transactions					
711	DEPT Total:				44.60	Economic Development		1 Vendors		1 Transactions		
1	Fund Total:				233,410.10	General Fund				182 Transactions		

Aitkin County



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
200	DEPT		Enforcement			
	3334 MCIT					
	02-200-020-0000-6360					
		251.00	POLARIS RANGER XP COVERAGE	6748	Sheriff Search & Rescue Reserve Expen	N
			03/31/2022 01/01/2023			
	3334 MCIT	251.00		1 Transactions		
200	DEPT Total:	251.00	Enforcement	1 Vendors	1 Transactions	
2	Fund Total:	251.00	Reserves Fund		1 Transactions	

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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			R&B Administration			
86222	Aitkin Independent Age 03-301-000-0000-6241		100.75	CALC CHLORIDE PUBLIC NOTICE	1219958	Meeting/Conference Registration Fee	N
86222	Aitkin Independent Age		100.75	1 Transactions			
783	Canon Financial Services, Inc 03-301-000-0000-6342		192.60	CONTRACT CHARGE	28381371	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		192.60	1 Transactions			
8238	Minnesota Pollution Control Agency 03-301-000-0000-6241		345.00	GUN LAKE PIT	10000140736	Meeting/Conference Registration Fee	N
8238	Minnesota Pollution Control Agency		345.00	1 Transactions			
11221	MNDOT Comm Of Transportation 03-301-000-0000-6241		25.00	M QUALE	T7936554	Meeting/Conference Registration Fee	N
11221	MNDOT Comm Of Transportation		25.00	1 Transactions			
301	DEPT Total:		663.35	R&B Administration	4 Vendors	4 Transactions	
302	DEPT			R&B Engineering/Construction			
11221	MNDOT Comm Of Transportation 03-302-000-0000-6241		25.00	P KAZMERZAK	T7936554	Registration Fee	N
	03-302-000-0000-6241		25.00	R THOMPSON	T7936554	Registration Fee	N
	03-302-000-0000-6241		25.00	A DIEDERICH	T7936554	Registration Fee	N
	03-302-000-0000-6241		25.00	D BABCOCK	T7936554	Registration Fee	N
11221	MNDOT Comm Of Transportation		100.00	4 Transactions			
302	DEPT Total:		100.00	R&B Engineering/Construction	1 Vendors	4 Transactions	
303	DEPT			R&B Highway Maintenance			
12106	Antoine Electric 03-303-000-0000-6417		105.75	AITKIN SHOP	20685	Shop/Building Maintenance	Y
12106	Antoine Electric		105.75	1 Transactions			
8693	ASV, LLC 03-303-000-0000-6590		28.19	REPAIR PARTS	564362	Repair & Maintenance Supplies	N
8693	ASV, LLC		28.19	1 Transactions			

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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13911	BERT'S TRUCK EQUIP. OF MOORHEAD 03-303-000-0000-6590		2,548.05	REPAIR PARTS	S93520	Repair & Maintenance Supplies	N
13911	BERT'S TRUCK EQUIP. OF MOORHEAD		2,548.05	1 Transactions			
14887	Cintas Corporation 03-303-000-0000-6360		15.07	SHOP LAUNDRY	4116044320	Services, Labor, Contracts	N
	03-303-000-0000-6360		15.82	SHOP LAUNDRY	4116741893	Services, Labor, Contracts	N
14887	Cintas Corporation		30.89	2 Transactions			
5893	Consolidated Telecommunications Co. 03-303-000-0000-6254		150.00	HIGH SPEED INTERNET	21039120	Utilities-Gas and Electric	N
5893	Consolidated Telecommunications Co.		150.00	1 Transactions			
13008	East Side Oil Companies, Inc 03-303-000-0000-6417		225.00	AITKIN SHOP	T98505	Shop/Building Maintenance	N
13008	East Side Oil Companies, Inc		225.00	1 Transactions			
7060	Federated Co-Ops Inc. 03-303-000-0000-6423		10.00	PALISADE TANK RENTAL	1114629	Fuel for Buildings	N
7060	Federated Co-Ops Inc.		10.00	1 Transactions			
1880	Gravelle Plumbing & Heating, Inc 03-303-000-0000-6417		675.67	AITKIN SHOP	89272	Shop/Building Maintenance	N
	03-303-000-0000-6417		180.88	PALISADE SHOP	89286	Shop/Building Maintenance	N
	03-303-000-0000-6417		771.65	MCGREGOR SHOP	89317	Shop/Building Maintenance	N
1880	Gravelle Plumbing & Heating, Inc		1,628.20	3 Transactions			
2089	Heartland Tire Inc 03-303-000-0000-6590		4,163.24	REPAIR PARTS	15018706	Repair & Maintenance Supplies	N
2089	Heartland Tire Inc		4,163.24	1 Transactions			
91187	Lake Country Power 03-303-000-0000-6254		194.84	MAR JACOBSON	1400073000	Utilities-Gas and Electric	N
	03-303-000-0000-6254		122.40	MAR SWATARA	140946401	Utilities-Gas and Electric	N
	03-303-000-0000-6254		54.00	MAR CSAH 6	143093502	Utilities-Gas and Electric	N
91187	Lake Country Power		371.24	3 Transactions			
3100	McGregor Oil 03-303-000-0000-6570		3,297.33	PALISADE DIESEL	10179	Motor Fuel & Lubricants	N

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

3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6570		1,706.70	JACOBSON DIESEL	10183	Motor Fuel & Lubricants	N
3100	McGregor Oil		5,004.03				
				2 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea						
	03-303-000-0000-6254		1,077.48	POWER: PALISADE	18-52-026-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.82	169 & CSAH 3	19-23-010-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.00	CSAH 5	27-35-015-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		232.87	POWER: MCGREGOR	29-35-003-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.00	CSAH 8	30-06-012-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.00	CSAH 4	32-32-007-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		1,856.77	POWER: AITKIN	33-52-007-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		59.33	169 & CSAH 28	39-62-022-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		43.53	CSAH 12	40-06-000-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.00	CSAH 12	46-56-023-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.00	CSAH 11	48-09-009-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.80	47 & CSAH 2	54-51-104-01	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		3,628.60				
				12 Transactions			
9179	NORTH CENTRAL INTERNATIONAL, LLC						
	03-303-000-0000-6590		617.65	REPAIR PARTS	X220037111:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,025.72	REPAIR PARTS	X220037563:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		423.34	REPAIR PARTS	X220037563:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC		2,066.71				
				3 Transactions			
13075	Northern Tool & Equipment						
	03-303-000-0000-6417		1,289.99	SWATARA SHOP	50077477	Shop/Building Maintenance	N
	03-303-000-0000-6417		1,290.00	JACOBSON SHOP	50077477	Shop/Building Maintenance	N
	03-303-000-0000-6417		329.98	JACOBSON SHOP	50077614	Shop/Building Maintenance	N
	03-303-000-0000-6417		329.99	SWATARA SHOP	50077614	Shop/Building Maintenance	N
13075	Northern Tool & Equipment		3,239.96				
				4 Transactions			
8691	Northland Hydraulic Service						
	03-303-000-0000-6590		518.00	REPAIR PARTS	11884	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		240.00	REPAIR LABOR	11884	Repair & Maintenance Supplies	Y
8691	Northland Hydraulic Service		758.00				
				2 Transactions			
10412	O'Reilly Auto Parts						
	03-303-000-0000-6590		103.87	REPAIR PARTS	1878-114233	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		19.36	REPAIR PARTS	1878-114239	Repair & Maintenance Supplies	N

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3 Road & Bridge

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		03-303-000-0000-6590			29.96	REPAIR PARTS		1878-116892		Repair & Maintenance Supplies		N
10412	O'Reilly Auto Parts				114.47		3 Transactions					
7888	Ruffridge Johnson Equip.Co,Inc.	03-303-000-0000-6590			667.07	REPAIR PARTS		IA22059		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			1,579.70	REPAIR PARTS		IA22100		Repair & Maintenance Supplies		N
7888	Ruffridge Johnson Equip.Co,Inc.				2,246.77		2 Transactions					
9176	SPARKY'S TOOLS, LLC	03-303-000-0000-6417			731.98	AITKIN SHOP		D 99990		Shop/Building Maintenance		N
9176	SPARKY'S TOOLS, LLC				731.98		1 Transactions					
13934	The Tire Barn	03-303-000-0000-6590			836.52	REPAIR PARTS		62146		Repair & Maintenance Supplies		Y
		03-303-000-0000-6590			92.00	REPAIR LABOR		62146		Repair & Maintenance Supplies		Y
		03-303-000-0000-6590			92.00	REPAIR LABOR		62230		Repair & Maintenance Supplies		Y
		03-303-000-0000-6590			751.16	REPAIR PARTS		62230		Repair & Maintenance Supplies		Y
13934	The Tire Barn				1,771.68		4 Transactions					
9617	Timber Lakes Septic Service, Inc.	03-303-000-0000-6417			190.00	PALISADE SHOP		28049		Shop/Building Maintenance		N
9617	Timber Lakes Septic Service, Inc.				190.00		1 Transactions					
6097	Verizon Wireless	03-303-000-0000-6220			424.74	DEPT CELL PHONES		9903172861		Telephone		N
6097	Verizon Wireless				424.74		1 Transactions					
8671	Village Laundromat & Car Wash, Inc	03-303-000-0000-6417			27.00	RAGS		474685		Shop/Building Maintenance		N
8671	Village Laundromat & Car Wash, Inc				27.00		1 Transactions					
9642	WEX BANK	03-303-000-0000-6417			17.49	AITKIN SHOP SUPPLIES		80167691		Shop/Building Maintenance		N
		03-303-000-0000-6570			7,102.30	GASOLINE		80167691		Motor Fuel & Lubricants		N
		03-303-000-0000-6570			43.34	REBATE		80167691		Motor Fuel & Lubricants		N
9642	WEX BANK				7,076.45		3 Transactions					
5295	Ziegler Inc	03-303-000-0000-6590			510.72	REPAIR PARTS		IN000486539		Repair & Maintenance Supplies		N

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

3 Road & Bridge

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	
	03-303-000-0000-6590			181.86	REPAIR PARTS	IN000497777	Repair & Maintenance Supplies	N
5295	Ziegler Inc			692.58		2 Transactions		
303	DEPT Total:			37,233.53	R&B Highway Maintenance	24 Vendors	56 Transactions	
307	DEPT				R&B Capital Infrastructure			
	7652 Erickson Engineering Co.							
	03-307-000-0000-6269			117.00	PROFESSIONAL SERVICES	14790	Professional Services	Y
	03-307-000-0000-6269			193.00	PROFESSIONAL SERVICES	14793	Professional Services	Y
7652	Erickson Engineering Co.			310.00		2 Transactions		
307	DEPT Total:			310.00	R&B Capital Infrastructure	1 Vendors	2 Transactions	
3	Fund Total:			38,306.88	Road & Bridge		66 Transactions	

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Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
422	DEPT			Unorganized Fire			
	173 City Of Hill City						
	04-422-000-0000-6801		1,401.67	2022 FIRE UNORG 51-27	4/12/2022	Appropriations	N
	04-422-000-0000-6801		1,964.59	2022 FIRE UNORG 52-25	4/12/2022	Appropriations	N
	04-422-000-0000-6801		2,341.63	2022 FIRE UNORG 52-27	4/12/2022	Appropriations	N
	173 City Of Hill City		5,707.89	3 Transactions			
422	DEPT Total:		5,707.89	Unorganized Fire	1 Vendors	3 Transactions	
4	Fund Total:		5,707.89	Unorganized Townships		3 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
9561	Amazon Business 05-400-440-0410-6485		5.11	HHS- TV IN HHS WINDOW CONF RM 04/07/2022 04/07/2022	1CJ6-KXPX-FPXC	Computer/Technology Supplies	N
9561	Amazon Business		5.11	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-400-440-0410-6405		1.94	AGENCY- STACKING SORTER 04/19/2022 04/19/2022	11H1-QYW7-3GTQ	Office Supplies	N
	05-400-400-0402-6435	M	79.90	PHEP MAGNIFIER/POCKET AMP 04/19/2022 04/19/2022	1FTN-K3JG-V6YC	Public Health Program Related Supplies	N
	05-400-440-0410-6405		4.80	AGENCY-CANARY COPY PAPER 04/09/2022 04/09/2022	1GHP-XRW9-6PND	Office Supplies	N
	05-400-450-0451-6435	M	41.96	HE-KRAFT BAG-R&L FAIR 04/17/2022 04/17/2022	1MGT-W1NC-M4YD	Public Health Program Related Supplies	N
	05-400-410-0413-6405		5.79	WIC-INDEX CARD GUIDE 04/12/2022 04/12/2022	1VTW-697D-C19P	Office Supplies	N
	05-400-410-0413-6405		5.70	WIC-OXFORD INDEX CARD BOX 04/12/2022 04/12/2022	1WXN-T1JY-F9CR	Office Supplies	N
	05-400-440-0410-6405		158.99	ACCTG - TONER 04/08/2022 04/08/2022	1XDQ-9JKH-K4M6	Office Supplies	N
	05-400-440-0410-6405		2.52	AGENCY-CANARY COPY PAPER 04/11/2022 04/11/2022	1YKG-R74R-P9GP	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		301.60	8 Transactions			
12106	Antoine Electric 05-400-440-0410-6360		29.99	NE ENTRY LIGHT RETROFIT TO LED 04/05/2022 04/05/2022	20688	Services, Labor, Contracts	Y
12106	Antoine Electric		29.99	1 Transactions			
9553	Aramark Uniform Services 05-400-440-0410-6422		6.31	CLEANING SUPPLIES 04/19/2022 04/19/2022	253000129101	Janitorial Supplies	N
9553	Aramark Uniform Services		6.31	1 Transactions			
783	Canon Financial Services, Inc 05-400-440-0410-6342		265.77	PH CONTRACT CHARGE-04/22 04/01/2022 04/30/2022	28381293	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		38.75	MAILROOM CONTRACT CHG 04/22	28381349	Office Equipment Rental/Contracts	N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-400-440-0410-6342		25.20	04/01/2022 04/30/2022 OSS CONTRACT CHARGE 04/22	28381382	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		329.72	04/01/2022 04/30/2022 3 Transactions			
9014	PAPER STORM 05-400-440-0410-6360		13.36	PAPER SHREDDING 04/12/2022 04/12/2022	18904	Services, Labor, Contracts	N
9014	PAPER STORM		13.36	1 Transactions			
13624	Quadient Leasing USA, Inc 05-400-440-0410-6342		68.75	MAIL MACHINE CONTRACT 02/14/2022 05/13/2022	N9367029	Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc		68.75	1 Transactions			
88859	Spee*Dee-St Cloud 05-400-430-0408-6360		259.65	FAP SERVICE - 111 02/25/2022 04/02/2022	557376	Services, Labor, Contracts	N
88859	Spee*Dee-St Cloud		259.65	1 Transactions			
10698	Stericycle,Inc 05-400-440-0410-6360		16.86	STERI-SAFE 05/01/2022 05/31/2022	4010886520	Services, Labor, Contracts	6
10698	Stericycle,Inc		16.86	1 Transactions			
3518	Voyageur Press Of Mcgregor, Inc 05-400-440-0410-6360		45.00	PH-ANNUAL SUBSCRIPTION 04/20/2022 04/20/2022	44941	Services, Labor, Contracts	N
3518	Voyageur Press Of Mcgregor, Inc		45.00	1 Transactions			
9615	WEX BANK 05-400-430-0408-6335		13.82	MCH-GAS CHARGES FOR MARCH 2022 04/06/2022 04/06/2022	80102664	Gas/Vehicle Fuel Charges	N
9615	WEX BANK		13.82	1 Transactions			
400	DEPT Total:		1,090.17	Public Health Department	11 Vendors	20 Transactions	
420	DEPT 88284 Aitkin Co Recorder			Income Maintenance			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-420-650-4800-6800		13.00	MA ESTATE DEATH CERTIFICATE 04/15/2022 04/15/2022	89031	Program Expenses Direct Charge Ffp	N
	05-420-650-4800-6800		13.00	MA ESTATE DEATH CERTIFICATE 04/21/2022 04/21/2022	89222	Program Expenses Direct Charge Ffp	N
88284	Aitkin Co Recorder		26.00	2 Transactions			
9561	Amazon Business 05-420-600-4800-6485		12.04	HHS- TV IN HHS WINDOW CONF RM 04/07/2022 04/07/2022	1CJ6-KXPX-FPXC	Computer/Technology Supplies	N
9561	Amazon Business		12.04	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-420-600-4800-6405		4.58	AGENCY- STACKING SORTER 04/19/2022 04/19/2022	11H1-QYW7-3GTQ	Office Supplies	N
	05-420-600-4800-6485		17.95	IM-SPEAKERS (KM) 04/18/2022 04/18/2022	1FTN-K3JG-7HRR	Computer/Technology Supplies	N
	05-420-600-4800-6405		11.33	AGENCY-CANARY COPY PAPER 04/09/2022 04/09/2022	1GHP-XRW9-6PND	Office Supplies	N
	05-420-600-4800-6405		9.99	IM-PLANNER (KM) 04/16/2022 04/16/2022	1RN6-FT4M-KHL3	Office Supplies	N
	05-420-600-4800-6405		20.76	IM-PKT ORGANIZER (JR/JT) 03/21/2022 03/21/2022	1VLH-F6RP-F9XW	Office Supplies	N
	05-420-600-4800-6405		5.93	AGENCY-CANARY COPY PAPER 04/11/2022 04/11/2022	1YKG-R74R-P9GP	Office Supplies	N
	05-420-600-4800-6405		16.88	IM- CD-R BLANK DISCS 04/19/2022 04/19/2022	1YMC-CD33-WN61	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		87.42	7 Transactions			
12106	Antoine Electric 05-420-600-4800-6360		70.68	NE ENTRY LIGHT RETROFIT TO LED 04/05/2022 04/05/2022	20688	Services, Labor, Contracts	Y
12106	Antoine Electric		70.68	1 Transactions			
9553	Aramark Uniform Services 05-420-600-4800-6422		14.88	CLEANING SUPPLIES 04/19/2022 04/19/2022	253000129101	Janitorial Supplies	N
9553	Aramark Uniform Services		14.88	1 Transactions			
783	Canon Financial Services, Inc						

Aitkin County



Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	05-420-640-4800-6342			120.14	CS CONTRACT CHARGE APR 22 04/01/2022 04/30/2022	28381338	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342			91.34	MAILROOM CONTRACT CHG 04/22 04/01/2022 04/30/2022	28381349	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342			59.39	OSS CONTRACT CHARGE 04/22 04/01/2022 04/30/2022	28381382	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc			270.87	3 Transactions			
11051	Department of Human Services							
	05-420-640-4800-6360			551.06	CS-MONTHLY FED OFFSET FEE 03/01/2022 03/31/2022	A300C209901	Services, Labor, Contracts	N
11051	Department of Human Services			551.06	1 Transactions			
88439	Metro Legal Services							
	05-420-640-4800-6379			45.00	IV-D SERVICE 001121981902 04/18/2022 04/18/2022	3369618	Other Iv-D Charges	N
88439	Metro Legal Services			45.00	1 Transactions			
9014	PAPER STORM							
	05-420-600-4800-6360			31.48	PAPER SHREDDING 04/12/2022 04/12/2022	18904	Services, Labor, Contracts	N
9014	PAPER STORM			31.48	1 Transactions			
13624	Quadient Leasing USA, Inc							
	05-420-600-4800-6342			162.06	MAIL MACHINE CONTRACT 02/14/2022 05/13/2022	N9367029	Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc			162.06	1 Transactions			
86177	Sheriff Aitkin County							
	05-420-640-4800-6270			60.00	IV-D SERVICE 0015671371 02 04/14/2022 04/14/2022	C2200123	Aitkin Co Sheriff Fees Iv-D	N
86177	Sheriff Aitkin County			60.00	1 Transactions			
86944	Sheriff Crow Wing County							
	05-420-640-4800-6379			75.00	IV-D SERVICE 001505288901 04/15/2022 04/15/2022	10007	Other Iv-D Charges	N
86944	Sheriff Crow Wing County			75.00	1 Transactions			
88859	Spee*Dee-St Cloud							

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-420-600-4800-6205		65.51	IM SERVICE - 101 02/25/2022 04/02/2022	557376	Postage	N
88859	Spee*Dee-St Cloud		65.51	1 Transactions			
13025	ST LOUIS COUNTY AUDITOR 05-420-600-4800-6266		3,066.00	REG 3 EDMS-IT SUPPORT Q1 2022 01/01/2022 03/31/2022	IN-00000886	Software Fees/License Fees	N
	05-420-640-4800-6266		1,811.85	REG 3 EDMS-IT SUPPORT Q1 2022 01/01/2022 03/31/2022	IN-00000886	Software Fees/License Fees	N
13025	ST LOUIS COUNTY AUDITOR		4,877.85	2 Transactions			
10698	Stericycle,Inc 05-420-600-4800-6360		39.73	STERI-SAFE 05/01/2022 05/31/2022	4010886520	Services, Labor, Contracts	6
10698	Stericycle,Inc		39.73	1 Transactions			
9615	WEX BANK 05-420-600-4800-6335		43.31	IM-GAS CHARGES FOR MARCH 2022 04/06/2022 04/06/2022	80102664	Gas/Vehicle Fuel Charges	N
9615	WEX BANK		43.31	1 Transactions			
420	DEPT Total:		6,432.89	Income Maintenance	16 Vendors	26 Transactions	
430	DEPT			Social Services			
9561	Amazon Business 05-430-700-4800-6485		19.33	HHS- TV IN HHS WINDOW CONF RM 04/07/2022 04/07/2022	1CJ6-KXPX-FPXC	Computer/Technology Supplies	N
9561	Amazon Business		19.33	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-430-700-4800-6405		7.36	AGENCY- STACKING SORTER 04/19/2022 04/19/2022	11H1-QYW7-3GTQ	Office Supplies	N
	05-430-700-4800-6405		18.19	AGENCY-CANARY COPY PAPER 04/09/2022 04/09/2022	1GHP-XRW9-6PND	Office Supplies	N
	05-430-700-4800-6405		9.53	AGENCY-CANARY COPY PAPER 04/11/2022 04/11/2022	1YKG-R74R-P9GP	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		35.08	3 Transactions			
12106	Antoine Electric						

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-430-700-4800-6360		113.51	NE ENTRY LIGHT RETROFIT TO LED 04/05/2022 04/05/2022	20688	Services, Labor, Contracts	Y
12106	Antoine Electric		113.51		1 Transactions		
9553	Aramark Uniform Services 05-430-700-4800-6422		23.89	CLEANING SUPPLIES 04/19/2022 04/19/2022	253000129101	Janitorial Supplies	N
9553	Aramark Uniform Services		23.89		1 Transactions		
783	Canon Financial Services, Inc 05-430-700-4800-6342		146.70	MAILROOM CONTRACT CHG 04/22 04/01/2022 04/30/2022	28381349	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		95.38	OSS CONTRACT CHARGE 04/22 04/01/2022 04/30/2022	28381382	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		242.08		2 Transactions		
9014	PAPER STORM 05-430-700-4800-6360		50.56	PAPER SHREDDING 04/12/2022 04/12/2022	18904	Services, Labor, Contracts	N
9014	PAPER STORM		50.56		1 Transactions		
13624	Quadient Leasing USA, Inc 05-430-700-4800-6342		260.29	MAIL MACHINE CONTRACT 02/14/2022 05/13/2022	N9367029	Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc		260.29		1 Transactions		
10698	Stericycle, Inc 05-430-700-4800-6360		63.81	STERI-SAFE 05/01/2022 05/31/2022	4010886520	Services, Labor, Contracts	6
10698	Stericycle, Inc		63.81		1 Transactions		
9615	WEX BANK 05-430-700-4800-6335		284.50	SS-GAS CHARGES FOR MARCH 2022 04/06/2022 04/06/2022	80102664	Gas/Vehicle Fuel Charges	N
	05-430-710-3650-6027		150.00	CONCURRENT PERMANENCY PLANNING 04/06/2022 04/06/2022	80102664	Serv For Concurrent Perm Plan	N
9615	WEX BANK		434.50		2 Transactions		

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Aitkin County



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

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
430	DEPT Total:		1,243.05	Social Services	9 Vendors	13 Transactions
5	Fund Total:		8,766.11	Health & Human Services		59 Transactions

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
1735	Gelhar/Paul 10-900-000-0000-2300		5,389.68	REFUND BOND	14315	Timber Permit Bonds	N
1735	Gelhar/Paul		5,389.68	1 Transactions			
5791	Sappi 10-900-000-0000-2300		1,314.00	REFUND BOND	14291	Timber Permit Bonds	N
5791	Sappi		1,314.00	1 Transactions			
11574	Timber Transport-Curt Raveill 10-900-000-0000-2300		2,739.30	REFUND BOND	14229	Timber Permit Bonds	N
	10-900-000-0000-2300		1,610.95	BOND REFUND	14284	Timber Permit Bonds	N
11574	Timber Transport-Curt Raveill		4,350.25	2 Transactions			
9880	Zortman/Todd 10-900-000-0000-2300		446.40	REFUND BOND	14066	Timber Permit Bonds	Y
9880	Zortman/Todd		446.40	1 Transactions			
900	DEPT Total:		11,500.33	Timber Permit Bonds	4 Vendors	5 Transactions	
923	DEPT			Forfeited Tax Sales			
248	Association of Mn Counties 10-923-000-0000-6268		400.00	DJ LEADERSHIP SUMMIT 03/30/2022 04/01/2022	2022 LEADER	Staff Training, Development	N
248	Association of Mn Counties		400.00	1 Transactions			
86467	Auto Value Aitkin 10-923-000-0000-6590		6.99	BP/FMM-30-RP #666	40198606	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		6.99	1 Transactions			
783	Canon Financial Services, Inc 10-923-000-0000-6342		158.21	CONTRACT CHARGE 04/01/2022 04/30/2022	28381327	Office/Equipment-Rental	N
783	Canon Financial Services, Inc		158.21	1 Transactions			
90805	Temco 10-923-000-0000-6590		26.00	CASTLE NUT SKID STEER BRUSH MO	26777	Repair & Maintenance Supplies	Y
90805	Temco		26.00	1 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13934	The Tire Barn 10-923-000-0000-6590		272.48	TRAILER TIRES ST235/80R16 TOW	CUST #18	Repair & Maintenance Supplies	N
13934	The Tire Barn		272.48	1 Transactions			
9242	Theco Inc 10-923-000-0000-6590		410.32	BLADE WASHER BOLT PIN NUT BOBC	02-36222	Repair & Maintenance Supplies	N
9242	Theco Inc		410.32	1 Transactions			
11574	Timber Transport-Curt Raveill 10-923-000-0000-6820		1,149.78	REFUND UNDER RUN	14229	Refunds & Reimbursements	N
11574	Timber Transport-Curt Raveill		1,149.78	1 Transactions			
9642	WEX BANK 10-923-000-0000-6335		3,316.00	GAS 03/08/2022 04/07/2022	80167710	Gas/Vehicle Fuel Charges	N
9642	WEX BANK		3,316.00	1 Transactions			
923	DEPT Total:		5,739.78	Forfeited Tax Sales	8 Vendors	8 Transactions	
926	DEPT			Law Library			
3201	Minnesota State Law Library 10-926-000-0000-6455		300.00	PRINT COPIES OF OF MN STATUTES 03/01/2022 02/28/2023	2022-197	Law Books	N
3201	Minnesota State Law Library		300.00	1 Transactions			
5173	Thomson Reuters-West Publishing 10-926-000-0000-6455		1,472.99	SOFTWARE SUBSCRIPTION CHARGES 04/01/2022 04/30/2022	846102379	Law Books	N
	10-926-000-0000-6455		981.66	LIBRARY PLAN CHARGES 04/01/2022 04/30/2022	846202143	Law Books	N
5173	Thomson Reuters-West Publishing		2,454.65	2 Transactions			
926	DEPT Total:		2,754.65	Law Library	2 Vendors	3 Transactions	
10	Fund Total:		19,994.76	Trust		16 Transactions	

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11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT			Resource Management			
14742	Berg/James M						
	11-925-000-0000-6278		35.00	NRAC MTG	041122	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		17.55	MILEAGE	041122	Transportation/Travel/Parking	Y
14742	Berg/James M		52.55				2 Transactions
12526	Bixby/James						
	11-925-000-0000-6278		35.00	NRAC MTG	041122	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		37.44	MILEAGE	041122	Transportation/Travel/Parking	Y
12526	Bixby/James		72.44				2 Transactions
2270	Hoppe/Russell Peter						
	11-925-000-0000-6278		35.00	NRAC MTG	041122	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		35.10	MILEAGE	041122	Transportation/Travel/Parking	Y
2270	Hoppe/Russell Peter		70.10				2 Transactions
10890	Insley/Kevin						
	11-925-000-0000-6278		35.00	NRAC MTG	041122	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		22.23	MILEAGE	041122	Transportation/Travel/Parking	Y
10890	Insley/Kevin		57.23				2 Transactions
5784	Lake/Robert						
	11-925-000-0000-6278		35.00	NRAC MTG	041122	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		16.38	MILEAGE	041122	Transportation/Travel/Parking	Y
5784	Lake/Robert		51.38				2 Transactions
11990	Lange/David						
	11-925-000-0000-6278		35.00	NRAC MTG	41122	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		39.78	MILEAGE	41122	Transportation/Travel/Parking	Y
11990	Lange/David		74.78				2 Transactions
10982	Prt Usa Inc						
	11-925-000-0000-6273		3,389.80	TREES	ON-007141	Timber Improvement	N
10982	Prt Usa Inc		3,389.80				1 Transactions
10906	Shipp/Dale						
	11-925-000-0000-6278		35.00	NRAC MTG	041122	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		18.72	MILEAGE	041122	Transportation/Travel/Parking	Y

Aitkin County



11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10906	Shipp/Dale		53.72		2 Transactions		
15229	Thompson/Dennis J 11-925-000-0000-6330		18.43	NRAC MILEAGE	041222	Transportation/Travel/Parking	N
15229	Thompson/Dennis J		18.43		1 Transactions		
4927	Turnock/Franklin Allen 11-925-000-0000-6278		35.00	NRAC MTG	041122	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		35.10	MILEAGE	041122	Transportation/Travel/Parking	Y
4927	Turnock/Franklin Allen		70.10		2 Transactions		
10017	Tveit/Galen 11-925-000-0000-6278		35.00	NRAC MTG	041122	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		21.06	MILEAGE	041122	Transportation/Travel/Parking	Y
10017	Tveit/Galen		56.06		2 Transactions		
8612	Veenker/Thomas H 11-925-000-0000-6278		35.00	NRAC MTG	041122	Advisory Board/Committee Per Diem	N
	11-925-000-0000-6330		46.80	MILEAGE	041122	Transportation/Travel/Parking	N
8612	Veenker/Thomas H		81.80		2 Transactions		
925	DEPT Total:		4,048.39	Resource Management	12 Vendors	22 Transactions	
939	DEPT			County Surveyor			
12500	Frontier Precision, Inc 11-939-000-0000-6610		27,152.00	TRIMBLE AND ACCESSORIES	251297	Equipment	N
12500	Frontier Precision, Inc		27,152.00		1 Transactions		
13934	The Tire Barn 11-939-000-0000-6590		70.46	#666 LOB F150 XL99050	CUST #18	Repair & Maintenance Supplies	N
	11-939-000-0000-6590		242.94	BATTERY F150 60076	CUST #18	Repair & Maintenance Supplies	N
13934	The Tire Barn		313.40		2 Transactions		
939	DEPT Total:		27,465.40	County Surveyor	2 Vendors	3 Transactions	
11	Fund Total:		31,513.79	Forest Development		25 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
15136	HOPPE/JOEL 19-521-000-0000-6268		78.00	CERTIFIED FOOD MANAGER RENEWAL	4192022	Staff Training, Development	Y
15136	HOPPE/JOEL		78.00	1 Transactions			
14831	K and M International Inc 19-521-000-0000-6454		277.31	STUFFED ANIMALS FOR CANTEEN	SI1419457	Commissary Supplies-Non Jail	N
	19-521-000-0000-6454		645.89	STUFFED ANIMALS FOR CANTEEN	SI1424556	Commissary Supplies-Non Jail	N
14831	K and M International Inc		923.20	2 Transactions			
9847	KK Advertising Inc. 19-521-000-0000-6230		65.00	GRAPHIC DESIGN/LOGO	0005502	Printing, Publishing & Adv	Y
9847	KK Advertising Inc.		65.00	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		1,120.53	ENERGY CENTER 03/01/2022 04/01/2022	27-13-005-02	Utilities-Gas and Electric	N
	19-521-000-0000-6254		784.00	DINING HALL 03/01/2022 04/01/2022	27-13-006-01	Utilities-Gas and Electric	N
	19-521-000-0000-6254		646.11	NORTH STAR LODG 03/01/2022 04/01/2022	27-13-007-03	Utilities-Gas and Electric	N
	19-521-000-0000-6254		72.55	PARKING LOT 03/01/2022 04/01/2022	27-13-008-01	Utilities-Gas and Electric	N
	19-521-000-0000-6254		102.37	STAFF RESIDENCE 03/01/2022 04/01/2022	27-13-009-01	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		2,725.56	5 Transactions			
9820	Sullivan Sr./Michael D. 19-521-000-0000-6360		1,000.00	Replaces Warrant #87478	1	Services, Labor, Contracts	Y
9820	Sullivan Sr./Michael D.		1,000.00	1 Transactions			
9287	The Teehive LLC 19-521-000-0000-6454		1,841.80	CLOTHES FOR SCHOOLS AND CAMPS	228555	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		560.00	SHIRTS FOR SUMMER CAMP	228612	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		1,015.00	CANTEEN SHIRTS FOR SUMMER	228930	Commissary Supplies-Non Jail	Y
9287	The Teehive LLC		3,416.80	3 Transactions			
521	DEPT Total:		8,208.56	LLCC Administration	6 Vendors	13 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
522	DEPT			LLCC Education			
	9561 Amazon Business						
	19-522-000-0000-6431		78.36	STUFF FOR TRAIL CAMS	1MGT-W1NC-YDHJ	Educational Supplies	N
	19-522-000-0000-6431		34.99	NINJA FOR PAPER MAKING CLASS	1MGT-W1NC-YDHJ	Educational Supplies	N
	9561 Amazon Business		113.35	2 Transactions			
522	DEPT Total:		113.35	LLCC Education	1 Vendors	2 Transactions	
523	DEPT			LLCC Food			
	13694 CHENGWATANA COMMUNITY FARM						
	19-523-000-0000-6418		162.00	EGGS	000282	Groceries-Students	Y
	13694 CHENGWATANA COMMUNITY FARM		162.00	1 Transactions			
	4968 Upper Lakes Foods, Inc						
	19-523-000-0000-6418		512.33	FOOD FOR SCHOOLS	985850-00	Groceries-Students	N
	4968 Upper Lakes Foods, Inc		512.33	1 Transactions			
523	DEPT Total:		674.33	LLCC Food	2 Vendors	2 Transactions	
524	DEPT			LLCC Maintenance			
	11946 McGuire Mechanical						
	19-524-000-0000-6590		1,033.40	WALK-IN FREEZER REPAIR. UGGGH!	31976	Repair & Maintenance Supplies	N
	19-524-000-0000-6590		387.50	WALK-IN FREEZER DIDN'T WORK	32011	Repair & Maintenance Supplies	N
	11946 McGuire Mechanical		1,420.90	2 Transactions			
524	DEPT Total:		1,420.90	LLCC Maintenance	1 Vendors	2 Transactions	
19	Fund Total:		10,417.14	Long Lake Conservation Center		19 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
90762	Aitkin Co License Center 21-520-000-0000-6374		68.50	PJ TRAILER LIFETIME LIC 189741	189741	Auto & Trailer License	N
90762	Aitkin Co License Center		68.50	1 Transactions			
13725	Beartooth True Value 21-520-000-0000-6523		145.00	PANCAKE COMPRESSOR	1009	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		6.49	CLEV HOOK LATCH	1009	Misc Bldg & Shop Supplies	N
13725	Beartooth True Value		151.49	2 Transactions			
1805	Giese Sno-Cruisers Trail Assn. 21-520-000-0000-6802	Q	4,335.15	BM3	04042022	Trail Grants-State	N
1805	Giese Sno-Cruisers Trail Assn.		4,335.15	1 Transactions			
2060	Haypoint Jackpine Savages 21-520-000-0000-6802	Q	13,740.97	BM3	04012022	Trail Grants-State	N
2060	Haypoint Jackpine Savages		13,740.97	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254	B	62.75	BERGLUND PARK 03/01/2022	18-51-106-02	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		62.75	1 Transactions			
3176	Mille Lacs Trails, Inc. 21-520-000-0000-6802	Q	12,236.49	BM3	033122	Trail Grants-State	N
3176	Mille Lacs Trails, Inc.		12,236.49	1 Transactions			
3780	Palisade Supersledders Inc. 21-520-000-0000-6802	Q	8,425.12	BM3	04012022	Trail Grants-State	N
3780	Palisade Supersledders Inc.		8,425.12	1 Transactions			
520	DEPT Total:		39,020.47	Parks	7 Vendors	8 Transactions	
21	Fund Total:		39,020.47	Parks		8 Transactions	

WLC1
 4/26/22 11:49AM
 22 Coronavirus Relief Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
716	DEPT		American Rescue Plan - COVID			
	9832 Darktrace Holdings Limited					
	22-716-000-0000-6818		6.1 RR_ CYBERSECURITY	149737	Category: Revenue Replacement	N
			03/01/2022 02/28/2023			
	9832 Darktrace Holdings Limited		32,928.00		1 Transactions	
716	DEPT Total:		32,928.00	American Rescue Plan - COVID	1 Vendors	1 Transactions
22	Fund Total:		32,928.00	Coronavirus Relief Fund		1 Transactions
	Final Total:		420,316.14	232 Vendors	380 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	233,410.10	General Fund
2	251.00	Reserves Fund
3	38,306.88	Road & Bridge
4	5,707.89	Unorganized Townships
5	8,766.11	Health & Human Services
10	19,994.76	Trust
11	31,513.79	Forest Development
19	10,417.14	Long Lake Conservation Center
21	39,020.47	Parks
22	32,928.00	Coronavirus Relief Fund
All Funds	420,316.14	Total

Approved by,

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

FSA Claims and Electronic Chargeback

KMR1
4/22/22 1:07PM

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 01-044-904-0000-6360		280.00	Dep Care FSA Claims 2021	40198027	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		887.76	Med FSA Claims 2022	40198027	Flex Plan Withdrawals	N
	8410 Bremer Bank		1,167.76	2 Transactions			
1 Fund Total:			1,167.76	General Fund	1 Vendors	2 Transactions	

KMR1
4/22/22 1:07PM

Aitkin County



13 Taxes & Penalties

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

Page 3

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3	8410 Bremer Bank 13-943-000-0000-2001			150.00	Electronic Charge Back	Morrissette	Cur - Property Taxes	N
	8410 Bremer Bank			150.00	1 Transactions			
13 Fund Total:				150.00	Taxes & Penalties	1 Vendors	1 Transactions	
Final Total:				1,317.76	2 Vendors	3 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	1,167.76	General Fund
	13	150.00	Taxes & Penalties
All Funds		1,317.76	Total

Approved by,

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

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

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

FSA Fees April 2022

Aitkin County



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

1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
44	DEPT			Central Services			
	8410 Bremer Bank						
1	01-044-904-0000-6379		671.10	FSA Admin Fees April 2022	16049261	Flex Services, Labor, Etc.	N
	8410 Bremer Bank		671.10	1 Transactions			
44	DEPT Total:		671.10	Central Services	1 Vendors	1 Transactions	
1	Fund Total:		671.10	General Fund		1 Transactions	
	Final Total:		671.10	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	671.10	General Fund
	All Funds	671.10	Total

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

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

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

ELAN Paid 04.14.2022

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
5	5462 Bremer Bank (Elan ACH)		509.34	Grandview Lodge-Leadership sum	22730	Hotel / Motel Lodging	N
	5462 Bremer Bank (Elan ACH)		509.34	1 Transactions			
1	DEPT Total:		509.34	Commissioners	1 Vendors	1 Transactions	
40	DEPT			Auditor			
23	5462 Bremer Bank (Elan ACH)		168.18-	Amazon-refund calculator	0213005	Postage	N
	5462 Bremer Bank (Elan ACH)		168.18-	1 Transactions			
40	DEPT Total:		168.18-	Auditor	1 Vendors	1 Transactions	
44	DEPT			Central Services			
26	5462 Bremer Bank (Elan ACH)		16.03	Webex		Services, Labor, Contracts	N
	01-044-000-0000-6360			04/06/2022 05/05/2022			
27	5462 Bremer Bank (Elan ACH)		3,869.54-	Elan paid 4/14/2022		ELAN - Statement Payment	N
	01-044-000-0000-6800		3,853.51-	2 Transactions			
44	DEPT Total:		3,853.51-	Central Services	1 Vendors	2 Transactions	
122	DEPT			Planning & Zoning			
15	5462 Bremer Bank (Elan ACH)		891.84	Hampton Inn-SSTS Training (MO,	87384275	Hotel / Motel Lodging	N
	01-122-000-0000-6332			03/28/2022 04/01/2022			
	5462 Bremer Bank (Elan ACH)		891.84	1 Transactions			
122	DEPT Total:		891.84	Planning & Zoning	1 Vendors	1 Transactions	
200	DEPT			Enforcement			
25	5462 Bremer Bank (Elan ACH)		125.00	BCA-Open Source VCET training		Training, Development	N
6	5462 Bremer Bank (Elan ACH)		64.99	Streichers - #202 pants	11561008	Clothing Allowance	N
	01-200-200-0000-6268		189.99	2 Transactions			

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
200	DEPT Total:		189.99	Enforcement	1 Vendors	2 Transactions	
252	DEPT			Corrections			
	5462 Bremer Bank (Elan ACH)						
10	01-252-000-0000-6465		55.88	Walmart-microwave Post 2		Inmate Supplies	N
24	01-252-252-0000-6465		18.00	Family Dollar - Snickers		Inamte Welfare Supplies	N
	5462 Bremer Bank (Elan ACH)		73.88		2 Transactions		
252	DEPT Total:		73.88	Corrections	1 Vendors	2 Transactions	
257	DEPT			Community Corrections			
	5462 Bremer Bank (Elan ACH)						
7	01-257-251-0000-6241		250.00	MACPO-Conf reg (TR)	03999	Registration Fee	N
8	01-257-251-0000-6241		250.00	MACPO-Conf reg (JT)	04008	Registration Fee	N
9	01-257-251-0000-6241		136.84	Maddens-MACPO (TR/JT)	R77442	Registration Fee	N
				05/18/2022 05/19/2022			
	5462 Bremer Bank (Elan ACH)		636.84		3 Transactions		
257	DEPT Total:		636.84	Community Corrections	1 Vendors	3 Transactions	
391	DEPT			Solid Waste			
	5462 Bremer Bank (Elan ACH)						
16	01-391-000-0000-6268		495.00-	UofM-Cancel Basic Onsite train		Staff Training, Development	N
13	01-391-000-0000-6268		525.00	UofM-Basic Onsite Systems (AC)	627047	Staff Training, Development	N
				10/17/2022 10/21/2022			
14	01-391-000-0000-6268		330.00	UofM-Inspecting Onsite Systems	627047	Staff Training, Development	N
				07/19/2022 07/21/2022			
	5462 Bremer Bank (Elan ACH)		360.00		3 Transactions		
391	DEPT Total:		360.00	Solid Waste	1 Vendors	3 Transactions	
392	DEPT			Water Wells			
	5462 Bremer Bank (Elan ACH)						
11	01-392-000-0000-6405		41.99	Amazon-Desk Organizer (MO)	4441013	Office, Film, & Field Supplies	N
12	01-392-000-0000-6405		38.99	Amazon-Pocket Altimeter (MO)	4457039	Office, Film, & Field Supplies	N
	5462 Bremer Bank (Elan ACH)		80.98		2 Transactions		

Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
					Service Dates	Paid On Bhf #	On Behalf of Name	
392	DEPT Total:			80.98	Water Wells	1 Vendors	2 Transactions	
711	DEPT				Economic Development			
	5462 Bremer Bank (Elan ACH)							
19	01-711-000-0000-6332			128.11	State of MN- Busin/Comm Develo	103157	Hotel / Motel Lodging	N
	5462 Bremer Bank (Elan ACH)			128.11		1 Transactions		
711	DEPT Total:			128.11	Economic Development	1 Vendors	1 Transactions	
1	Fund Total:			1,150.71-	General Fund		18 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
5462	Bremer Bank (Elan ACH)						
1	05-400-450-0451-6360		1.99	SHIP - HC Wix 04/01/2022 05/01/2022	988914873	Services, Labor, Contracts	N
2	05-400-440-0410-6266		3.42	Agency - Notary Stamp (PA) 03/28/2022	O-131185	Software Fees/License Fees	N
	5462 Bremer Bank (Elan ACH)		5.41	2 Transactions			
400	DEPT Total:		5.41	Public Health Department	1 Vendors	2 Transactions	
420	DEPT			Income Maintenance			
5462	Bremer Bank (Elan ACH)						
2	05-420-600-4800-6266		8.09	Agency - Notary Stamp (PA) 03/28/2022	O-131185	Software Fees/License Fees	N
	5462 Bremer Bank (Elan ACH)		8.09	1 Transactions			
420	DEPT Total:		8.09	Income Maintenance	1 Vendors	1 Transactions	
430	DEPT			Social Services			
5462	Bremer Bank (Elan ACH)						
3	05-430-700-4800-6804		79.11	MH Init Flex-Client Hotel Stay 03/24/2022 03/25/2022		Mh Init - Housing Expense	N
4	05-430-700-4800-6810		296.76	MH Init Flex - Colltech Nystro 04/05/2022 04/05/2022		Mh Init - Flex	N
2	05-430-700-4800-6266		12.99	Agency - Notary Stamp (PA) 03/28/2022	O-131185	Software Fees/License Fees	N
	5462 Bremer Bank (Elan ACH)		388.86	3 Transactions			
430	DEPT Total:		388.86	Social Services	1 Vendors	3 Transactions	
5	Fund Total:		402.36	Health & Human Services		6 Transactions	

WLC1
 4/27/22 11:15AM
 10 Trust

Aitkin County



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

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			
	5462 Bremer Bank (Elan ACH)					
22	10-923-000-0000-6268		380.38 Grandview Lodge-Leadership sum	13146049-1	Staff Training, Development	N
			03/30/2022 04/01/2022			
20	10-923-000-0000-6590		24.39 Amazon-Bobcat Door Hinge	1828242	Repair & Maintenance Supplies	N
21	10-923-000-0000-6254		199.98 Spectrum-Internet	45857032022	Utilities-Gas and Electric	N
			03/20/2022 04/19/2022			
	5462 Bremer Bank (Elan ACH)		604.75 3 Transactions			
923	DEPT Total:		604.75 Forfeited Tax Sales	1 Vendors	3 Transactions	
10	Fund Total:		604.75 Trust		3 Transactions	

WLC1
 4/27/22 11:15AM
 19 Long Lake Conservation Cen

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
521	DEPT			LLCC Administration			
	5462 Bremer Bank (Elan ACH)						
18	19-521-000-0000-6268		5.15	ANCA Connects- F&B w/ RELC lea	2354	Staff Training, Development	N
17	19-521-000-0000-6230		138.45	Facebook-Homeschool Ad	VXH5SDT2M2	Printing, Publishing & Adv	N
	5462 Bremer Bank (Elan ACH)		143.60	2 Transactions			
521	DEPT Total:		143.60	LLCC Administration	1 Vendors	2 Transactions	
19	Fund Total:		143.60	Long Lake Conservation Center		2 Transactions	
	Final Total:		0.00	15 Vendors	29 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	-1,150.71	General Fund
5	402.36	Health & Human Services
10	604.75	Trust
19	143.60	Long Lake Conservation Center
All Funds	0.00	Total

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Camping Refund #5252

KMR1
5/3/22 9:39AM

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		60.00	Camping Refund	#5252 Olson	Co. Parks Campground Fees	N
	8410 Bremer Bank		60.00		1 Transactions		
21 Fund Total:			60.00	Parks	1 Vendors	1 Transactions	
Final Total:			60.00	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	60.00	Parks
All Funds		60.00	Total

Approved by,

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

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

LLCC Credit Card Fees April 2022

KMR1

5/3/22

9:42AM

Aitkin County



19 Long Lake Conservation Cen

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

Page 2

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 19-522-000-0000-6267		259.95	Credit Card Fees - April 2022		Credit Card Fees	N
	8410 Bremer Bank		259.95	1 Transactions			
19 Fund Total:			259.95	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			259.95	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	19	259.95	Long Lake Conservation Center
All Funds		259.95	Total
			Approved by,
		
		

Print List in Order By: 1
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

Returned Tax Payment, MTG Reg and Deed Tax, FSA Claims

Aitkin County



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

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
4	780 Bremer Bank 01-042-000-0000-5079			0.06	Deed Tax - April 2022		3% State Deed Tax	N
	780 Bremer Bank			0.06	1 Transactions			
5	8410 Bremer Bank 01-044-904-0000-6360			266.72	Dep Care FSA Claims 2022	40216131	Flex Plan Withdrawals	N
6	01-044-904-0000-6360			228.75	Med FSA Claims 2022	40216131	Flex Plan Withdrawals	N
	8410 Bremer Bank			495.47	2 Transactions			
1 Fund Total:				495.53	General Fund	2 Vendors	3 Transactions	

KMR1
5/4/22 11:19AM

Aitkin County



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

9 State

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	780 Bremer Bank					
3	09-000-000-0000-2025		39,486.57	Deed Tax - April 2022		State's Share Of Deed Tax (97%) N
2	09-000-000-0000-2026		28,503.73	Mtg Reg - April 2022		State Share Of Mortgage Registry (97%) N
	780 Bremer Bank		67,990.30			2 Transactions
9 Fund Total:			67,990.30	State	1 Vendors	2 Transactions

KMR1
5/4/22 11:19AM

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 13-943-000-0000-2001			2,218.00	Unable to Locate	31-0-063201	Cur - Property Taxes	N
	8410 Bremer Bank			2,218.00	1 Transactions			
13 Fund Total:				2,218.00	Taxes & Penalties	1 Vendors	1 Transactions	
Final Total:				70,703.83	4 Vendors	6 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	495.53	General Fund
	9	67,990.30	State
	13	2,218.00	Taxes & Penalties
All Funds		70,703.83	Total

Approved by,

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

MN Care Tax and FSA Claims 40206625

KMR1
4/27/22 8:58AM

Aitkin County



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

Page 2

1 General Fund

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	8410 Bremer Bank 01-044-904-0000-6360			1,853.43	Med FSA Claims 2022	40206625	Flex Plan Withdrawals	N
	8410 Bremer Bank			1,853.43	1 Transactions			
1 Fund Total:				1,853.43	General Fund	1 Vendors	1 Transactions	

KMR1
4/27/22 8:58AM

Aitkin County



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

5 Health & Human Services

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	90465 Bremer Bank, N.A. 05-400-400-0402-6360			111.05	2022 Est MNCARE Tax 04/01/2022 06/30/2022	Type 399	Services, Labor, Contracts	N
	90465 Bremer Bank, N.A.			111.05	1 Transactions			
5 Fund Total:				111.05	Health & Human Services	1 Vendors	1 Transactions	
Final Total:				1,964.48	2 Vendors	2 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,853.43	General Fund
5	111.05	Health & Human Services
All Funds	1,964.48	Total

Approved by,

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Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: 05/10/2022

Title of Item: AIM VCET Agreement Update

<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: Sheriff Dan Guida		Department: Sheriff
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: <p>The VCET agreement approved in December 2021 has been updated. MCIT requested that the agreement be amended to formally refer to VCET as AIM VCET. The amended agreement is enclosed for signature.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend signing the agreement that represents the formal title as AIM VCET.		
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.

**JOINT POWERS AGREEMENT TO FORM
THE AITKIN-ITASCA-MILLE LACS VIOLENT CRIMES ENFORCEMENT TEAM
(AIM VCET)**

WHEREAS, Minn. Stat. §387.03 requires that the sheriff of each county shall keep and preserve the peace of the county and perform all of the duties pertaining to the office; and

WHEREAS, Minn. Stat. §412.221, subd. 32 empowers the city to prevent crime and to provide for the protection of property and the promotion of health, safety, order, and convenience; and

WHEREAS, Minn. Stat. §471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties.

NOW, THEREFORE, BE IT RESOLVED by the county boards of Itasca, Aitkin, and Mille Lacs Counties and the city councils of the cities of Aitkin, and Grand Rapids resolve as follows:

I. PURPOSE

The Aitkin-Itasca-Mille Lacs Violent Crimes Enforcement Team (hereinafter called "AIM VCET") is formed to investigate, identify, and disrupt illegal drug activity within the counties of Aitkin, Itasca, and Mille Lacs and the cities of Aitkin, and Grand Rapids (hereinafter called "Participating Agencies"). The Participating Agencies promote cooperative law enforcement through multi-jurisdictional investigations in Northern Minnesota. Participating Agencies are those governmental units or entities identified in Minnesota Statute Section 471.59 who have authorized and signed this Agreement.

The VCET is governed by the VCET Board of Directors (Board). The Board is a joint powers board established under Minn. Stat. § 471.59. The Board meets monthly and reviews the activities of the VCET. The By-Laws and VCET Policies and Guidelines address staffing, supervision, equipment, accounting, management of confidential funds, confidential informants, and daily operations. All actions shall be conducted in a manner consistent with federal and state regulations for grant program funds. All VCET accounts shall be annually audited by an independent auditor.

II. VCET BOARD

The members of the Board shall be the sheriff of each member county, the police chief of each city, and at least one county attorney from a member county as the advisor to the VCET. The Board shall elect a chair which shall be the Board Chair, and a Secretary and Treasurer from among its members. Said officers shall serve a one-year term of office and may serve more than one term. The Board Chair shall be responsible for conducting the business meetings, documenting meeting minutes and maintain frequent communication with the members of the Board and the VCET Commander. The Board Chair, at each of the business meetings, shall review operational activities and expenditures and discuss relevant issues to the VCET. In the absence of the Board Chair, the duties may be assumed by the Secretary of the Board, or in their absence, the Treasurer.

The Chain of Command shall be as follows: The Board, the Board Chair, the VCET Commander, the Team Leader and the investigators. If the VCET Commander requires direction, he may seek such direction from the Board Chair. In the absence of the Board Chair, the Secretary, or in their absence, the Treasurer. In the absence or unavailability of an officer of the Board, the Commander may contact the VCET Commander's Sheriff or other Board member for advice and direction.

All actions of the Board shall be consistent with this Joint Powers Agreement, its By-Laws and VCET and Guidelines. The Board shall adopt such By-Laws and operating rules as it deems necessary. The VCET operations shall adhere to applicable professional guidelines. The Board shall establish the mission and goals of the VCET and shall monitor the progress toward the VCET goals. The Board shall be responsible for the records management system, the statistical records and all financial reports. All VCET policies and procedures shall be adopted by the Board as well as any amendments thereto.

The Board may receive and disburse public funds, private donations and grants to carry out the purposes of this Agreement. The requirements of Minn. Stat. § 471.59, subd. 3 shall apply. The Board shall be strictly accountable to the Participating Agencies for all funds and shall report to the parties hereto on all receipts and disbursements. The reporting period shall be the calendar year. Contracts let and purchases made by the Board shall conform to Minn. Stat. §471.345 (Uniform Municipal Contracting Law). The Treasurer who will be the fiscal agent shall be elected annually by the Board. The Board may elect a fiscal agent upon motion and approval of the majority vote of the Board and consent of the Board member being asked to be the fiscal agent.

The Board shall meet on the call of the Chair or on written notice by any three Board members.

The majority of the Board shall constitute a quorum for a meeting. A majority vote of the full Board shall be necessary to approve a motion. A meeting of the Board shall be required to transact business.

III. NON-WAIVER OF IMMUNITIES

The joining of the Participating Agencies in this Joint Powers Agreement shall not waive any immunities that the parties may enjoy under statute or common law, nor shall the joinder of the parties constitute a "stacking" of any insurance each party carries for their own benefit and/or that of its agents and employees.

IV. VCET OFFICERS

Participating Agencies can assign one or more officers to the VCET. Any change or addition of officers will be voted on by the Board. The Commander shall be a licensed police officer appointed by the Board. Two Team Leaders shall be appointed by the Board to assist the Commander with daily operations.

Employees who are assigned to the VCET shall be entitled to the same salary and benefits to which they would otherwise be entitled and shall remain employees of the assigning agency for all other purposes except that the supervision of their duties during the period of detail may be governed pursuant to this Agreement. Employees who are assigned will be "VCET Officers."

Participation of an assigning agency's employee in the VCET is deemed to advance the interests of the assigning agency. Therefore, participation of an assigning agency's officer in the VCET is deemed to be in the course of the officer's employment with the assigning agency.

VCET Officers assigned to the VCET shall be under the command of the Team Leaders and the VCET Commander.

VCET Officers shall prepare and submit their investigation reports to the VCET Team Leader.

As the VCET will be jointly exercising police power possessed by the Participating Agencies, the terms of Minn. Stat. §§ 471.59, subds. 12 & 12a shall apply.

V. CONTRIBUTIONS

Each Participating Agency agrees to provide resources as agreed in the annual grant application proposal. These resources can include funding, personnel and/or equipment as necessary to meet the annual grant proposal requirements. The amount of contribution made toward the grant match shall be voted on by the Board after agreement by each Participating Agency. The contribution amount shall be reviewed annually. Each Participating Agency shall agree in advance to the number of personnel, funding and equipment to be assigned to the VCET prior to the submittal of the grant.

Each Participating Agency may make financial contributions to be administered by the VCET. The VCET shall not have the power to issue bonds or obligations under the laws by which governmental units may independently issue bonds or obligations as the joint board is not composed solely of members of the Participating Agencies' governing bodies. Minn. Stat. § 471.59, subd. 11.

VI. COORDINATING AGENCY

The Board shall designate a VCET Commander who will be responsible for supervising the day-to-day operations of the VCET, including supervision of staff, intelligence sharing, management of confidential funds and coordination with other agencies. The Commander, in conjunction with the members of the Board, shall be responsible for development of any recommended changes to the VCET Policies and Guidelines and shall ensure VCET compliance with all current policies and guidelines. The Commander shall present to the Board proposed budgets and grant applications for approval. The Commander shall assess each VCET Officer's training needs and ensure that the VCET Officers comply with the guidelines adopted by the Board.

VII. FISCAL AGENCY

The Board shall elect the Treasurer to serve as the fiscal agent of the Board. The Treasurer shall be responsible for proper fiscal management of the VCET grants and all other resources. The Treasurer shall ensure compliance with all state and federal accounting and auditing requirements, including those described in Minn. Stat. §§ 16B.98, subd. 8 & 16C.05, subd. 5. and oversight of confidential funds.

Any forfeited property and proceeds that stem from the VCET operations shall be accounted for in writing, identifying each case and location of the property. The VCET shall adhere to the guidelines of the agency retaining the property and compliance shall be subject to random audit. Further, any law enforcement proceeds of any forfeiture shall return to the VCET as the law enforcement agency of record. The proceeds of any forfeiture for the prosecutor shall be returned to the prosecution agency that handled the prosecution and forfeiture cases.

VIII. DATA AND PUBLIC INFORMATION RELEASES

Data gathered, collected, stored and used by the VCET shall be subject to the Minnesota Government Data Practices Act and Rules issued pursuant thereto, Minn. Stat. Ch. 13.

The law enforcement agency having venue over the offense for prosecution purposes shall control and be responsible for public information releases, including arrest data. The Participating Agencies understand that government data disseminated to a government entity by another government entity has the same classification at the entity receiving them as they had at the entity providing them. Minn. Stat. § 13.03, subd. 4(c).

IX. LIABILITY AND INDEMNIFICATION

The AIM VCET agrees to defend and indemnify its Participating Agencies for any liability claims arising from VCET activities or operations and decisions of the Board. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes Chapter 466 or a waiver of any available immunities or defenses.

To the fullest extent permitted by law, action by the Participating Agencies to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Participating Agencies that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a), provided further that for purposes of that statute, each Participating Agency to this Agreement expressly declines responsibility for the acts or omissions of another Participating Agency. The Participating Agencies to this Agreement are not liable for the acts or omissions of another Participating Agency to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other Participating Agencies. The VCET Board shall provide insurance coverage for the VCET, the VCET Board of Directors and the officers assigned to the VCET. This VCET shall be considered a Joint Powers Entity.

Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any Participating Agency for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

Any excess or uninsured liability shall be borne equally by all the Participating Agencies, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

Each Participating Agency shall be responsible for injuries to or death of its own personnel.

Each Participating Agency will maintain workers' compensation insurance or self-insurance covering its own personnel while they are assigned to the VCET or are otherwise participating in or assisting with VCET operations or activities. Each Participating Agency waives the right to, and agrees that it will not, bring any claim or suit against the VCET or any other Participating Agency for any workers' compensation benefits paid to its own employees or dependents, that arise out of participation in or assistance with VCET operations or activities, even if the injuries were caused wholly or partially by the negligence of any other Participating Agency or its officers, employees, or volunteers.

Each Participating Agency shall be responsible for damages to or loss of its own equipment. Each Participating Agency waives the right to, and agrees that it will not, bring any claim or suit against the VCET, or any other Participating Agency, for damages to or loss of its equipment arising out of participation in or assistance with VCET operations or activities, even if the damages or losses were cause wholly or partially by the negligence of any other Participating Agency or its officers, employees or volunteers.

All insurance policies and certificates required under this Agreement shall be open to inspection by any Participating Agency and copies of the policies or certificates shall be submitted to the Participating Agency upon written request.

X. DURATION

The duration of this Agreement shall continue until terminated as hereinafter provided.

XI. WITHDRAWAL AND TERMINATION

Any Participating Agency of the VCET may withdraw from this Agreement upon sixty (60) days written notice to all other Participating Agencies and upon the completion of their responsibility to the grant agreement. Upon any Participating Agency's withdrawal, the balance of this entire Agreement remains in full force and effect. Alternatively, this entire Agreement may be terminated at any time by the written agreement of a majority of the Board members.

XII. DISTRIBUTION OF PROPERTY ON TERMINATION OR WITHDRAWAL

- A. Termination. Upon complete termination of this Agreement by all Participating Agencies and after the purpose of this Agreement has been completed, any property acquired by the Board as a result of the joint exercise of powers hereunder and any surplus monies shall be returned to the Participating Agencies in proportion to contributions of the Participating Agencies after satisfaction of any liabilities or responsibilities of the Joint Powers Board has been satisfied. Liabilities shall be shared equally among the Participating Agencies.

- B. Withdrawal. In the event of withdrawal from this Agreement by one or more Participating Agencies, if two or more of the remaining Participating Agencies continue this Agreement, the remaining Participating Agencies may either distribute the property contributed by the withdrawing Participating Agency to the withdrawing Participating Agency or buy out the withdrawing Participating Agency's interest therein by purchasing the withdrawing Participating Agency's proportionate share of the actual cash value of the property measured at the time of withdrawal of the Participating Agency. Surplus monies or surplus cash shall be retained by the remaining Participating Agencies to this Agreement.

Participating Agencies are eligible for distribution of property accrued after the date of the Participating Agency's inclusion.

XIII. AMENDMENT OF THE JOINT POWERS AGREEMENT

This Agreement may be amended by agreement of all Participating Agencies to the same and upon approval of the Participating Agencies' respective Board of Commissioners.

THIS AGREEMENT, AS AMENDED, IS APPROVED AND ADOPTED by the Participating Agencies as follows:

COUNTY OF ITASCA

Dated: _____

By: _____
Its Board Chair

Dated: _____

By: _____
Its Clerk

COUNTY OF AITKIN

Dated: _____

By: _____
Its Board Chair

Dated: _____

By: _____
Its Clerk

COUNTY OF MILLE LACS

Dated: _____

By: _____
Its Board Chair

Dated: _____

By: _____
Its Clerk

CITY OF GRAND RAPIDS

Dated: _____

By: _____
Its Mayor

Dated: _____

By: _____
Its Clerk

CITY OF AITKIN

Dated: _____

By: _____
Its Mayor

Dated: _____

By: _____
Its Clerk



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: May 10, 2022

Title of Item: Northwoods Regional ATV Trail system permit renewal

<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: DJ Thompson	Department: Land	
Presenter (Name and Title): DJ Thompson, Land Commissioner		Estimated Time Needed: NA
Summary of Issue: The Northwoods Regional ATV Trail system is due for a permit renewal. DNR has updated the grant-in-aid permit, along with the exhibits, which are attached. DNR is requesting permit be signed by County Board Chair and Auditor.		
Alternatives, Options, Effects on Others/Comments: NA		
Recommended Action/Motion: Recommend a motion to have County Board Chair and Auditor sign permit renewal.		
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.

**MINNESOTA
DEPARTMENT OF
NATURAL RESOURCES**

County Aitkin
Permit No. LGIA010076
REGION/AREA 2/2A

GRANT-IN-AID TRAIL PERMIT

This permit is granted by the State of Minnesota acting by and through its Commissioner of Natural Resources, hereafter called "State," under the authority and subject to the provisions of Minnesota Statutes, secs. 89.17, 92.50 and other applicable statutes, to the "Permittee," as named below.

Permittee (County/City/Township) Aitkin County		
Address (No. & Street, RFD, Box No., City, State, Zip Code) 502 Minnesota Avenue N. Aitkin, MN 56431		
Term 10	Effective Date 07/01/2020	Termination Date 06/30/2030
Purpose of Permit Northwoods Regional ATV Trail	Location-Legal descriptions of the Premises covered by this Permit are contained on Exhibit A and depicted on Exhibit B (map).	
Type of Trail <input checked="" type="checkbox"/> ATV <input type="checkbox"/> ORV <input checked="" type="checkbox"/> OHM <input type="checkbox"/> Ski <input type="checkbox"/> Snowmobile	Trail Width (Feet) 16	No. of Trail Shelters Permitted Existing 0, Allowed 0

This permit is issued under Minnesota Statutes, Section 89.17 (Forestry) 92.50 (Other Divisions)

Timber damages for this Permit are \$_____.

Terms (see Pages 2 and 3)

This permit is issued and accepted upon the conditions and subject to all terms and limitations contained under Minnesota law and all conditions herein specified.

PERMITTEE HAS READ, UNDERSTANDS, AND AGREES TO COMPLY with all the requirements of the Permit.

This Permit is not valid until signed by all parties and authorizing resolution, if applicable, is attached.

Permittee Signature - County Board Chair	Date	Permittee Signature - Auditor	Date
Print Name	Phone	Print Name	Phone

DNR Signature Brian Leitinger <small>Digitally signed by Brian Leitinger Date: 2022.04.11 15:11:59 -05'00'</small>	Date	DNR Signature Lonnie Lilly <small>Digitally signed by Lonnie Lilly Date: 2022.04.14 12:17:13 -05'00'</small>	Date
Print Name	Phone	Print Name	Phone

It is agreed as follows:

1. The State, in consideration of the terms, conditions and agreements contained herein, hereby permits the Permittee a non-exclusive right to construct, maintain and use a public trail of the type(s) and width noted above, subject at all times to sale, lease, and use for mineral or other purposes, being a right of way crossing the legal descriptions shown on Exhibit A and Exhibit B (the attached map) and hereafter known as the "Premises." The trail shall be developed and maintained in accordance with instructions in the *Minnesota Trail Assistance Manual*.
2. The Permittee is granted the use of the Premises for a lease fee that is paid by dedicated account dollars managed by the DNR (Snowmobile, ATV, Cross-Country Ski). This fee is subject to change. The Permittee agrees and understands that it is responsible for all expenses associated with the construction, maintenance and use of the trail. The State is not responsible for any of these expenses.
3. This permit is effective on and shall terminate on the dates shown above.
4. This permit is subject to all existing easements, rights of way, licenses, leases, and other encumbrances upon the Premises.
5.
 - a. Permittee shall maintain the Premises in good repair, keeping them safe and clean, removing all debris and litter that may accumulate.
 - b. Permittee shall comply with all local ordinances and state and federal laws and rules. Permittee must comply with all requirements of law regarding the use, storage and disposal of all pollutants, contaminants, solid waste, hazardous waste and other materials. Permittee shall be responsible for any damages to natural resources or property caused by users of the trail.
 - c. No timber shall be cut, used, removed, or destroyed by the Permittee without first obtaining written permission from the State.
 - d. Use of mechanized equipment for trail grooming during the summer months must be approved in advance by the State.
 - e. Signs shall be posted by the Permittee in accordance with the DNR Instruction Manual for the trails program.
6. This permit may be terminated at any time by mutual agreement, or immediately by the State upon serving the Permittee a written notice if termination is for violation of any term of this permit, or at the end of thirty (30) days if cancellation is for any other reason.

Permittee shall, on or before the termination date, surrender the Premises peacefully, remove all property from the Premises or other property placed thereon with its permission and leave the Premises in a clean and safe condition. Any property left after thirty (30) days shall become the property of the State and disposed of in accordance with the provisions of law. Permittee shall be liable for all costs to dispose of such property.
7. Permittee and the State agree that each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for acts and omissions of the other party and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims act, MS 3.736, and other applicable law. Permittee's liability shall be governed by the Municipal Tort Claims Act, MS Ch. 466, and other applicable law.
8. The Permittee agrees and understands that this permit does not grant an exclusive right to the Premises and the public lands authorized for use under the permit shall be open to public recreational uses, as defined in Minnesota Statutes Section 604A.21, not inconsistent with the purposes of this permit.
9. The State reserves the right for itself and others to whom it may give authorization, to use or reroute the trail as the State deems necessary.
10. No buildings or structures shall be permitted on the Premises without the State's prior written permission. Trail shelters, if noted above, are permitted as part of this permit. Improvements to permitted trail shelters must be within the approved design, not add to the existing footprint, or go beyond maintaining the existing structure in a safe and sanitary condition. (If trail shelters are permitted, their design and location must be approved by the State, and their locations must be noted on Exhibit A and shown on Exhibit B).

11. The Permittee shall have the right to close the Premises during an emergency, after first obtaining the State's approval.

12. Additional Terms (check all that apply)

- Trail route and placement, construction and reconstruction must be pre-approved by the State. Routing, construction, reconstruction and maintenance shall comply with applicable DNR policies and guidelines which include, but are not limited to:
 1. DNR Trail Design and Construction Guidelines Manual
 2. Minnesota Trail Assistance Manual
 3. MN Forest Resource Council, Voluntary Site-Level Forest Management Guidelines
- Portions of this grant-in-aid trail are part of the State Forest Trail system. Other seasonal use of these areas may be authorized by the State in accordance with postings and designations.
- Portions of this grant-in-aid trail are part of the State Forest Road system. There may be mixed traffic, including heavy trucks and cars. The Permittee will install and maintain signs which have been provided by the State (in accordance with the DNR sign manual) at all points where the trail joins the State Forest Road and at intermediate points, as specified by the DNR. Recreational motor vehicles shall keep to the right side of the road and yield to trucks and cars.
- Notwithstanding term #5, trees that have fallen down on the trail may be removed and placed outside the trail right-of-way. Permittee shall also be allowed to cut and remove trees or parts of trees that overhang the trail in such a way that the height or width of the trail does not meet minimum clearances set forth in the DNR Trail Design and Construction Guidelines Manual.
- Permittee shall maintain fences to keep livestock out of wooded areas. Permittee shall maintain the line fences identified on the Premises. Major repairs shall be referred to the State.
- Permittee shall preserve grass waterways on the Premises.
- Permittee shall control noxious weeds on the Premises. Herbicide use shall be in accordance with DNR policy, and in compliance with label directions and EPA registered uses.
- DNR reserves the right to construct and maintain water bars and other erosion control structures as needed.
- The Permittee is responsible for controlling invasive species on the Premises.
 - (check if applicable) See the attached Exhibit C, which is made a part of this permit, for additional terms and conditions on the control of invasive species.
- Other: ***(Subject to issuing Division Director approval)***

Signature required only if other terms are added.

Division Director Signature	Date
Print Name	

Permit No.	LGIA010076	FORTY CODES	
Old Permit No.		11 NENE	31 NESW
Sponsor	Aitkin County	12 NWNE	32 NWSW
Area	Grand Rapids (2A)	13 SWNE	33 SWSW
Region	NE (2)	14 SENE	34 SESW
Northwoods OHV Trail		21 NENW	41 NESE
Solana Loops		22 NWNW	42 NWSE
Hill City Connector		23 SWNW	43 SWSE
Lawler Loops		24 SENW	44 SESE
Blind Lake Trails			
Moose River Connector			

10 code. Ex: NENE = 11, NWNE = 12, etc.

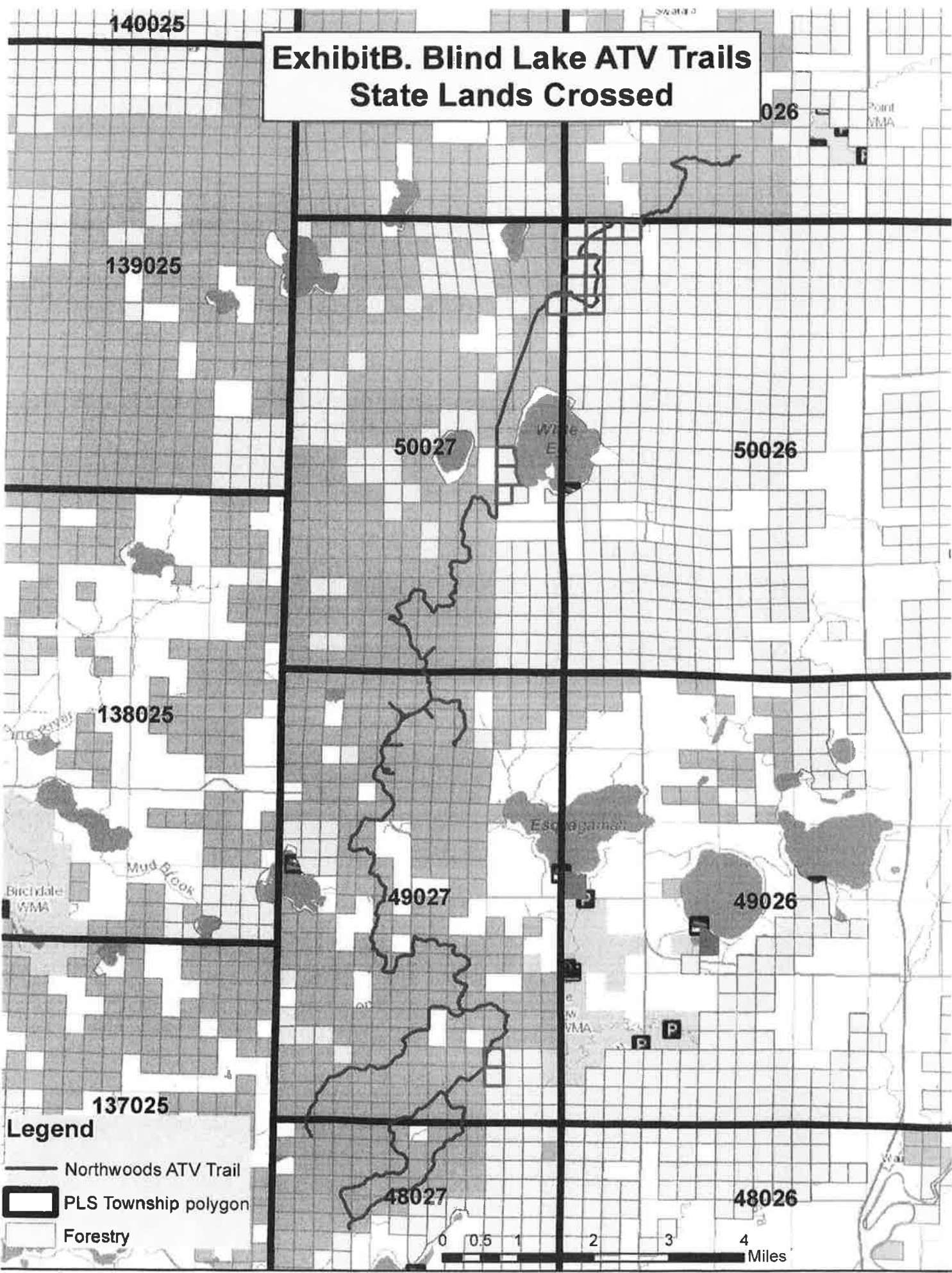
LEGAL DESCRIPTION					FORTY CODE	LAND ADMIN	ACQ/TRUST/ TF/CON CON
SEC	TWP	RANGE	COUNTY	FORTY			
8	44	22	Aitkin	SESW	34	Forestry	CON CON
8	44	22	Aitkin	NESE	41	Forestry	CON CON
8	44	22	Aitkin	NWSE	42	Forestry	CON CON
8	44	22	Aitkin	SWSE	43	Forestry	CON CON
8	44	22	Aitkin	SESE	44	Forestry	CON CON
9	44	22	Aitkin	SWSW	33	Forestry	CON CON
16	44	22	Aitkin	NENW	21	Forestry	SCHOOL TRUST
16	44	22	Aitkin	NWNW	22	Forestry	SCHOOL TRUST
16	44	22	Aitkin	SESW	24	Forestry	SCHOOL TRUST
16	44	22	Aitkin	NESW	31	Forestry	SCHOOL TRUST
16	44	22	Aitkin	SESW	34	Forestry	SCHOOL TRUST
17	44	22	Aitkin	NENE	11	Forestry	CON CON
17	44	22	Aitkin	NWNE	12	Forestry	CON CON
17	44	22	Aitkin	NENW	21	Forestry	CON CON
17	44	22	Aitkin	NWNW	22	Forestry	CON CON
17	44	22	Aitkin	SWNW	23	Forestry	CON CON
18	44	22	Aitkin	NENE	11	Forestry	CON CON
18	44	22	Aitkin	NWNE	12	Forestry	CON CON
18	44	22	Aitkin	SWNE	13	Forestry	CON CON
18	44	22	Aitkin	SENE	14	Forestry	CON CON
18	44	22	Aitkin	NENW	21	Forestry	CON CON
18	44	22	Aitkin	SESW	24	Forestry	CON CON
18	44	22	Aitkin	NESW	31	Forestry	CON CON
18	44	22	Aitkin	SESW	34	Forestry	CON CON
18	44	22	Aitkin	NESE	41	Forestry	CON CON
18	44	22	Aitkin	NWSE	42	Forestry	CON CON
18	44	22	Aitkin	SWSE	43	Forestry	CON CON
18	44	22	Aitkin	SESE	44	Forestry	CON CON
19	44	22	Aitkin	NWNW	22	Forestry	CON CON
19	44	22	Aitkin	SWNW	23	Forestry	CON CON

19	44	22	Aitkin	SEW	24	Forestry	CON CON
19	44	22	Aitkin	NWSW	32	Forestry	CON CON
19	44	22	Aitkin	SWSW	33	Forestry	CON CON
19	44	22	Aitkin	NWNE	12	Forestry	CON CON
19	44	22	Aitkin	NENW	21	Forestry	CON CON
19	44	22	Aitkin	NESW	31	Forestry	CON CON
19	44	22	Aitkin	SESW	34	Forestry	CON CON
19	44	22	Aitkin	NESE	41	Forestry	CON CON
19	44	22	Aitkin	NWSE	42	Forestry	CON CON
20	44	22	Aitkin	SENE	14	Forestry	CON CON
20	44	22	Aitkin	NWSW	32	Forestry	CON CON
21	44	22	Aitkin	NENW	21	Forestry	CON CON
21	44	22	Aitkin	NWNW	22	Forestry	CON CON
21	44	22	Aitkin	SWNW	23	Forestry	CON CON
21	44	22	Aitkin	SEW	24	Forestry	CON CON
21	44	22	Aitkin	NWSW	32	Forestry	CON CON
21	44	22	Aitkin	SWSW	33	Forestry	CON CON
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29	44	22	Aitkin	SENE	14	Forestry	CON CON
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29	44	22	Aitkin	SEW	24	Forestry	CON CON
29	44	22	Aitkin	NWSW	32	Forestry	CON CON
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19	52	25	Aitkin	NWSW	32	Forestry	CON CON
1	51	26	Aitkin	NWNW	22	Forestry	CON CON
1	51	26	Aitkin	SWSW	33	Forestry	CON CON
2	51	26	Aitkin	NENE	11	Forestry	CON CON
2	51	26	Aitkin	SENE	14	Forestry	SCHOOL TRUST
2	51	26	Aitkin	SWSW	33	Forestry	CON CON
3	51	26	Aitkin	SWNE	13	Forestry	CON CON
3	51	26	Aitkin	NENW	21	Forestry	CON CON
3	51	26	Aitkin	NWNW	22	Forestry	CON CON
3	51	26	Aitkin	SEW	24	Forestry	CON CON
3	51	26	Aitkin	SWSW	33	Forestry	CON CON

3	51	26	Aitkin	SESW	34	Forestry	CON CON
3	51	26	Aitkin	NESE	41	Forestry	CON CON
34	52	26	Aitkin	SWSW	33	Forestry	CON CON
36	52	26	Aitkin	NENE	11	Forestry	SCHOOL TRUST
36	52	26	Aitkin	NWNE	12	Forestry	SCHOOL TRUST
36	52	26	Aitkin	SWNE	13	Forestry	SCHOOL TRUST
36	52	26	Aitkin	NWSE	42	Forestry	SCHOOL TRUST
36	52	26	Aitkin	SWSE	43	Forestry	SCHOOL TRUST
14	52	26	Aitkin	NWSE	42	Forestry	ACQUIRED
10	51	26	Aitkin	NWSW	32	Forestry	CON CON
10	51	26	Aitkin	SWSW	33	Forestry	CON CON
10	51	26	Aitkin	SESW	34	Forestry	CON CON
10	51	26	Aitkin	SWNE	13	Forestry	CON CON
10	51	26	Aitkin	NENW	21	Forestry	CON CON
10	51	26	Aitkin	SESW	24	Forestry	CON CON
10	51	26	Aitkin	NESW	31	Forestry	CON CON
11	51	26	Aitkin	NWNE	12	Forestry	CON CON
11	51	26	Aitkin	NENW	21	Forestry	CON CON
11	51	26	Aitkin	NWNW	22	Forestry	CON CON
15	51	26	Aitkin	NENW	21	Forestry	CON CON
15	51	26	Aitkin	NWNW	22	Forestry	CON CON
15	51	26	Aitkin	SWNW	23	Forestry	CON CON
15	51	26	Aitkin	SESW	24	Forestry	CON CON
15	51	26	Aitkin	NESW	31	Forestry	CON CON
15	51	26	Aitkin	NWSW	32	Forestry	CON CON
15	51	26	Aitkin	SWSW	33	Forestry	CON CON
25	52	26	Aitkin	NENE	11	Forestry	CON CON
25	52	26	Aitkin	SENE	14	Forestry	CON CON
25	52	26	Aitkin	NESE	41	Forestry	CON CON
25	52	26	Aitkin	SESE	44	Forestry	CON CON
3	51	26	Aitkin	NWSE	42	Forestry	CON CON
3	51	26	Aitkin	SESE	44	Forestry	CON CON
33	52	26	Aitkin	SESE	44	Forestry	CON CON
36	47	22	Aitkin	NENE	11	Forestry	SCHOOL TRUST
36	47	22	Aitkin	NWNE	12	Forestry	SCHOOL TRUST
36	47	22	Aitkin	SENE	14	Forestry	SCHOOL TRUST
36	47	22	Aitkin	NENW	21	Forestry	SCHOOL TRUST
36	47	22	Aitkin	NWNW	22	Forestry	SCHOOL TRUST
36	47	22	Aitkin	NESW	31	Forestry	SCHOOL TRUST
36	47	22	Aitkin	NWSW	32	Forestry	SCHOOL TRUST
36	47	22	Aitkin	SWSW	33	Forestry	SCHOOL TRUST
36	47	22	Aitkin	SESW	34	Forestry	SCHOOL TRUST
36	47	22	Aitkin	NESE	41	Forestry	SCHOOL TRUST
36	47	22	Aitkin	NWSE	42	Forestry	SCHOOL TRUST
6	50	26	Aitkin	NENE	11	Forestry	CON CON

6	50	26	Aitkin	NWNE	12	Forestry	CON CON
6	50	26	Aitkin	NENW	21	Forestry	CON CON
6	50	26	Aitkin	SWNW	23	Forestry	CON CON
6	50	26	Aitkin	SEW	24	Forestry	CON CON
6	50	26	Aitkin	NESW	31	Forestry	CON CON
6	50	26	Aitkin	SWSW	33	Forestry	SCHOOL TRUST
6	50	26	Aitkin	SESW	34	Forestry	CON CON
7	50	26	Aitkin	NENW	21	Forestry	CON CON
7	50	26	Aitkin	NWNW	22	Forestry	SCHOOL TRUST
24	50	27	Aitkin	NENW	21	Forestry	CON CON
24	50	27	Aitkin	SWNW	23	Forestry	CON CON
24	50	27	Aitkin	NWSW	32	Forestry	CON CON
36	49	27	Aitkin	SWNW	23	Forestry	SCHOOL TRUST
36	49	27	Aitkin	NWNW	22	Forestry	SCHOOL TRUST
12	50	27	Aitkin	NENE	11	Forestry	SCHOOL TRUST
16	51	27	Aitkin	NENE	11	Forestry	SCHOOL TRUST
16	51	27	Aitkin	SENE	14	Forestry	SCHOOL TRUST
16	51	27	Aitkin	NESW	31	Forestry	SCHOOL TRUST
16	51	27	Aitkin	NESE	41	Forestry	SCHOOL TRUST
16	51	27	Aitkin	NWSE	42	Forestry	SCHOOL TRUST
16	51	27	Aitkin	SWSE	43	Forestry	SCHOOL TRUST

Exhibit B. Blind Lake ATV Trails State Lands Crossed



Legend

- Northwoods ATV Trail
- PLS Township polygon
- ▨ Forestry

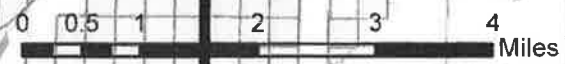
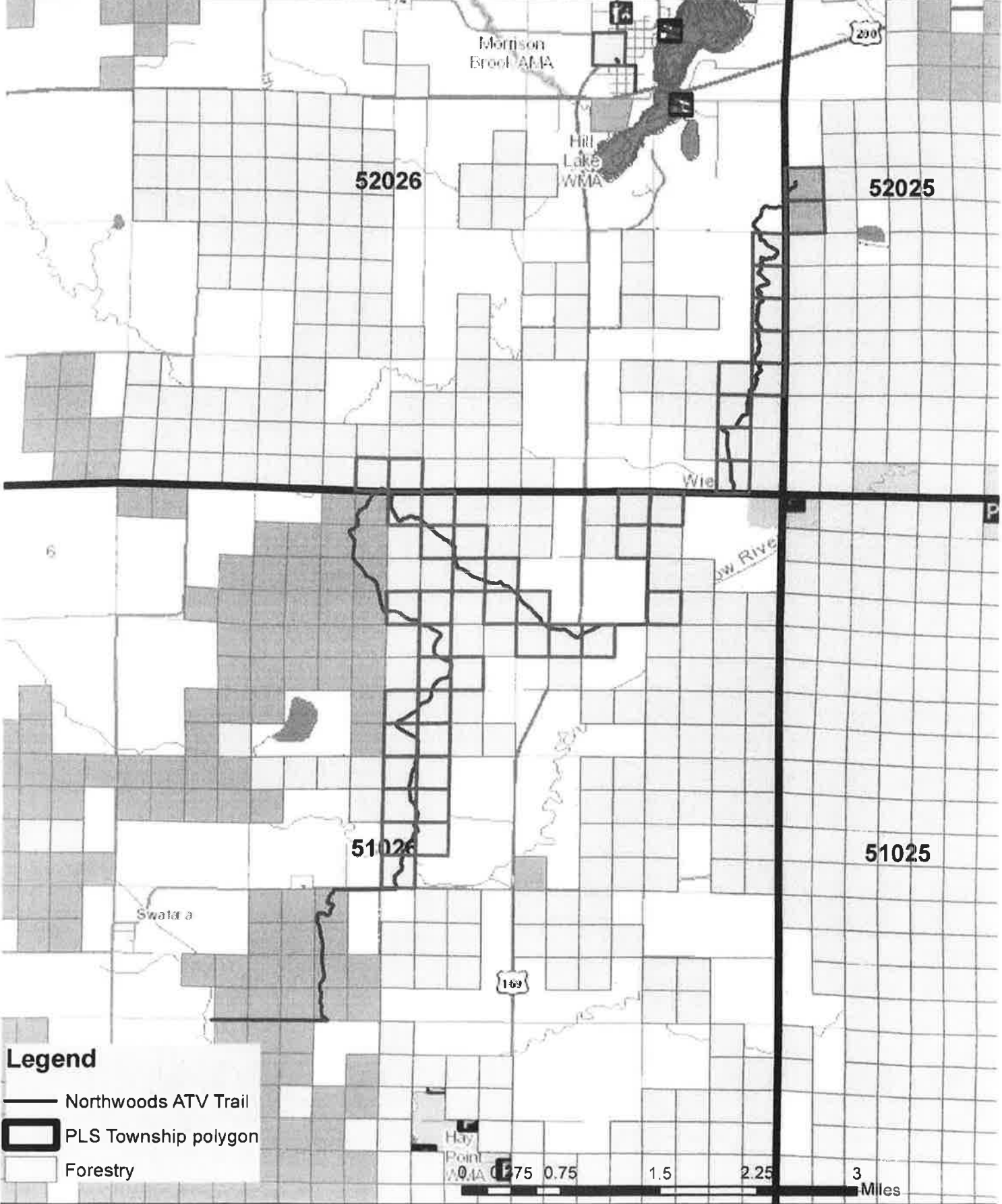


Exhibit B. Hill City Connector ATV Trails State Lands Crossed



Legend

- Northwoods ATV Trail
- ▭ PLS Township polygon
- ▨ Forestry

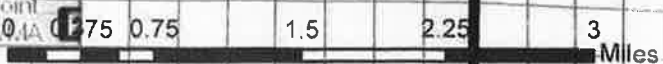
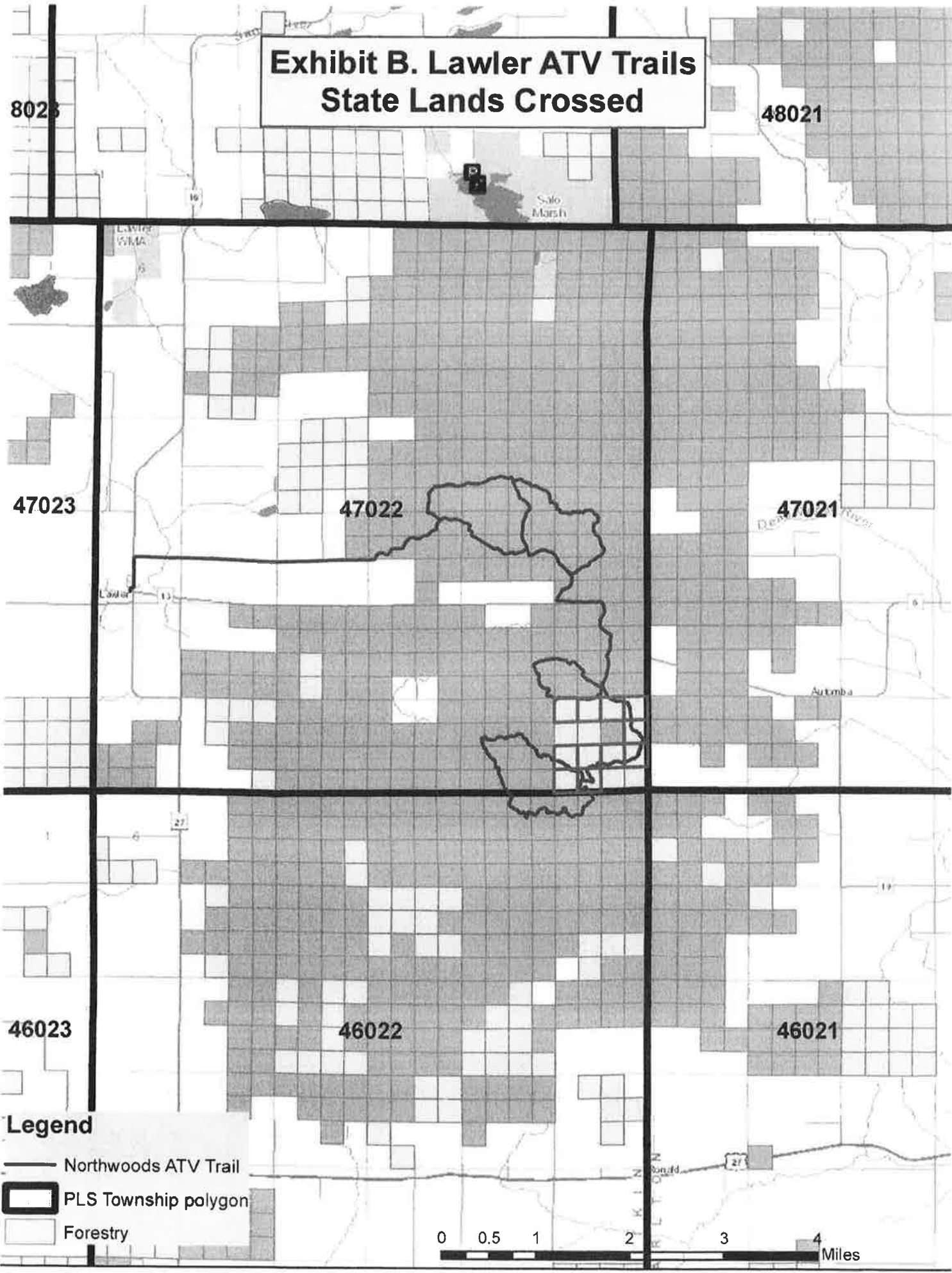


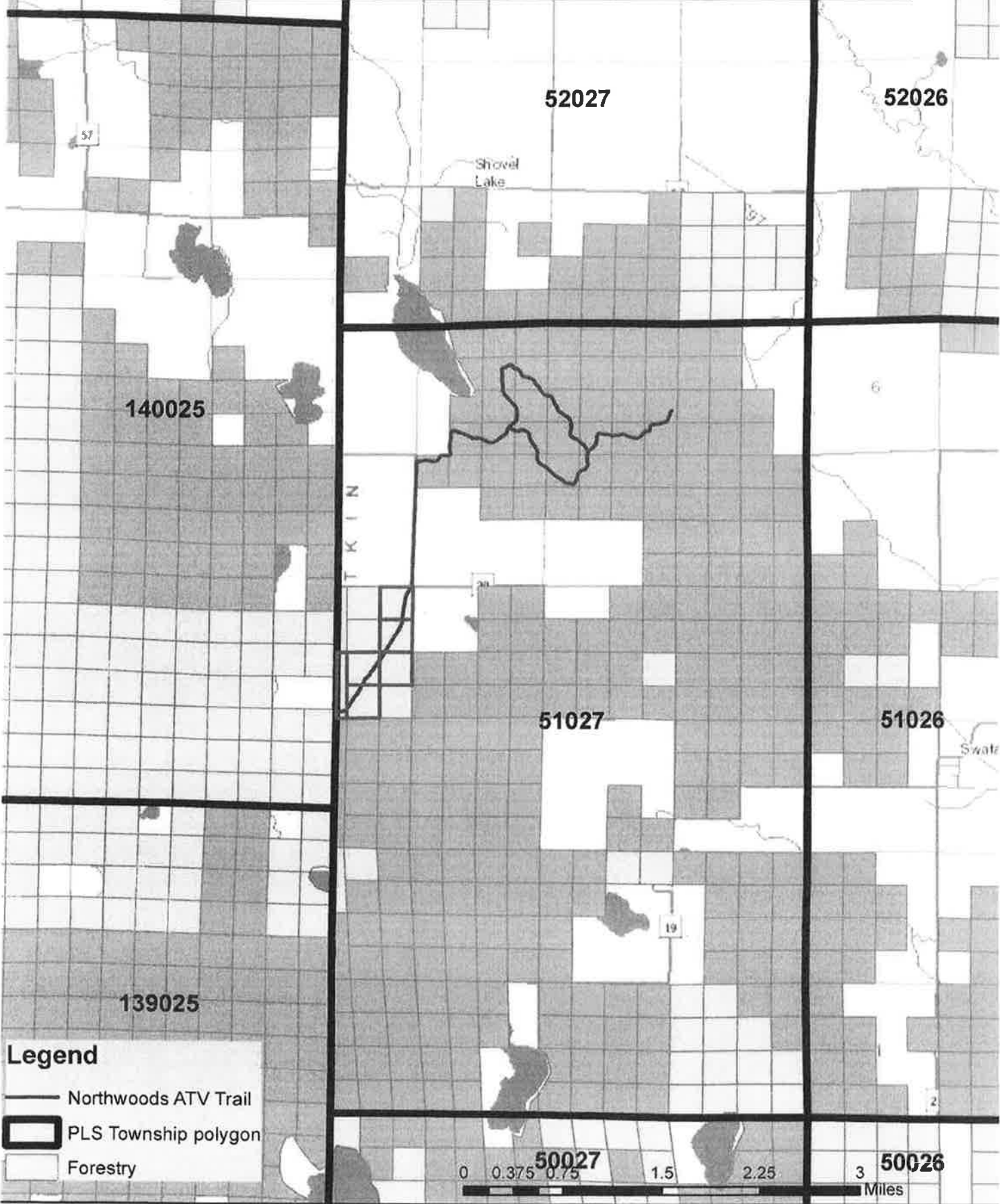
Exhibit B. Lawler ATV Trails State Lands Crossed



- Legend**
- Northwoods ATV Trail
 - ▭ PLS Township polygon
 - ▭ Forestry



Exhibit B. Moose River Connector ATV Trails State Lands Crossed



Legend

- Northwoods ATV Trail
- ▭ PLS Township polygon
- ▭ Forestry



P

45023

45022




Exhibit B. Solana Loop ATV Trails State Lands Crossed

River

44023

44022

Legend

-  Northwoods ATV Trail
-  PLS Township polygon
-  Forestry

43022



GIA Permit #LGIA010076
Aitkin County – Northwoods Regional ATV Trail

Form Last Revised September 26, 2011

Check all that apply	
<input checked="" type="checkbox"/>	Mandatory – (1) Before entering and leaving the site, check clothing, gear, vehicle and equipment and remove caked mud, dirt clods, and reproductive plant parts (seeds, berries, fruit, cones, flowers or seed stalks, and roots). Using either a power washer or an air compressor is an effective means of cleaning equipment, but is not required unless stated below.
<input type="checkbox"/>	(2) This site is infested with <input type="checkbox"/> gypsy moth, <input type="checkbox"/> emerald ash borer, <input type="checkbox"/> Asian long horned beetle, <input type="checkbox"/> other invasive disease or insect _____. Obtain a compliance agreement from USDA APHIS or Minnesota Dept. of Agriculture prior to hauling wood or woody debris off this site. For more information visit http://www.mda.state.mn.us/en/plants/pestmanagement/eab/regulatoryinfo.aspx
<input type="checkbox"/>	(3) This site is infested with <input type="checkbox"/> oak wilt, <input type="checkbox"/> Dutch elm disease, <input type="checkbox"/> sirex wood wasp, <input type="checkbox"/> other invasive plant disease or non-regulated insect _____. <input type="checkbox"/> Girdle the marked trees and leave them on site. <input type="checkbox"/> Do not haul infected trees between April 1 st and Nov 1 st . <input type="checkbox"/> Other _____
<input type="checkbox"/>	(4a) This site is infested with <input type="checkbox"/> buckthorn, <input type="checkbox"/> garlic mustard, <input type="checkbox"/> other invasive plant, <input type="checkbox"/> exotic earthworms. Before starting work, review known infestations with the site administrator. Avoid traveling through or parking in infested areas. Time operations and organize routes of travel to avoid spreading weed seed or infested soil. If mowing hay, be aware of any chemical applications and honor wait times before mowing. Some herbicides are passed through manure into sensitive crop fields. See other restrictions below.
<input type="checkbox"/>	(4b) This site is infested with <input type="checkbox"/> buckthorn, <input type="checkbox"/> amur or Norway maple, <input type="checkbox"/> peashrub, <input type="checkbox"/> honeysuckle, <input type="checkbox"/> multiflora rose, <input type="checkbox"/> Russian olive, <input type="checkbox"/> other: _____. When cutting: <input type="checkbox"/> chip, <input type="checkbox"/> pile and burn rather than scattering the tops of invasive species.
<input type="checkbox"/>	(5) Using a power washer or air compressor, <input type="checkbox"/> daily, <input type="checkbox"/> weekly, <input type="checkbox"/> monthly; clean all vehicles, equipment and trailers taken on and off site during the snow-free season. Washing may be done at an approved location on site or off site at an appropriate cleaning facility. Avoid letting rinse water run into open bodies of water or native plant communities. Cleaning is not required during frozen conditions.
<input type="checkbox"/>	(6a) All materials (gravel, fill, mulch, chips, sand, etc.) brought to the site are to be weed and pest free. Sources are to be approved prior to purchase or acquisition.
<input type="checkbox"/>	(6b) Before utilizing the underlying gravel or other earth materials, scrape off the top 6-12" and segregate in an on-site location designated by the site administrator.
<input type="checkbox"/>	(7) Plant or reclaim site within: <input type="checkbox"/> one month, <input type="checkbox"/> three months, <input type="checkbox"/> six months of end of lease or project. Use weed and pest free native plant and seed mixes. Where available, use certified or local sources. Sources are to be approved prior to purchase and acquisition.
<input type="checkbox"/>	(8) Upon completion of the project or operation, close, obstruct or gate all access routes. If project is inactive for longer than <input type="checkbox"/> one month, <input type="checkbox"/> three months, <input type="checkbox"/> six months close, obstruct or gate all access routes until project resumes.
<input type="checkbox"/>	When collecting field material (seed, I&D samples, berries, mushrooms, special wood products, etc) use new clean bags or baskets.
<input type="checkbox"/>	In the case invasive plants become an issue during operations (to be determined by the site administrator), the leasee agrees to stop operations and gate or otherwise close the site until the infestation can be controlled.
<input checked="" type="checkbox"/>	The leasee is responsible for controlling noxious weeds on the site. Contact the site administrator and county agricultural inspector for details.
<input checked="" type="checkbox"/>	Follow other actions as directed by the site administrator to minimize the introduction and/or spread of invasive species.
<input type="checkbox"/>	Before starting work, review known infestations with site administrator(s). When traveling between multiple sites a day, be sure to start at the site with the fewest number of invasive plants, leaving the most heavily infested site to last. Time operations and site visits to avoid the spread of weed seed.



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: May 10, 2022

Title of Item: LLCC Donation-Long Lake Conservation Foundation

<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: Dave McMillan		Department: Long Lake Conservation Center
Presenter (Name and Title): Dave McMillan, Manager		Estimated Time Needed:
Summary of Issue: Long Lake Conservation Foundation donated \$26,500 to Long Lake Conservation Center. \$25,000 is to be used for the purchase of technology for the creation of environmental education programming, including virtual and digital content. \$1,500 is payment for the Ojibwe Storyteller event held on Feb. 26, 2022 at Long Lake.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt Resolution to Accept Donation Long Lake Conservation Foundation		
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 May 10, 2022

By Commissioner: xx

20220510-xxx

LLCC Donation-Long Lake Conservation Foundation

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

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

<u>Name of Donor</u>	<u>Amount</u>
Long Lake Conservation Foundation	\$26,500

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

<u>Name of Donor</u>	<u>Terms or Conditions</u>
Long Lake Conservation Foundation	\$25,000 is to be used for the purchase of Technology for the creation of environmental education programming, including virtual content. \$1,500 is payment for the Ojibwe Storyteller event held on Feb. 26, 2022 at Long Lake.

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.

Commissioner xx 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 May 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of May 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: 05/10/2022

Title of Item: Search & Rescue Donation

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: Beaver Township has made a \$250.00 donation to the all-volunteer Aitkin County Search & Rescue group to assist with equipment purchases.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting 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 Please Explain:		

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



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: 05/10/2022

Title of Item: 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) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: Macville Township has made a \$250.00 donation to the all-volunteer Aitkin County Search & Rescue group to assist with equipment purchases.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting 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.



Board of County Commissioners Agenda Request

2Q
Agenda Item #

Requested Meeting Date: 5-10-22

Title of Item: Final Contract Payment - Contract No. 20204

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

Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): NA	Estimated Time Needed: NA
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Summary of Issue:
 Authorization by the following resolution is requested to make final payment to Anderson Brothers Construction Company, Brainerd, MN in the amount of \$42,527.97 for Contract No. 20204, which included SAP 001-603-018 - reconstruction of 3.2 miles CSAH 3 from the Rat Lake area to State Highway 65.

The final contract amount of \$3,848,734.52 is approximately 6.7% above the bid amount of \$3,608,544.44. \$130,538.92 (54%) of the increased cost was due to increased quantities for various contract bid items such as geotextile fabric, granular borrow, and common and muck excavation as shown on pages 5-8 of the attached final payment document. The remaining \$109,651.16 (46%) of additional cost was due to 18 change orders as shown on pages 9-10 of the final payment document. These change orders were needed for to address unforeseen issues that needed to be addressed during construction, as well as paying for bituminous pavement quality incentives that were part of the contract.

Resolution:
 WHEREAS, Contract No. 20204 has in all been completed, and the County Board being fully advised in the premises.

NOW THEREFORE BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Anderson Brothers Construction Company in the amount of \$42,527.97.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Adopt resolution. Note, as requested, a separate agenda item will be scheduled in near future to review all final costs associated with the Trunk Highway 232 Turnback Project.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ 42,527.97
 Is this budgeted? Yes No *Please Explain:*

Contract Number: 20204
 Final Pay Request Number: 14

Project Number	Project Description
SAP 001-603-018	Widening and Bituminous Pavement - .25 Mi W of CR 62 to TH 65

Contractor: Anderson Brothers Construction Company of Brainerd LLC 11325 State Hwy 210 Brainerd, MN 56401	Vendor Number: 7050 Account Number: 03-307-6262 Up To Date: 04/01/2022 Warrant # Date
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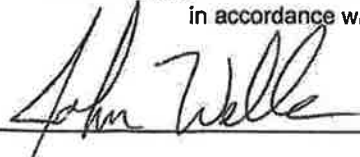
Contract Amount		Funds Encumbered	
Original Contract	\$3,608,544.44	Original	\$3,608,544.44
Contract Changes	\$103,592.16	Additional	N/A
Revised Contract	\$3,712,136.60	Total	\$3,608,544.44

Work Certified To Date	
Base Bid Items	\$3,739,083.36
Contract Changes	\$109,651.16
Material On Hand	\$0.00
Total	\$3,848,734.52

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 001-603-018	\$4,081.44	\$3,848,734.52	\$0.00	\$3,806,206.55	\$42,527.97	\$3,848,734.52

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$4,081.44	\$3,848,734.52	\$0.00	\$3,806,206.55	\$42,527.97	\$3,848,734.52
Percent: Retained: 0%			Percent Complete: 103.68%		
Amount Paid this Final Pay Request: \$42,527.97					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.



John Welle - P.E. No. 24340
 Aitkin County Highway Engineer

4-6-22

Date

Kirk Peysar
 Aitkin County Auditor



Anderson Brothers Construction. –
 Company of Brainerd, LLC

4-11-22

Date

Project No. : SAP 001-603-018
Final Pay Request No. : 14
Contract No.: 20204

Certificate of Final Contract Acceptance
Final Voucher Number: 14

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 4-6-22 Signature [Signature] County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$3,848,734.52 and agrees to the amount of \$42,527.97 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Anderson Brothers Construction Company of Brainerd LLC By

Michael Niemi, Sr VP of Operations
And _____ And _____ State of ,

On This 11th Day April, 2022, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Michael Niemi And _____, to me personally known, who, being each by me duly sworn

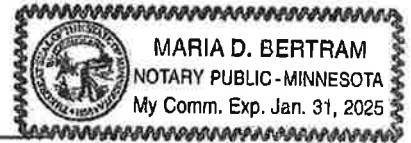
each did say that they are respectively the Sr VP of Operations and _____ of the Anderson Brothers Construction Company of Brainerd LLC Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Sr VP of Operations and said _____ and he

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in Crow Wing County

Seal Expires Jan 31, 2025 Signature [Signature]



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

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

Contract No: 20204
Final Pay Request No. 14

**Aitkin County Highway Department
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 20204
Contractor: Anderson Brothers Construction Company of Brainerd LLC
Date Certified: 4/01/2022
Payment Number: 14

Whereas; Contract No. 20204 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Aitkin County Highway Department and authorize final payment as specified herein.

State of _____

I, _____, agency_name within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At _____,

Signed By _____

Aitkin County Highway Department

(SEAL)

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2020-06-21	\$202,994.34	\$10,149.72	\$192,844.62
2	2020-07-12	\$168,517.24	\$8,425.86	\$160,091.38
3	2020-08-02	\$217,698.21	\$10,884.91	\$206,813.30
4	2020-08-23	\$420,881.84	\$21,044.09	\$399,837.75
5	2020-09-13	\$470,547.54	\$23,527.38	\$447,020.16
6	2020-10-04	\$347,373.72	\$17,368.68	\$330,005.04
7	2020-11-03	\$642,485.53	\$32,124.28	\$610,361.25
8	2020-12-02	\$15,726.75	\$786.34	\$14,940.41
9	2021-05-30	\$1,178,885.41	\$58,944.27	\$1,119,941.14
10	2021-06-30	\$122,189.46	\$6,109.47	\$116,079.99
11	2021-07-20	\$48,667.22	\$2,433.36	\$46,233.86
12	2021-08-17	\$6,402.60	(\$153,374.66)	\$159,777.26
13	2021-12-15	\$2,283.22	\$22.83	\$2,260.39
14	2022-04-01	\$4,081.44	(\$38,446.53)	\$42,527.97

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CSAH Regular	1	\$3,848,734.52	\$0.00	\$3,806,206.55	\$42,527.97	\$3,848,734.52

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
0001	Regular (CSAH)	\$42,527.97			\$3,848,734.52

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
SAP 001-603-018	1	2020-06-21	\$202,994.34	\$10,149.72	\$192,844.62
SAP 001-603-018	2	2020-07-12	\$168,517.24	\$8,425.86	\$160,091.38
SAP 001-603-018	3	2020-08-02	\$217,698.20	\$10,884.91	\$206,813.29
SAP 001-603-018	4	2020-08-23	\$420,881.85	\$21,044.09	\$399,837.76
SAP 001-603-018	5	2020-09-13	\$470,547.55	\$23,527.38	\$447,020.17
SAP 001-603-018	6	2020-10-04	\$347,373.71	\$17,368.68	\$330,005.03
SAP 001-603-018	7	2020-11-03	\$642,485.53	\$32,124.28	\$610,361.25
SAP 001-603-018	8	2020-12-02	\$15,726.75	\$786.34	\$14,940.41
SAP 001-603-018	9	2021-05-30	\$1,178,885.41	\$58,944.27	\$1,119,941.14
SAP 001-603-018	10	2021-06-30	\$122,189.46	\$6,109.47	\$116,079.99
SAP 001-603-018	11	2021-07-20	\$48,667.22	\$2,433.36	\$46,233.86
SAP 001-603-018	12	2021-08-17	\$6,402.60	(\$153,374.66)	\$159,777.26
SAP 001-603-018	13	2021-12-15	\$2,283.22	\$22.83	\$2,260.39
SAP 001-603-018	14	2022-04-01	\$4,081.44	(\$38,446.53)	\$42,527.97

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SAP 001-603-018	CSAH Regular	\$3,848,734.52	\$0.00	\$3,806,206.55	\$42,527.97	\$3,848,734.52

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
SAP 001-603-018	0001	\$42,527.97			\$3,848,734.52

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 001-603-018	1	2021.501	MOBILIZATION	LS	\$80,000.00	1	0	\$0.00	1	\$80,000.00
SAP 001-603-018	2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	\$1.00	1	0	\$0.00	1	\$1.00
SAP 001-603-018	3	2102.503	PAVEMENT MARKING REMOVAL	LF	\$1.00	1925	0	\$0.00	1725	\$1,725.00
SAP 001-603-018	4	2104.502	SALVAGE SIGN	EACH	\$44.00	103	0	\$0.00	120	\$5,280.00
SAP 001-603-018	5	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LF	\$3.50	183	0	\$0.00	183	\$640.50
SAP 001-603-018	6	2104.503	REMOVE PIPE CULVERTS	LF	\$11.00	1564	0	\$0.00	1679	\$18,469.00
SAP 001-603-018	7	2104.503	REMOVE CURB & GUTTER	LF	\$11.00	16	0	\$0.00	16	\$176.00
SAP 001-603-018	8	2104.503	REMOVE GUARDRAIL-PLATE BEAM	LF	\$4.70	588	0	\$0.00	588	\$2,763.60
SAP 001-603-018	9	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	\$5.00	2111	0	\$0.00	0	\$0.00
SAP 001-603-018	10	2104.601	REMOVE MISCELLANEOUS DEBRIS	LS	\$8,300.00	1	0	\$0.00	1	\$8,300.00
SAP 001-603-018	11	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$1.90	18173	0	\$0.00	25757	\$48,938.30
SAP 001-603-018	12	2105.507	COMMON EXCAVATION (P)	CY	\$5.80	91338	0	\$0.00	93050	\$539,690.00
SAP 001-603-018	13	2105.507	MUCK EXCAVATION (LV)	CY	\$7.20	1021	0	\$0.00	2827	\$20,354.40
SAP 001-603-018	14	2105.507	GRANULAR BORROW MOD 7% (EV)	CY	\$9.15	30742	0	\$0.00	40546	\$370,995.90
SAP 001-603-018	15	2105.507	SELECT GRANULAR BORROW (LV)	CY	\$22.00	944	0	\$0.00	840	\$18,480.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 001-603-018	16	2105.603	OBLITERATE OLD ROADWAY	L F	\$22.00	2510	0	\$0.00	2510	\$55,220.00
SAP 001-603-018	17	2118.507	AGGREGATE SURFACING (LV), CLASS 5	C Y	\$25.50	1298	0	\$0.00	2017	\$51,433.50
SAP 001-603-018	18	2118.507	AGGREGATE SURFACING (CV) CLASS 5	C Y	\$52.00	1655	0	\$0.00	1655	\$86,060.00
SAP 001-603-018	19	2118.609	AGGREGATE SURFACING SPECIAL	TON	\$21.00	2474	0	\$0.00	1631	\$34,251.00
SAP 001-603-018	20	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$27.25	25466	0	\$0.00	25466	\$693,948.50
SAP 001-603-018	21	2215.504	FULL DEPTH RECLAMATION	S Y	\$0.65	52130	0	\$0.00	53852	\$35,003.80
SAP 001-603-018	22	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	\$1.00	46305	0	\$0.00	46305	\$46,305.00
SAP 001-603-018	23	2301.604	SLAB JACKING	S Y	\$105.00	170	0	\$0.00	170	\$17,850.00
SAP 001-603-018	24	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.25	3057	0	\$0.00	3230	\$7,267.50
SAP 001-603-018	25	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$53.35	15641	0	\$0.00	15694.39	\$837,295.71
SAP 001-603-018	26	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	\$61.00	179	0	\$0.00	323	\$19,703.00
SAP 001-603-018	27	2501.502	15" GS PIPE APRON	EACH	\$185.00	34	0	\$0.00	44	\$8,140.00
SAP 001-603-018	28	2501.502	18" RC PIPE APRON	EACH	\$825.00	1	0	\$0.00	1	\$825.00
SAP 001-603-018	29	2501.502	24" RC PIPE APRON	EACH	\$995.00	5	0	\$0.00	7	\$6,965.00
SAP 001-603-018	30	2501.502	30" RC PIPE APRON	EACH	\$1,325.00	4	0	\$0.00	4	\$5,300.00
SAP 001-603-018	31	2501.502	22" SPAN RC PIPE-ARCH APRON	EACH	\$995.00	3	0	\$0.00	3	\$2,985.00
SAP 001-603-018	32	2501.502	28" SPAN RC PIPE-ARCH APRON	EACH	\$1,100.00	4	0	\$0.00	4	\$4,400.00
SAP 001-603-018	33	2501.502	18" GS SAFETY APRON	EACH	\$205.00	34	0	\$0.00	40	\$8,200.00
SAP 001-603-018	34	2501.502	30" GS SAFETY APRON	EACH	\$1,080.00	4	0	\$0.00	4	\$4,320.00
SAP 001-603-018	35	2501.503	15" CS PIPE CULVERT	L F	\$27.50	798	0	\$0.00	980	\$26,950.00
SAP 001-603-018	36	2501.503	18" CS PIPE CULVERT	L F	\$33.00	800	0	\$0.00	982	\$32,406.00

Contract Item Status											
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
SAP 001-603-018	37	2501.503	30" CS PIPE CULVERT	L F	\$61.00	124	0	\$0.00	124	\$7,564.00	
SAP 001-603-018	38	2501.503	28" SPAN RC PIPE-ARCH CULV CL IIA	L F	\$195.00	124	0	\$0.00	132	\$25,740.00	
SAP 001-603-018	39	2501.503	24" RC PIPE CULVERT DES 3006	L F	\$115.00	144	0	\$0.00	210	\$24,150.00	
SAP 001-603-018	40	2501.503	30" RC PIPE CULVERT DES 3006	L F	\$175.00	72	0	\$0.00	72	\$12,600.00	
SAP 001-603-018	41	2501.503	30" RC PIPE CULVERT DES 3006 CL III	L F	\$195.00	112	0	\$0.00	120	\$23,400.00	
SAP 001-603-018	42	2502.502	4" PRECAST CONCRETE HEADWALL	EACH	\$275.00	10	0	\$0.00	10	\$2,750.00	
SAP 001-603-018	43	2502.503	4" PERF PE PIPE DRAIN	L F	\$12.15	5505	0	\$0.00	5648	\$68,623.20	
SAP 001-603-018	44	2503.503	22" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$125.00	142	0	\$0.00	142	\$17,750.00	
SAP 001-603-018	45	2503.503	18" RC PIPE SEWER DES 3006	L F	\$72.00	801	0	\$0.00	726	\$52,272.00	
SAP 001-603-018	46	2503.503	24" RC PIPE SEWER DES 3006	L F	\$94.00	510	0	\$0.00	512	\$48,128.00	
SAP 001-603-018	47	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	\$2,450.00	7	0	\$0.00	7	\$17,150.00	
SAP 001-603-018	48	2506.602	ADJUST FRAME & RING CASTING	EACH	\$1,100.00	2	0	\$0.00	2	\$2,200.00	
SAP 001-603-018	49	2511.507	RANDOM RIPRAP CLASS III	C Y	\$85.00	123	0	\$0.00	185.6	\$15,776.00	
SAP 001-603-018	50	2531.503	CONCRETE CURB & GUTTER DESIGN S524	L F	\$23.00	4937	0	\$0.00	4924	\$113,252.00	
SAP 001-603-018	51	2540.602	MAIL BOX SUPPORT	EACH	\$115.00	27	0	\$0.00	32	\$3,680.00	
SAP 001-603-018	52	2545.501	LIGHTING SYSTEM	LS	\$9,000.00	1	0	\$0.00	1	\$9,000.00	
SAP 001-603-018	53	2554.502	END TREATMENT-TANGENT TERMINAL	EACH	\$3,650.00	4	0	\$0.00	4	\$14,600.00	
SAP 001-603-018	54	2554.503	TRAFFIC BARRIER DESIGN SPECIAL	L F	\$94.00	100	0	\$0.00	100	\$9,400.00	
SAP 001-603-018	55	2554.503	TRAFFIC BARRIER DESIGN B8338	L F	\$25.50	350	0	\$0.00	350	\$8,925.00	
SAP 001-603-018	56	2563.601	TRAFFIC CONTROL	LS	\$12,500.00	1	0	\$0.00	1	\$12,500.00	
SAP 001-603-018	57	2564.518	SIGN PANELS TYPE C	S F	\$61.00	464	0	\$0.00	463.05	\$28,246.05	

Contract Item Status											
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
SAP 001-603-018	58	2564.602	INSTALL SIGN	EACH	\$225.00	22	0	\$0.00	35	\$7,875.00	
SAP 001-603-018	59	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$110.00	9	0	\$0.00	9	\$990.00	
SAP 001-603-018	60	2573.503	SILT FENCE, TYPE HI	L F	\$2.20	10910	0	\$0.00	10029	\$22,063.80	
SAP 001-603-018	61	2574.508	FERTILIZER TYPE 3	LB	\$0.75	12355	0	\$0.00	8500	\$6,375.00	
SAP 001-603-018	62	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	S Y	\$1.65	5829	0	\$0.00	2426	\$4,002.90	
SAP 001-603-018	63	2575.505	SEEDING (P)	ACRE	\$330.00	35.3	0	\$0.00	35.3	\$11,649.00	
SAP 001-603-018	64	2575.505	DISK ANCHORING	ACRE	\$165.00	35.3	0	\$0.00	28.65	\$4,727.25	
SAP 001-603-018	65	2575.508	SEED MIXTURE 25-141	LB	\$4.25	2083	0	\$0.00	1641	\$6,974.25	
SAP 001-603-018	66	2575.509	MULCH MATERIAL TYPE 3	TON	\$275.00	71	0	\$0.00	65.55	\$18,026.25	
SAP 001-603-018	67	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$330.00	88.5	0	\$0.00	28	\$9,240.00	
SAP 001-603-018	68	2580.503	INTERIM PAVEMENT MARKING	L F	\$0.19	45346	0	\$0.00	54255	\$10,308.45	
SAP 001-603-018	69	2582.503	4" SOLID LINE MULTI COMP	L F	\$0.30	53091	0	\$0.00	60555	\$18,166.50	
SAP 001-603-018	70	2582.503	4" BROKEN LINE MULTI COMP	L F	\$0.30	1390	0	\$0.00	1120	\$336.00	
Base Bid Totals:								\$0.00		\$3,739,083.36	

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SAP 001-603-018	PARTICIPATING	\$0.00	\$3,739,083.36

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 001-603-018	BK	1	71	2573.603	WITHHOLDING FOR SILT FENCE	LIN FT	(\$1.10)	10910	0	\$0.00	10029	(\$11,031.90)
SAP 001-603-018	BK	1	72	2573.603	RELEASE FOR SILT FENCE REMOVAL	LIN FT	\$1.10	10910	0	\$0.00	10029	\$11,031.90

SAP 001-603-018	BK	1	73	2573.603	WITHHOLDING FOR STORM DRAIN INLET PROTECTION	EACH	(\$55.00)	9	0	\$0.00	9	(\$495.00)
SAP 001-603-018	BK	1	74	2573.603	RELEASE FOR STORM DRAIN INLET PROTECTION REMOVAL	EACH	\$55.00	9	0	\$0.00	9	\$495.00
SAP 001-603-018	BK	2	75	2574.605	WITHHOLDING FOR ERODIBLE SOIL	ACRE	(\$3,500.00)	35.3	0	\$0.00	17.16	(\$60,060.00)
SAP 001-603-018	BK	2	76	2574.605	RELEASE FOR TOPSOIL PLACEMENT	ACRE	\$1,750.00	35.3	0	\$0.00	17.16	\$30,030.00
SAP 001-603-018	BK	2	77	2574.605	RELEASE FOR MULCH PLACEMENT	ACRE	\$875.00	35.3	0	\$0.00	17.16	\$15,015.00
SAP 001-603-018	BK	2	78	2574.605	RELEASE FOR VEGETATION ESTABLISHMENT	ACRE	\$875.00	35.3	0	\$0.00	17.16	\$15,015.00
SAP 001-603-018	BK	3	79	2105.507	ROCK EXCAVATION	C Y	\$20.00	3.2	0	\$0.00	19	\$380.00
SAP 001-603-018	CO	1	80	2503.603	2" INSULATION	L F	\$10.00	1511	0	\$0.00	1575	\$15,750.00
SAP 001-603-018	CO	3	82	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	\$16.00	50	0	\$0.00	65	\$1,040.00
SAP 001-603-018	CO	3	83	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$4.00	40	0	\$0.00	736	\$2,944.00
SAP 001-603-018	CO	4	84	2563.601	TRAFFIC CONTROL	LS	\$11,533.67	1	0	\$0.00	1	\$11,533.67
SAP 001-603-018	CO	5	85	2575.509	MULCH MATERIAL TYPE 1	TON	\$185.00	12.66	0	\$0.00	12.66	\$2,342.10
SAP 001-603-018	CO	5	86	2575.509	MULCH MATERIAL TYPE 3	TON	(\$275.00)	7.56	0	\$0.00	0	\$0.00
SAP 001-603-018	CO	6	87	2545.601	RELOCATE STREET LIGHT	LS	\$2,310.00	1	0	\$0.00	1	\$2,310.00
SAP 001-603-018	CO	2	88	2104.504	REMOVE CONCRETE WALK	S Y	\$13.20	8	0	\$0.00	8	\$105.60
SAP 001-603-018	CO	2	89	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$24.20	20	0	\$0.00	20	\$484.00
SAP 001-603-018	CO	2	90	2104.601	SALVAGE PLAYGROUND EQUIPMENT	LS	\$275.00	1	0	\$0.00	1	\$275.00
SAP 001-603-018	CO	7	91	2501.603	8" PIPE CULVERT	L F	\$19.80	17	0	\$0.00	17	\$336.60
SAP 001-603-018	BK	4	92	2360.601	WEARING COURSE INCENTIVE	LUMP SUM	\$15,549.21	1	0	\$0.00	1	\$15,549.21
SAP 001-603-018	BK	5	93	2360.601	WEARING COURSE INCENTIVE	LUMP SUM	\$12,558.91	1	0	\$0.00	1	\$12,558.91
SAP 001-603-018	CO	8	94	2123.601	MISC. FORCE ACCOUNT WORK	LUMP SUM	\$3,717.83	1	0	\$0.00	1	\$3,717.83

SAP 001-603-018	CO	9	95	2123.601	MISC. FORCE ACCOUNT WORK	LUMP SUM	\$13,802.86	1	0	\$0.00	1	\$13,802.86
SAP 001-603-018	CO	10	96	2123.601	MISC. FORCE ACCOUNT WORK	LUMP SUM	\$2,193.36	1	0	\$0.00	1	\$2,193.36
SAP 001-603-018	CO	10	97	2501.502	INSTALL PIPE APRON	EACH	\$128.85	4	0	\$0.00	4	\$515.40
SAP 001-603-018	CO	10	98	2501.503	INSTALL PIPE CULVERT	LF	\$16.13	80	0	\$0.00	80	\$1,290.40
SAP 001-603-018	CO	11	99	2123.601	MISC. FORCE ACCOUNT WORK	LUMP SUM	\$10,180.94	1	0	\$0.00	1	\$10,180.94
SAP 001-603-018	CO	12	100	2123.601	MISC. FORCE ACCOUNT WORK	LUMP SUM	\$2,621.53	1	0	\$0.00	1	\$2,621.53
SAP 001-603-018	CO	13	101	2123.601	MISC. FORCE ACCOUNT WORK	LUMP SUM	\$3,355.09	1	0	\$0.00	1	\$3,355.09
SAP 001-603-018	CO	14	102	2123.601	MISC. FORCE ACCOUNT WORK	LUMP SUM	\$1,458.22	1	0	\$0.00	1	\$1,458.22
SAP 001-603-018	CO	14	103	2575.501	TURF ESTABLISHMENT	LS	\$825.00	1	0	\$0.00	1	\$825.00
SAP 001-603-018	CO	15	104	2583.601	TRAFFIC CONTROL	LS	\$4,081.44	1	1	\$4,081.44	1	\$4,081.44
Contract Change Totals:										\$4,081.44		\$109,651.16

Contract Total	\$3,848,734.52
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
15	Prior to setting up the detours for the project, the contractor was directed to add four advance warning signs that were not included in the original traffic control plan. The signs stated the date of the upcoming road closure and were placed at the junction of CSAH 3 and CSAH 5, the junction of CSAH 3 and 250th PL, the junction of CSAH 3 and CR 62, and the junction of CR 62 and CR 71. The contractor agreed to add the signs for the invoiced price of \$4,081.44.	\$4,081.44	\$4,081.44
14	After construction, a number of large rain events caused erosion issues in the filtration basins at Stas. 741+00 RT and 742+00 RT. The contractor was directed to mobilize back to the project site, retrieve sediment that was washed away from the filtration basin, reconstruct the backslopes of the basins, install salvaged riprap in the eroded areas, and re-establish turf. The contractor agreed to complete the repair work on a force account basis and to establish the turf on a lump sum basis. The total of force account costs incurred by the contractor, including the 10% prime allowance, was \$1,458.22. The lump sum amount for the turf establishment, including the 10% prime allowance, is \$825.00.	\$0.00	\$2,283.22
13	It was determined that riprap placed at Sta. 715+00 RT for creating a sediment trap would be better utilized at the outlet of the trail culvert at Sta. 638+50 to reduce sediment entering Rat Lake. The contractor was directed to salvage the riprap and place it in the new location. The contractor agreed to perform the work on a force account basis. After constructing the design trail and backslope at Sta. 763+50, an area developed with ground water seeping out of the slope causing soft and rutted conditions across the trail and ground to the back of the curb. The	\$0.00	\$3,355.09

	<p>contractor was directed to excavate a 80' trench, line it with geotextile type 5 fabric, place 4" draitile, and backfill with 1 1/2" washed rock. The draitile was connected to previously installed draitile that drained to the catchbasin structure at Sta. 763+92. The contractor agreed to perform the tiling work on a force account basis.</p> <p>Finally, the landowner desired to have the approach at station 1+05 LT on CR 63 moved further from the intersection with CSAH 3 and the County agreed. The County agreed to have a culvert installed and approach built at Sta. 0+00 on CR 63 to join in to the existing driveway and to obliterate the existing driveway from the new connection out to the end of its old alignment. The contractor agreed to install the approach pipe for contract prices and to perform the driveway obliteration on a force account basis.</p> <p>The total of all force account work is \$3,355.09. The Daily Equipment-Labor Rental Records and Summary of Daily Force Account forms are in the inspection file for documentation.</p>		
12	<p>After installing the centerline culvert at Sta. 697+84, it was determined that the culvert was designed too low for the natural drainage. The contractor was directed to remove the 58 LF of 28" Span RCPA and end sections and install 66 LF of 24" RCP Design 3006 and end sections. The design road grade was also raised from Sta. 695+00 to Sta. 705+00 to accommodate the new pipe elevation and to increase the separation from the wetland.</p> <p>The pipe culvert removal, aggregate bedding, 24" RC pipe culvert, geotextile fabric, and granular borrow were paid on the original contract line items. The contractor requested extra work on a force account basis for the construction and removal of the earthen dike required to dewater the excavation site.</p> <p>The total of force account expenses incurred during the construction and removal of the earthen dike is \$2,621.53. The Summary of Daily Force Account and Daily Equipment - Labor Rental Records are in the inspection file for documentation.</p>	\$0.00	\$2,621.53
11	<p>After installing the centerline culvert at Sta. 656+60 to plan location and elevation, it was determined that the culvert should be lowered to maintain the natural drainage in the area. The contractor was directed to salvage the 112 LF of 30" RCP and end sections, perform the excavation to the new elevation, and install the salvaged RCP. The contractor was also directed to reshape the drainage ditch near the inlet to the culvert and incorporate an existing beaver dam / earthen berm in to the road inslope. The contractor agreed to perform all work associated with the culvert lowering and ditch and inslope reshaping on a force account basis.</p> <p>The total of force account expenses incurred is \$10,180.94. The Summary of Daily Force Account forms and Daily Equipment - Labor Rental Records are in the inspection file for documentation.</p>	\$0.00	\$10,180.94
10	<p>During construction, it was determined that the approach at Sta. 652+40 RT needed to have a culvert installed and additional ditching to provide drainage for existing swales along the driveway. The County provided 36 LF of 12" CSP and 2 end sections. The contractor agreed to install the 12" CSP for \$16.13/LF, the 12" end sections for \$128.85/EA, and to perform the additional ditching on a force account basis.</p> <p>An existing approach at Sta. 763+50 was errantly missed on the plans and the County provided 44 LF of 15" CSP and 2 end sections for the approach. The contractor agreed to install the 15" CSP for \$16.13/LF and the 15" end sections for \$128.85/EA.</p> <p>It was also determined that extra ditching was required from approximately Sta. 709+00 to Sta. 714+00 RT to provide drainage from an existing drainage swale off the golf course at approximately Sta. 714+00 RT. The contractor agreed to perform the additional ditching on a force account basis.</p>	\$0.00	\$3,999.16

	<p>The total costs are \$709.72 for installation of 44 LF of 15" CSP, \$257.70 for installation of 2 15" end sections, \$580.68 for installation of 36 LF of 12" CSP, \$257.70 for installation of 2 12" end sections, and \$2,193.36 in force account costs for ditching.</p> <p>The Summary of Daily Force Account forms and Daily Equipment - Labor Rental Records are in the inspection file for documentation.</p>		
9	<p>During aggregate base operations, several soft areas developed that required extra excavation to correct unstable conditions below the planned subgrade and subcut elevations. Corrective work was required at Sta. 646+00, Sta. 629+15 to 631+15 LT, Sta. 629+40 to 631+15 RT, Sta. 691+70 to 696+05, and Sta. 709+75 to 710+97.</p> <p>The corrective work included salvaging the previously placed aggregate base and road embankment materials, excavating the unsuitable materials or to a depth of 1.5', placing geotextile fabric as necessary, backfilling with granular borrow or select grading materials, and replacing the salvaged road embankment materials and aggregate base.</p> <p>The contractor agreed to perform all work associated the corrective work on a force account basis. The total force account costs incurred performing this work is \$13,802.86. The Summary of Daily Force Account forms and Daily Equipment - Labor Rental Records are in the inspection file for documentation.</p>	\$0.00	\$13,802.86
8	<p>While staking the construction limits for the SAP 001-603-018 project, it was determined that the clear and grub contract SAP 001-603-020 did not remove enough trees in the intersection of CSAH 3 and 241ST PL and from approximately Sta. 736+00 to 738+00 RT.</p> <p>Also, after installing the trail crossover culvert at the plan location of 631+25 LT, it was determined that the culvert should be moved to Sta. 630+47 to better facilitate drainage in the intersection of CSAH 3 and 241ST PL.</p> <p>The contractor agreed to perform all work associated the extra clear and grub and culvert relocation on a force account basis. The total force account costs incurred performing this work is \$3717.83. The Summary of Daily Force Account forms and Daily Equipment - Labor Rental Records are in the inspection file for documentation.</p>	\$0.00	\$3,717.83
5	<p>In accordance with MnDOT Specification 2399 Pavement Surface Smoothness and Special Provisions S-27 (2360) Plant Mixed Asphalt Pavement and S-28 (2399) Pavement Surface Smoothness, the following ride incentive / disincentive was earned on the project. The total ride incentive is \$12,558.91.</p> <p>The IRI and ALR sheets and the summary sheets are in the inspection file for documentation.</p>	\$0.00	\$12,558.91
4	<p>In accordance with MnDOT Specification 2360 Plant Mixed Asphalt Pavement and Special Provision S-27 (2360) Plant Mixed Asphalt Pavement, the following density incentive / disincentive was earned on the project. The total density incentive is \$15,549.21.</p> <p>The density worksheets are in the inspection file for documentation.</p>	\$0.00	\$15,549.21
7	<p>During common excavation operations, it was determined that there would need to be a culvert under the ATV trail at Sta. 627+00 LT to allow an existing yard ditch to flow to the road ditch.</p> <p>The contractor agreed to provide and install 17 LF of 8" ductile iron pipe for the culvert for \$19.80 per LF for a total of \$336.60.</p>	\$0.00	\$336.60
6	<p>After the contractor completed the lighting system modification as per Plan Sheet 18 and the new intersection with TH 65, it was determined that the street light south of the CSAH 3 and TH 65 intersection should be moved approximately 35 feet north to match the distance the northern light is away from the intersection and provide a more even intersection illumination.</p>	\$0.00	\$2,310.00

	The contractor agreed to perform all work associated with the street light relocation for \$2,310.00.		
5	<p>Due to a short term limited supply, the contractor was not able to provide the Mulch Material Type 3 as specified in the contract. The contractor was able to provide Mulch Material Type 1 for the agreed upon price of \$185 per ton for areas in Segments 1 and 2 ready for permanent seed and to cover the remaining disturbed areas with temporary mulch.</p> <p>It was also agreed that the prime contractor would pay half the quantity of temporary mulch and disk anchoring required to temporarily stabilize the disturbed areas of the project that were not ready for permanent seeding.</p> <p>The quantity of Mulch Material Type 1 used for the permanent seeding and the County's portion of the temporary mulching was 12.66 tons. The contract is reduced by the 7.56 ton of Mulch Material Type 3 that was replaced with Type 1 for the permanent seeding.</p>	\$0.00	\$2,342.10
4	<p>In order to provide more representative signage for the detour route that the traffic is actually using, the engineer directed the contractor to adjust the detour plan signage to match the attached revised detour sheet for construction of Segments 2 and 3.</p> <p>The contractor agreed to revise the previously installed signs and to provide the additional traffic control for the lump sum price of \$11,533.67, including the prime allowance.</p>	\$0.00	\$11,533.67
3	<p>In order to help with sediment control measures, the contractor added 50 LF of flotation silt curtain in Rat Lake along the boat access off 241st PL. The contractor also added 20 LF of sediment control log, type wood fiber, to the outlet ends of culverts at Stas. 638+00 and 656+60.</p> <p>The contractor agreed to provide, install, maintain, and remove the temporary sediment control measures for the unit prices listed in MnDOT Special Provision S-282 (2573) Storm Water Management (Rolled Erosion Prevention Products). Special Provision S-282.5 lists the unit price of \$16.00 per LF for Flotation Silt Curtain, Type: Moving, 4 foot depth and \$4.00 per LF for Sediment Control Log, Type Wood Fiber.</p>	\$0.00	\$3,984.00
2	<p>While performing the common excavation operations along Parcel 4 from approximately Sta. 629+70 LT to approximately Sta. 631+00 LT, the contractor encountered concrete driveway pavement, concrete sidewalk, and an old schoolyard swing that needed to be removed from within the construction limits.</p> <p>The contractor agreed to perform the 20 SY of concrete pavement removal for \$24.20 per SY, the 8 SY of sidewalk removal for \$13.20 per SY, and the salvage of the schoolyard swing and concrete base for \$275.00 LS. The total of all the removal items in Parcel 4 is \$864.60.</p>	\$0.00	\$864.60
1	<p>In an attempt to reduce the heaving of shallow centerline culverts due to repeated freeze thaw cycles, Aitkin County directed the contractor to install 2" thick by 4' wide extruded rigid foam insulation under the coarse aggregate bedding of the center 40' on the centerline culverts at Stas. 648+00, 697+84, 752+71, 763+92, and 775+55. The insulation is also to be installed under the 1311' of storm sewer design 3006.</p> <p>The contractor agreed to provide and install the 2" thick by 4' wide extruded rigid foam insulation for the unit price of \$10.00 per LF.</p>	\$0.00	\$15,750.00
3	In accordance with MnDOT Specification 2105.5D.2, the contractor is paid an additional \$20.00 per cubic yard for materials defined as rock excavation throughout the project. The quantity of rock excavation will be updated as it is encountered on the project. A list of stations and dimensions is in the inspection file for documentation.	\$0.00	\$380.00
2	As per MnDOT Spec. 2574, a value of \$3500 per acre will be withheld for soils exposed to probable erosion. The withholding will be released as finishing and turf establishment operations proceed as per Table 2574-5.	\$0.00	\$0.00

	This backsheet will continue throughout the project and will be adjusted each month as necessary to comply with Spec. 2574.		
1	As per MnDOT Spec. 2573.5, 50% of the contract price for temporary sediment control devices will be withheld until removal of the devices. This backsheet will continue throughout the project and will be adjusted each month to comply with Spec. 2573.5.	\$0.00	\$0.00

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining
27	2501.502	15" GS PIPE APRON	2020-06-15	34 EACH \$1,972.37	34 EACH \$1,972.37	0 EACH \$0.00
29	2501.502	24" RC PIPE APRON	2020-08-21	1 EACH \$668.71	1 EACH \$668.71	0 EACH \$0.00
31	2501.502	22" SPAN RC PIPE-ARCH APRON	2020-08-21	2 EACH \$971.88	2 EACH \$971.88	0 EACH \$0.00
33	2501.502	18" GS SAFETY APRON	2020-06-15	36 EACH \$2,726.49	36 EACH \$2,726.49	0 EACH \$0.00
34	2501.502	30" GS SAFETY APRON	2020-06-15	4 EACH \$2,378.82	4 EACH \$2,378.82	0 EACH \$0.00
35	2501.503	15" CS PIPE CULVERT	2020-06-15	798 L F \$9,655.57	798 L F \$9,655.57	0 L F \$0.00
36	2501.503	18" CS PIPE CULVERT	2020-06-15	902 L F \$13,576.22	902 L F \$13,576.22	0 L F \$0.00
37	2501.503	30" CS PIPE CULVERT	2020-06-15	124 L F \$3,694.16	124 L F \$3,694.16	0 L F \$0.00
44	2503.503	22" SPAN RC PIPE-ARCH SEWER CL IIA	2020-08-21	96 L F \$6,163.93	96 L F \$6,163.93	0 L F \$0.00
46	2503.503	24" RC PIPE SEWER DES 3006	2020-08-21	80 L F \$2,687.27	80 L F \$2,687.27	0 L F \$0.00
47	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	2020-08-21	6 EACH \$6,252.08	6 EACH \$6,252.08	0 EACH \$0.00

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

ADOPTED May 10, 2022

By Commissioner: xx

20220510-xxx

Final Contract Payment-Contract No. 20204

WHEREAS, Contract No. 20204 has in all been completed, and the County Board being fully advised in the premises.

NOW THEREFORE BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Anderson Brothers Construction Company in the amount of \$42,527.97.

Commissioner xx 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 May 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of May 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: 5-10-22

Title of Item: MnDOT Master Partnership Contract No. 1050299

<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*
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Submitted by: John Welle	Department: Highway
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Presenter (Name and Title): NA	Estimated Time Needed: NA
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Summary of Issue:
 The current Master Partnership Contract No. 1028403 between Aitkin County and MnDOT has been in place since July 1, 2018 and expires on June 30, 2022. This contract is used to allow Aitkin County and MnDOT to work cooperatively to provide services to each other, and to provide a mechanism for payment of those services.

Attached is proposed Master Partnership Contract No. 1050299 that will be in effect from July 1, 2022 through June 30, 2027. The agreement language is identical to the previous agreement with only minor revisions, therefore legal review of the agreement was not requested.

Also attached is a resolution authorizing execution of the agreement.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Authorize by resolution.

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

**STATE OF MINNESOTA
MASTER PARTNERSHIP CONTRACT**

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the “State” and the Aitkin County, acting through its County Board, in this contract referred to as the “Other Party.”

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a “road authority” as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a “Work Order” contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into “Work Order” contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Contract

1. **Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms**
 - 1.1. **Effective Date:** This contract will be effective on July 1st, 2022, or upon the date last signed by all State officials as required under Minn. Stat. § 16C.05, subd. 2, whichever occurs last. The Other Party must not begin work under this Contract until ALL required signatures have been obtained and the Other Party has been notified in writing to begin such work by the State’s Authorized Representative.
 - 1.2. **Expiration Date.** This Contract will expire on June 30, 2027.
 - 1.3. **Exhibits.** Exhibit A is attached and incorporated into this agreement.
 - 1.4. **Work Order Contracts.** A work order contract must be negotiated and executed (by both the State and the Other Party) for each particular engagement, except for Technical Services provided by the State to the Other Party as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully

executed. The terms of this MPC will apply to all work order contracts issued, unless specifically varied in the work order. The Other Party understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.

- 1.5. **Survival of Terms.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.
- 1.6. **Sample Work Order.** A sample work order contract is available upon request from the State.
- 1.7. **Definition of "Providing Party" and "Requesting Party".** For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. "Requesting Party" is defined as the party requesting the other party to perform work under a work order contract. "Providing Party" is defined as the party performing the scope of work under a work order contract.

2. Technical Services

- 2.1. Technical Services include repetitive low-cost services routinely performed by the State for the Other Party. If requested and authorized by the Other Party, these services may be performed by the State for the Other Party without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.
 - 2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract (If you have questions regarding whether a service is covered under 2.1.1, please contact Contract Management).
- 2.2. The Other Party may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.
- 2.3. The State will promptly inform the Other Party if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State's normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.
- 2.4. **Payment Basis.** Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Other Party the State's then-current rate for performing the Technical Services. The then-current rate may include the State's normal and customary additives. The State will invoice the Other Party upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring a Work Order Contract

- 3.1. **Work Order Contracts:** A party may request the other party to perform any of the following services under individual work order contracts.
- 3.2. **Professional and Technical Services.** A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services "means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task." Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) cultural resources, engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing

relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party's professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

- 3.3. **Roadway Maintenance.** A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.
- 3.4. **Construction Administration.** A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party's own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.
- 3.5. **Emergency Services.** A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.
- 3.6. When a need is identified, the State and the Other Party will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although "on call" work orders may be prepared for certain types of services, especially for "Technical Services" items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced. The Other Party will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

- 4.1. **Terms Applicable to ALL Work Order Contracts.** The terms in this section 4.1 will apply to ALL work order contracts.
 - 4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.
 - 4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will

furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.

- 4.1.3. If the Other Party is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Other Party to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.
 - 4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.
 - 4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.
- 4.2. **Additional Terms for Roadway Maintenance.** The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.
- 4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.
 - 4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.
 - 4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.
- 4.3. **Additional Terms for Construction Administration.** The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.
- 4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.
 - 4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.
 - 4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.
 - 4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.
 - 4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.
 - 4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.
 - 4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.

- 4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.
- 4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Other Party will tender the processing and defense of any such claims to the State upon the State's request.
- 4.3.10. The Other Party must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.
- 4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.
- 4.3.12. If the Other Party is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:
 - a. The Other Party will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Other Party, or its contractor, if work is suspended or stopped due to any such condition or concern.
 - b. The Other Party will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.
 - c. The Other Party will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.
 - d. All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

- 5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.
- 5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).
- 5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.
- 5.4. The State will provide to the Other Party copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.
- 5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).
- 5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

- 6.1. In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

- 7.1. **Consideration.** The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.
- 7.2. **State's Maximum Obligation.** The total compensation to be paid by the State to the Other Party under all work order contracts issued pursuant to this MPC will not exceed \$250,000.00.
- 7.3. **Travel Expenses.** It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Other Party will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.

7.4. Payment

- 7.4.1. **Generally.** The Requesting Party will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.
- 7.4.2. **Payment by the Other Party.**
 - a. The Other Party will make payment to the order of the Commissioner of Transportation.
 - b. **IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE "INVOICE NUMBER" ON THE INVOICE RECEIVED FROM MNDOT.**
 - c. Remit payment to the address below:
 - MnDOT
 - Attn: Cash Accounting
 - RE: MnDOT Contract Number 1050299W[XX] and Invoice Number: 00000[#####]
 - (see note above)
 - Mail Stop 215
 - 395 John Ireland Blvd
 - St. Paul, MN 55155
- 7.4.3. **Payment by the State.**
 - a. **Generally.** The State will promptly pay the Other Party after the Other Party presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.
 - b. **Retainage for Professional and Technical Services.** For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Other Party has satisfactorily fulfilled all the terms of the work order contract.

8. Conditions of Payment

- 8.1. All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and

regulations. The Providing Party will not receive payment for work found by the Requesting Party to be unsatisfactory or performed in violation of federal or state law.

9. State's Authorized Representative and Project Manager

- 9.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.
- 9.2. The State's Project Manager will be identified in each work order contract.

10. Other Party's Authorized Representative and Project Manager

- 10.1. The Other Party's Authorized Representative for administering this master contract is the Other Party's Engineer, and the Engineer has the responsibility to monitor the Other Party's performance. The Other Party's Authorized Representative is also authorized to execute work order contracts on behalf of the Other Party without approval of each proposed work order contract by its governing body.
- 10.2. The Other Party's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

- 11.1. **Assignment.** Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.
- 11.2. **Amendments.** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 11.3. **Waiver.** If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.
- 11.4. **Contract Complete.** This master contract and any work order contract contain all negotiations and contracts between the State and the Other Party. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability

- 12.1. Each party will be responsible for its own acts and omissions to the extent provided by law. The Other Party's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

- 13.1. Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

- 14.1. **Government Data Practices.** The Other Party and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Other Party under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Other Party or the State.
- 14.2. **Intellectual Property Rights**

14.2.1. Intellectual Property Rights. The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. Obligations with Respect to Intellectual Property.

- a. **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
- b. **Representation.** The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

- 15.1. The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Other Party is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Other Party lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:
- 15.2. **Covered Contracts and Contractors.** If the Contract exceeds \$100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

- 15.3. **Minn. Stat. § 363A.36.** Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights (“Commissioner”) as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.
- 15.4. **Minn. R. Parts 5000.3400-5000.3600.**
- 15.4.1. **General.** Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor’s compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.
- 15.4.2. **Disabled Workers.** The Contractor must comply with the following affirmative action requirements for disabled workers:
- a. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
 - b. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - c. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - d. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
 - e. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
- 15.4.3. **Consequences.** The consequences for the Contractor’s failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.
- 15.4.4. **Certification.** The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers’ Compensation

16.1. Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. Publicity

17.1. **Publicity.** Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Other Party individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.

17.2. **Data Practices Act.** Section 17.1 is not intended to override the Other Party's responsibilities under the Minnesota Government Data Practices Act.

18. Governing Law, Jurisdiction, and Venue

18.1. Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. Prompt Payment; Payment to Subcontractors

19.1. The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Other Party lets a contract for work pursuant to any work order, the Other Party must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Other Party for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. Minn. Stat. § 181.59.

20.1. The Other Party will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. Termination; Suspension

21.1. **Termination by the State for Convenience.** The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Other Party. Upon termination, the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.2. **Termination by the Other Party for Convenience.** The Other Party may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State. Upon termination,

the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.3. **Termination for Insufficient Funding.** The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Other Party. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Other Party will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Other Party notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

22.1. Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Other Party consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Other Party to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

23.1. If any lawsuit or claim is filed by a third party (including but not limited to the Other Party's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Other Party will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Other Party will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Other Party will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Other Party, and will not be bound by the terms of any settlement entered into by the Other Party except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

24.1. NONE

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OTHER PARTY

The Other Party certifies that the appropriate person(s) have executed the contract on behalf of the Other Party as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____

Date: _____

Title: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

Exhibit A – Table of Technical Services
 Master Partnership Contract Program FY 2023-2027

Date: 3/28/2022

Source Code	Title	Description
1735	Bituminous Plant Inspection	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2855	Bridge Inspection Direct Support	Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance.
2828	Bridge Inspection-Federal Fund	All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.
2824	Bridge Inspection-Non-Federal	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
1421	Bridge Management System Operation/Administration/Data	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
2847	Bridge Poured/ Relief Joint Seal	All tasks associated with resealing bridge construction joints. Includes related traffic control. Related source type codes: Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance).
2829	Bridge Superstructure	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2316	Brush & Tree Removal	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
0032	Business Unit Management	All expenses of business/office managers for general management and administration of support functions. includes administering central facilities maintenance and facilities capital budgets.
3000	Class Of Frequency Coordination	Use for frequency coordination done with APCO, AASHTO or FCCA.

Source Code	Title	Description
1733	Concrete Plant Inspections	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with stationary concrete plants or mobile concrete paving plant inspection.
1734	Construction Materials Inspections	Performing construction phase material inspection and engineering, for structural steel, precast and pre-stressed concrete, reinforcement steel, and electrical products and related technical services in the field and office for materials to be used in multiple projects. Includes travel time, sampling, and sample delivery. Includes tasks related to reviewing shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices).
1802	Construction Surveying	Use for surveys to provide staking for the contractor's operations and for any other construction phase surveying
2106	Crack Sealing	All surface crack sealing, crack filling, or rout and seal operations. Includes related materials, hauling, stockpiling, and traffic control.
3023	Elec Comm Eq Rep - Miles	
0400	Equipment Calibration-Mat Insp	Use when performing periodic equipment calibration for equipment used in the materials lab or on construction projects.
1800	Field Inspection	All construction project field inspection (not cyclical inspection of assets), including preparatory plans & spec review, measurement, and verification other than environmental monitoring. Includes field inspection of materials such as gradations, densities/DCP, proctors, compaction, slump tests, and field air tests. Witnessing claims, determination and computation of pay quantities, materials control and certification for progress vouchers, but not for final payments. Includes collecting and transporting samples for lab tests, but not the actual laboratory verifications. Includes all construction phase project related activities for project and resident engineers such as problem resolution, guidance and direction to field technicians. Includes all miscellaneous field engineering expenses used by district offices such as space rental, utilities, or other costs charged to the construction project Includes all work associated with evaluation of implementation of intelligent compaction devices to determine if construction contract terms have been met.
1040	Final Design Surveys	All district field and office tasks needed to respond to supplemental "Requests for Survey Data" and add the data to the surveys base map or DTM.
0601	Gen Training Preparation - Delivery	Use for time, materials, and travel expenses when developing or delivering training. includes course preparation, designing materials, and managing training records.
2210	Guardrail-Install/Repair/Maintenance	Install, repair, or maintain low tension cable, plate beams, and end treatments; cable tension adjustments; and reflector replacement. includes related traffic control.
2624	Indirect Expense	Indirect shop expenses and shop equipment. Allocate to mobile equipment.
1871	Lighting Maintenance & Utilities	All work related to installing, maintaining, restoring, or removing highway lighting systems and fixtures. Includes repairing, maintaining, or replacing supports necessary for roadway lighting luminaries. Includes patrol highway lighting, inspect lighting structures, electrical service for highway lighting, re-lamping, pump stations, anti-icing systems, truck roll-over warning systems and electrical repairs. Includes traffic control in support of roadway lighting activities. Use for tasks related to public inquiries/complaints, review utility billings, provide data, and conduct field reviews.

Source Code	Title	Description
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
2660	Misc Revenue	Used only by Office of Financial Management for billing and deposit transactions and to record payments to the department for gravel sold to contractors and others.
2822	Miscellaneous Bridge Maintenance	Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes work on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
2406	Plowing & Material Application	Shoulder to shoulder snow removal operation, winging back, snow blowing drifts, and the application of de-icing chemicals using mobile equipment. Includes changing cutting edges during event and related traffic control.
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3007	Radio/Electronic System Engineering	Use for design of microwave, radio and miscellaneous electronic systems.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector" sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.

Source Code	Title	Description
2222	Sign/Delineation/Marker Repair	Replacing, repairing, and washing signs (including temporary stop signs). Includes re-sequencing intersection signing and repair/replace overhead and extrude signs mounted on I-beams. Includes related cable locates and traffic control.
1182	Soils/Foundation Field/Laboratory Tests	All laboratory testing necessary to provide geotechnical information to complete roadway soils recommendations and approvals for use in the development of Final Design Plans and Special Provisions. Lab work includes R-value, resilient modulus, soil classification, gradation, proctor testing, unconfined compression, consolidation, direct simple shear, direct shear, permeability and triaxial tests.
1879	State Furnished Materials	Use to record labor hours, equipment usage, and material costs to supply state furnished materials to a state road construction project with federal participation.
1738	State Project - Specific Materials Inspection	Performing material inspection and engineering for materials designated for a specific construction project (SP). Generally applies to inspection of such things as structural steel, prestressed concrete items, and most precast concrete items and related technical services in the field and offices when related to a particular SP. Use for SP specific tasks related to performing the review of shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering and technical services in the field and offices).
1434	Structural Metals Inspection-Non DOT	Reviewing shop drawings furnished by suppliers, fabricators, and contractors (working drawing or calculations), and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices) for local agency projects.
2629	Supplies & Small Tools	Shop tools, small equipment, and supplies that cannot be directly charged to a mobile equipment unit.
0152	Support Services	Work that supports general office management, system management such as entering data into SWIFT, PPMS, PUMA and other MnDOT systems, attending staff meetings and other indirect support activities.
1312	Tech Assist-Outside MnDOT	Use when providing technical assistance to an organization external to MnDOT.
3025	Tower/Building Maintenance	Use for all tasks related to the maintenance of a tower building or site. Includes towers, buildings, generators, LP system, fencing, landscaping, grounding, ice bridge, cable management, climbing ladders, card key systems, and HVAC.
1876	Traffic Counting	Use to record labor, equipment usage, and material costs for activities related to traffic counts made for statewide traffic monitoring or traffic operations. Includes all activities related to traffic counting, such as taking requests, assigning priorities, collecting field data, processing data, and developing new techniques for collection.
1501	Traffic Management System (TMS)	Used by traffic operations staff for all tasks that support the RTMC's operations center (or TOCC) providing traveler information, managing incidents and monitoring the FMS. Includes dynamic message sign maintenance, ramp meter maintenance, camera maintenance, and loop detection activities. Includes maintenance activities related to any ITS or TMS device such as RTMC cables, monitor wall, switchers, routers, or modems. Use to record all costs for maintenance activities related to traffic management fiber optics. Use for tasks related to maintaining traffic operations software including minor software enhancements and fixes. Use when providing traffic operations technical assistance external to MnDOT. Use with

Source Code	Title	Description
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1500	Traffic Mgt System Maintenance	Used by staff to maintain various Intelligent Transportation System (ITS) devices such as dynamic message signs, ramp meters, cameras, detection, cables, RICWS, video wall monitors, switches, routers or modems. Used to record all costs for maintenance activities related to traffic management fiber optics. Not to be used for Lighting or Traffic Signal maintenance.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
1870	Traffic Signal Maintenance	Work related to the structural repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.

By Commissioner: xx

20220510-xxx

Master Partnership Agreement

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

That Aitkin County enter into a Master Partnership Contract No. 1050299 with the Minnesota Department of Transportation, a copy of which was before the Board.

That the proper county officers are authorized to execute such contract, and any amendments thereto.

That the Aitkin County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the Aitkin County Engineer may execute such work order contracts on behalf of Aitkin County without further approval by this Board.

Commissioner xx 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 May 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of May 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: May 10, 2022

Title of Item: Veteran Services Office Update

<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: Penny Harms		Department: Veterans Services
Presenter (Name and Title): Penny Harms, CVSO		Estimated Time Needed: 15 minutes
Summary of Issue: Update on veterans Services Office.		
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

4A

Agenda Item #

Requested Meeting Date: May 10, 2022

Title of Item: Award Bid for Communications Project

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: <p>Economic Development staff, with collaboration and approval by the Aitkin County Economic Development Committee (ACEDC) requested proposals for the purpose of selecting a qualified firm to serve as communications consultant for the Economic Development Tourism and Recreation marketing plan. The purpose of the Economic Development Tourism and Recreation marketing plan is to develop a County marketing strategy to attract workforce, businesses and highlight the quality of life resources of the County.</p> <p>The scope of this project is to produce an Economic Development Tourism and Recreation Marketing Plan that will establish and execute the County and partner organizations' vision and promote the County's resources of recreation, tourism and quality of life. Four proposals were submitted. Companies submitting bids were Strateligent, Small Small Business, the Golden Shovel Agency and Global Investment Attraction Group.</p> <p>Golden Shovel: \$39,950 Strateligent: \$40,000 Small Small Business: \$38,500 Global Investment Group: \$35,000</p> <p>The ACEDC reviewed and interviewed candidates and recommend awarding Strateligent the bid for communications consulting.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve resolution to award Strateligent as the communications consultant for the Economic Development Tourism and Recreation marketing plan.		
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> ARPA funding has been approved for this project.		

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



AITKIN COUNTY ADMINISTRATION

Aitkin County Government Center
307 – 2nd Street NW, Rm. 316
Aitkin, MN 56431

Mark.jeffers@co.aitkin.mn.us
Phone: 218-927-7305
Cell: 218-513-6188

REQUEST FOR PROPOSALS FOR COMMUNICATION SERVICES RELATED TO AN ECONOMIC DEVELOPMENT TOURISM AND RECREATION MARKETING PLAN

Statement of Purpose

Aitkin County is requesting proposals for the purpose of selecting a qualified firm to serve as communications consultant for the Economic Development Tourism and Recreation Marketing Plan.

The purpose of the Economic Development Tourism and Recreation Marketing Plan is to develop a County marketing strategy to attract workforce, businesses and highlight the quality of life resources of the County.

Background Information

Aitkin County (pop. 15,886) is strategically located between the northern Minnesota urban centers of Brainerd, Grand Rapids and Duluth. Its largest industries are tourism, forest products and agriculture. Aitkin County has excellent public schools, well-developed transportation systems, and world class health care facilities.

Long famous for its recreational assets, it boasts an abundance of ATV, snowmobile and river trails, including the Axtell Technical Riding Area and ATV Park. Aitkin County is proud of its water destination lakes and rivers, including Mille Lacs Lake, one of Minnesota's most popular and prolific fishing destinations. The Mississippi River runs through the entire County, in fact, Aitkin County has more miles of the Mississippi than any other County in MN (103 miles).

<https://www.co.aitkin.mn.us/departments/economic-dev/economic-develop.html#gsc.tab=0>

Scope of Services and General Duties

The scope of this project is to produce an Economic Development Tourism and Recreation Marketing Plan that will establish and execute the County and partner organizations' vision and promote the County's resources of recreation, tourism and quality of life.

Elements of the Economic Development Tourism and Recreation Marketing Plan will include, but need not be limited to:

- County wide story promotion campaign
- Aitkin County story development
- Community communication plan for execution
- Branding creation and execution of our current tourism and recreation resources



- Branding creation and execution for workforce and business attraction
- Social media elements
- Communication timeline for execution

Proposal Form and Content

The proposal must, at a minimum, include the following:

Scope of Work Defined

The firms should present their understanding of the requirements of the project and present a task-by-task description of the work to be accomplished. Do not simply restate the scope of services.

Timeline

The firms are required to include a timeline for the project which will contain the approximate dates that portions of the project will commence and conclude.

Resumes

Identify person(s) with key responsibilities who will be assigned to work on the project, describe their role and duties for the project. Include the firm's current or past connections to Aitkin County.

Experience

Discuss demonstrated experience of the firm and the project team with projects of similar scope and magnitude as this project. Experience must be related to projects completed within the past five years.

Time and Budget Constraints

Demonstrate the ability of the firm to manage the project in a timely and cost effective manner. Although a specific deadline for the process has not been established it is the objective of Aitkin County to complete the update as soon as it may be practical to do so.

References

List of references relating to the projects completed for local governments over the last five years, with comparable characteristics to the project proposed by Aitkin County.

Fees

The proposal shall contain an overall anticipated cost for the project, understanding the preliminary budget is expected not to exceed \$40,000.



General Information

The firms shall submit proposals electronically to mark.jeffers@co.aitkin.mn.us and four (4) hard copies to:

Mark Jeffers
Economic Development
Aitkin County Government Center
307 – 2nd Street NW, Rm. 316
Aitkin, MN 56431

Closing Submission Date

Proposals must be submitted no later than 4:00 p.m. on Friday, January 28, 2022

Inquiries

Inquiries concerning this RFP should be directed to Mark Jeffers, Economic Development Coordinator Aitkin County, mark.jeffers@co.aitkin.mn.us

Conditions of Proposal

All cost incurred in the preparation of a proposal responding to this RFP will be the responsibility of the submitter and will not be reimbursed by Aitkin County.

Right to reject

Aitkin County reserves the right to reject any and all proposals received in response to this RFP.

Notification of Award

The decision of selecting successful consulting firm(s) to participate in interviews will be made within two-three weeks from the closing date of the receipt of proposals.

Schedule of Events

Aitkin County has developed the schedule of events below for selection process—the schedule is subject to change.

Request for Proposal release:

Deadline for Receipt of Proposals:

Proposal Review:

Interview(s) with Economic Development Committee

		strateligent		Small Small Business	
Criteria	Points	Points	Comments	Points	Comments
Organization experience, individual resume of experience	10	10	Solid resume	9	solid resume, good experience and local connection- Brielle Bredsten
References: related to our project	5	5	local references and examples	5	Good response and examples of like organizations
Scope of work defined: Process for identifying AC story and development process of the story	25	25	true understanding of our scope and need	25	Great assessment of need
Scope of work defined: Branding ideas and process	20	20	developed in community meetings	15	Detailed response but still some questions
Scope of work defined: Social Communication ideas and elements	10	9	website is a major push for them, subtracting one point	7	Detailed response but still some questions
Timeline: 12 month completion expectation	10	9	this may go longer than what is listed, many variables	9	1/2 of the expectation, is this too quick??
Time and Budget Constraints: ability of the firm to manage the project in a timely and cost effective manner	10	10		10	Great detail
Fees: \$40,000 expectation	10	8	\$40,000 including video and websites, additional available	10	\$38,500, 300 hours/\$125 hr, \$1000 added in for travel and administration
Total	100	96	Great presentation, very comfortable with this company	90	Brielle Bredsten is part of this organization and would be directly involved

		Golden Shovel		Global Investment	
Criteria	Points	Points	Comments	Points	Comments
Organization experience, individual resume of experience	10	10	good resume, much experience	7	limited staff, limited examples of work
References: related to our project	5	5	good references	2	website only, no examples of consulting plans or references
Scope of work defined: Process for identifying AC story and development process of the story	25	20	work defined is in great detail, too much emphasis on website	10	one meeting live?
Scope of work defined: Branding ideas and process	20	15	detailed response but still some questions	10	limited examples
Scope of work defined: Social Communication ideas and elements	10	10	good communication	7	offered but not explained
Timeline: 12 month completion expectation	10	10	solid timeline	10	meets timeline, limited investment and commitment
Time and Budget Constraints: ability of the firm to manage the project in a timely and cost effective manner	10	10	great detail	10	ok
Fees: \$40,000 expectation	10	9	\$39,950, tailoring the pricing to the expectation	10	\$35,000
Total	100	89	Solid design, maybe a little too	66	LinkedIn contact, San Diego with no local connection- hard to get to know us

A person wearing a red and black snow suit and helmet is riding a red snowmobile through a snowy forest. The snowmobile has "POLARIS" and "LINC" branding. The forest consists of tall, thin evergreen trees under a clear blue sky. The snow is bright white and appears to be a well-trodden path.

Strategic growth through intelligent design.



Aitkin County Economic Development through Ecotourism/Quality of Life
REQUEST FOR PROPOSAL
DATED: 01/27/22

LOCATION:
McGregor

Photo by Aaron Houtala, Stratelligent

The “purpose” of the Economic Development Tourism and Recreation Marketing Plan is to develop a County marketing strategy to attract workforce and businesses while highlighting the quality of life resources of the County.

Introducing a creative team that knows Aitkin County and the goodness it beholds.

Since 2015, strateligent has been steeped in Aitkin County storytelling. With our introduction to Mille Lacs Tourism during the walleye crisis, and following with McGregor Area Chamber of Commerce and Riverwood Healthcare Center. Living and working nearly on the Aitkin County line, we’ve had the ability to see much, learn much, and have resources already within our servers to begin telling the story of Aitkin County.

The largest challenge the above “purpose” faces is that of county-wide alignment. We’re happy to bring to the table great working relationships with two Aitkin County Chambers of Commerce, Riverwood Health Care Center, and our elected officials. We believe these relationships will help serve Aitkin County well in bridging vision, unity of mind, and voice.

This is not easy work. This is difficult work. It’s far more complicated than just taking a pretty photo or a nice video. It’s about people, aligning people and creating a spark to begin a movement that becomes a county-wide culture in time.

The good news is we’ve accomplished this “purpose” prior. Both in Cuyuna and in Washington State. Cuyuna, being our closest portfolio piece, showcases the relationship-building strategy, storytelling angle, and relentless vision of how to ensure the quality of local life, is known, understood, and deeply desired by the potential future residents, business owners, and their workforce.

We as Strateligent would love to assist Aitkin County on behalf of this “purpose.” Our goal is for Aitkin County to be the strongest it possibly can be. When this happens, our clients of Mille Lacs Area Tourism Council, McGregor Area Chamber of Commerce, and Riverwood Healthcare Center will also flourish.

Thank you for considering our proposal. We look forward to chatting more.

Best Regards,



Aaron W. Hautala
Creative Director, Owner

LOCATION:
Daisy Street
(Switzerland Trail)

Photo by Aaron Hautala, Strateligent





LOCATION:
NE Shore
Lake Mille Lacs

Photo by Aaron Houtala, Stratigent

Scope of Work Defined

<p>Aitkin County Economic Development through Ecotourism/Quality of Life Communication Plan: This is the necessary work to unify the County as a whole upon a single plan of action in terms of economic development. 1) Input sessions with Aitkin County economic development stakeholders a) Cities, townships b) Chambers c) Recreation user-groups (ATV, Snowmobile, Fishing, Cycling, Birding, etc) d) Aitkin Growth, major employers e) IRRR f) Elected officials (county/state/federal) g) Local residents with influencing potential 2) Creation of the Aitkin County Economic Development through Ecotourism/Quality of Life: a) Positioning statement b) Elevator speech c) Tagline d) Communication plan</p>	<p>40 hours \$10,000.00</p>	<p>\$40,000.00</p>
<p>Aitkin County Economic Development Website 1) See page 4 for sample microsite page content 2) Organic SEO (Search Engine Optimization) to have the ability to be found via Google searches for jobs/economic opportunity in Minnesota</p>	<p>120 hours \$15,000.00</p>	
<p>Aitkin County Economic Development :30 Video - Motorized Trails (ATV/UTV-Summer & Snowmobile-Winter) 1) To be used on Aitkin County economic development website, to also provide to regional stakeholders to use in their tourism, workforce recruitment strategies 2) Price contingent on our existing Aitkin County clients allowing us to use our existing footage on this new project</p>	<p>40 hours \$5,000.00</p>	<p>\$40,000.00</p>
<p>Aitkin County Economic Development :30 Video - The Water (Lake Mille Lacs, Big Sandy, Cedar Lake) 1) To be used on Aitkin County economic development website, to also provide to regional stakeholders for use in tourism and workforce recruitment strategies 2) Price contingent on our existing Aitkin County clients allowing us to use our existing footage on this new project</p>	<p>40 hours \$5,000.00</p>	
<p>Aitkin County Economic Development :30 Video - Our World River, Our Wildlife Reserve, Our State Park 1) To be used on Aitkin County economic development website, to also provide to regional stakeholders for use in tourism and workforce recruitment strategies</p>	<p>40 hours \$5,000.00</p>	
<p>Aitkin County Economic Development Statewide Public Relations Campaign 1) Releasing the news of the County to local, county, and statewide news media agencies to promote their outlets telling our story</p>	<p>20 hours \$2,500.00</p>	<p>If an additional budget is available, or one video (above) could be deleted.</p>
<p>Aitkin County Economic Development Minneapolis/St. Paul Social Media Campaign 1) Targeted entrepreneurs in the Minneapolis/St. Paul marketplace who will naturally align with the brand culture of Aitkin County</p>	<p>20 hours \$2,500.00</p>	



Sample Website Sitemap

Aitkin County Economic Development Website Page Content, Site Strategy

Home (SEO Optimized)	Business Development	Business News	Lake Life	Recreation	Life	Contact
	<p>Starting a business in Aitkin County (SEO Optimized)</p> <p>List of Major Employers</p> <p>Transportation / Location</p> <p>Opportunity Zone Info</p> <p>AC Opportunity Zones</p> <p>Financing in Aitkin County</p> <p>Grants (IRRR, other)</p> <p>Lean Startup Innovation Certificate Program</p>	<p>Ongoing blog of Aitkin County business news, recognition, awards</p>	<p>Overview (SEO Optimized)</p> <ul style="list-style-type: none"> • Link to Mille Lacs Tourism • Link to Aitkin Area Chamber • Link to McGregor Area Chamber • Link to Hill City Chamber 	<p>Motorized Trails (ATV + Snowmobile) (SEO Optimized)</p> <p>Human Powered Trails (Walking, Bicycle, Paddle, Hiking, Snowshoeing) (SEO Optimized)</p> <p>Wildlife Preserve (Birding) (SEO Optimized)</p> <p>Savanna Portage State Park (SEO Optimized)</p> <p>Hunting (Public Land) SEO Optimized</p>	<p>Broadband</p> <p>K-12 Schools (Aitkin, McGregor, Hill City) (SEO Optimized) Links to schools</p> <p>Healthcare (Riverwood) (SEO Optimized) Link to Riverwood</p> <p>Law Enforcement (City, County, State) Links</p> <p>Cities (Links to Aitkin, McGregor, Hill City, McGrath, and Tamarack)</p> <p>Townships (Link to 40 different townships)</p>	
1 page	8 pages	1 page	1 page	5 pages	6 pages	1 page
<p>23 total website pages</p> <p>10 total website pages optimized for SEO (Search Engine Optimization) Google</p>						

All words, descriptions, ideas, and phrases within this proposal are the intellectual property of strateligent® and may not be used in any form without the written permission of strateligent®. All rights reserved. Content usage rights transfer to Client once payment is received in full.





LOCATION:
Hill City

Photo by Aaron Hautala, Strateligent

Timeline

- 1) Aitkin County Economic Development through Ecotourism/Quality of Life Communication Plan
 - 30 working days from the first date of the proposal being accepted by Aitkin County, and initial 50% down payment being received (\$20,000)
- 2) Aitkin County Economic Development Website
 - 60 working days after the Communication Plan has been developed, 90 working days after the proposal has been approved
- 3) Aitkin County Economic Development :30 Video - Motorized Trails (ATV/UTV-Summer & Snowmobile-Winter)
 - 30 working days after the Communication Plan has been developed, 60 working days after the proposal has been approved
- 4) Aitkin County Economic Development :30 Video - The Water (Lake Mille Lacs, Big Sandy, Cedar Lake, Hill Lake; example only)
 - 45 working days after the Communication Plan has been developed, 75 working days after the proposal has been approved
- 5) Aitkin County Economic Development :30 Video - Our World River, Our Wildlife Reserve, Our State Park
 - 60 working days after the Communication Plan has been developed, 90 working days after the proposal has been approved
 - Remaining 50% balance, \$20,000 invoiced to Aitkin County
- 6) Additional / Optional Added Cost: Aitkin County Economic Development Statewide Public Relations Campaign
 - To be deployed upon the live launch of the website, 90 working days after the proposal has been approved
- 7) Additional / Optional Added Cost: Aitkin County Economic Development Minneapolis/St. Paul Social Media Campaign
 - To be deployed upon the live launch of the website, 90 working days after the proposal has been approved

Aaron W Hautala - Creative Director, Owner
22777 Agate Shores Road, Deerwood, MN 56444
218-454-3210 ext 800
strateligent.com
aaron@strateligent.com





LOCATION:
Town Line
Lake Road

Photo by Aaron Hautala, Strateligent

Resumes

Our communication services full-time employees



Aaron Hautala, Creative Director

More than 25 years of experience in the advertising and public relations industry. Leads the work with the client, understanding goals, challenges, opportunities, and the steps forward to accomplish the goal. Internationally recognized speaker on communication and brand building, with comprehensive background in the government, healthcare, education, technology, and community development sectors.



Heidi Lake, Project Manager

More than 18 years of communication experience. Oversees the entire operation, from creating and managing project schedules, to keeping communication moving forward between staff, clients, partners, and producers. Experienced in strategizing digital marketing plans, analyzing campaign data, public relations, and media management.



Jodi Schwen, Copywriter/ Social Media Specialist

More than 30 years writing and editing experience, with an M.A. degree in communication. Skilled in social media management against multiple networks, complete with analytics and metrics of conversion success.



Steph Swanson, Copywriter/Digital Advertising Specialist

More than five years of writing experience, specializing in making complex subjects more understandable. Skilled in executing digital advertising against platforms of search, display, geofence, retargeting, eMail, and paid social media, complete with analytics and metrics of conversion success.



Emalee Hedberg, Website Design and Development

Eight years in the advertising industry. Skilled in print design, layout and production, website design and development, hand-drawn typography, and photo capture/editing.



Cory Johnson, Website Design and Development, Video and Drone Pilot

Seven years in the advertising industry. Skilled in print graphic design, video capture/editing, website design and development, and graphic animation editing.

Aitkin County Working Relationship

To date, our firm has established a working relationship with Aitkin County in regard to Aitkin County Public Health and Aitkin County Child and Teen Checkups. Additionally, through our work experience with the Mille Lacs and McGregor markets, we have collaborated with the Aitkin County Land Department in an effort to understand the size and scope of Aitkin County's public lands.



Client Reference:

Jodi Crowell
Executive Director
(320) 676-9972
Jodi@millelacs.com

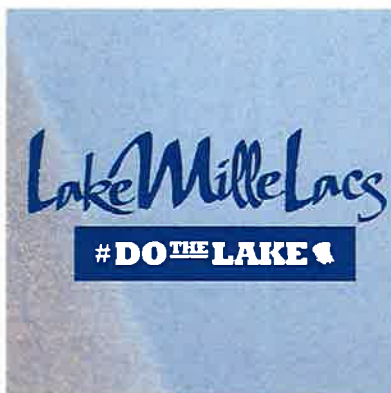
Senator Carrie Ruud
651-296-4913
Sen.Carrie.Ruud@senate.mn

Representative Dale Lueck
218-232-5582
Rep.Dale.Lueck@house.mn

Economic Development Experience - Minnesota

Mille Lacs Area Tourism Council, Lake Mille Lacs Scenic Byway

- A renowned fishing destination started experiencing an economic downturn when changes in walleye fishing regulations reduced the number of visiting anglers.
- We were tasked to develop new positioning and showcase new tourism opportunities to complement the already strong fishing base.
- We met with community members, business owners, elected officials, Mille Lacs Area Tourism, Mille Lacs Corporate Commission, Explore Minnesota, and the Mille Lacs Band of Ojibwe. Once everyone was aligned on the goals and strategy in achieving those goals, we created a communication plan to reposition the area—focusing on tourism draws that had been overlooked—trophy bass fishing, rich Native American culture and history, and exciting outdoor recreation, such as kiteboarding, ATViing, snowmobiling, and two state parks.
- The #DoTheLake campaign used digital ads, video, social media, photography, radio, billboards, targeted email marketing, year-around blogs, state-of-the-art drone video footage, and search-engine optimized web copy to draw awareness to these hidden tourism gems.
- Today, Lake Mille Lacs is a nationally recognized, top destination for smallmouth bass fishing, kiteboarding, and as a Minnesota ATV hotspot.
- This campaign won the Explore Minnesota Tourism Award.



Logo and tagline development



Website development



Recreation retailing



Recreation videos



Client Reference:

Kari Horbacz
Executive Director
218-768-3692
chamber@mcgregormn.com

Economic Development Experience - Minnesota

McGregor Area Chamber of Commerce

- McGregor, as a destination, needed an identity, positioning, and a plan to strategically use their marketing budget. We delivered all three. Based on conversations with local business owners and residents, we built the McGregor Area brand. A logo, a tagline, a new website, outdoor advertising, targeted digital display, and tourism photography and videos that made it all happen.
- When the pandemic hit, lockdowns followed—as did the concept of social distancing. Being an outdoor recreation destination, people could still safely enjoy McGregor—we just had to tell them. Our team met with the Executive Director and in 30 minutes we completely reworked their communication plan. This pivot refocused messaging to position McGregor as the social distance vacation destination, and the campaign included creating custom decals and a fun t-shirt.



Logo development



Website development



Recreation retailing



Recreation videos



Client Reference:

Lisa Kruse
PR and Marketing Supervisor
218-927-5557
lkruse@rwhealth.org

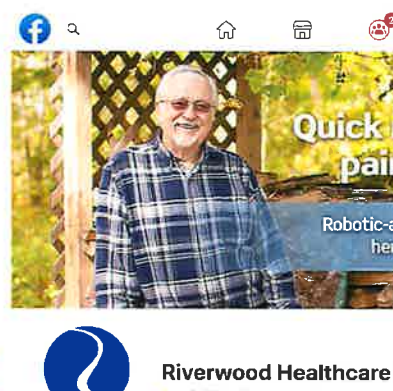
Economic Development Experience - Minnesota

Riverwood Healthcare Center

- What does consistency across all communication, strengthening positioning, and deploying strategic, digital and traditional campaigns do for a rural hospital? It sets record patient volumes in Surgery and Family Medicine. After just three years. And on top of it all, during a pandemic.
- Using our annual communication plans and purposeful messaging across patient testimonial videos, digital display ads, and traditional outdoor media has helped patients see Riverwood as a center for surgical excellence—a true healthcare destination—in rural Minnesota.



Website development



Social Media Development



Health topic videos



References:

Senator Carrie Ruud
651-296-4913
Sen.Carrie.Ruud@senate.mn

Representative Dale Lueck
218-232-5582
Rep.Dale.Lueck@house.mn

Crow Wing County Commissioner Doug Houge
218-330-0734
Doug.Houge@crowwing.us

Tim Houle
Administrator - Crow Wing County
(218) 824-1067
CoAdmin@crowwing.us

Economic Development Experience - Minnesota

Cuyuna Adventure Town USA®

- Over \$6,000,000 successfully advocated for in State and local fundraising for infrastructure and trail development
- 20+ new businesses within 10 years
- Increased the Cuyuna Country State Recreation Area cycling attendance by over 1,000% in 10 years
- Made possible the City of Crosby to be recognized by Outside Magazine as a Top Place to Live in the United States
- Made possible for the Cuyuna region to be recognized as a Top 25 Places to Visit in the World Right Now by Outside Magazine
- Assisted Graphic Packaging International in Crosby in recruiting 70 additional employees in 2020 to keep up to their international manufacturing orders
- Assisted in gaining a five-page special section on Cuyuna in the Star Tribune



Logo and tagline development



Website development



Map/Route creation for smart phone use



Recreation videos and merch



Client Reference:

Tim Houle
Administrator - Crow Wing County
(218) 824-1067
CoAdmin@crowwing.us

Economic Development Experience - Minnesota

Crow Wing County

- Crow Wing County refreshed their brand to better serve their residents—a new logo, engaging signage at each of their County managed properties, and practical, yet captivating, informational materials. Communication with purpose. Usable. Functional. Successful.
- Our work with Land Services helped more people learn about water management and discover Crow Wing County's outdoor access and recreational opportunities. For the sheriff's office, we developed a recruitment microsite to deliver the right message to potential job candidates—complete with live-action, documentary-style videos shot on-location.



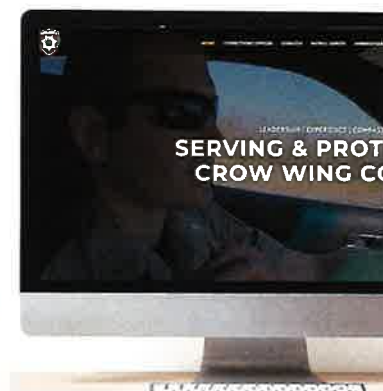
Natural Resources Collateral



Recreation Wayfinding, Entry Points



Recreation Communication



Recruitment Website



Time and Budget Constraints

Timelines

The sample timelines provided on page 5 are based upon our contracted client projects as of 01/27/2022. Production schedules are subject to change.

Fiscal Sustainability

In the first year of this work, the majority of the budget is appropriated to the building the Aitkin County economic development brand (communication plan, website, videos). Additional public relations and digital advertising will be necessary in years 2, 3, 4, etc., to allow Aitkin County to achieve the goals desired. Considering past work, we estimate a total of 3 to 5 years of consistent social, digital, and public relations communication for the effects of this plan to be substantially felt within Aitkin County.

Budget

Project website and video projects are based upon our current Aitkin County clients (Mille Lacs Tourism, McGregor Area Chamber of Commerce, Riverwood Health Care Center) allowing us to use already created photography and video within the tools of this video project. Additional video content will also need to be captured.

Scheduling / Project Management

Stratelligent provides more than advertising and marketing collateral—we give clients a strategic plan to communicate with purpose, improve their communities, and get results. As a full-stack digital marketing agency, we're able to execute any mix of digital marketing and traditional campaigns—copywriting, graphic design, ecommerce, SEM, SEO, SMM, email, web design, video production, drone video/photography, as well as traditional print, radio, outdoor, and live events.

When a new project is requested, the process often begins with a kickoff meeting between the client (Aitkin County) and the Stratelligent creative director. Once the direction and concept of the project are decided, the creative director discusses the details with the Stratelligent project manager and the project(s) are entered into Basecamp, our online project management system. From there, the project is scheduled for our creative team to begin. Clients and partners are invited to the Basecamp project to monitor timelines, communication, and files, including proofs. Throughout the project, our project manager guides the projects from the helm of Basecamp, ensuring the assigned team members are able to accomplish the tasks as assigned.

Analytics

Website data is reviewed regularly throughout the campaign, with monthly reporting, analysis, and recommendations sent to the client. We review specific campaign performance data to see how people are engaging with our site content, as well as website data in Google Analytics to determine the actions people are taking once arriving on the landing page.

When launched, digital campaign success is determined based on campaign objectives. For example, digital display campaigns are evaluated based on impressions (awareness-building). Search campaigns are evaluated based on actionable conversions (such as clicks on "Start a Business in Aitkin County") as these ads are being served to customers who are already actively seeking out a particular product or service. We also analyze click-through rate (CTR) to determine if our ads are resonating with and reaching the right audiences. We also have the ability to track public relations efforts through the website analytics.

LOCATION:
Aitkin Lake

Photo by Aaron Houtala, Stratelligent



Award Bid for Communications Project

WHEREAS, Aitkin County requested proposals for the purpose of selecting a qualified firm to serve as communications consultant for the Economic Development Tourism and Recreation marketing plan.
AND

WHEREAS, four proposals were submitted. Companies submitting bids were Strateligent, Small Small Business, the Golden Shovel Agency and Global Investment Attraction Group. **AND**

WHEREAS, The Aitkin County Economic Development Committee (ACEDC) reviewed and interviewed candidates and recommend awarding Strateligent the bid for communications consulting.

NOW, THEREFORE, BE IT RESOLVED, that Aitkin County awards Strateligent to be the communications consultant for the Economic Development Tourism and Recreation marketing plan at a cost no higher than \$45,000.

BE IT FURTHER RESOLVED, the County certifies authorization to Mark Jeffers, Economic Development Coordinator, to facilitate this project.

Commissioner XXXXX 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 May, 2022 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of May, 2022

Jessica Seibert
County Administrator



Aitkin
County

Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: 5-10-22

Title of Item: Resolution of Support for RSTG Grant Application - US Hwy 169

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

Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 10 minutes
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Summary of Issue:
MnDOT is planning for resurfacing and shoulder widening work on the 24-mile segment of US Hwy 169 from the Mississippi River bridge to TH 200 in Hill City in 2027.

The Rural Surface Transportation Grant grant program within the Multimodal Project Discretionary Grant Opportunity provides federal funding for construction projects with significant national or regional impact or to improve or expand the surface transportation infrastructure in rural areas. Since US Hwy 169 is an important freight corridor for northern Minnesota, and given that this segment of highway has one of the highest fatal crash rates in the entire state, MnDOT Districts 1 and 3 are working to secure discretionary grant funding for this project. As part of the application packet, they have requested a resolution of support from Aitkin County.

Note that my office is also working to obtain the same resolution of support from Itasca County and the cities of Aitkin, Palisade, Hill City, and Grand Rapids.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt attached resolution of support.

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

By Commissioner: xx

20220510-xxx

US HWY 169 RSTG Grant Application

WHEREAS, US Highway 169 in Aitkin County is part of the National Highway System (NHS) and is an important regional, statewide and national freight corridor serving the agricultural, forestry, mining, manufacturing, retail, and tourism industries, and

WHEREAS, the 24-mile segment of US Highway 169 from the Mississippi River bridge to Minnesota Trunk Highway 200 does not meet geometric safety standards for shoulder width and slopes within the recovery area, and

WHEREAS, the lack of paved standard-width shoulders on the 24-mile segment of US Highway 169 from the Mississippi River bridge to Minnesota Trunk Highway 200 represents a severe freight safety gap in the US Highway 169 corridor, as the entire remainder of this NHS corridor has wide paved shoulders in place, or is programmed to receive such improvements, and

WHEREAS, the 24-mile segment of US Highway 169 from the Mississippi River bridge to Minnesota Trunk Highway 200, based on available crash and traffic data, has a fatal crash rate of over 2.1 per 100 million vehicle miles traveled over the past ten years, which is one of the highest rates of any NHS highway segment in the northern region of Minnesota and over 250 percent above the median crash rate for NHS routes in the northern region of Minnesota, and

WHEREAS, the 24-mile segment of US Highway 169 from the Mississippi River bridge to Minnesota Trunk Highway 200 was identified in the 2019 District 1 Freight Plan as one of only four segments in District 1 with an overlap between stakeholder-identified safety needs and data-identified safety needs, and

WHEREAS, the 24-mile segment of US Highway 169 from the Mississippi River bridge to Minnesota Trunk Highway 200 was identified in the 1998 Trunk Highway 169/210 Corridor Study prepared by MnDOT District 3 as needing wider shoulders to address freight movement and safety concerns, and

WHEREAS, the 24-mile segment of US Highway 169 from the Mississippi River bridge to Minnesota Trunk Highway 200 is currently scheduled to be programmed for resurfacing and shoulder widening improvements in 2027, and

WHEREAS, the Rural Surface Transportation Grant (RSTG) Program within the Multimodal Project Discretionary Grant Opportunity exists to provide funding to construction projects with significant national or regional impact or to improve or expand the surface transportation infrastructure in rural areas, and

WHEREAS, an application for the RSTG Program is being submitted by MnDOT Districts 1 and 3 for resurfacing and shoulder widening on the 24-mile segment of US Highway 169 from the Mississippi River bridge to Minnesota Trunk Highway 200.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners strongly supports the RSTG application being submitted for the 24-mile segment of US Highway 169 from the Mississippi River bridge to Minnesota Trunk Highway 200.

BE IT FURTHER RESOLVED, in the event that the RSTG application is not successful, that the Aitkin County Board of Commissioners strongly supports the continuing efforts of MnDOT Districts 1 and 3 to construct the long overdue shoulder widening improvements on the 24-mile segment of US Highway 169 from the Mississippi River bridge to Minnesota Trunk Highway 200 in 2027.

Commissioner xx 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 May 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10th day of May 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: 5-10-22

Title of Item: MnDOT Cooperative Construction Agreement No. 1049576

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

Submitted by: John Welle	Department: Highway
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 10 minutes
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Summary of Issue:

At the April 28, 2020 County Board of Commissioners meeting, the Board approved by consensus that improvements to the intersection of Aitkin County Road 54/56 and US Hwy 169/Trunk Highway 210 be made as part of the MnDOT reconstruction project on US Hwy 169/TH 210 in this area. These improvements would be enabled through a cooperative construction agreement with Aitkin County paying 50% of the cost of the improvements. At the time, it was estimated that Aitkin County's cost would be \$35,000 to \$50,000. The written summary of the proposed improvements that was prepared for the April 28, 2020 discussion is attached for reference.

Attached is Cooperative Construction Agreement No. 1049576 that has been developed by MnDOT to accomplish this work. Based on updated cost estimates, Aitkin County's cost of this work has increased to an estimated \$70,557.27, which will be further adjusted upon the determination of final bid unit prices.

This agreement has been reviewed by the County Attorney's office and has been found to be appropriate as to form and content.

Attached is a resolution authorizing execution of this agreement.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Authorize by resolution.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 70,557.27

Is this budgeted? Yes No *Please Explain:*

Costs will be budgeted as part of the 2023 Capital Infrastructure Budget.

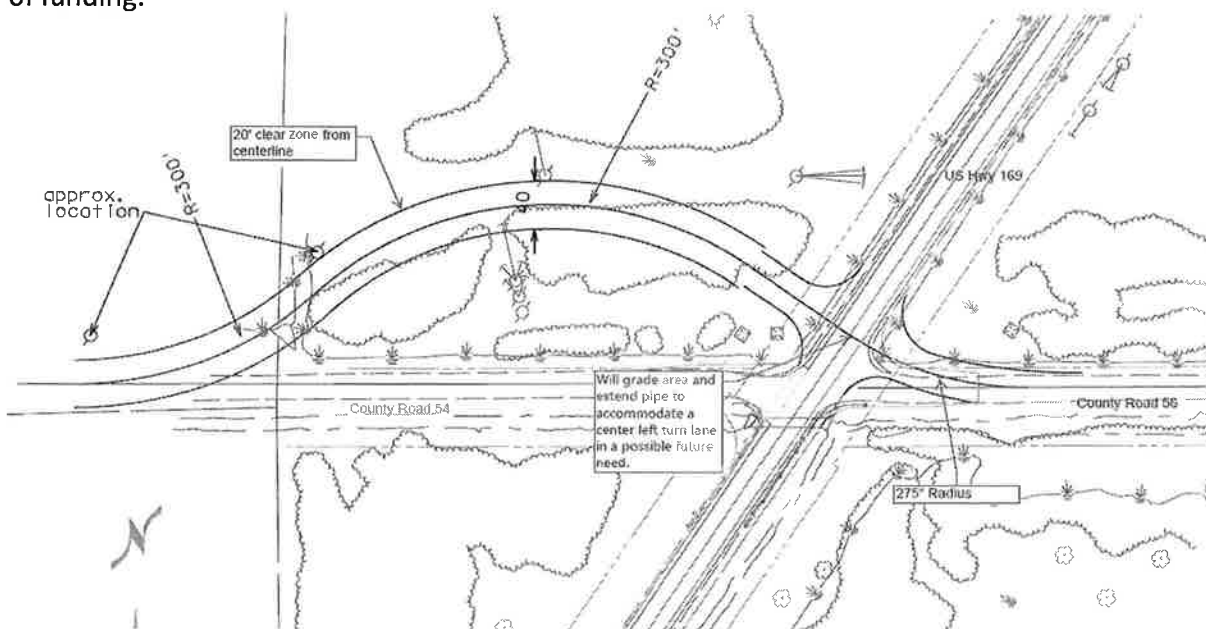
**Attachment
For
US Hwy 169 - CR 54 – CR 56 Intersection**

Summary:

The MnDOT project manager for the US Hwy 169 project has been in contact with my office regarding citizen comments received during the project open house on January 23, 2020. During that event, at least two residents identified safety concerns with the intersection of US Hwy 169 – CR 54 – CR 56 located approximately six miles north of Aitkin. As shown in the drawing below, this is a skewed intersection, which can make it difficult for motorists to see approaching traffic on the highway. To correct the skewed angle of the intersection, approximately 1,000 feet of the approaches on CR 54 to the west and CR 56 to the east would need to be realigned as also shown on the drawing.

Because of the very low traffic volumes (less than 100) on these county roads and the lack of crash history, MnDOT has informed us that these improvements would only be made under a cooperative construction agreement whereby Aitkin County would pay 50% of the cost of the improvements on CR 54 and CR 56. That cost has been estimated at \$70,000 to \$100,000. This work would happen as part of the US Hwy 169 construction project in 2022, with MnDOT providing all necessary engineering work including permitting and right of way acquisition.

Consensus is being requested to have MnDOT include these improvements in their project, with costs to be shared through a future cooperative construction agreement. The costs of this project would be added to our 2022 capital road improvement program and paid as part of the annual \$600,000 levy for county road construction. This \$35,000 to \$50,000 cost will reduce the amount of funding available for other projects and may contribute to 2023 and 2024 projects being delayed due to lack of funding.



**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
AITKIN COUNTY
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (SP): Trunk Highway Number (TH): State Project Number (SP): Trunk Highway Number (TH): Federal Project Number: Bridge Number: Bridge Number:	<u>0119-30</u> <u>210=002</u> <u>0116-49</u> <u>169=035</u> <u>CRRSAA 0122(152)</u> <u>01006</u> <u>01004</u>	Estimated Amount Receivable <u>\$70,557.27</u>
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This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and Aitkin County, acting through its Board of Commissioners ("County").

Recitals

1. The State will perform grading, bituminous and concrete surfacing, lighting, Americans with Disabilities Act (ADA) improvements, box culvert, and Bridge No. 01006 and No. 01004 construction and other associated construction upon, along, and adjacent to Trunk Highway No. 210 from the Ripple River to the Trunk Highway No. 169 north junction according to State-prepared plans, specifications, and special provisions designated by the State as State Project No. 0119-30 (TH 210=002); upon, along, and adjacent to Trunk Highway No. 169 from the north junction of Trunk Highway No. 210 to the Mississippi River according to State-prepared plans, specifications, and special provisions designated by the State as State Project No. 0116-49 (TH 69=035) ("Project"); and
2. The County wishes to participate in the costs of the grading, paving, and seeding construction and associated construction engineering; and
3. Agreement No. 1050397 between the State and County will address the required detour for this Project; and
4. Agreement No. 1049575 between the State and the City of Aitkin will address additional maintenance responsibilities not addressed in this Agreement; and
5. Minnesota Statutes § 161.45, subdivision 2, allows for City-owned utility relocation to be included in a State construction contract, and payment by the City for such relocation according to applicable statutes and rules for utilities on trunk highways; and
6. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.

- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
 - 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 3. Maintenance by the County; 8. Liability; Worker Compensation Claims; 10. State Audits; 11. Government Data Practices; 12. Governing Law; Jurisdiction; Venue; and 14. Force Majeure.
 - 1.4. **Plans, Specifications, and Special Provisions.** Plans, specifications, and special provisions designated by the State as State Project No. 0119-30 (TH 210=002) and No. 0116-49 (TH 169=035) are on file in the office of the Commissioner of Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").
 - 1.5. **Exhibits.** Preliminary Schedule "I" is on file in the office of the County Engineer and attached and incorporated into this Agreement.
2. **Construction by the State**
- 2.1. **Contract Award.** The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.
 - 2.2. **Direction, Supervision, and Inspection of Construction.**
 - A. **Supervision and Inspection by the State.** The State will direct and supervise all construction activities performed under the construction contract and perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.
 - B. **Inspection by the County.** The County participation construction covered under this Agreement will be open to inspection by the County. If the County believes the County participation construction covered under this Agreement has not been properly performed or that the construction is defective, the County will inform the State District Engineer's authorized representative in writing of those defects. Any recommendations made by the County are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the County participation construction covered under this Agreement.
 - 2.3. **Plan Changes, Additional Construction, Etc.**
 - A. The State will make changes in the Project Plans and contract construction, which may include the County participation construction covered under this Agreement and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the contract construction to be performed and completed in a satisfactory manner. The State District Engineer's authorized representative will inform the appropriate County official of any proposed addenda and change orders to the construction contract that will affect the County participation construction covered under this Agreement.
 - B. The County may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the Project, the State will cause the additional work or plan changes to be made.

- 2.4. **Satisfactory Completion of Contract.** The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner.
- 2.5. **Replacement of Castings.** Adjustments to certain County-owned facilities, including but not limited to, valve boxes and frame and ring castings, may be performed by the State's contractor under the construction contract. The County will furnish the contractor with new units and/or parts for those in place County-owned facilities when replacements are required and not covered by a contract pay item, without cost or expense to the State or the contractor, except for replacement of units and/or parts broken or damaged by the contractor.

3. Maintenance by the County

Upon completion of the Project, the County will provide the following without cost or expense to the State:

- 3.1. **Roadways.** Maintenance and ownership of County Road (CR) No. 54 and No. 56. Maintenance includes, but is not limited to, snow, ice, and debris removal, resurfacing, seal coating, and any other maintenance activities according to accepted County maintenance practices.
- 3.2. **Additional Drainage.** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.

4. Basis of County Cost

- 4.1. **Schedule "I".** The Preliminary Schedule "I" includes all anticipated County participation construction items and the construction engineering cost share covered under this Agreement and is based on engineer's estimated unit prices.
- 4.2. **County Participation Construction.** The County will participate in the following at the percentages indicated.
- A. 50 Percent will be the County's rate of cost participation in all of the grading, paving, and seeding construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 2 of the Preliminary Schedule "I".
- 4.3. **Construction Engineering Costs.** The County will pay a construction engineering charge equal to 8 percent of the total County participation construction covered under this Agreement.
- 4.4. **Plan Changes, Additional Construction, Etc.** The County will share in the costs of construction contract addenda and change orders that are necessary to complete the County participation construction covered under this Agreement, including any County requested additional work and plan changes.
- The State reserves the right to invoice the County for the cost of any additional County requested work and plan changes, construction contract addenda, change orders, and associated construction engineering before the completion of the contract construction.
- 4.5. **Liquidated Damages.** All liquidated damages assessed the State's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

5. County Cost and Payment by the County

- 5.1. *County Cost.*** \$70,557.27 is the County's estimated share of the costs of the contract construction and the 8 percent construction engineering cost share as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using estimated quantities and unit prices and may include any credits or lump sum costs. Upon award of the construction contract, the State will prepare a Revised Schedule "I" based on construction contract unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.
- 5.2. *Conditions of Payment.*** The County will pay the State the County's total estimated construction and construction engineering cost share, as shown in the Revised Schedule "I", after the following conditions have been met:
- A.** Execution of this Agreement and transmittal to the County, including a copy of the Revised Schedule "I".
 - B.** The County's receipt of a written request from the State for the advancement of funds according to the following Payment Schedule.

Payment Schedule

1st Payment = 100 Percent of anticipated County costs on or before May 1, 2023.

- 5.3. *Acceptance of the County's Cost and Completed Construction.*** The computation by the State of the amount due from the County will be final, binding, and conclusive. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the County as to the satisfactory completion of the contract construction.
- 5.4. *Final Payment by the County.*** Upon completion of all contract construction and upon computation of the final amount due the State's contractor, the State will prepare a Final Schedule "I" and submit a copy to the County. The Final Schedule "I" will be based on final quantities and include all County participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the County participation construction exceeds the amount of funds advanced by the County, the County will pay the difference to the State without interest. If the final cost of the County participation construction is less than the amount of funds advanced by the County, the State will refund the difference to the County without interest.

The State and the County waive claims for any payments or refunds less than \$5.00 according to Minnesota Statutes § 15.415.

6. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

6.1. The State's Authorized Representative will be:

Name, Title: Malaki Ruranika, Cooperative Agreements Engineer (or successor)
 Address: 395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
 Telephone: (651) 366-4634
 E-Mail: malaki.ruranika@state.mn.us

6.2. The County's Authorized Representative will be:

Name, Title: John Welle, County Engineer (or successor)
Address: 1211 Airpark Drive, Aitkin, MN 56431
Telephone: (218) 927-7469
E-Mail: john.welle@co.aitkin.mn.us

7. Assignment; Amendments; Waiver; Contract Complete

- 7.1. **Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 7.2. **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3. **Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 7.4. **Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability; Worker Compensation Claims

- 8.1. Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the County.
- 8.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

9. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

10. State Audits

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

11. Government Data Practices

The County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the County or the State.

12. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Termination; Suspension

13.1. *By Mutual Agreement.* This Agreement may be terminated by mutual agreement of the parties.

13.2. *Termination for Insufficient Funding.* The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the County.

13.3. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities and performance of work authorized through this Agreement.

14. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance) if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

AITKIN COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

PRELIMINARY SCHEDULE "I"

Agreement No. 1049576

Aitkin County

SP 0119-30 (TH 210=002)
SP 0116-49 (TH 169=035)
Fed. Proj. CRRSAA 0122(152)

Preliminary: March 22, 2022

Grading, Bit, surfacing, unbonded concrete overlay, lighting, ADA improvements, Box Culvert and Bridge No. 01006 & No. 01004
construction to start approximately July 1, 2023 under State Contract No. _____ with _____
located on Trunk Highway No. 210 from the Ripple River to the Trunk Highway No. 169 north Junction
located on Trunk Highway No. 169 from the north Junction of Trunk Highway No. 210 to the Mississippi River

COUNTY COST PARTICIPATION

Work Items From Sheet No. 2	65,330.81
Construction Engineering (8%)	5,226.46
(1) Total County Cost	\$70,557.27

(1) Amount of advance payment as described in Article 5 of the Agreement (estimated amount)

AITKIN COUNTY

RESOLUTION

IT IS RESOLVED that Aitkin County enter into MnDOT Agreement No. 1049576 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the County to the State of the County's share of the costs of the grading, paving, and seeding construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 210 from Ripple River to the Trunk Highway No. 169 north junction within the corporate limits of the City of Aitkin under State Project No. 0119-30 210=002.

IT IS FURTHER RESOLVED that the _____
(Title)
and the _____
(Title)
are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Aitkin County at an authorized meeting held on the _____ day of _____, 2022, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this _____ day of _____, 2022

Notary Public _____

My Commission Expires _____

(Signature)

(Type or Print Name)

(Title)



Aitkin
County

Board of County Commissioners Agenda Request

5C
Agenda Item #

Requested Meeting Date: 5-10-22

Title of Item: County Ditch 5 Repair

<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: John Welle	Department: Highway
------------------------------------	-------------------------------

Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 10 minutes
--	---

Summary of Issue:
 For many years we have been exploring options to repair the portion of County Ditch 5 from State Highway 65 to State Highway 210, as the severe blockage in this 7000-foot segment of ditch is restricting the flow of water in County Ditch 5. Water elevation surveys over the years have continuously shown a difference of three to four feet in water surface elevation from the west end of the segment to the east end.

We have recently been successful in getting the required permits to use a "cookie cutter" floating machine to attempt to cut away the vegetation that's blocking this ditch. We have solicited and received the attached quote from Lakes Aquatic Weed Removal in Orr, MN to have them utilize their machine to remove the vegetation in this ditch for an estimated cost of \$30,227.92. With no other known companies with a similar machine in the area, only this single quote was obtained.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Request motion to authorize expenditure of \$30,227.92.

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:*

Although not specifically budgeted, this ditch repair expenditure is proposed to be paid from county development funds as is typically done with various ditch repair expenditures throughout the year.

Proposal for BID Aitkin County

LAKES AQUATIC WEED REMOVAL AGREEMENT TO PERFORM SERVICES

This agreement sets out the terms and conditions under which Lakes Aquatic Weed Removal, Po Box 274 , Orr, Minnesota 55771, hereinafter referred to as "LAWR" will provide certain services to Aitkin County. Hereinafter referred to as "AC."

I. Services to be Performed

- A. Lakes Aquatic Weed Removal will provide labor and equipment necessary to cut and widen channels in ditch areas. LAWR will transport (1) Lantana Cookie Cutter and other necessary equipment to an appropriate landing at the ditch system. Cutter Machine will be launched into the water body and access channels will be cut with some debris being thrown on shore from the machine and other left in the channel.
 - i. **Inclement Weather**, LAWR reserves the right, to postpone scheduled work if inclement weather starts negatively affecting harvesting production.
- B. (AC) will, to the best of their ability, designate and mark the area in a manner agreed to by both parties and provide LAWR with information necessary to perform the services in the area intended to be cleared.
- C. (AC) will, to the best of their ability, remove most of the downed trees in the channel that the cookie cutter won't be able to cut through.

II. Compensation

A. In consideration of the services to be performed by LAWR, the client shall pay LAWR the sum calculated as set out below within 30 days after the vegetation has been removed as agreed upon by both parties. If AC decides to cancel the contract before the harvest occurs a 20% Cancellation Fee will be applied.

B. Compensation shall be calculated as per ft follows:

Lakes Aquatic Weed Removal

PO Box 274
 Orr, MN 55771
 (218) 780-5270

Quote

4/22/2022

Quote for	Payable to
Aitkin County Ditch 5	Lakes Aquatic
John Welle	Weed Removal
	Project
	Cattail Cutting

Description	Total price
Cookie Cutter (Mobilization/Decontamination)	\$2,500.00
Cookie Cutter	\$3.89 per ft
Ditch 5	1.35 miles
	7,128.00
	\$27,727.92
Notes: Additional charge if crane is needed to be removed from channel	Subtotal
	\$30,227.92
Cutting width 8-12	

Received **Jacob**
 By: **Holman** _____ Quote Price Total
\$30,227.92

III. Insurance

- A. LAWR has acquired and will maintain commercial liability and motor vehicle insurance coverage for damages or injuries to persons and property arising from performance of the services.

IV. Permits/Vegetation

- A. Lakes Aquatic Weed Removal will use best practices to prevent the introduction of harmful plants or animals into the water body of AC.
- B. AC will, at their own expense obtain any permits or approvals required by any governmental entity to perform the services and travel of trucks down any roads. AC will provide to LAWR copies of any permits or approvals obtained. The Client will hold LAWR harmless from and defend against any claims of any person or entity arising from an allegation that a permit was required but not obtained.

V. Spill Control

- A. LAWR will have a spill control kit on site during the entire project. Re-fueling activities shall not purposefully result in fuel spillage into any waterway or on land. In the event of a hazardous material spill, LAWR shall use the spill kit available or call the proper authorities if it can not be contained, immediately followed by a call to the Project Manager.
- B. The Mechanical Cutter uses a ECO Friendly biodegradable hydraulic fluid in its reservoir and hydraulic lines. We take pride in keeping our equipment in great shape while keeping harmful chemicals out of the waterways.

VI. Disclaimer of Warranty

- A. LAWR does not warrant or represent that the removal of vegetation from the specified area will be permanent. The Client understands and agrees that the removal of the existing vegetation may result in growth of other vegetation, including undesirable and/or invasive species, and LAWR has no control over future variability in vegetation species and growth patterns.



Board of County Commissioners Agenda Request

6
Agenda Item #

Requested Meeting Date: May 10, 2022

Title of Item: Area Transportation Partnership County Board Presentations

<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: Brittany Searle		Department: Administration
Presenter (Name and Title):		Estimated Time Needed: 30 Minutes
Summary of Issue: MnDOT District One and ARDC will share MnDOT Updates, NEMNATP Updates, and results of the Transportation Alternatives Program.		
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 Please Explain:		

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

Aitkin County - ATIP Project Locations 2023-2026



ATIP Projects by Year

Bridge

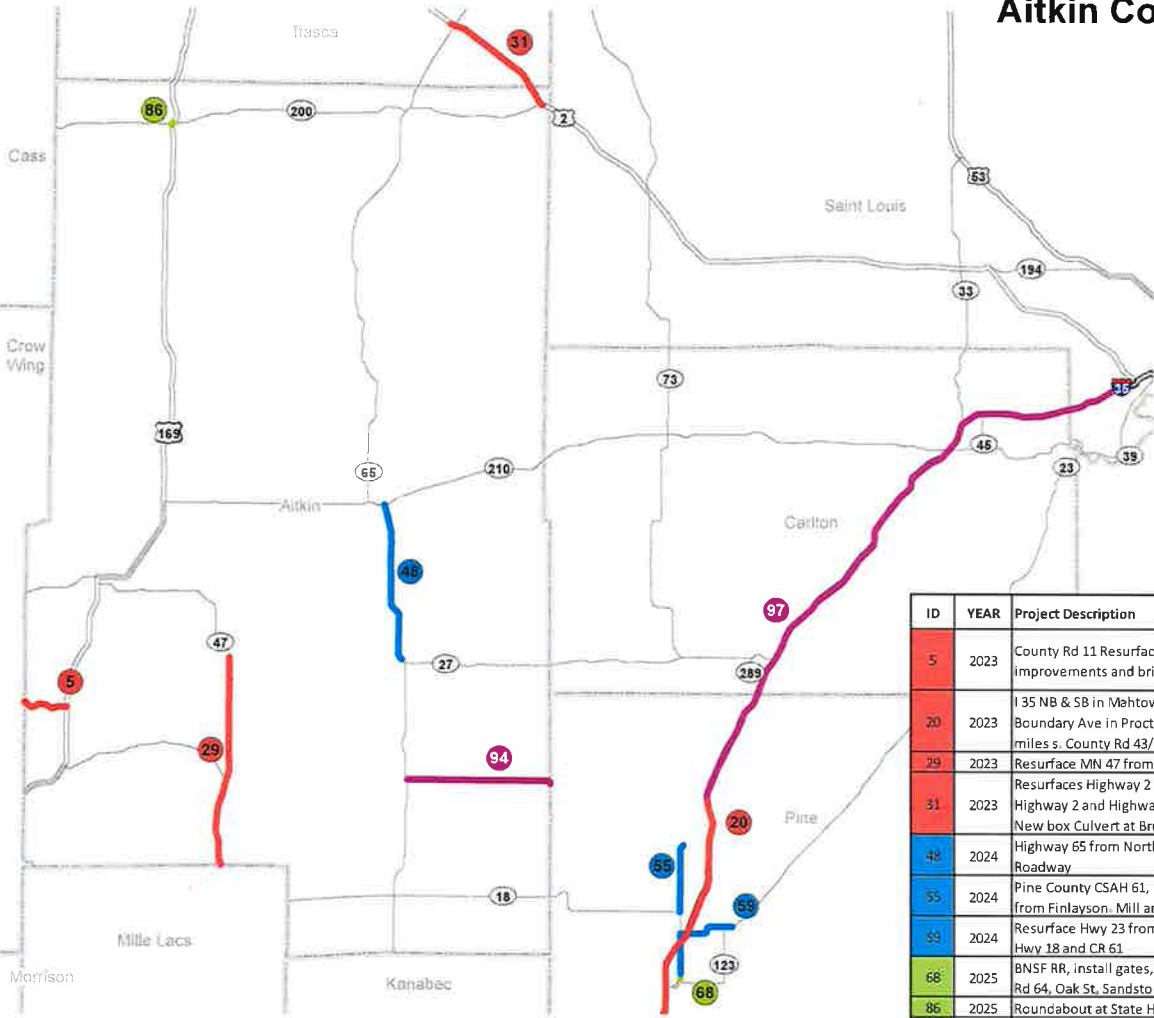
- 2023 (Red circle)
- 2024 (Blue circle)
- 2025 (Green circle)
- 2026 (Purple circle)

Pavement

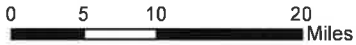
- 2023 (Red line)
- 2024 (Blue line)
- 2025 (Green line)
- 2026 (Purple line)

Trunk Highway System

- Interstate Trunk Highway (Thick grey line)
- U.S. Trunk Highway (Thin grey line)
- Minnesota Trunk Highway (Dashed grey line)



ID	YEAR	Project Description	Who	Agency	STIP Total	Project Total
5	2023	County Rd 11 Resurface and reconstruct the highway, drainage improvements and bridge improvements from County Line to State Hwy 169	L	AITKIN	\$3,400,000	\$3,400,000
20	2023	I-35 NB & SB in Mahtowa from 0.3 miles South County Highway 4 to 0.1 mi N Boundary Ave in Proctor & from 2.1 miles North Hwy 48/Hinckley to 0.25 miles s. County Rd 43/Willow River. Clear Zone Maintenance.	S	MNDOT	\$375,000	\$375,000
29	2023	Resurface MN 47 from Jct MN 27 in Isle to 305th Lane/Twp-86	S	MNDOT	\$3,600,000	\$3,600,000
31	2023	Resurfaces Highway 2 from Highway 65 to Highway 200 and junction of Highway 2 and Highway 65 in Swan River. Construct a roundabout, turn lanes, New box Culvert at Bruce Creek and safety improvements.	S	MNDOT	\$4,100,000	\$6,100,000
48	2024	Highway 65 from North Jct Highway 27 to East Jct Highway 210. Resurface Roadway	S	MNDOT	\$3,108,000	\$3,108,000
55	2024	Pine County CSAH 61, From State Highway 18 to Kettle River, 4.90 miles North from Finlayson. Mill and Overlay	L	PINE COUNTY	\$340,000	\$1,570,000
59	2024	Resurface Hwy 23 from Sandstone to Askov and intersection lighting at Jct of Hwy 18 and CR 61	S	MNDOT	\$4,300,000	\$4,300,000
68	2025	BNSF RR, install gates, flashing lights and constant warning circuitry at County Rd 64, Oak St, Sandstone in Pine County	A	MNDOT	\$350,000	\$350,000
86	2025	Roundabout at State Highway 169 at Highway 200 in Hill City.	S	MNDOT	\$1,417,000	\$1,417,000
94	2026	Aitkin Co Rd 2 from State Highway 65 to Pine Co. Line. Pavement resurfacing.	L	AITKIN	\$2,000,000	\$2,000,000
97	2026	I-35 NB&SB various locations from Pine/Chisago County. Line to 0.5 miles South Boundary Ave in Proctor. 6" ground in wet reflective pavement markings.	S	MNDOT	\$1,358,000	\$1,358,000



Mission:

To create a culture for which traffic fatalities and serious injuries are no longer acceptable through the integrated application of education, engineering, enforcement and emergency medical and trauma services. These efforts will be driven by data, best practices and research.

Values:

- ❖ Continuous improvements,
- ❖ Engage partners and
- ❖ Evidence-based approaches.

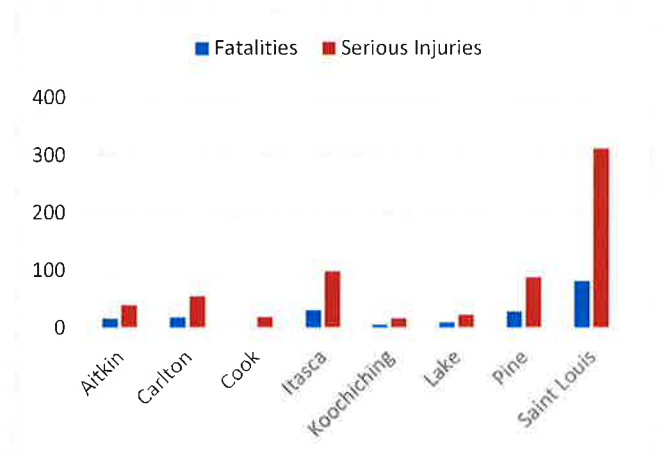


The Northeastern Minnesota Toward Zero Deaths (TZD) program began in 2010. The counties involved include: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine, St. Louis

The leading cause of deaths and severe injuries in Northeastern Minnesota include:

- ❖ **Alcohol**,
- ❖ **Distraction**,
- ❖ **Speed** and
- ❖ Lack of **Seatbelt** use.

Northeast Region Minnesota Fatalities and Serious Injuries
by County (2017-2021*)



The leading type of crash resulting in deaths and severe injuries include:

- ❖ **Careless/negligent driving**
- ❖ **Failure to keep in proper lane**

The Northeastern Minnesota TZD program is led by a steering committee comprised of the "4 Es:"

- ❖ Enforcement
- ❖ Engineering
- ❖ Education
- ❖ Emergency Medical and Trauma Services

Northeast Minnesota TZD Leadership Contacts

Engineering

Duane Hill, PE
MnDOT District Engineer
218-725-2704
duane.hill@state.mn.us

Enforcement

Captain Chip Lemon
Minnesota State Patrol
218-302-6100
charles.lemon@state.mn.us

Enforcement

Captain Jason Engeldinger
Minnesota State Patrol
218-735-3721
jason.engeldiger@state.mn.us

Education / EMS

Holly Kostrzewski, MPH
Northeast MN TZD Coordinator
218-725-2828
holly.kostrzewski@state.mn.us



Statewide Crash Summary

Fatal and Serious Injury Crashes, 2017-2021*

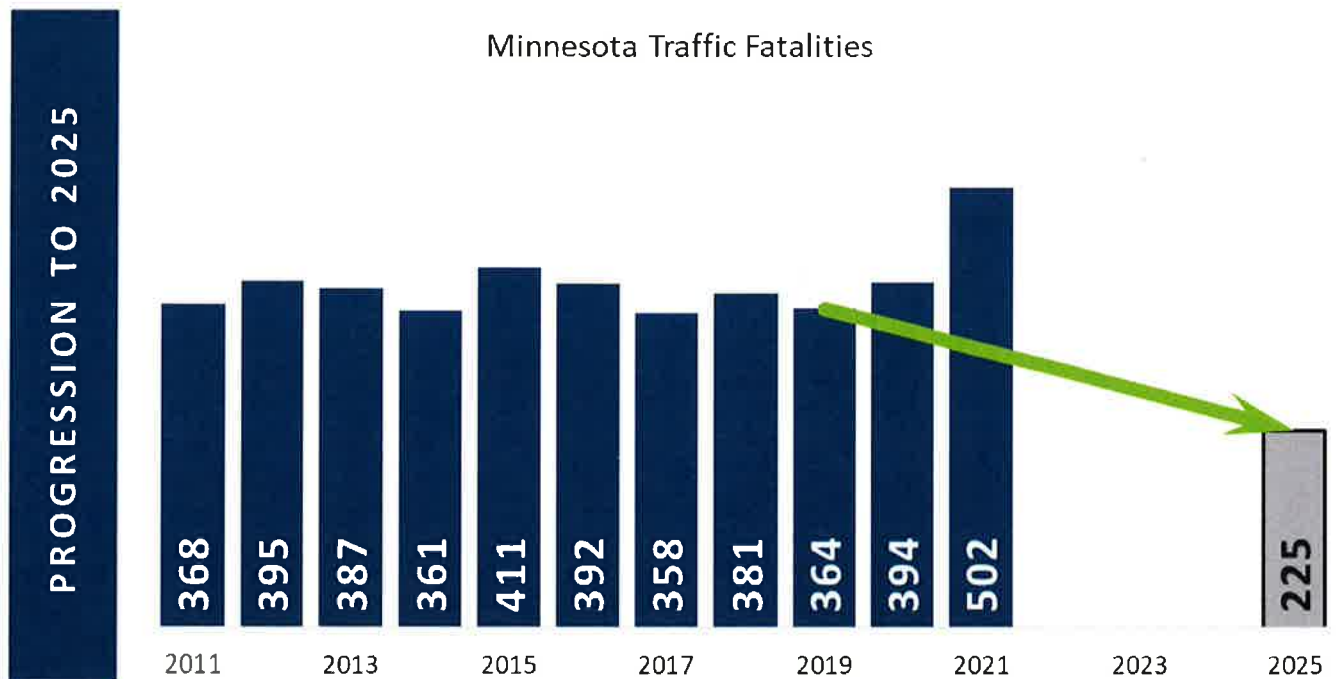
* 2021 data is preliminary as of March 22, 2022

The prevalence of each Strategic Highway Safety Plan focus area is based on the percent of fatal and serious injury crashes. The size of the words or phrases represent this prevalence.

Strategic Highway Safety Plan (SHSP) Focus Areas

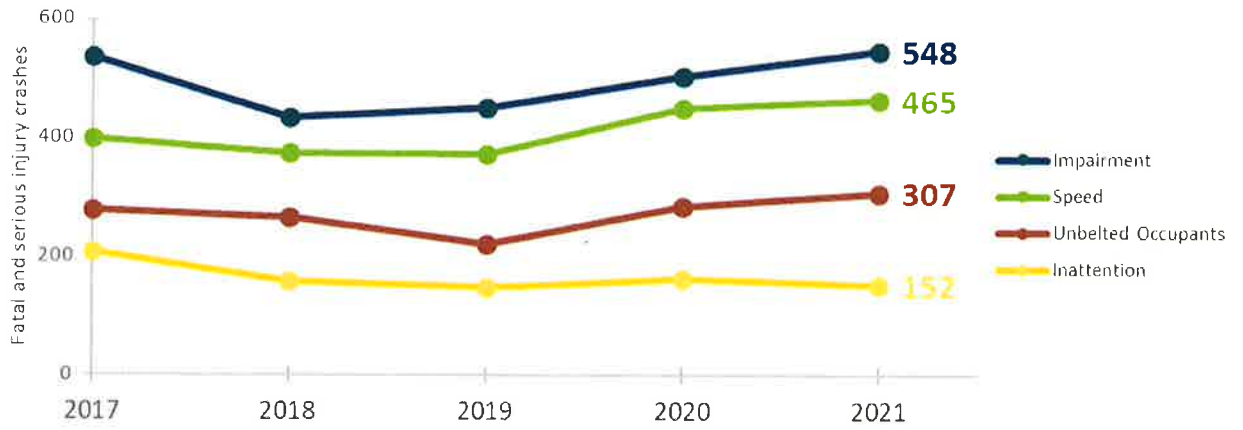


2017-2021, fatal and serious injury crashes in Minnesota, statewide

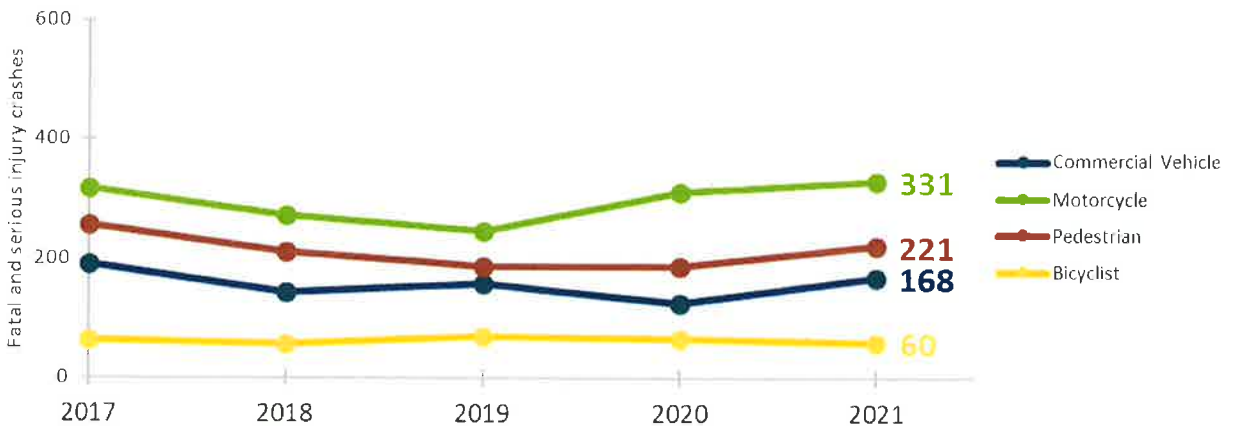


PROGRESSION TO 2025

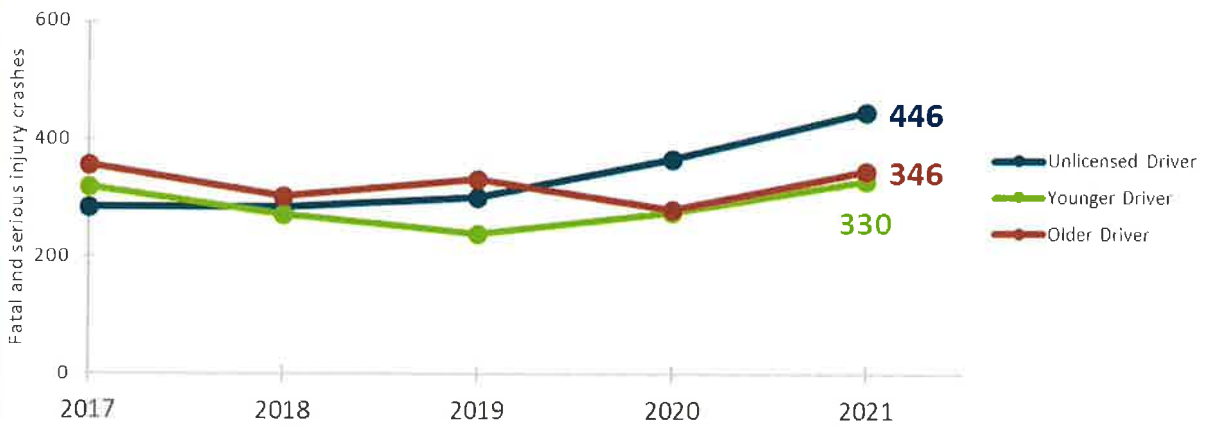
BEHAVIORS



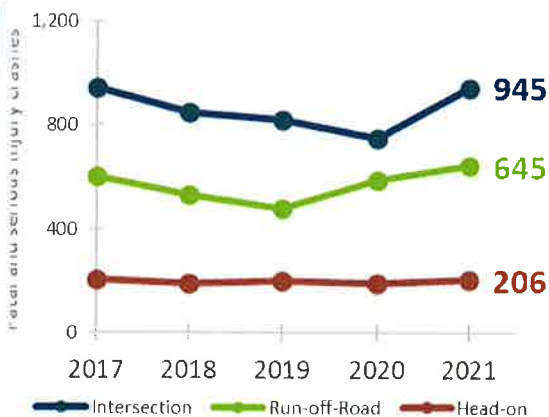
MODES



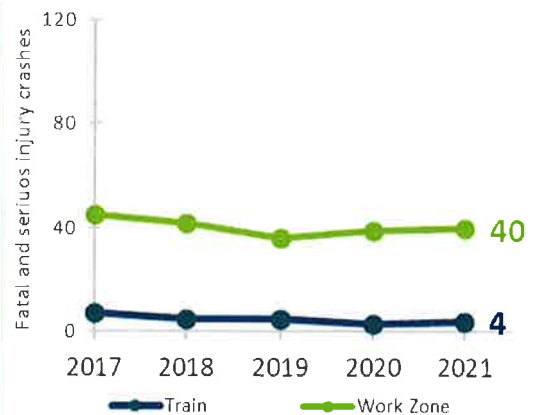
DRIVERS



ENGINEERING



COMPLEX ENVIRONMENTS





Northeast Regional Summary

Fatal and Serious Injury Crashes, 2017-2021*

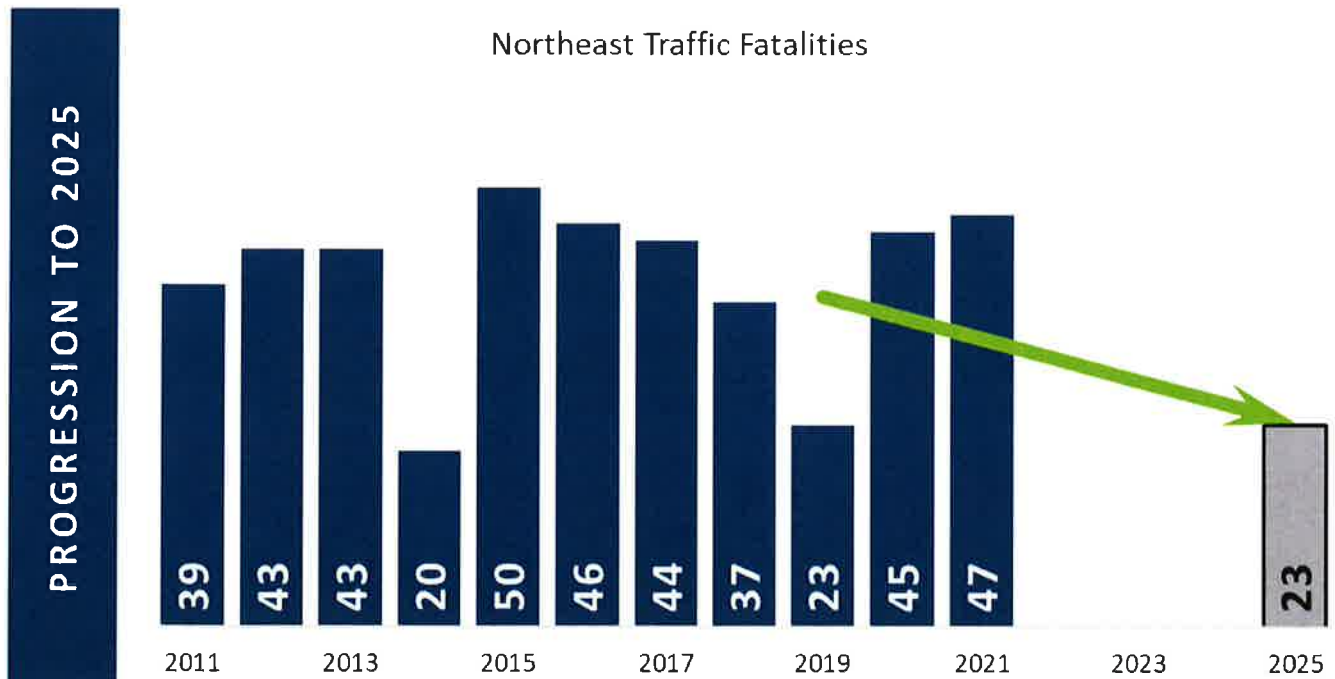
* 2021 data is preliminary as of March 22, 2022

The prevalence of each Strategic Highway Safety Plan focus area is based on the percent of fatal and serious injury crashes. The size of the words or phrases represent this prevalence.

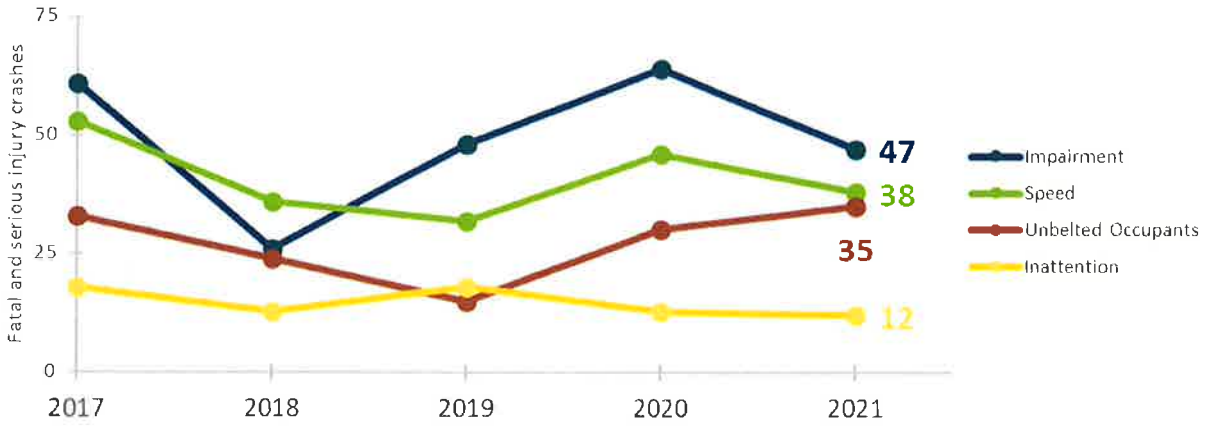
Regional Focus Areas



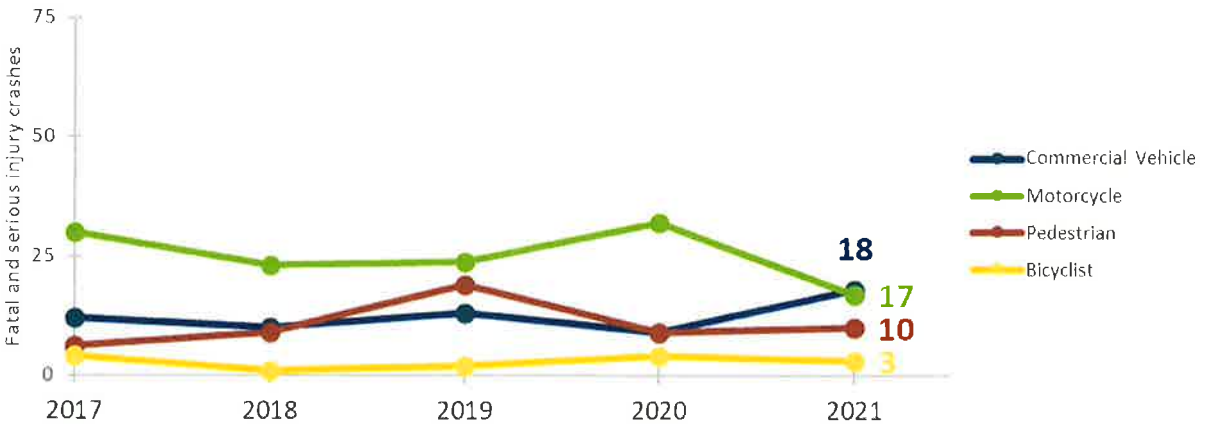
2017-2021, fatal and serious injury crashes in Northeast TZD Region



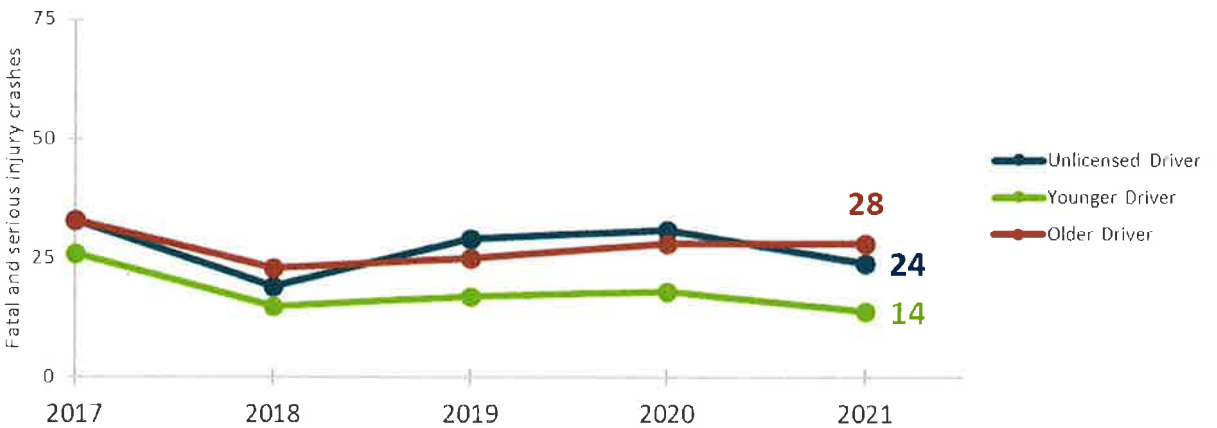
BEHAVIORS



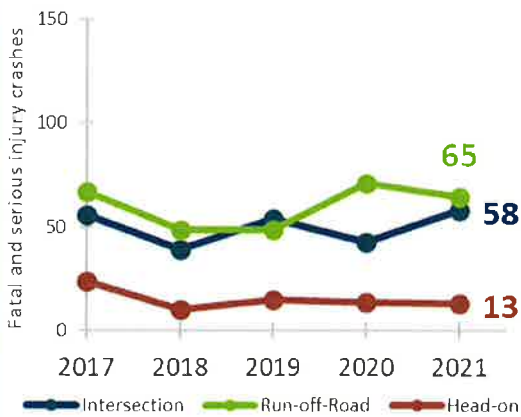
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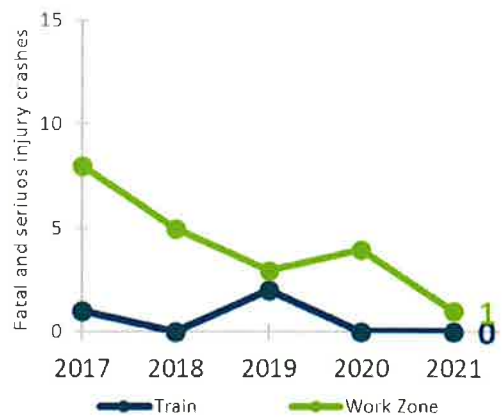
DRIVERS



ENGINEERING

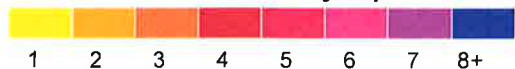


COMPLEX ENVIRONMENTS

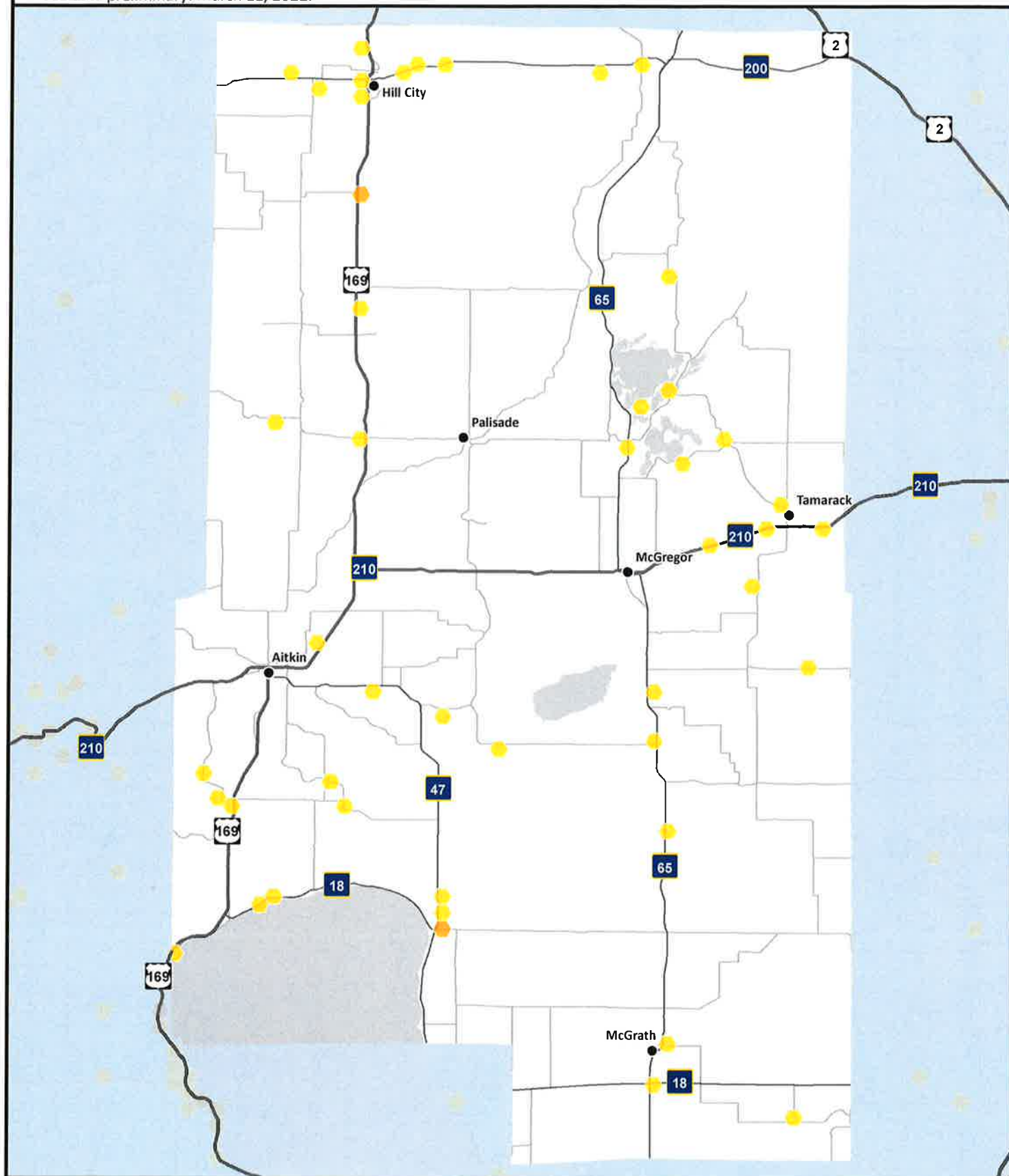


Aitkin County

Fatal and Serious Injury Crashes, 2017-2021



2021 data preliminary: March 22, 2022.



2022 District 1 Construction Program

Carryover Projects

1 Hwy 1/53/73 (SP 3101-37)

Location: On Hwy 1 from Hwy 65 to Hwy 53 and on Hwy 73 from Hwy 1 to Hwy 53 and one mile north of Cook at the County Road 115/ Ashawa Road north junction Hwy 1 in Itasca and St. Louis counties

Description: Culvert work

Date: May to June

Cost: \$50,000

Impact: Lane closures

Website:

mndot.gov/d1/projects/hwy1resurfacing

2 Hwy 23 (SP 6910-106, 6910-107)

Location: Hwy 23 and 134th Street in Fond du Lac in Duluth

Description: New road connection from Hwy 23 to 4th Street in Fond du Lac; Cemetery restoration

Date: May 2021 to Nov 2022

Cost: \$1,824,000

Impact: Lane closures

Website:

mndot.gov/d1/projects/hwy23roadconnection

3 I-35, I-535, Hwy 53 (SP 6982-322)

Location: In Duluth

Description: Replace bridges and reconstruct the I-35, I-535, Hwy 53 interchange

Date: Fall 2020 to 2024

Cost: \$275.8 million

Impact: Closures, detours

Website:

mndot.gov/d1/projects/twin-ports-interchange

4 Hwy 53 (SP 3608-48)

Location: On Hwy 53 from Crescent Dr to 3rd Street and on Hwy 11 from the east junction of Hwy 53 in International Falls in Koochiching County

Description: Manhole cover repairs, turf, and final striping

Date: July 2020 to June 2022

Cost: \$50,000

Impact: Lane closures

Website:

mndot.gov/d1/projects/hwy-53-international-falls

5 Hwy 61 (SP 3805-79)

Location: Silver Creek Bridge near Two Harbors in Lake County

Description: Bridge replacement

Date: May to Oct 2022, May to Oct 2023

Cost: \$4 million

Impact: Bypass, lane closures

Website:

mndot.gov/d1/projects/hwy61-bridges

6 Hwy 123 (SP 5802-24)

Location: In Sandstone in Pine County

Description: Pavement resurface and ADA improvement

Date: May to July 2022

Cost: \$1,676,500

Impact: Lane closures, detour

Website:

mndot.gov/d1/projects/hwy123-sandstone

Districtwide (SP 8821-333)

Location: Hwy 200

Description: Bituminous chip seal

Date: June 2022

Cost: \$200,000

Impact: Lane closures

Total Carryover Projects: 8

New Projects

7 Hwy 1 (SP 3101-38)

Location: East of Effie from Deer Lake to east junction of Hwy 65 in Itasca County

Description: Bituminous reclaim and resurfacing

Date: July to Nov

Cost: \$6.3 million

Impact: Lane closures with signals and flaggers

Website:

mndot.gov/d1/projects/hwy-1-reclamation

8 Hwy 6 (SP 1104-26)

Location: In Remer from the west to east junctions of Hwy 200 in Cass County

Description: Urban reconstruction

Date: June to Sept

Cost: \$2.1 million

Impact: Lane closures, local detour

Website:

mndot.gov/d1/projects/remer

9 Hwy 33 (SP 0905-57)

Location: At Gillette Rd in Cloquet in Carlton County

Description: RCI construction

Date: Aug to Oct

Cost: \$1 million

Impact: Lane closures

Website:

mndot.gov/d1/projects/hwy33

2022 District 1 Construction Program



10 I-35 (SP 0980-158)

Location: Near Barnum in Carlton County
Description: Concrete pavement resurface
Date: June to Oct
Cost: \$9.5 million
Impact: Ramp detour; northbound closure, traffic directed to southbound
Website:

mndot.gov/d1/projects/i35-barnum

11 I-35 (SP 6982-345)

Location: From Cloquet to Duluth in Carlton and St. Louis Counties
Description: Fiber optic cable installation
Date: May to Sept
Cost: \$600,000
Impact: Shoulder closures

12 Hwy 37 (SP 6947-55)

Location: Intersection with Cty Rd 7 in St. Louis County
Description: Roundabout construction
Date: June to Oct
Cost: \$3.1 million
Impact: Staged construction with lane shifts, Cty Rd 7 detour
Website: mndot.gov/d1/projects/th-37/

13 Hwy 53 (SP 6919-18)

Location: At Komatsu (P&H Rd) in Virginia in St. Louis County
Description: Intersection improvement
Date: June to Oct
Cost: \$464,000
Impact: Lane closures, P&H Rd detour
Website: mndot.gov/d1/projects/hwy53-intersection

Hwy 53 (SP 8821-353)

Location: From Duluth to International Falls in St. Louis and Koochiching Counties
Description: Sign replacement
Date: Sept to Nov 2022, May to Aug 2023
Cost: \$3.6 million
Impact: Shoulder closures

15 Hwy 53 (SP 3608-55)

Location: On Hwy 53 from Crescent Drive to 7th Street in International Falls in Koochiching County
Description: Landscaping
Date: May to July
Cost: \$280,000
Impact: Shoulder closures
Website: mndot.gov/d1/projects/hwy-53-international-falls

16 Hwy 61 (SP 3805-99)

Location: Stewart River Bridge near Two Harbors in Lake County
Description: Bridge construction, bridge rehabilitation
Date: May to Oct 2022, May to Oct 2023
Cost: \$3 million
Impact: Lane closures
Website: mndot.gov/d1/projects/hwy61-bridges

17 Hwy 65 (SP 3609-42)

Location: From east junction Hwy 1 to .5 mi S of Cty Rd 8 in Itasca and Koochiching Counties
Description: Pavement resurface, culvert work, guardrails, tree clearing
Date: June to Dec
Cost: \$11.1 million
Impact: Detour, lane closures
Website: mndot.gov/d1/projects/hwy65-itasca

18 Hwy 73 (SP 6929-21)

Location: Culvert 0.5 mi S of Beauty Mountain Rd and Hwy 73 bridge at Cty Hwy 16 in St. Louis County
Description: Culvert and bridge replacement
Date: Culvert: Aug to Nov 2022, bridge: May to Oct 2023
Cost: \$1 million
Impact: Detour
Website: mndot.gov/d1/projects/hwy73bridge

19 Hwy 135 (SP 6912-80)

Location: From intersection of Cty Rd 715 to just east of the intersection of Cty Rd 4 in Biwabik in St. Louis County
Description: Landscaping
Date: Sept to Oct
Cost: \$475,000
Impact: Shoulder closures
Website: mndot.gov/d1/projects/hwy135biwabik

2022 District 1 Construction Program



20 Hwy 194 (SP 6932-14)

Location: At intersection with Midway Rd in Hermantown in St. Louis County

Description: Roundabout construction, Bituminous Mill and Overlay

Date: June to Aug

Cost: \$4 million

Impact: Detour, lane closures

Website:

mndot.gov/d1/projects/hwy-194

21 Hwy 194/53 (SP 6932-113)

Location: At intersection of Hwy 194 and Hwy 53 in Hermantown in St. Louis County

Description: RCI construction

Date: May to Sept

Cost: \$2.5 million

Impact: Detour, lane closures

Website:

mndot.gov/d1/projects/hwy-194

22 Hwy 210/73 (SP 0915-32)

Location: In Cromwell in Carlton County

Description: Urban reconstruction

Date: May to Oct

Cost: \$3,713,000

Impact: Detour, lane closures, temporary signal

Website:

mndot.gov/d1/projects/hwy210cromwell

23 I-535 Blatnik Bridge (SP 6981-27)

Location: Blatnik Bridge in Duluth in St. Louis County

Description: Bridge maintenance

Date: May to late Sept

Cost: \$6.3 million

Impact: Lane closures

Website:

mndot.gov/d1/projects/blatnik-maintenance

Districtwide (SP 8821-334)

Location: Districtwide

Description: Crack repair

Date: May to July

Cost: \$1,322,938

Impact: Lane closures

Districtwide (SP 8821-332)

Location: Districtwide

Description: Traffic camera installation

Date: Sept to Nov

Cost: \$405,000

Impact: Lane closures

Districtwide (SP 8821-324)

Location: Hwys 45, 33, 210

Description: Chip seal

Date: May to July

Cost: \$2 million

Impact: Lane closures

Districtwide (SP 8821-347)

Location: Districtwide

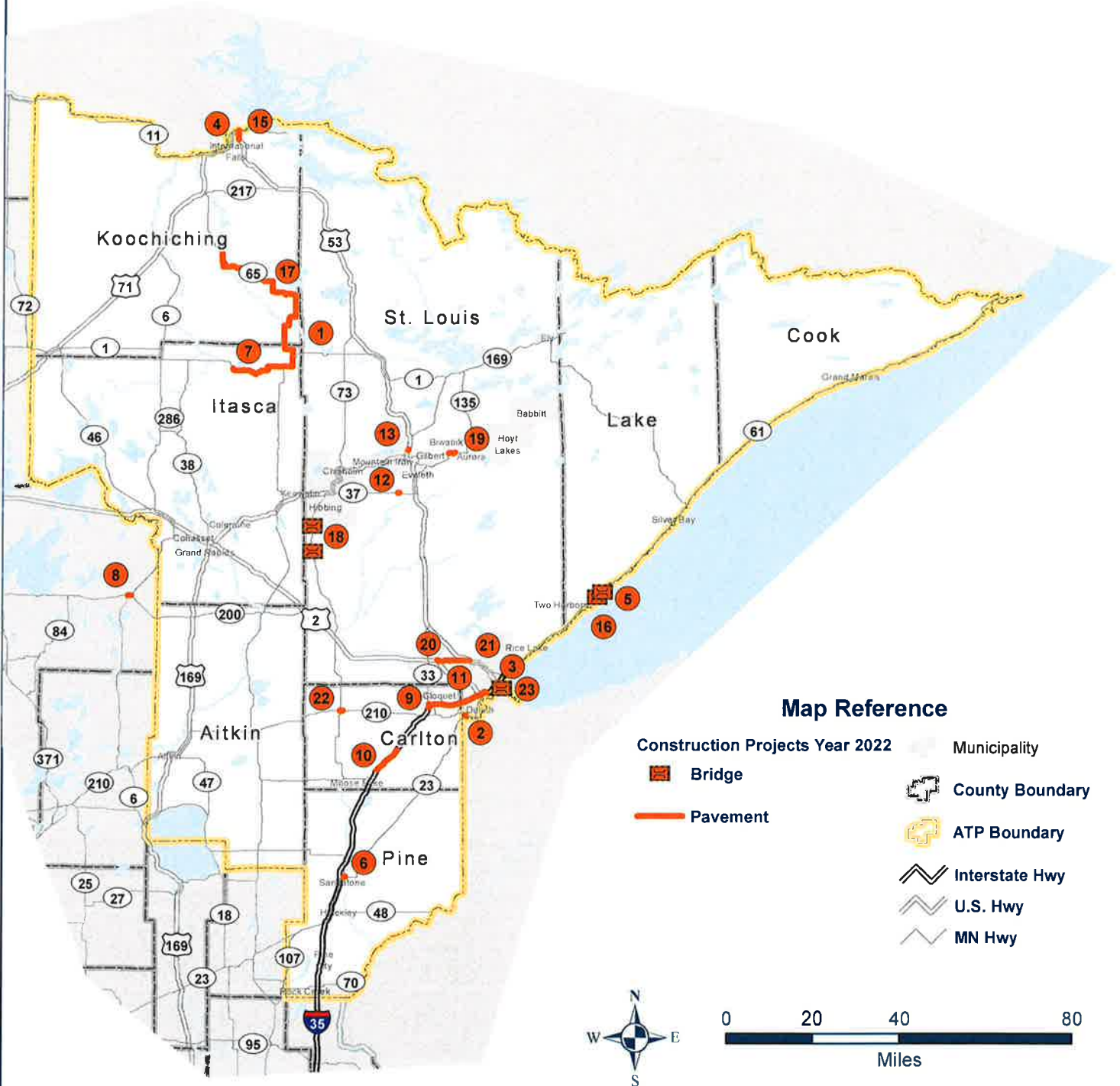
Description: Lighting replacement

Date: May to July

Cost: \$457,000

Impact: Lane closures

Total New Projects: 21



MnDOT makes no warranties, guarantees, or representations for accuracy of this information and assumes no liability for errors or omissions

Updated: 1/25/2022

To request information from this document in an alternative format call 651-366-4718



Northeast Minnesota Area Transportation Partnership

A full partnership in the planning, identification, prioritization, expenditure and effectiveness measurement on the use of federal transportation funds in Northeast Minnesota.



DISTRICT ONE ASSETS			
Miles of roadway	1,554	Class one rest areas	9
Transit systems	5	Navigable river miles	17
Number of signals	81	2019 Population	354,719
Number of signs	35,722	Area (24% of MN)	19,466 mi ²
Airports	20	Border crossings	2
Counties	8	Bridges (state owned)	560
Cities over 5,000	8		

Role of Area Transportation Partnerships (ATPs)

The Area Transportation Partnerships (ATPs) were created by the Minnesota Department of Transportation (MnDOT) in the early 1990s to emphasize greater public involvement, enhance regional planning and increase cooperation development of Minnesota’s State Transportation Improvement Program (STIP). In addition, the ATP provides management guidance for program administration throughout the year and recommends area program policy. There are eight ATPs throughout Minnesota that are closely aligned with the eight MnDOT districts.

Each year, every ATP develops an Area Transportation Improvement Program (ATIP). The ATIP lists the state, regional and local transportation priorities the area encompassed by ATP boundaries. The Northeast Minnesota ATP includes all of MnDOT District 1 and areas of Districts 2 and 3 in Koochiching, Itasca and Aitkin counties. The regional priorities listed in the ATIP are then recommended for inclusion in year four of Minnesota’s STIP.

When developing the ATIP, the ATP considers the transportation priorities of the region’s Regional Development Commissions (RDCs), Metropolitan Planning Organizations (MPOs) and MnDOT District Offices.

Counties:
Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine and St. Louis.

Tribal Governments:
Bois Forte Band, Fond du Lac Band, Grand Portage Band and Mille Lacs Band of Ojibwe.





ATP Board Membership

ATP Membership consists of the following voting members, which possess broad, multi-modal and multi-jurisdictional perspectives. Representation includes MnDOT, Regional Development Commissions, Metropolitan Planning Organizations, city, county, and tribal governments, plus area public transit providers and others with planning, engineering, elected office, modal experts and federal and state agency expertise. The ATP approves the regional ATIP and recommends it for inclusion in the statewide STIP.

ATP Voting Members

Agency		Appointer
Elected Officials	8	County boards in the 8 county region
Tribal Elected Official	1	Regional solicitation (Bois Forte, Fond du Lac, Grand Portage Band, Mille Lacs Band)
Air	1	Northern Aero Alliance
Rail	1	Lake and St. Louis Rail Counties Rail Authority (Itasca County Rail Authority as alternate agency)
Sea	1	Duluth Seaway Port Authority
Surface, State	3	MnDOT District One Administration
Surface, Counties	8	County boards in each of the eight-county region
Surface, Local	8	City Councils with populations over 5,000 in the eight-county region
Surface, Tribal	4	Tribal Nations with a majority of the primary sector in the eight-county region
Surface, Forest Service	1	USDA Forest Service Office
Trails/Waterways	1	Minnesota Department of Natural Resources Northeast Region Office
Transit (Urban)	1	Duluth Transit Authority
Transit (Rural)	1	Rural transit providers in the ATP
Metropolitan Area Transportation	1	Duluth-Superior Metropolitan Interstate Council

ATP Advisory Members (Non-voting)

Agency		Appointer
Community Health Boards	3	Community Health Boards in the eight-county region
Economic Development Authority	1	Iron Range Economic Alliance, Duluth Area Chamber of Commerce, and APEX
Regional Development Commission	1	Arrowhead Regional Development Commission





Funding

State Transportation Investment Plan (STIP)

The STIP is a comprehensive four-year schedule of state and local transportation projects eligible for federal highway and transit funding. The STIP must list all transportation projects that seek federal funding under Title 23 (highway) of the U.S. Code and Title 49 (transit) under the U.S. Code and all regionally significant projects requiring action by the federal transportation authorities.

MnDOT updates the STIP annually. MnDOT also prepares guidance to assist each region's ATP members when producing its annual Draft ATIP.

State agencies, State Aid eligible counties and cities with a population greater than 5,000 and tribal governments may apply directly for federal funding. Cities under 5,000 population, townships and quasi-government/non-profit agencies may be eligible for some federal programs but will require sponsorship of their application and project by a qualifying State Aid county or city.

Eligible Projects

Projects eligible for federal funding consideration include these project types:

- **Roadways:** New alignment, expansion, reconstruction, reclamation, recondition and resurfacing
- **Bridges:** Replacement and rehabilitation
- **Safety:** Improvements designed to reduce the number and severity of crashes
- **Transportation Alternatives:** Bike trails/paths, sidewalks, pedestrian facilities, Scenic Byway corridor enhancements, Safe Routes to School improvements, etc.
- **Transit Capital:** Replacement and refurbishment of public transit buses





Funding Sources and Program Categories Used in the ATIP

MnDOT has established several investment programs for the ATPs and MnDOT District Offices to help support statewide planning goals and objectives.

The individual programs are tailored to attain declared national and state transportation system performance targets, while ensuring sufficient investment in local transportation needs.

Each investment program has its own unique focus and set of criteria. Generally speaking, programs intended to invest in local road systems are administered by the ATPs, while programs that are intended for improvements on the State Trunk Highway System are administered by MnDOT.

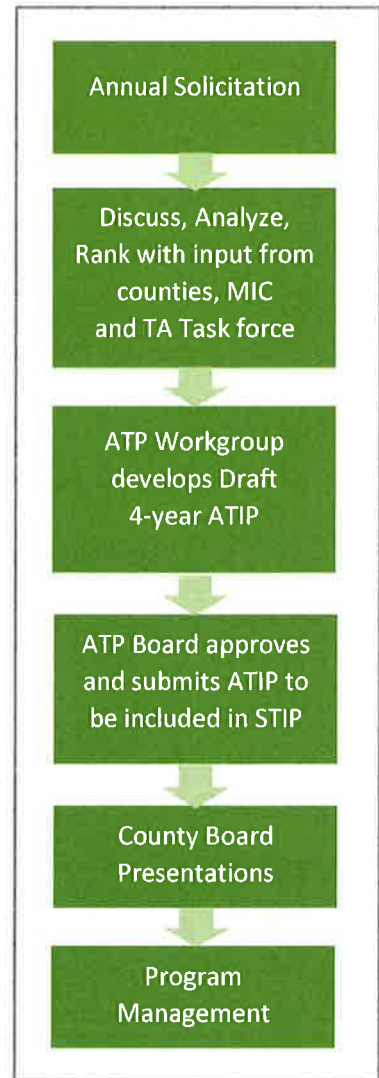
Program	Source	Applicant	System Type
Statewide Performance Program	Federal National Highway Performance Program (NHPP) State Trunk Highway matching funds	MnDOT <i>District Office</i>	Principal Arterial roadways and bridges
District Risk Management Program	Federal Surface Transportation Program (STP) State Trunk Highway funds	MnDOT <i>District Office</i>	Principal and Non-Principal Arterial roadways
ATP Managed Program	Federal STP Funds	Local <i>City, county, and tribal governments and public transit providers</i>	Any Federal aid eligible route or public transit system
Transportation Alternatives (TA) Program	Federal TA Program funds	Local <i>City, county, and tribal governments and select non-profits</i>	Active transportation enhancements, Safe Routes to School, and Scenic Byways
Highway Safety Improvement Program (HSIP)	Federal HSIP funds	MnDOT <i>District Office</i> Local <i>City, County, and Tribal governments</i>	Any Federal Aid eligible route





ATP Process

2021-2022 ATIP Development Process for 2026 Projects	
September	<ul style="list-style-type: none"> TA Program solicitation begins. Information is published on www.nemnntp.org.
October	<ul style="list-style-type: none"> TA Program workshop for applicants TA Program LOI due October 29, 2021
November	<ul style="list-style-type: none"> ATP project applications are sent out to eligible applicants. Counties collaborate to support equitable funding for rural projects. The MIC decides the projects in the Duluth MPO area.
January	<ul style="list-style-type: none"> ATP and TA Program applications due January 14, 2022
February	<ul style="list-style-type: none"> TA Program applications are scored by TA Program Task Force ATP project submissions are reviewed by ATP MIC reviews recommended ATIP and TA Program projects for Duluth area MPO projects
March	<ul style="list-style-type: none"> The ATP Workgroup creates the draft ATIP
April	<ul style="list-style-type: none"> ATP Board meeting on April 13, 2022 County Board presentations ATP Board reviews and approves the draft ATIP
May	<ul style="list-style-type: none"> County Board presentations Public comment period
June	<ul style="list-style-type: none"> County Board presentations Public comment period Final STIP sent to St. Paul
July/August	<ul style="list-style-type: none"> STIP approval by Commissioner of Transportation
September/October	<ul style="list-style-type: none"> STIP approved by Federal Transportation Authorities





Northeast Minnesota ATP - FY 2026 Investments

Program and Funding Source	MnDOT: D1 State and Federal Funds	Local: Duluth MPO Federal Funds	Local: Rural Federal Funds
Performance Program – Bridge and Pavement	\$58,000,000	N/A	N/A
ATP Managed Program	N/A	\$2,960,000	\$4,440,000
Highway Safety Improvement Program Funds: Federal HSIP	\$1,400,000	\$1,700,000	
Transportation Alternatives Program Funds: Federal TA Program	N/A	\$900,000	
	District 1 total: \$59,400,000	\$10,000,000	
	<i>Federal Funds</i>	<i>State Funds</i>	
	\$27,000,000	\$32,400,000	

Resources and Contacts

Websites:

Northeast Minnesota ATP
www.nemnntp.org

MnDOT District 1
www.dot.state.mn.us/d1/

Arrowhead Regional
Development Commission
www.ardc.org

Contacts:

Bryan Anderson
MnDOT D1 Planning Director
218-725-2794
bryan.anderson@state.mn.us

Ron Chicka
Metropolitan Interstate Council (MIC)
Director
218-529-7506
rchicka@ardc.org

Andy Hubley
Arrowhead Regional Development
Commission Director
218-529-7512
ahubley@ardc.org



FY 2026 Transportation Alternatives Program Project Recommendations

The Transportation Alternatives (TA) Task Force met on February 17, 2022, to review applicant projects for the TA Program in northeast Minnesota. With \$900,000 available for distribution under this program, the TA Task Force recommends the Northeast Minnesota Area Transportation Partnership (NEMANTP) to program the following projects in the listed funding amounts into the FY 2026 ATIP.

- **Campus Connector Segment 5**, City of Duluth, \$384,091
- **Multimodal Trail Center**, City of Silver Bay, \$515,909

FY 2023 ARDC Transportation Planning Workplan

- Community Transportation Plans
 - Cloquet
 - Aitkin
 - Fond du Lac
- Regional Scenic Byway Development
 - Skyline Parkway Corridor Management Plan
 - Edge of the Wilderness Corridor Management Plan
 - North Shore Scenic Drive Council projects
 - Mille Lacs Scenic Byway general assistance
 - Superior National Forest Byway - Silver Bay Trailhead
 - Avenue of Pines Trail and Trailhead
- Assist with Paved Trail Development
 - Gitchi-Gami Trail Association
 - Ely Multi-Modal Trailhead (Mesabi Trail)
 - Nashwauk Multi-Modal Trailhead (Mesabi Trail)
- Other Activities as Identified



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: May 10, 2022

Title of Item: Personnel Policy Update (Open Range Scale Modification)

<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 type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by: Jessica Seibert, County Administrator and Bobbie Danielson, HR Director	Department: Admin/HR
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 5-10 Minutes
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Summary of Issue:

The employer has heard union and employee concerns regarding the wage scale minimum being lower than market - making recruitments difficult with labor shortages nationwide. In an effort to address this concern, upon approval, the employer will modify the 2022 Open Range Scale on July 1, 2022 (increase the minimums), and provide a \$0.50 per hour within range movement to all employees on the Open Range Scale, not to exceed the scale maximum.

Modify the Open Range Scale shown in Article IX, Section A, Appendix A of the Personnel Policy manual as shown on the attached document. This includes a modification to the 2022 scale, effective July 1, 2022, as well as the 2023 and 2024 Open Range Scales.

Following Board approval, an update will be sent to non-union staff and letters will be sent to unions offering this same July 1, 2022 Open Range Scale modification. MOAs signed by the unions will be placed on the June 14, 2022 County Board consent agenda for final approval and signatures. (Non-union, Local 49, Teamsters)

Unsettled units will (or already have) received these same Open Range Scale offers during the regular contract negotiations process. Those remaining Agreements will be brought to the Board for approval after they are ratified by each union. (Afscome, LELS)

Alternatives, Options, Effects on Others/Comments:

Applies to Open Range scale only. Will implement prospectively (no retro pay on scale adjustments).

Recommended Action/Motion:

Motion to update the Personnel Policy as proposed by adopting the July 1, 2022 Open Range Scale, 2023, and 2024 scales as presented (copy attached).

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:*

July 1 - December 31, 2022 estimated \$168,881

Proposed for County Board Approval May 10, 2022

OPEN RANGE SCALE FOR JULY 1, 2022

Grade	MIN MAX		MIN MAX	
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 48.95	\$ 68.96	\$ 101,809.57	\$ 143,436.44
19	\$ 47.14	\$ 66.40	\$ 98,046.05	\$ 138,115.22
18	\$ 45.33	\$ 63.84	\$ 94,282.52	\$ 132,794.00
17	\$ 43.52	\$ 61.28	\$ 90,519.00	\$ 127,472.78
16	\$ 41.71	\$ 58.73	\$ 86,755.48	\$ 122,151.56
15	\$ 39.90	\$ 56.17	\$ 82,991.96	\$ 116,830.34
14	\$ 38.09	\$ 53.61	\$ 79,228.44	\$ 111,509.12
13	\$ 36.28	\$ 51.05	\$ 75,464.92	\$ 106,187.90
12	\$ 34.47	\$ 48.49	\$ 71,701.40	\$ 100,866.68
11	\$ 32.66	\$ 45.94	\$ 67,937.87	\$ 95,545.46
10	\$ 30.85	\$ 43.38	\$ 64,174.35	\$ 90,224.24
9	\$ 29.04	\$ 40.82	\$ 60,403.20	\$ 84,903.02
8	\$ 27.23	\$ 38.26	\$ 56,638.40	\$ 79,581.80
7	\$ 25.42	\$ 35.70	\$ 52,873.60	\$ 74,260.58
6	\$ 23.62	\$ 33.14	\$ 49,129.60	\$ 68,939.36
5	\$ 21.81	\$ 30.59	\$ 45,364.80	\$ 63,618.14
4	\$ 20.00	\$ 28.03	\$ 41,600.00	\$ 58,296.92
3	\$ 18.19	\$ 25.47	\$ 37,835.20	\$ 52,975.70
2	\$ 16.38	\$ 22.91	\$ 34,070.40	\$ 47,654.48
1	\$ 14.57	\$ 20.35	\$ 30,305.60	\$ 42,333.26

OPEN RANGE SCALE FOR JANUARY 1, 2023

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 50.90	\$ 70.34	\$ 105,881.95	\$ 146,305.16
19	\$ 49.02	\$ 67.73	\$ 101,967.89	\$ 140,877.52
18	\$ 47.14	\$ 65.12	\$ 98,053.83	\$ 135,449.88
17	\$ 45.26	\$ 62.51	\$ 94,139.76	\$ 130,022.23
16	\$ 43.38	\$ 59.90	\$ 90,225.70	\$ 124,594.59
15	\$ 41.50	\$ 57.29	\$ 86,311.64	\$ 119,166.94
14	\$ 39.61	\$ 54.68	\$ 82,397.58	\$ 113,739.30
13	\$ 37.73	\$ 52.07	\$ 78,483.51	\$ 108,311.65
12	\$ 35.85	\$ 49.46	\$ 74,569.45	\$ 102,884.01
11	\$ 33.97	\$ 46.85	\$ 70,655.39	\$ 97,456.37
10	\$ 32.09	\$ 44.24	\$ 66,741.33	\$ 92,028.72
9	\$ 30.20	\$ 41.64	\$ 62,819.33	\$ 86,601.08
8	\$ 28.32	\$ 39.03	\$ 58,903.94	\$ 81,173.43
7	\$ 26.44	\$ 36.42	\$ 54,988.54	\$ 75,745.79
6	\$ 24.56	\$ 33.81	\$ 51,094.78	\$ 70,318.15
5	\$ 22.68	\$ 31.20	\$ 47,179.39	\$ 64,890.50
4	\$ 20.80	\$ 28.59	\$ 43,264.00	\$ 59,462.86
3	\$ 18.92	\$ 25.98	\$ 39,348.61	\$ 54,035.21
2	\$ 17.04	\$ 23.37	\$ 35,433.22	\$ 48,607.57
1	\$ 15.15	\$ 20.76	\$ 31,517.82	\$ 43,179.92

OPEN RANGE SCALE FOR JANUARY 1, 2024

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 52.94	\$ 71.75	\$ 110,117.23	\$ 149,231.27
19	\$ 50.98	\$ 69.08	\$ 106,046.60	\$ 143,695.07
18	\$ 49.03	\$ 66.42	\$ 101,975.98	\$ 138,158.87
17	\$ 47.07	\$ 63.76	\$ 97,905.35	\$ 132,622.68
16	\$ 45.11	\$ 61.10	\$ 93,834.73	\$ 127,086.48
15	\$ 43.16	\$ 58.44	\$ 89,764.10	\$ 121,550.28
14	\$ 41.20	\$ 55.78	\$ 85,693.48	\$ 116,014.08
13	\$ 39.24	\$ 53.11	\$ 81,622.85	\$ 110,477.89
12	\$ 37.28	\$ 50.45	\$ 77,552.23	\$ 104,941.69
11	\$ 35.33	\$ 47.79	\$ 73,481.61	\$ 99,405.49
10	\$ 33.37	\$ 45.13	\$ 69,410.98	\$ 93,869.30
9	\$ 31.41	\$ 42.47	\$ 65,332.10	\$ 88,333.10
8	\$ 29.45	\$ 39.81	\$ 61,260.09	\$ 82,796.90
7	\$ 27.49	\$ 37.14	\$ 57,188.09	\$ 77,260.71
6	\$ 25.55	\$ 34.48	\$ 53,138.58	\$ 71,724.51
5	\$ 23.59	\$ 31.82	\$ 49,066.57	\$ 66,188.31
4	\$ 21.63	\$ 29.16	\$ 44,994.56	\$ 60,652.11
3	\$ 19.67	\$ 26.50	\$ 40,922.55	\$ 55,115.92
2	\$ 17.72	\$ 23.84	\$ 36,850.54	\$ 49,579.72
1	\$ 15.76	\$ 21.17	\$ 32,778.54	\$ 44,043.52

Open Range Scale

July 1, 2022

On July 1, 2022, employees who are below the new scale minimum will be increased to the new Open Range Scale minimum.

All other employees will receive \$0.50 per hour within range movement (or equivalent for salaried staff), not to exceed the wage scale maximum.

On July 1, 2022, employees who are at the scale maximum will receive a lump sum payment equivalent to \$0.50 per hour, not to exceed \$520.

LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval.

January 1, 2023

On January 1, 2023, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum.

LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval.

January 1, 2024

On January 1, 2024, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum.

LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval.



Board of County Commissioners Agenda Request

8A

Agenda Item #

Requested Meeting Date:

Title of Item:

<p>REGULAR AGENDA</p> <p>CONSENT AGENDA</p> <p>INFORMATION ONLY</p>	<p>Action Requested:</p> <p style="padding-left: 20px;">Approve/Deny Motion</p> <p style="padding-left: 20px;">Adopt Resolution (attach draft)</p> <p style="text-align: right; font-size: 10pt;"><i>*provide copy of hearing notice that was published</i></p>	<p>Direction Requested</p> <p>Discussion Item</p> <p>Hold Public Hearing*</p>
<p>Submitted by:</p>		<p>Department:</p>
<p>Presenter (Name and Title):</p>		<p>Estimated Time Needed:</p>
<p>Summary of Issue:</p>		
<p>Alternatives, Options, Effects on Others/Comments:</p>		
<p>Recommended Action/Motion:</p>		
<p>Financial Impact:</p> <p><i>Is there a cost associated with this request?</i> Yes No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> Yes No <i>Please Explain:</i></p>		

2023 Budget Process Timeline

April 5 th	Budget Process and Schedule Review	Budget Committee
April 26 th	Budget Process and Schedule Review	Administration County Board
May 10 th	Budget Discussion – Board Discussion	County Board
May 23 rd	Budget Process, Schedule and Preparation Forms to Department Heads	Administration
June 27 th	Budget Preparation Forms DUE to Administration	Administration Department Heads
July 13 th	Budget Discussion with Department Head Group	Administration Department Heads
July 18 th – 22 nd	Individual Meetings with Department Heads to Review Draft Budgets	Department Heads
August 9 th	Appropriations & Dues Discussion	County Board Administration Department Heads
August 23 rd	Budget Presentations – General Gov. & Sheriff Budget Presentations – HHS & Road & Bridge	Department Heads
September 13 th	County Board considers Preliminary Levy, <i>if desired</i> – TNT must occur after November 24 th – Must be adopted by September 30 th	County Board
September 27 th	County Board considers Preliminary Levy, <i>if needed</i> – Must be adopted by September 30 th	County Board
November 8 th	Additional Budget Discussion, <i>if needed</i>	County Board Administration Department Heads
December 13 th 6:05 p.m.	Budget Information Meeting held (TNT)	County Board Administration
December 20 th	Final FY 2020 Budget (operating and capital) and Levy adopted – Must be adopted no later than 5 working days after Dec. 20 th (Dec. 27 th)	County Board

3. What other opportunities exist in your department or elsewhere in the County for contracting or consolidating services? For innovation, restructuring or service changes?

4. List any changes to the 5-Year Capital Plan (current plan attached):

Amount					
Description & Funding Source	2022	2023	2024	2025	2026

5. Are you aware of any staff retirements or PTO payouts in the coming year?

6. Are you aware of pending legislation that may affect the budget or legislation that you would like support for that would positively affect future budgets?

7. Are you aware of any staff changes to benefits elections in the coming year? ie. changing from single coverage to family?

8. Please complete the following:

of full time staff in the department inc. unfilled positions being advertised: _____

of part-time staff in the department inc. unfilled positions being advertised: _____