



Board of County Commissioners Agenda Request

6B
Agenda Item #

Requested Meeting Date: August 9th, 2022

Title of Item: 2023 Appropriations Discussion

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

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Discussion Only.

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

Aitkin County Budget Appropriations and Dues

	2019	2020	2021	2022	2023- Requested	Percent Increase	Comments	Other Agreement/ Statute
Dues								
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	0.0%	Assumed no change	
MN Rural Counties Caucus (MRCC) (01-44.6844)	\$2,500	\$2,700	\$2,300	\$2,300	\$2,300	0.0%		
Association of MN Counties (AMC) (01-44.6845)	\$10,140	\$10,696	\$10,960	\$11,042	\$11,142	0.9%		
Arrowhead Counties (01-44.6846)	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	0.0%	Assumed no change	
Joint Counties Natural Resource Board (10-921.6240)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	0.0%	Assumed no change	
Joint Powers								
East Central Regional Library (Dept 500-500.6801)	\$233,220	\$236,698	\$233,577	\$242,535	\$252,236	4.0%		
Airport-McGregor (Dept 700-903.6801)	\$13,900	\$14,600	\$14,600	\$14,600	\$14,600	0.0%	Assumed no change	
Snake River Watershed (Dept 600-552.6836)	\$10,079	\$10,079	\$10,079	\$10,079	\$10,079	0.0%		
Airport-Aitkin (Dept 700-903.6800)	\$14,107	\$14,107	\$14,107	\$20,000	\$50,000	150.0%		
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	0.0%		
Appropriations								
Soil and Water (Dept 600-552.6801)	\$98,034	\$81,034	\$76,549	\$81,349	\$81,349	0.0%	\$68,849 County Allocation \$7,700 LCWP \$4,800 Ag Inspector	MS 103C
C.A.R.E. (Dept 500-502.6848)	\$37,900	\$37,900	\$37,900	\$37,900	\$37,900	0.0%		
Historical Society (Dept 500-501.6801)	\$16,500	\$18,500	\$18,500	\$19,000	\$52,000	173.7%		MS 138.052
Historical Society Insurance (Dept 500)	\$3,000	\$3,200	\$3,200	\$4,050	\$4,455	10.0%		MS 138.052
Ag Society (Dept 600-550.6801)	\$10,000	\$10,000	\$10,000	\$12,000	\$12,000	0.0%		MS 38.14
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	0.0%		
Ag Society Insurance (Dept 600)	\$4,000	\$4,500	\$5,000	\$6,074	\$6,681	10.0%		
ANGELS	\$0	\$0	\$1,685	\$3,631	\$0	-100.0%	No Request	
Dues & Appropriations	\$470,630	\$461,264	\$455,707	\$481,810	\$551,992	14.6%		
Additional Organizations								
	2019	2020	2021	2022	2023			
Support Within Reach (01-44.6847)	\$500	\$1,500	\$1,500	\$1,500	\$2,000	33.3%		
AEOA Rural Rides Program (01-44.6848)	\$2,500	\$2,500	\$0	\$0	\$0			
Total Dues & Appropriations	\$473,630	\$465,264	\$455,522	\$483,310	\$553,992	14.6%		



August 1, 2022

Dear Minnesota County Administrators,

Thank you for your commitment to ensuring your county's residents have access to public library services. The attached documentation provides your county's state-certified level of library support for 2023. Minnesota Statutes, sections 134.34 and 275.761 establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a county fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the county from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the county's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hannah Buckland'.

Hannah Buckland
State Library Program Specialist



July 2022

CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2023

This is to certify the 2023 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for:

Aitkin County

The state-certified level of library support for 2023 is: **\$200,398**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support. The property in those portions of the county excluded for the purpose of determining the library levy and providing the minimum amount is as follows:

N/A



July 19, 2022

Jessica Seibert, MPA
Aitkin County Administrator
Aitkin County Government Center
307 Second St. N.W. Rm 310
Aitkin, MN 56431

Dear MS Seibert:

In response to your letter of June 10, 2022 regarding the 2023 budget, the Isedor Iverson Airport Commission will not be asking for an increase of the \$14,600 appropriation we currently receive from the county. The appropriation will be used for normal operating expenses and the local portion of grants received from the State of Minnesota. It should be noted that our airport is not a federal airport and, therefore, doesn't receive any federal funding.

In addition to the county appropriation, by agreement, we receive \$7,300 annually from the City of McGregor and grant funds from the State of Minnesota for maintenance and operating expenses as well as special projects. That latter funding varies annually depending on expenses submitted and projects approved. Finally, the airport receives approximately \$1500 profit from the sale of fuel and \$2000 from hangar land leases.

As we've stated in the past, the Isedor Iverson Airport provides essential air facilities to the McGregor area in support of local businesses, recreation, emergency services, and future economic development. As a MNDOT registered and supported airport, we provide aviation infrastructure for local aircraft owners and a destination point for air traffic moving to and from the area including the large recreation area centered on two of the larger lakes in Aitkin County, Big Sandy and Minnewawa. As I'm sure you are aware, Talon Metals is currently exploring for a nickel mine in the area, and our airport is the closest facility in support of current activity and future air needs for that operation.

For 2023, the airport is expected to spend \$11,000 for the local portion of operating expenses and \$21,000 for the local portion of projects associated with the extension of the 14/32 runway. This latter amount is for engineering and permitting. The actual construction takes place next year. We will also spend \$20,000 to purchase fuel for resale, but that amount will be recovered through sales.

The airport currently has an account balance of \$92,000 that has been built up over several years in preparation for the expenses required to extend the 14/32 runway and the construction of a turf crosswind runway, both of which are included in the airport's approved long range plan. It should be noted that this will only fund a portion of the amount expected of \$160,000.

I hope this satisfies your budgeting needs. If more information is needed feel free to contact me directly.

Best Regards,

A handwritten signature in black ink, appearing to read "William L. Bedor". The signature is written in a cursive style with some stylized flourishes.

William L. Bedor
Chairman, Isedor Iverson Airport Commission

CC: Brian Napstad



SNAKE RIVER WATERSHED MANAGEMENT BOARD

903 Forest Ave E • Mora, MN • 55051 • (320) 679-6456 • Fax: (320) 679-6433

"Working to enhance and protect the water resources of the Snake River Watershed"

June 20, 2022

Aitkin County Administrator
Aitkin County Courthouse
307 2nd Street NW
Aitkin, MN. 56431

RECEIVED

JUN 24 2022

Ms. Seibert and Aitkin County Commissioners,

The Snake River Watershed Management Board receives appropriations from each County in the Snake River Watershed Joint Powers Organization. The requested amount for Aitkin County for 2023 is \$10,079.00, which is the same amount that was set in 1993. The funding received by the SRWMB from the counties is used for administration and to match grant funds for projects within the counties.

The Snake River Watershed Management Board has received numerous grants through Minnesota Pollution Control Agency and the Board of Soil and Water Resources in the past. Aitkin County citizens have used the funding for sediment and erosion control projects, monitoring projects and feedlots.

The Snake River Watershed Management Board has completed an implementation grant and is receiving funding for the One Watershed One Plan. The Snake River Watershed Board will be using county appropriation funding to support projects during this process.

Snake River Watershed Management Board wishes to have continued support from Aitkin County.

Respectfully,

Teresa Wickeham, Coordinator
Snake River Watershed Management Board
903 Forest Ave E
Mora, MN 55051
teresa.wickeham@co.kanabec.mn.us
320-679-6456



Michael R. Skrbich
130 Southgate Dr., Ste. 200
Aitkin, MN 56431

Jessica Seibert
County Administrator
307 2nd Street NW, Room 310
Aitkin, MN 56431

2023 - AIRPORT FUNDING REQUEST

- Total dollars requested: \$50,000.00 – This money will be used for operations, to pay for the \$26,000 dollars in engineering services we have out for 2022, improve our cash balance, and pay for the \$16,2150.00 worth of projected expenses in the 2023 CIP Plan.
- We supply the taxpayers of Aitkin County with Regional Airport Service that benefits residents and the business community in our region. Our airport also serves as a destination point for tourists, out of town residents, law enforcement and hospital access. We serve businesses and travelers from our entire region.
- The people served are listed above and we had around 16,000 operations last year.
- The Airport operations budget in 2022 was \$99,356.00 and we expect a similar budget for 2023, but with the engineering and projects we are working on, we will have greater cashflow needs to fund what we are working on. We have grants that are not collected on that go back over 2 years, and that is how long it can take to get paid.
- We had a starting fund balance of \$37,401.48 and our current fund balance at this time is \$10,224.85. A couple of months ago, we had a \$160,000 dollar payment that was made with the City's money and luckily, we got it paid in an expedient manner. That is the exception.
- Our funding comes from the FAA, MN Dot Aeronautics, Aitkin County, and the City of Aitkin.

Overall operations are going well, but with the level of Capital investment, our current fund balances are not adequate for meeting operational obligations.

Michael R. Skrbich

cc: Aitkin County Board of Commissioners

www.ci.aitkin.mn.us

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





Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. Ste. 34- Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

6/16/2022

To: Aitkin County

RE: 2022 budget request

Dear Administrator Seibert,

To help answer the questions requested by Aitkin County, I have a listed below the questions and answers given to the Mississippi Headwaters Board via Aitkin County:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used? The MHB is requesting \$1500 from Aitkin county to help support the operational needs of the MHB.
- A narrative that includes the services you provide to the taxpayers of Aitkin County? The Miss. Headwaters Board works in Aitkin county to help promote the values and objectives of the Aitkin County Water Plan.
- A list of who these services are rendered to and approximately how many people are served. Specifically the MHB is working in Aitkin county to help purchase easements to protect the water quality and habitat which will serve willing landowners in Aitkin county; implement recreational signage on stretches of the Miss. River to promote recreational awareness and activities on the River in which approximately 100 people will be served in an event being held on June 25th; and help with AIS awareness and prevention through the Minnesota Traditions social media program in which thousands people are being reached statewide.
- Three pieces of information that the county board believes is necessary.
 - Annual Planning Operating budget- \$294,342
 - What is your year end fund balance- \$287,286 according to audit ending 6/30/2021. \$130,00 of the fund balance is restricted funding.
 - Where else does your funding come from- Board of Water and Soil Resources, Dept. of Natural Resources, Enbridge, local grants, and other state and local grants.

Mississippi Headwaters Board

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

Web Site: www.mississippiheadwaters.org

Date: May 2, 2021

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

RE: 2023 Appropriation

Dear Jessica Seibert,

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

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

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

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

Sincerely,

Tim Terrill

Mississippi Headwaters Board Executive Director

Mississippi Headwaters Board

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

Web Site: www.mississippiheadwaters.org

Date: May 2, 2021

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

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Sincerely,

Tim Terrill

Mississippi Headwaters Board Executive Director



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

July 19, 2022

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

Dear Jessica:

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

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

Respectfully,

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

LJ

AITKIN COUNTY CARE, INC.

July 19, 2022

AITKIN COUNTY BOARD FUNDS REQUEST - \$37,900

1. Budget for funds requested

- i** \$37,900 is being requested for the purpose of matching funds for the older Americans Act Title III funding. This grant provides funding for continued services and requires matching funds.

2. Services Rendered and numbers served

- i** Our mission: "To enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them." With 14 programs in 2021 CARE provided 2,734 hours of respite care to 11 clients (7% increase over previous year; 3922 hours (41% increase over previous year) of homemaking to 119 clients; delivered 5,222 frozen meals to 45 isolated, rural seniors; brought 3,009 hot meals to 30 local clients, gave out 925 nutritional food boxes to 93 individuals and provided 322 one-way trips for 63 seniors. 94 seniors connected with elementary-aged children through Grand Friends Pen Pals, and classes continue with Tai-Ji-Quan and SAIL (Staying Active and Independent for Life). Three classes are currently ongoing.

Partnerships continue to grow at Aitkin County Care with efforts that include Aitkin County SHIP where a raised bed garden has been installed for Aitkin Manor, and efforts to establish a community/school garden in Hill City. Most recently fresh food accessibility will increase at the Aitkin Community Food Shelf as it has converted to a Supershelf. This will be a shopping experience for those that attend the food shelf and they can get what they want.

3. Financial information Requested

- i** Three pieces of information the County Board believes is necessary:
 - Annual Operating Budget \$ 344,347
 - Fund Balance - \$ 105,228
 - Other funding comes from:

Aitkin County Historical Society
Depot Museum

P.O. Box 215
Aitkin, MN 56431
(218) 927-3348

RECEIVED

July 12, 2022

JUL 12 2022

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

To Aitkin County Commissioners and Jessica Seibert, County Administrator,

The purpose of the Aitkin County Historical Society is the collection, preservation and dissemination of knowledge about the history of Aitkin County, Minnesota. Since the lifting of 2020-2021 Covid-19 restrictions, we re-activated our 6th grade tour and educational events. Children came from Aitkin, McGregor, and Hill City schools. The Aitkin County Fair saw a large crowd visiting our original log museum at the fairgrounds. Currently we are actively getting ready for the Aitkin All Class Reunion, which in previous reunions has generated over 400 visitors in one week. We are looking forward to our annual garage sale – our biggest fund-raiser - and two new events this year: the Chamber Commerce Business after hours and the Northern Pacific Railroad Group tour.

As stated in our informative letter to you dated, May 18th, we have reached a turning point and a potential crisis. Our director/curator has resigned. It will be extremely difficult to hire a replacement at part-time with no benefits. Per our Board of Trustees minutes, previous administrators in their letter of resignation have stated, to be the only staff person who is required to do all administrative duties, curator, archivist, grant writing, and maintenance person, etc. is more than a part-time position. It would be beneficial to the museum to have a full-time employee. There are outstanding grants to follow up with, writing of policies and procedures, marketing plan, and document retention schedule to name a few of the projects that are in the works. The consequences of not following the long-term plans Heidi Gould has initiated may result in loss of grant monies, deterioration of artifacts, etc. should we not hire a full-time employee with the credentials to continue.

For the year 2022, we anticipate our annual income to be \$46,000. This amount excludes the \$19,000 county appropriation. Our funding comes from memberships, gift shop sales, fundraising efforts, and an annual fund drive. Our director/curator did an excellent job of procuring grants for special projects, but those monies can only be used for the projects requested, and not for operations.

Please accept this as our formal request of \$52,000 for our 2023 appropriation amount. This is a substantial increase from previous years' requests. We feel the amount we are asking for would cover our expenses of: heating (3 buildings), maintenance, security, utilities, telephone, and help with wages for a full-time director/curator with no benefits.

Enclosed is our proposed budget of 2023.

Sincerely,



John Hendrickson
President



Roxy Wigton
Vice President



Laura Thornbloom
Secretary

Enclosure

Aitkin County Historical Society

2023
Proposed

Revenue:

Membership	\$2,000
Interest Earned	\$1,000
County Appropriation Request	\$52,000
Museum Store Sales	\$700
Garage Sale	\$8,510
Raffle	\$0
Cookie Walk	\$1,420
Townships & Cities	\$2,000
Annual Appeal	\$1,000
Grants	\$1,000
Donations	\$8,500
Contributions	\$1,000
Memorials	\$120
Misc Income	\$600
Totals:	\$79,850

Expenses:

Accounting fees	\$1,300
Administrator's Salary	\$37,440 (FT \$18 hr)
Advertising	\$1,500
Annual Meeting	\$100
Collections/Archival	\$1,200
Education Fund	\$200
Employee Benefits	\$1,200
Employer Matching	\$3,000
Fund Raising	\$2,000
Grant Disbursement	\$0
Heating	\$7,000
Janitorial	\$1,150
Maintenance	\$3,950
Mileage	\$500
Misc expenses	\$500
Museum Displays	\$4,810
Museum Store	\$550
Office Supplies & Equipment	\$2,300
Postage	\$650
Rentals	\$300
Security	\$1,600
Service Charges	\$100
Society Memberships	\$200
Technology	\$600
Telephone	\$1,100
Training	\$750
Trash	\$1,000
Utilities	\$4,500
Volunteer Expense	\$350
Totals:	\$79,850

Net +/- \$0

Aitkin County Ag Society

307 Second Street Northwest, Unit 121
Aitkin, Minnesota 56431
218.927.7354

July 20, 2022

To: Aitkin County Board of Commissioners

From: Aitkin County Fair Board

Leeann Moriarty, President
Kirk Peysar, Secretary/Treasurer
Sharon Dotzler
Sara Rian
Kate LaClair
Renee Kostick
Lenore Jackson
Jim Bright

Gabrea Anderson
Jennifer Thompson
Vern Watters
Randeena Olson
Lacie Hietalati
Becky Koch
Lon Nicko

Re: 2023 Appropriation and Fiscal Recovery Funds

The Aitkin County Fair Board has received an annual \$10,000 appropriation from the County Board since 1986, Thirty-five years. For 2023, the Aitkin County Fair Board is requesting no increase, remaining at \$12,000 and therefore respectfully requests a \$22,000 appropriation (\$12,000 for operations and \$10,000 for capital items). As you are aware the fairgrounds sustained a large amount of damage from the May 11th storms. Two buildings were lost and a several others sustained damage and needed repairs. MCIT coverage will cover the repairs to those partially damaged structures. Ongoing facility improvements and repairs are greatly needed.

We held our 2021 fair July 7 – 10, crowds were large, with attendees coming from throughout Minnesota to our fair. The 2022 fair, held July 6 - 9, 2022, was also well attended.

About our county fair:

- Amount of money requested and a budget of how it will be used:
 - The \$12,000 appropriation represents 10% of the Fair Board's budgeted revenues.
 - While revenues are not dedicated to specific expenditures, the Fair Board considers the county appropriation to be a portion of the \$28,000 that is budgeted for capital improvements and maintenance to the fairgrounds, which are county-owned. Having 31 structures on location, there is no end to the repairs needed.
- Narrative of services provided to the taxpayers of Aitkin County:
 - The Fair Board meets monthly throughout the year to plan the annual county fair.
 - In 2023, the fair will celebrate its 133rd annual fair.

- Early county fairs were held in the courthouse and on the courthouse grounds. Fresh garden produce was displayed in the court chambers along with fancy work. Competitions were held to determine who had the strongest horse and oxen teams.
- Who we serve:
 - 4-H youth, FFA members, exhibitors of all ages and interests.
 - The event is attended by thousands of county residents as well as visitors from other areas. The fair provides a wide variety education and entertainment for people of all ages.
 - Community organizations such as the American Legion, Lions, Fire Department, 4-H, and other community organizations count on the fair for significant portions of their organization's annual income.
- Annual operating budget:
 - Our total 2022/2023 budget is \$114,975 (\$79,525 for operations/attractions and \$31,500 for facility maintenance).

We ended FY 2020/2021 with a balance of \$16,600.56 after the completion of large building projects, the acquisition of adjoining property, and the loss of the 2020 fair.

- Other sources of funding:
 - Other revenues are collected through grandstand admissions, parking fees, building rentals, advertising, and donations. This year, fair sponsorship opportunities were also offered to local organizations and businesses. Grants are also sought for various projects. This year, a \$10,400 grant has been awarded from the County Fair Grant program, MN Department of Ag; those funds will be used to improve livestock facilities. An additional, \$4,000 Heritage, Culture, and Arts grant also has been approved for programming.
- Breakfast was served by the Long Lake Foundation each day.
- The fairgrounds is made available to other community organizations such as Aitkin County Historical Society Garage Sale, Relay for Life, Mud Rhythm, Young Riders 4-H, Bit and Bridle, Aitkin Lions Garage Sale, Aitkin Chamber of Commerce.

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

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

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

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

Evett Ellis- Executive Director

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

Phone Number: 218-766-9994 | 218-927-6226 | 1-866-747-5008

Business Office Address: 1510 Bemidji Ave. N. Ste. 13, Bemidji, MN 56601

Phone Number: 218-444-9524

Requested Amount: \$2,000.00

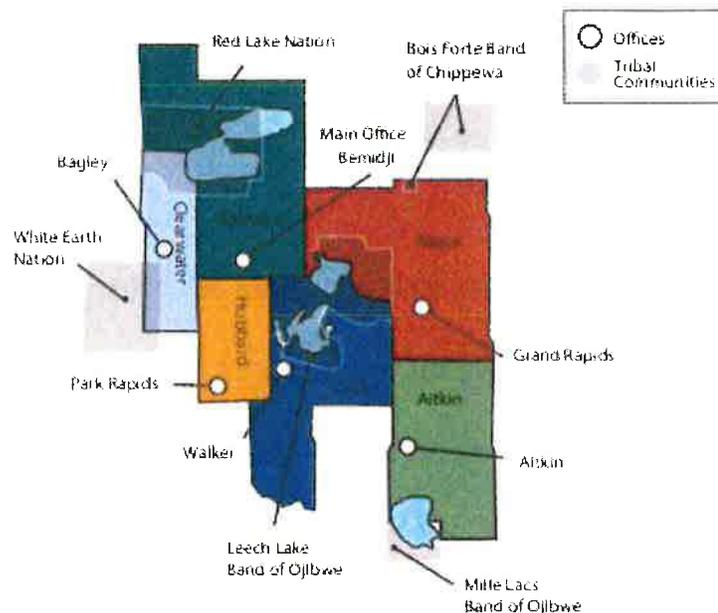
AGENCY OVERVIEW

SUPPORT WITHIN REACH is a private, non-profit organization that was created in 1989 to serve the distinct needs of victims of sexual violence in both Itasca and Aitkin County. Our mission is to reduce the impact and harm of sexual in the communities we serve. On January 15, 2014, SUPPORT WITHIN REACH merged with the Sexual Assault Program of Beltrami, Cass, Clearwater and Hubbard Counties. The new organization adopted the name SUPPORT WITHIN REACH and will continue to be a sexual violence resource and advocacy program sharing resources across the region. The now merged organization covers a six-county area including Aitkin, Beltrami, Cass, Clearwater, Hubbard, and Itasca County (see map at the bottom of this section for more information). The six-county region provides the same services to all six counties in the SUPPORT WITHIN REACH service area. There are two main headquarters (Grand Rapids and Bemidji) with the business office and administrative staff being located in Bemidji. The organization has 18 total staff which include an Executive Director that presides over the six counties, a program supervisor at each headquarters office that supervise various staff that provide programming and services. There are 4 outlying offices that are individually staffed including one in Aitkin City, Aitkin County.

SUPPORT WITHIN REACH is governed by a volunteer board from all across the six-county service area who works to develop and set agency policy and procedure. Board members provide continuing direction for planning and operations, program evaluation, as well as related organizational activities consistent with the mission and goals of the organization. SUPPORT WITHIN REACH's Aitkin County office has one staff that assists victims.

Service Area Map:

Support Within Reach – 2023 Request
Aitkin County Sexual Violence Services



AITKIN COUNTY OVERVIEW

SUPPORT WITHIN REACH seeks to continually enhance the quality of life for those in Aitkin County through three primary programs: 1) Victim Support & Advocacy Program, 2) Coordinated Community Response, and 3) Outreach Program. The term sexual violence includes a number of actions that are carried out in a manner intended to groom, control, intimidate, manipulate, humiliate, harm, and silence the victim. Unfortunately, sexual violence comes in many forms, including sexual assault/rape, incest/child sexual abuse, sexual exploitation/trafficking of youth and adults, intimate partner sexual violence, date/acquaintance rape, and alcohol/drug facilitated sexual assault, sexual harassment, bullying, and stalking.

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

COMMUNITY IMPACT:

SUPPORT WITHIN REACH's Support Services and Advocacy Program maintain a

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

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

COLLABORATION

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

- Aitkin County Law Enforcement Agencies – SUPPORT WITHIN REACH works with all law enforcement agencies in Aitkin County. SUPPORT WITHIN REACH provides referrals to law enforcement agencies, works with officers and investigators throughout the investigative process. We have found that in cases where a sexual violence advocate is involved that victims tend to stay involved and more active with the criminal justice system.
- Aitkin County Attorney’s Office and Victim Assistance Program – SUPPORT WITHIN REACH’s Aitkin County Coordinator assists on cases involving criminal sexual misconduct, sexual exploitation, etc. We have found that in cases where a sexual violence advocate is involved that victims tend to stay involved and more active with the criminal justice system.
- Aitkin County Health and Human Services – SUPPORT WITHIN REACH’s Aitkin County Coordinator assists in cases involving child abuse, parents who have current or previous sexual violence history, etc. We are able to provide ongoing support and education for families experiencing this part of the system.
- Healing Opportunity Provided Equally – approximately 75% of domestic violence victims indicate that they or their children are also victims of sexual violence. SUPPORT WITHIN REACH works with HOPE to ensure proper referrals for victims of sexual and domestic violence in Aitkin County.

SUPPORT WITHIN REACH works closely with each of the entities above in order to coordinate services. Service coordination is done through cross referrals, working together on a case when a client authorizes it, cross training between the different organizations, establishing protocols or practices on how we as collaborating organizations will work together.

The Aitkin County area has one hospital and 3 law enforcement agencies. *SUPPORT WITHIN REACH worked on a total of 6 cases involving the criminal justice system in Aitkin County in 2021. Of these cases, 5 of them worked with law enforcement, 5 of them worked with prosecution, 5 required assistance in developing a safety/risk assessment plan, 1 required assistance in filing for a protective order, and 0 of these cases worked with health and human services.* SUPPORT WITHIN REACH and the multi-disciplinary team continue to address barriers and reasons why victims are choosing not to report recent incidents of sexual violence.

In 2021 Aitkin County received (3) Sexual Assault Nurse Examiner (SANE) calls. Due to the hospital COVID-19 restrictions, SUPPORT WITHIN REACH has not been able to provide hospitals with the in-person Sexual Assault Nurse Exam refresher course that Emergency Room nurses received annually in previous years, however, in 2022 SUPPORT WITHIN REACH will be providing training to the Emergency Room nurses at Riverwood in order to ensure that victims would receive the best possible care when needing to have a forensic exam completed. This is an annual training that will finally be able to resume and is a much-needed service that SUPPORT WITHIN REACH offers. SUPPORT WITHIN REACH also maintains a SANE nurse program in Grand Rapids in which a nurse could potentially provide service in Aitkin County. At this time there are few trained SANE's statewide and in 2022 SUPPORT WITHIN REACH along with Minnesota Council Against Sexual Assault has been seeking to build the capacity of the program in Northern Minnesota.

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

Victim Support Services & Advocacy Program

SUPPORT WITHIN REACH provides a variety of services that provides a network of support for victims of sexual abuse/assault and their families/loved ones. *In 2021, SUPPORT WITHIN REACH staff and volunteers provided a total of 451 service types in Aitkin County.*

- *SUPPORT WITHIN REACH attended to a total of 7 primary sexual violence victims (4 new primary victims and 3 ongoing primary victims) and 1 secondary victim.*
- *Crisis Intervention (6 client contacts)*
- *Risk Assessment/Safety Planning (5 client contacts)*
- *Ongoing support and case follow-up (70 client contacts)*
- *Accompaniment to medical exams (3 client contacts)*
- *Criminal Justice Support and Advocacy – this includes law enforcement, prosecution, and probation (44 client contacts)*
- *Civil Legal Advocacy: Filing Harassment Restraining Orders and Orders for Protection, Mandated Reporting Issues, Human Services Requested Education (18 client contacts)*

- *After hours Crisis Calls (7 client contacts)*

SUPPORT WITHIN REACH uses the following strategies to ensure access to sexual abuse/assault services:

- SUPPORT WITHIN REACH makes sexual abuse/assault services available at our office located in Aitkin. We have a staff that works regular hours in that office and 4 full time and 1 part time staff available in Grand Rapids as needed.
- SUPPORT WITHIN REACH provides a 24-hour crisis line that is available 365 days per year
- SUPPORT WITHIN REACH provides outreach to outlying areas like Hill City, Jacobson, and McGregor.
- SUPPORT WITHIN REACH has facilitated a Sexual Assault Multi-Disciplinary Action Response Team in Aitkin, with aims to continue to rejuvenate this team in 2022/2023.
- SUPPORT WITHIN REACH provides training to criminal justice system responders related to sexual violence and our services.

Prevention Education & Awareness Program

SUPPORT WITHIN REACH is active within the community developing and presenting customized education and awareness opportunities throughout Aitkin County that meet the needs and requests of the audience type. Through SUPPORT WITHIN REACH’s awareness and prevention education program, participants develop an increased awareness of the services our agency provides as well as improved understanding regarding the issues surrounding sexual violence. *In 2021, SUPPORT WITHIN REACH provided 6 prevention education trainings to 362 participants in Aitkin County.* Specific presentations that SUPPORT WITHIN REACH is able to provide are as follows:

1. Pre-school/Daycare – 4th Grade:
 - Body Safety
 - Respect and Boundaries
 - Bullying
2. Middle School/High School:
 - Let’s Chat
 - SUPPORT WITHIN REACH services/location
 - Self-Esteem, Respect, Boundaries and Body Safety
 - Difference between Sexual Harassment & Flirting
 - Healthy/Unhealthy Relationships
 - Handling peer pressure to be sexually active
 - Internet Safety/Teens & Technology
 - Date/Acquaintance Rape
3. Other Presentations:
 - Those with disabilities and their care takers

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

4. Community Awareness Events:

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

2021 At a Glance

Real Impact:

Clients at Support Within Reach and the impact they leave are why we continue to strive for perfection in our advocacy. One client in particular, has had a profound impact in my advocacy, sharing the road to healing with me. The client started her road to healing at the hospital by completing a SANE Exam and making a police report.

This client started their journey at the hospital in 2021 and has been taking a stand against the offender ever since. An advocate at Support Within Reach assisted them with an HRO to help the client regain their sense of safety after the offender began harassing them. The relief the client had when the HRO was granted was felt by staff as it seemed like they just regained a piece of themselves back. Moments like those remind us as advocates, why we do what we do.

Over the year of continued service, we provided referrals to therapists in the Aitkin County area, encouragement and support, support through the investigation and prosecution, and assistance with writing the victim impact statement.

Our client won her case in 2022 and the fight for justice is over, but the healing process and impact the client has had on our advocacy is everlasting. Support Within Reach continues to work with this client and has asked them if the agency could use their victim impact statement in our advocacy training. For us as advocates it is one thing to learn about advocacy through educational training, but it is another thing when you hear why advocacy is so important coming from a client themselves. My client's victim impact statement offered a perfect window into how sexual assault impacts their lives in every way and is something that doesn't go away within a year. The trauma of a sexual assault leaves a scar in every part of a victim's life, and our job as advocates begins the moment the wound is inflicted.

Support Within Reach does its best to try and prevent a wound from happening through education and community outreach. This is done through providing children education on

boundaries at a young age, being involved in the local schools, and hosting events in the community to bring awareness to the services and the education that Support Within Reach provides. We will never be done serving people, but our goal is to bring education and awareness to every person in the Aitkin County community and preventative education to every school. As for my client, the impact they made will not stop with just one moment of success but will continue through their impact statement.

So far in 2022

Yes, COVID-19 has impacted how SUPPORT WITHIN REACH provides service to the community. SUPPORT WITHIN REACH continues to provide service to the community at this time. SUPPORT WITHIN REACH utilizes safety and health precautions when a digital format for meeting with clients is not suitable as in emergency situations.

- *SUPPORT WITHIN REACH attended to a total of 4 new sexual violence victims and continued serving 2 ongoing sexual violence victims*
- *SUPPORT WITHIN REACH has provided 385 service types in Aitkin County*
- *Crisis Intervention (9 client contacts)*
- *Risk Assessment/Safety Planning (11 client contacts)*
- *Ongoing support and case follow-up (102 client contacts)*
- *Accompaniment to medical exams (1 client contact)*
- *Criminal Justice Support and Advocacy – this includes law enforcement, prosecution, and probation (34 client contacts)*
- *Law Enforcement Accompaniment-Interview or advocacy (8 client contacts)*
- *Civil Legal Advocacy: Filing Harassment Restraining Orders and Orders for Protection, Mandated Reporting Issues, Human Services Requested Education (11 client contacts)*
- *After hours Crisis Calls (4 client contacts)*
- *SUPPORT WITHIN REACH completed 13 awareness/outreach activities reaching 560 participants*

SUPPORT WITHIN REACH is requesting an increase in funding as we have now made the Aitkin County Coordinator position a position where the employee will spend all their time working specifically in Aitkin County. In previous years, the Aitkin County Coordinator position was a dual role position, where they would spend only three of their workdays in Aitkin County and the other two workdays a week would be spent in Itasca County. By creating a position that focuses only on Aitkin County, it will give SUPPORT WITHIN REACH more opportunity to provide the Aitkin County community with more outreach, educational opportunities, and the ability to assist more victims of sexual violence in the Aitkin County area.

GOALS & OBJECTIVES

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

Objectives:

- SUPPORT WITHIN REACH provides a confidential 24-hour crisis line for primary/secondary victims impacted by sexual violence. SUPPORT WITHIN REACH will continue to offer our after-hour crisis/help line to facilitate routing after-hours calls involving sexual violence to our volunteer advocates/staff.
- Provide crisis intervention and basic counseling services to children and adults. This service works to normalize feelings after traumatic events and recurring trauma that occurs overtime. SUPPORT WITHIN REACH maintains an up-to-date therapist list of counselors who are proficient at working with victims of sexual violence in order to assist us in providing appropriate referrals.
- Assist clients in identifying/reaching their basic needs for healing and personal safety. Provide referrals to other agencies as necessary.
- Provide 24-hour advocacy and support for primary/secondary victims at law enforcement centers, First Witness Interviews, hospital emergency rooms and clinics, and criminal/civil courts matters.
- If demand for service remains on track, more resources will be needed to provide services to an increased number of individuals.

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

Objectives:

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

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

Objectives:

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

Support Within Reach – 2023 Request
Aitkin County Sexual Violence Services

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

Often times Northeastern Minnesota is often forgotten, and Support Within Reach is really working hard to ensure that the outreach and prevention along with all other services are being taken care of as our mission is to reduce the impact and harm of sexual violence in the communities we serve. See our attached Approved 2021-2022 Budget.

Thank you very much for your consideration of Support Within Reach's request.

Respectfully submitted by,


Evett S Ellis

Support Within Reach - Sexual Violence Advocacy and Resource Center

Agency Budget October 1 2021 - September 30 2022

Revenue

Grant Name	Revenue							Combined Total
	Beltrami	Cass	Clearwater	Hubbard	Aitkin	Itasca	Total	
Aitkin County	0	0	0	0	1,500	0	1,500	
Beltrami Child Abuse Prev	2,400	0	0	0	0	0	2,400	
Beltrami County Cooperative	1,800	0	0	0	0	0	1,800	
Blandin Foundation	0	0	0	0	0	50,000	50,000	
Itasca Human Services - SANE	0	0	0	0	0	6,683	6,683	
Itasca Human Services - SWR	0	0	0	0	0	6,683	6,683	
Enbridge	54,000	0	0	-	0	36,000	90,000	
Fines	300	0	0	0	500	2,300	3,100	
Grand Rapids Area Community Foundation	0	0	0	0	0	2,670	2,670	
Fundraising/Donations	10,365	500	100	500	500	11,011	22,976	
Lake Country Power/Clearwater Polk/Round up	0	0	300	500	0	1,000	1,800	
Mille Lacs Energy	0	0	0	0	300	0	300	
MNCASA - Other	800	0	0	0	0	800	1,600	
MN Department of Health	83,000	0	0	0	0	12,000	95,000	
MN Northwest Foundation	0	0	0	0	0	0	0	
Program Income - SANE	0	0	0	0	1,500	2,000	3,500	
Program Income - SWR	0	0	0	0	0	2,000	2,000	
Otto Bremer Foundation	30,000	0	0	0	0	20,000	50,000	
OJP SMART	13,000	0	0	0	0	13,000	26,000	
TOGO	0	0	0	0	0	1,000	1,000	
Townships	875	1250	500	2900	100	1,630	7,255	
United Way of Bemidji Area	15,000	0	0	0	0	0	15,000	
United Way 1,000 Lakes	0	0	0	0	0	14,500	14,500	
United Way NE MN	0	0	0	0	0	5,000	5,000	
OJP-CVS	249,007	38,059	36,023	41,260	9,309	166,004	539,662	
Total Revenue	460,547	39,809	36,923	45,160	13,709	354,281	950,428	
Percentage of Budget	42%	6%	6%	6%	5%	35%	1	

Payroll Totals

Payroll Expense Type	Payroll Totals					Combined Total
	Beltrami	Cass	Clearwater	Hubbard	Aitkin	
Total Payroll	286,995	34,216	33,280	33,280	7,675	241,110
Total Fringe	22,459	2,689	2,616	2,616	603	18,871
Total IRA	2,172	1,026	-	-	-	3,163
Total Payroll Fee	728	91	91	91	46	592
Total Life	288	36	36	36	9	243
Employee Assistance Program	510	510	510	510	510	3,060
Total Health/Dental Insurance	9,951	-	-	5,237	977	22,297
Total Personnel	323,103	38,569	36,533	41,770	9,819	286,786

Expenses

Expense Type	Expenses					Combined Total
	Beltrami	Cass	Clearwater	Hubbard	Aitkin	
Accounting	7,100	300	300	300	100	2,900
Legal Fees	3,000	-	-	-	-	1,000
Bank Charges	-	-	-	-	-	-
Contract Services - SANE/Consultants, Grant Writers	10,000	-	-	-	-	4,000
Dispatch Services	1,386	198	198	198	198	1,155
Dues/Memberships - Dues, Bamboo HR	2,031	-	-	-	-	1,354
Client/Emergency Funds	600	200	200	200	200	400
Equipment Rental	1,680	-	-	-	-	1,120
Events/Exhibits	504	72	72	72	72	750
Fundraising Expense	1,500	-	-	-	-	1,800
Insurance	3,303	472	472	472	393	2,753
Workers Compensation	600	-	-	-	-	600
Maintenance/Repairs	1,470	210	210	210	210	1,225
Program Expenses (office supplies, etc)	3,350	650	650	650	575	2,925
Postage	378	54	54	54	45	315
Printing/Copying	2,310	330	330	330	275	1,925
Professional Development	3,570	510	510	510	275	3,125
Security Expense	798	114	114	114	-	920
Publicity (PSA's)	500	-	-	-	500	500
Recruitment/Recognition (staff, volunteers, board)	798	114	114	114	114	665
Rent/Lease	25,932	6,000	4,200	1,500	3,444	12,000
Small Equipment	1,500	300	300	300	300	1,000
Tech Support	4,000	-	-	-	-	2,000
Telephone/Internet/Staff Cell Phone Reimb.	7,140	1,020	1,020	1,020	1,020	5,950

