

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS September 27, 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): 2557 255 5424; (meeting password): 7282.

- 9:00** 1) **J. Mark Wedel, County Board Chair**
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Approval of Agenda
- 9:05** D) **Health & Human Services (see separate HHS agenda)**
- 9:40** Break
- 9:50** E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File September 13, 2022 to September 26, 2022**
 - B) **Approve September 13, 2022 County Board Minutes**
 - C) **Approve Electronic Funds Transfers**
 - D) **Approve Commissioner's Vouchers**
 - E) **Approve Auditor's Vouchers – ACLD-GIA Land Department**
 - F) **Approve Auditor's Vouchers – Property Tax Overpayments**
 - G) **Approve Auditor's Vouchers – R&B Contract Payments**
 - H) **Approve Manual Warrants/Voids/Corrections – Camping Refund and Receipt Correction**
 - I) **Approve Manual Warrants/Voids/Corrections – ELAN Paid 09.01.2022**
 - J) **Approve Manual Warrants/Voids/Corrections – ELAN Paid 09.15.2022**
 - K) **Approve Manual Warrants/Voids/Corrections – Sales-Use and Diesel Tax, August 2022**
 - L) **Approve Affidavit for Duplicate of Lost Warrant – Larry McNeff**
 - M) **Approve Affidavit for Duplicate of Lost Warrant – Colton Cobb**
 - N) **Approve MNCCC Board Ratification Statement**
 - O) **Approve Application to Make Retail Sales of Tobacco Products**
 - P) **Approve 2023 Legislative Priorities**

- Q) Adopt Resolution: Veterans Office Donation**
- R) Adopt Resolution: MCCU Repurchase Tax-Forfeited Property**
- S) Adopt Resolution: Search and Rescue Donation – American Legion 86**
- T) Adopt Resolution: STS Donation – Lakes and Woods Garden Club**

- 9:50 3) Mark Jeffers – Economic Development Coordinator**
 - A) Economic Development Impact Update**

- 10:20 4) John Welle – County Engineer**
 - A) Award Contract 20228**
 - B) 2023-2027 Capital Improvement Plan**

- 10:50 5) Dennis Thompson – Land Commissioner**
 - A) Set Date for Tax-Forfeited Land Sale**

- 11:00 6) Jessica Seibert – County Administrator**
 - A) Review 2023 MR Legislative Priorities**
 - B) Adopt 2023 Preliminary Budget**
 - C) Set 2023 Budget Public Hearing Date**
 - D) Administrator Updates**

- 11:30 7) Committee Updates**

- 12:00 8) Bobbie Danielson – Human Resources Director**
 - A) Ratify AFSCME Courthouse Unit 2022-2024 Agreement**
 - B) Closed Session Under MN Statute 13D.03 Subd.1(b) Labor Negotiations**

- 12:30 9) Jessica Seibert – County Administrator**
 - A) Approve LELS #504 MOA's**

- 1:00 Adjourn**

<p>The Aitkin County Board of Commissioners met this 13th day of September, 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>Call to Order</p>
<p>Motion made by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all voting yes to approve the September 13, 2022 agenda.</p>	<p>Approved Agenda</p>
<p>There was no Citizens' Public Comment</p>	<p>Citizens' Public Comment</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the Consent Agenda as follows.</p>	<p>Consent Agenda</p>
<p>A) Correspondence File August 23, 2022 to September 12, 2022; B) Approve August 23, 2022 County Board Minutes; C) Approve Electronic Funds Transfers \$2,289,752.07; D) Approve Commissioner Vouchers: General \$138,864.58, Reserves \$26,940.16, Road & Bridge \$69,134.55, Unorganized Townships \$9,202.69, HHS \$7,479.95, Trust \$1,453.46, Forest Development \$785.31, LLCC \$11,324.44, Parks \$10,666.17, COVID \$6,959.33 for a total of \$282,81.64. E) Approve Auditor's Vouchers – Auditor Warrants Paid 09.02.2022: Road & Bridge \$76,696.60, Parks \$21,549.14 for a total of \$98,245.74. F) Approve Auditor's Vouchers – Production Tax: Townships/Cities/ARDC/Ambulance \$174,506.00 for a total of \$174,506.00. G) Approve Auditor's Vouchers – Road and Bridge Contract Payments: Road & Bridge \$861,223.76 for a total of \$861,223.76. H) Approve Auditor's Vouchers – Auditor Warrants Paid 09.09.2022: Road & Bridge \$654,278.82, Parks \$12,847.17 for a total of \$667,125.99. I) Approve Manual Warrants– ELAN Paid 08.18.2022: General Fund \$6,946.15 for a total of \$6,946.15. J) Approve Manual Warrants– ELAN (2) Paid 08.18.2022: General \$-2,232.14, Reserves \$668.07, HHS \$1,288.63, Trust \$199.98, LLCC \$75.46. K) Approve Manual Warrants– Camping Refund 08.30.2022: Parks \$420.00 for a total of \$420.00. L) Approve Manual Warrants– FSA Claims 40356006, MTG Reg and Deed Tax August 2022: General Fund \$100.06, State \$93,569.12 for a total of \$93,669.18. M) Approve Manual Warrants– FSA Claims 440341350 and Participant Fees August 2022: General Fund \$1,853.59 for a total of \$1,853.59. N) Approve Manual Warrants– FSA Claims 440348837: General \$32.19 for a total of \$32.19. O) Approve Manual Warrants– LLCC Credit Card Fees and Camping Refund: LLCC \$141.68, Parks \$60.00 for a total of \$201.68 P) Approve Affidavit for Lost Warrant – Watson Q) Approve EMPG Grant R) Approve Recommendation from Consultant: Jail Sergeant S) Adopt Resolution: Final Contract Payment 20217 T) Adopt Resolution: Final Contract Payment 20219 U) Adopt Resolution: Final Contract Payment 20224 V) Adopt Resolution: CAPs Donation</p>	
<p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve – Affidavit for Lost Warrant - Watson.</p>	<p>Affidavit for Lost Warrant - Watson</p>
<p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve – EMPG Grant.</p>	<p>EMPG Grant</p>

AITKIN COUNTY BOARD

September 13, 2022

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve – Recommendation from Consultant: Jail Sergeant.

**Recommendation from Consultant:
Jail Sergeant**

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: Final Contract Payment 20217

**Resolution #20220913-112
Final Contract Payment 2017**

WHEREAS, Contract No. 20217 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 Knife River in the amount of \$13,939.55.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: Final Contract Payment 20219

**Resolution #20220913-113
Final Contract Payment 20219**

WHEREAS, Contract No. 20219 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 R.C.Habeck Excavating, LLC in the amount of \$14,040.046.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: Final Contract Payment 20224

**Resolution #20220913-114
Final Contract Payment 20224**

WHEREAS, Contract No. 20224 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 MP Asphalt Maintenance, LLC in the amount of \$3,776.54.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: CAPs Donation

**Resolution #20220913-115
CAPs Donation**

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

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

<u>Name of Donor</u>	<u>Amount</u>
Palisade Fire Department	\$ 500.00

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

<u>Name of Donor</u>	<u>Terms or Conditions</u>
Palisade Fire Department presentations and	\$500.00 to the “My Ascension” associated expenses as part of the Committee for the Awareness & Prevention of Suicide (CAPS) events to be held on 9/13, 9/26 and 9/27, 2022.

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.

Dennis Thompson – Land Commissioner presented 2021 Apportionment and 2023 Preliminary Land Budget.

2021 Apportionment and 2023 Preliminary Land Budget

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to approve – Community Grant Program Awards.

Community Grant Program Awards

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to approve – Lifelong Recovery Center.

Lifelong Recovery Center

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to approve – Auditor Request for Proposal.

Auditor Request for Proposal

Jessica Seibert – County Administrator presented 2023 Proposed Preliminary Budget.

2023 Proposed Preliminary Budget

Jessica Seibert – County Administrator presented 2023 Legislative Priorities.

2023 Legislative Priorities

Jessica Seibert – County Administrator presented Fund Balance Review.

Fund Balance Review

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

- Budget Presentation
- OPIOD Settlement

Administrator Updates

The Board discussed: NEMOJT, ECRL, McGregor Airport, NE Waste Advisory, AIS, CARE, Aitkin Airport.

Board Discussion

AITKIN COUNTY BOARD

September 13, 2022

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to close the meeting under MN Statute 13D.03 Subd.1(b) Labor Negotiations at 12:17 p.m.

**Close meeting
under MN Statute
13D.03 Subd.1(b)
Labor
Negotiations**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad to reopen the meeting at 12:56 p.m.

Reopen Meeting

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 12:57 p.m. until Tuesday, September 27, 2022 at the Aitkin County Government Center.

Adjourn

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2C

Agenda Item #

Requested Meeting Date: 9/27/2022

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 9/19/2022		
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 September 19, 2022 Board Meeting September 27, 2022

Abstract Number	Date	Amount	Reason
21444	9/6/22	\$201.68	Manual Abstract
21445	9/7/22	\$93,669.18	Manual Abstract
21446	9/9/22	\$370,808.59	Auditor Abstract
21447	9/9/22	\$2,002.29	Auditor Abstract
21448	9/9/22	\$5,647.92	Commissioner Abstract
21449	9/9/22	\$535,087.11	Payroll Abstract
21450	9/14/22	\$2,336.82	Manual Abstract
21451	9/13/22	\$230.00	Manual Abstract
21452	9/16/22	\$86,922.03	Commissioner Abstract
21453	9/16/22	\$67,129.67	Auditor Abstract
21456	9/15/22	\$4,917.21	Manual Abstract
21457	9/16/22	\$4,882.25	Auditor Abstract

\$0
Voids/No ACH
21454
21455

\$1,173,834.75

WLC1
9/13/22

10:50AM

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
12	DEPT			Court Administration			
11634	Gammello & Pearson PLLC						
	01-012-000-0000-6263		360.00	01-PR-22-472 08/01/2022 08/31/2022	09/02/22	Contract Legal Services	Y
	01-012-000-0000-6263		52.50	01-JV-22-281 08/01/2022 08/31/2022	09/02/22	Contract Legal Services	Y
	01-012-000-0000-6263		142.50	01-PR-22-149 08/01/2022 08/31/2022	09/02/22	Contract Legal Services	Y
	01-012-000-0000-6263		157.50	01-PR-21-1065 08/01/2022 08/31/2022	09/02/22	Contract Legal Services	Y
	01-012-000-0000-6263		247.50	01-P4-05-433 08/01/2022 08/31/2022	09/02/22	Contract Legal Services	Y
11634	Gammello & Pearson PLLC		960.00	5 Transactions			
12	DEPT Total:		960.00	Court Administration	1 Vendors	5 Transactions	
41	DEPT			Internal Audit			
12780	CliftonLarsonAllen LLP						
	01-041-000-0000-6360		27,300.00	BILLING #6 - AUDIT 2021	3389869	Services, Labor, Contracts	Y
12780	CliftonLarsonAllen LLP		27,300.00	1 Transactions			
41	DEPT Total:		27,300.00	Internal Audit	1 Vendors	1 Transactions	
42	DEPT			Treasurer			
86235	The Office Shop Inc						
	01-042-000-0000-6405		7.26	SUPPLIES FOR THE OFFICE	323253-0	Office Supplies	N
86235	The Office Shop Inc		7.26	1 Transactions			
14330	US Bank						
	01-042-000-0000-6342		100.00	PRINTER RENTAL 08/01/2022 08/31/2022	481212371	Office Equipment Rental/Contracts	N
14330	US Bank		100.00	1 Transactions			
42	DEPT Total:		107.26	Treasurer	2 Vendors	2 Transactions	
43	DEPT			Assessor			
10452	AT&T Mobility						
	01-043-000-0000-6220		317.36	AUGUST WIRELESS	287298660812	Telephone	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10452	AT&T Mobility		317.36	07/26/2022 08/25/2022	1 Transactions		
9934	WEX BANK - Assessors						
	01-043-000-0000-6335		714.96	AUGUST FUEL 08/08/2022 09/07/2022	83601352	Gas/Vehicle Fuel Charges	N
	01-043-000-0000-6335		9.40	AUGUST REBATE 08/08/2022 09/07/2022	83601352	Gas/Vehicle Fuel Charges	N
9934	WEX BANK - Assessors		705.56		2 Transactions		
43	DEPT Total:		1,022.92	Assessor	2 Vendors	3 Transactions	
44	DEPT			Central Services			
	9261 RTVision, Inc.						
	01-044-000-0000-6360		7,500.00	GOVAP SUBSCRIPT-SUPPORT/MAINT 09/19/2022 09/18/2023	2022-101896	Services, Labor, Contracts	N
	9261 RTVision, Inc.		7,500.00		1 Transactions		
44	DEPT Total:		7,500.00	Central Services	1 Vendors	1 Transactions	
49	DEPT			Information Technologies			
	9561 Amazon Business						
	01-049-000-0000-6485		431.23	COMPUTER HARDWARE ACCESSORIES	1CHH-N7M9-VD99	Computer/Technology Supplies	N
	01-049-000-0000-6485		165.84	LEVITON CONNECTOR	1QXD-16DG-6GGP	Computer/Technology Supplies	N
	01-049-000-0000-6485		337.82	PLANTRONICS HEADSET	1RYX-PTTV-G64Q	Computer/Technology Supplies	N
	01-049-000-0000-6485		57.03	FIRESTOP GROMMET	1VWL-3CR1-1JWQ	Computer/Technology Supplies	N
	9561 Amazon Business		991.92		4 Transactions		
	3195 MCCC LOCKBOX						
	01-049-000-0000-6268		800.00	LINKEDIN LEARNING SUBSCRIPTION	2208078	Staff Training, Development	N
	3195 MCCC LOCKBOX		800.00		1 Transactions		
49	DEPT Total:		1,791.92	Information Technologies	2 Vendors	5 Transactions	
53	DEPT			Human Resources			
	10293 Aitkin Co Human Resources						
	01-053-000-0000-6205		9.55	Postal charges reimb		Postage	N
	01-053-000-0000-6240		140.00	Notary Reimb		Membership/Dues/Association Fees	N

Aitkin County



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

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	01-053-000-0000-6265		299.25	Background checks reimb		Background Check Fee	N
10293	Aitkin Co Human Resources		448.80	3 Transactions			
53	DEPT Total:		448.80	Human Resources	1 Vendors	3 Transactions	
60	DEPT			Elections			
86222	Aitkin Independent Age						
	01-060-000-0000-6230		230.00	MAIL BALLOT NOTICE	1250617	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		230.00	1 Transactions			
9572	ArchKey Technologies						
	01-060-000-0000-6630		28,769.00	SECURITY CAMERAS (8)	80943124303	Miscellaneous Capital Expense	Y
9572	ArchKey Technologies		28,769.00	1 Transactions			
60	DEPT Total:		28,999.00	Elections	2 Vendors	2 Transactions	
90	DEPT			Attorney			
485	Beltrami Co Sheriff's Office						
	01-090-000-0000-6264		70.00	SUBPOENA SERVICE 22000640	7901	Sheriff Services	N
485	Beltrami Co Sheriff's Office		70.00	1 Transactions			
783	Canon Financial Services, Inc						
	01-090-000-0000-6342		326.99	CONTRACT CHARGE	29009495	Office Equipment Rental/Contracts	N
				08/01/2022 08/31/2022			
783	Canon Financial Services, Inc		326.99	1 Transactions			
10855	Culligan Water						
	01-090-000-0000-6625		102.00	MONTHLY SERVICE CHARGE	150X01352509	Capital - Office & Other Equipment	N
				08/01/2022 08/31/2022			
10855	Culligan Water		102.00	1 Transactions			
90995	Sheriff Polk County						
	01-090-000-0000-6264		55.00	SUBPONEA SERVICE	IN202201076	Sheriff Services	N
	01-090-000-0000-6264		45.00	SUBPOENA SERVICE	IN202201077	Sheriff Services	N
90995	Sheriff Polk County		100.00	2 Transactions			
10879	Shred-It						
	01-090-000-0000-6360		189.48	MONTHLY SERVICE	8002236328	Services, Labor, Contracts	N

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10879	Shred-It		189.48	08/01/2022 08/31/2022			
				1 Transactions			
86235	The Office Shop Inc						
	01-090-000-0000-6405		56.40	OFFICE SUPPLIES	1115720-0	Office Supplies	N
	01-090-000-0000-6405		12.45	OFFICE SUPPLIES	1116001-0	Office Supplies	N
	01-090-000-0000-6405		8.89	SUPPLIES	1116001-1	Office Supplies	N
	01-090-000-0000-6405		14.16	OFFICE SUPPLIES	1116001-2	Office Supplies	N
	01-090-000-0000-6405		40.20	OFFICE SUPPLIES	1116001-3	Office Supplies	N
	01-090-000-0000-6405		45.78	SUPPLIES	1116032-0	Office Supplies	N
86235	The Office Shop Inc		177.88	6 Transactions			
5173	Thomson Reuters-West Publishing						
	01-090-000-0000-6406		1,522.22	ONLINE/SOFTWARE SUBSCRIPTION	846938830	Law Publ. & Subscriptions	N
	01-090-000-0000-6406		346.73	LIBRARY PLAN CHARGES	847039687	Law Publ. & Subscriptions	N
				09/01/2022			
5173	Thomson Reuters-West Publishing		1,868.95	2 Transactions			
90	DEPT Total:		2,835.30	Attorney	7 Vendors	14 Transactions	
100	DEPT			Recorder			
	6101 West Central Indexing						
	01-100-000-0000-6342		156.00	AUG ICRS	1765	Office Equipment Rental/Contracts	N
	6101 West Central Indexing		156.00	1 Transactions			
100	DEPT Total:		156.00	Recorder	1 Vendors	1 Transactions	
110	DEPT			Courthouse Maintenance			
	9561 Amazon Business						
	01-110-000-0000-6415		41.33	PUTTY KNIFE, COVE BASE TIP	13QX-QT1T-7YK9	Operational Supplies	N
	01-110-000-0000-6415		233.51	HOSE BIBS FOR FAIR GROUNDS	1JGP-14CR-6VXV	Operational Supplies	N
	01-110-000-0000-6415		16.22	BULBS FOR E LIGHTS	1TP3-H79W-HVRD	Operational Supplies	N
9561	Amazon Business		291.06	3 Transactions			
88628	Dalco Enterprises, Inc.						
	01-110-000-0000-6422		21.58	SWIVEL BRUSH	3972493	Janitorial Supplies	N
	01-110-000-0000-6422		144.53	BATTERIES, GLOVES	3975310	Janitorial Supplies	N
	01-110-000-0000-6422		12.19	UTILITY BLADES	3978171	Janitorial 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
88628	Dalco Enterprises, Inc.		178.30		3 Transactions		
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		458.50	MONTHLY SERVICE 08/01/2022 08/31/2022	307229	Garbage	N
1754	Garrison Disposal Company, Inc		458.50		1 Transactions		
89765	Minnesota Elevator, Inc 01-110-000-0000-6360		344.61	MONTHLY SERVICE 09/01/2022 09/30/2022	980990	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		344.61		1 Transactions		
110	DEPT Total:		1,272.47	Courthouse Maintenance	4 Vendors	8 Transactions	
111	DEPT			Buildings			
9573	Rice Lake Construction Group 01-111-000-0000-6605		15,557.25	JUDICIAL CENTER STEPS - APP 3 11/30/2021 07/28/2022	2021-05	Building & Structure Related Expenditure	N
9573	Rice Lake Construction Group		15,557.25		1 Transactions		
111	DEPT Total:		15,557.25	Buildings	1 Vendors	1 Transactions	
120	DEPT			Veterans Service			
50	Aitkin Body Shop, Inc 01-120-000-0000-6360		4,764.82	VAN REPAIR 09/06/2022 09/06/2022	14265	Services, Labor, Contracts	N
50	Aitkin Body Shop, Inc		4,764.82		1 Transactions		
10981	Bakken/Glen A.J. 01-120-000-0000-6278		50.00	GLEN AUG 08/16/2022 08/16/2022	08162022	Per Diem	Y
10981	Bakken/Glen A.J.		50.00		1 Transactions		
2448	Janzen/Carroll Mark 01-120-000-0000-6278		50.00	CARROLL AUG 08/15/2022 08/15/2022	081522	Per Diem	Y
	01-120-000-0000-6330		13.00	CARROLL PARKING 08/15/2022 08/15/2022	081522	Transportation/Travel/Parking	Y

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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
2448	Janzen/Carroll Mark		63.00		2 Transactions		
14508	Janzen/Hugh 01-120-000-0000-6278		50.00	HUGH AUG 08/08/2022	882022	Per Diem	Y
14508	Janzen/Hugh		50.00		1 Transactions		
3093	Jones/St Stanley Carter 01-120-000-0000-6278		50.00	STAN AUG 08/29/2022	08292022	Per Diem	Y
3093	Jones/St Stanley Carter		50.00		1 Transactions		
5767	Lamke/Dennis C. 01-120-000-0000-6278		50.00	DENNIS AUG 08/29/2022	08292022	Per Diem	Y
5767	Lamke/Dennis C.		50.00		1 Transactions		
10677	Olsen/Gerald D 01-120-000-0000-6278		100.00	GERRY AUG 08/18/2022	08182022	Per Diem	Y
10677	Olsen/Gerald D		100.00		1 Transactions		
15126	Timinski/Matt 01-120-000-0000-6278		50.00	MATT AUG 08/05/2022	08052022	Per Diem	Y
15126	Timinski/Matt		50.00		1 Transactions		
6097	Verizon Wireless 01-120-000-0000-6220		13.72	VERIZON AUG 07/21/2022	9913964726	Telephone	N
6097	Verizon Wireless		13.72		1 Transactions		
3518	Voyageur Press Of Mcgregor, Inc 01-120-000-0000-6230		100.00	VOYAGEUR PRESS AUG 08/23/2022	45611	Printing, Publishing & Adv	N
3518	Voyageur Press Of Mcgregor, Inc		100.00		1 Transactions		
11970	Wikelius/Charles 01-120-000-0000-6278		100.00	CHARLIE AUG	08102022	Per Diem	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
11970	Wikelius/Charles		100.00	08/10/2022 08/16/2022 1 Transactions			
9255	Witt/Warren 01-120-000-0000-6278		50.00	WARREN AUG 08/10/2022 08/10/2022	081022	Per Diem	Y
	01-120-000-0000-6335		41.43	WARREN - GAS 09/07/2022 09/07/2022	081022	Gas/Vehicle Fuel Charges	Y
9255	Witt/Warren		91.43	2 Transactions			
9063	Workman/Jeff 01-120-000-0000-6278		50.00	JEFF AUG 08/02/2022 08/02/2022	08022022	Per Diem	Y
9063	Workman/Jeff		50.00	1 Transactions			
120	DEPT Total:		5,532.97	Veterans Service	13 Vendors	15 Transactions	
121	DEPT			Housing & Redevelopment			
11113	Anderson/Edward 01-121-000-0000-6278		70.00	HRA 4/27, 6/22	09/07/2022	Advisory Board/Committee Per Diem	Y
11113	Anderson/Edward		70.00	1 Transactions			
15266	Emanuel/Laura 01-121-000-0000-6278		70.00	HRA 4/27, 6/22	09/07/2022	Advisory Board/Committee Per Diem	Y
15266	Emanuel/Laura		70.00	1 Transactions			
10019	Gilbertson/Jack 01-121-000-0000-6278		35.00	HRA 4/27	09/07/2022	Advisory Board/Committee Per Diem	Y
10019	Gilbertson/Jack		35.00	1 Transactions			
15271	Kullhem/JoLynn 01-121-000-0000-6278		70.00	HRA 4/27, 6/22	09/07/2022	Advisory Board/Committee Per Diem	Y
15271	Kullhem/JoLynn		70.00	1 Transactions			
10017	Tveit/Galen 01-121-000-0000-6278		70.00	HRA 4/27, 6/22	09/07/2022	Advisory Board/Committee Per Diem	Y
10017	Tveit/Galen		70.00	1 Transactions			
11355	Williams/Ihleen E						

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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
	01-121-000-0000-6278		70.00	HRA 4/27, 6/22	09/07/2022	Advisory Board/Committee Per Diem	Y
11355	Williams/Ihleen E		70.00		1 Transactions		
121	DEPT Total:		385.00	Housing & Redevelopment	6 Vendors	6 Transactions	
122	DEPT			Planning & Zoning			
86222	Aitkin Independent Age						
	01-122-000-0000-6230		124.00	SEPT BOA	1251786	Printing, Publishing & Adv	Y
	01-122-000-0000-6230		70.37	SEPT PC MTG	1254867	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		194.37		2 Transactions		
999999000	Allison/John						
	01-122-000-0000-6820		200.00	Septic type modified		Refunds & Reimbursements	N
999999000	Allison/John		200.00		1 Transactions		
10452	AT&T Mobility						
	01-122-000-0000-6220		223.60	MONTHLY CELLULAR CHARGES 07/26/2022 08/25/2022	287301120814	Telephone	N
10452	AT&T Mobility		223.60		1 Transactions		
14320	Benson/Lin						
	01-122-000-0000-6278		100.00	SEPT BOA MTG	90722	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		106.88	SEPT BOA MTG MILEAGE	90722	BOA/PC Mileage	Y
14320	Benson/Lin		206.88		2 Transactions		
15142	Christensen/Charles						
	01-122-000-0000-6278		110.00	SEPT BOA MTG	90722	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		186.88	SEPT BOA MTG MILEAGE	90722	BOA/PC Mileage	Y
15142	Christensen/Charles		296.88		2 Transactions		
935	MN Department Of Commerce						
	01-122-000-0000-6360		400.00	Farley Sewer/Unclaimed Property	Warr# 75831	Services, Labor, Contracts	N
935	MN Department Of Commerce		400.00		1 Transactions		
12077	Stromberg/Kevin						
	01-122-000-0000-6278		110.00	SEPT BOA MTG	90722	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		185.63	SEPT BOA MTG MILEAGE	90722	BOA/PC Mileage	Y
12077	Stromberg/Kevin		295.63		2 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
8612	Veenker/Thomas H						
	01-122-000-0000-6278		110.00	SEPT BOA MTG	90722	Advisory Board/Committee Per Diem	N
	01-122-038-0000-6330		174.38	SEPT BOA MTG MILEAGE	90722	BOA/PC Mileage	N
8612	Veenker/Thomas H		284.38	2 Transactions			
122	DEPT Total:		2,101.74	Planning & Zoning	8 Vendors	13 Transactions	
257	DEPT			Community Corrections			
12509	180 Degrees, Inc.						
	01-257-255-0000-6269		1,000.50	JUV DET NONSEC PROGRAM ADB 08/02/2022 08/08/2022	09/08/2022	Juvenile Detention	N
12509	180 Degrees, Inc.		1,000.50	1 Transactions			
999999000	Kampa/Chasidy						
	01-257-267-0000-5557		132.00	Refund of EHM 11/04/2021 11/09/2021		Electronic Monitoring	N
999999000	Kampa/Chasidy		132.00	1 Transactions			
10373	Northwestern MN Juvenile Ctr-Consequenc						
	01-257-255-0000-6269		18,981.00	JUV SECURE DETN (ADB,NMB,HDD) 08/01/2022 08/31/2022	279-179-1	Juvenile Detention	N
10373	Northwestern MN Juvenile Ctr-Consequenc		18,981.00	1 Transactions			
6097	Verizon Wireless						
	01-257-257-0000-6215		163.99	AGENT WORK CELL PHONES 07/24/2022 08/23/2022	9914242079	Wireless Telephone Services	N
6097	Verizon Wireless		163.99	1 Transactions			
9931	WEX BANK - Community Corrections						
	01-257-257-0000-6335		43.11	ADULT AGENTS FUEL COSTS 08/07/2022 09/06/2022	83552419	Gas/Vehicle Fuel Charges	N
	01-257-258-0000-6335		166.65	SOBRIETY COURT FUEL COSTS 08/07/2022 09/06/2022	83552419	Gas/Vehicle Fuel Charges	N
9931	WEX BANK - Community Corrections		209.76	2 Transactions			
257	DEPT Total:		20,487.25	Community Corrections	5 Vendors	6 Transactions	
391	DEPT			Solid Waste			

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10452	AT&T Mobility 01-391-000-0000-6220		44.72	MONTHLY CELLULAR CHARGES 07/26/2022 08/25/2022	287301120814	Telephone	N
10452	AT&T Mobility		44.72	1 Transactions			
11507	Waste Management of Minnesota, Inc 01-391-060-0000-6360		17,976.94	MONTHLY RECYCLING CONTRACT 08/01/2022 08/31/2022	009650528087	Recycling Contract	N
11507	Waste Management of Minnesota, Inc		17,976.94	1 Transactions			
391	DEPT Total:		18,021.66	Solid Waste	2 Vendors	2 Transactions	
1	Fund Total:		134,479.54	General Fund		88 Transactions	

Aitkin County



2 Reserves 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>	
12	DEPT			Court Administration			
	14958 Holden Electric Co.						
	02-012-028-0000-6405		1,150.00	COURT ADMIN EMERGENCY POWER	67941	Equipment Reserve Expense - Court Adr	N
	14958 Holden Electric Co.		1,150.00	1 Transactions			
12	DEPT Total:		1,150.00	Court Administration	1 Vendors	1 Transactions	
111	DEPT			Buildings			
	9573 Rice Lake Construction Group						
	02-111-011-0000-6605		45,717.75	JUDICIAL CENTER STEPS - APP 3	2021-05	Building Construction Reserve Expense	N
				11/30/2021 07/28/2022			
	9573 Rice Lake Construction Group		45,717.75	1 Transactions			
111	DEPT Total:		45,717.75	Buildings	1 Vendors	1 Transactions	
2	Fund Total:		46,867.75	Reserves Fund		2 Transactions	

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
10018	GILBERTSON/DAVID 03-000-000-0000-5505		500.00	CULVERT REFUND		Culverts	N
10018	GILBERTSON/DAVID		500.00	1 Transactions			
13711	Mickelson/Ben 03-000-000-0000-5505		500.00	DRIVEWAY DEPOSIT REFUND		Culverts	N
13711	Mickelson/Ben		500.00	1 Transactions			
0	DEPT Total:		1,000.00	Undesignated	2 Vendors	2 Transactions	
301	DEPT			R&B Administration			
10855	Culligan Water 03-301-000-0000-6342		55.00	WATER COOLER RENTAL	150-10020584-1	Office Equipment Rental/Contracts	N
10855	Culligan Water		55.00	1 Transactions			
11406	Innovative Office Solutions, LLC 03-301-000-0000-6405		89.18	OFFICE SUPPLIES	IN3917723	Office Supplies	N
11406	Innovative Office Solutions, LLC		89.18	1 Transactions			
12002	Johnson/Carter 03-301-000-0000-6241		20.00	BOILER LICENSE FEE	MN1CLI00073465	Meeting/Conference Registration Fee	N
12002	Johnson/Carter		20.00	1 Transactions			
9671	Pitney Bowes 03-301-000-0000-6342		81.30	LEASE	3105652032	Office Equipment Rental/Contracts	N
9671	Pitney Bowes		81.30	1 Transactions			
9261	RTVision, Inc. 03-301-000-0000-6300		1,500.00	MIGRATE PROGRAMS TO CLOUD	2022-101981	Maintenance/Service Contracts	N
	03-301-000-0000-6300		3,750.00	ANNUAL HOSTING	2022-101981	Maintenance/Service Contracts	N
9261	RTVision, Inc.		5,250.00	2 Transactions			
301	DEPT Total:		5,495.48	R&B Administration	5 Vendors	6 Transactions	
302	DEPT			R&B Engineering/Construction			
13725	Beartooth True Value 03-302-000-0000-6550		34.99	ENGINEERING SUPPLIES	A120282	R & B Engineer Supplies	N

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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
13725	Beartooth True Value				34.99							
							1 Transactions					
302	DEPT Total:				34.99	R&B Engineering/Construction				1 Vendors		1 Transactions
303	DEPT					R&B Highway Maintenance						
195	Aitkin Tire Shop	03-303-000-0000-6590			40.00	REPAIR LABOR		0-061746		Repair & Maintenance Supplies		Y
							1 Transactions					
195	Aitkin Tire Shop				40.00							
7050	Anderson Brothers Construction	03-303-000-0000-6521			762.75	PAV/FIX DRIVEWAYS		37539-1		Maintenance Supplies		N
							1 Transactions					
7050	Anderson Brothers Construction				762.75							
7916	AT&T Mobility	03-303-000-0000-6220			38.23	CAROL LAPTOP SVC		287303768387X0		Telephone		N
		03-303-000-0000-6220			38.23	MIKE LAPTOP SVC		287303768387X0		Telephone		N
		03-303-000-0000-6220			38.23	PAUL'S IPAD SVC		287303768387X0		Telephone		N
							3 Transactions					
7916	AT&T Mobility				114.69							
86467	Auto Value Aitkin	03-303-000-0000-6590			75.99	REPAIR PARTS		40204781		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			153.80	REPAIR PARTS-FILTERS		40204887		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			122.01	REPAIR PARTS-FILTERS		40205034		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			991.22	REPAIR PARTS		40205311		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			217.29	REPAIR PARTS		40205332		Repair & Maintenance Supplies		N
		03-303-000-0000-6417			98.82	AITKIN SHOP SUPPLIES		40205624		Shop/Building Maintenance		N
		03-303-000-0000-6590			31.70	REPAIR PARTS		40205636		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			147.87	REPAIR PARTS		40206229		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			39.00	REPAIR PARTS-FILTERS		40206273		Repair & Maintenance Supplies		N
							9 Transactions					
86467	Auto Value Aitkin				1,443.12							
13725	Beartooth True Value	03-303-000-0000-6521			52.89	MAILBOX REPAIR		A120214		Maintenance Supplies		N
							1 Transactions					
13725	Beartooth True Value				52.89							
14052	Best Oil Company	03-303-000-0000-6570			3,331.51	SWATARA DIESEL		40203		Motor Fuel & Lubricants		N
		03-303-000-0000-6570			180.49	SWATARA DIESEL		40206		Motor Fuel & Lubricants		N
		03-303-000-0000-6570			436.06	PALISADE DIESEL		40207		Motor Fuel & Lubricants		N

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
	03-303-000-0000-6570		39.90-	JACOBSON DIESEL	40207	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		108.30-	JACOBSON DIESEL	40208	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		153.61-	SWATARA DIESEL	40208	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		231.65-	PALISADE DIESEL	40208	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		94.79-	PALISADE DIESEL	40209	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		48.93-	SWATARA DIESEL	40209	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		41.82-	JACOBSON DIESEL	40209	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		206.88-	PALISADE DIESEL	40210	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		104.60-	JACOBSON DIESEL	40211	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		165.47-	PALISADE DIESEL	40211	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		153.61-	SWATARA DIESEL	40211	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		7.41-	AITKIN DIESEL	40212	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		192.60-	SWATARA DIESEL	40213	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		193.77-	SWATARA DIESEL	40214	Motor Fuel & Lubricants	N
14052	Best Oil Company		971.62				17 Transactions
14887	Cintas Corporation						
	03-303-000-0000-6360		15.82	SHOP LAUNDRY	4129671339	Services, Labor, Contracts	N
	03-303-000-0000-6360		15.82	SHOP LAUNDRY	4130398686	Services, Labor, Contracts	N
14887	Cintas Corporation		31.64				2 Transactions
2763	Countryside Sanitation, LLC						
	03-303-000-0000-6254		117.00	AUG MCGREGOR	2519	Utilities-Gas and Electric	Y
	03-303-000-0000-6254		81.90	AUG PALISADE	2520	Utilities-Gas and Electric	Y
2763	Countryside Sanitation, LLC		198.90				2 Transactions
9651	FLEET AIR REPAIR, LLC						
	03-303-000-0000-6590		331.08	REPAIR PARTS	1213	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		143.75	REPAIR LABOR	1213	Repair & Maintenance Supplies	Y
9651	FLEET AIR REPAIR, LLC		474.83				2 Transactions
8622	Frontier Communications Holdings LLC						
	03-303-000-0000-6254		78.40	JACOBSON	218-752-6591	Utilities-Gas and Electric	N
	03-303-000-0000-6254		78.40	MCGREGOR	218-768-4481	Utilities-Gas and Electric	N
	03-303-000-0000-6254		78.40	PALISADE	218-845-2607	Utilities-Gas and Electric	N
8622	Frontier Communications Holdings LLC		235.20				3 Transactions
1754	Garrison Disposal Company, Inc						
	03-303-000-0000-6254		140.28	AITKIN SHOP	307294	Utilities-Gas and Electric	N

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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	
1754	Garrison Disposal Company, Inc		140.28				
				1 Transactions			
1818	Glen's Sign Design						
	03-303-000-0000-6516		150.00	E-911 STREET SIGNAGE		Signs & Posts	Y
	03-303-000-0000-6516		80.00	NO PARKING		Signs & Posts	Y
1818	Glen's Sign Design		230.00				
				2 Transactions			
2089	Heartland Tire Inc						
	03-303-000-0000-6590		44.00	REPAIR PARTS	15020283	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		746.98	TIRE	15020283	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		91.52	REPAIR LABOR	15020283	Repair & Maintenance Supplies	N
2089	Heartland Tire Inc		882.50				
				3 Transactions			
9692	Minnesota Energy Resources Corporation						
	03-303-000-0000-6423		50.99	NAT GAS: AITKIN SHOP	4273035901	Fuel for Buildings	N
9692	Minnesota Energy Resources Corporation		50.99				
				1 Transactions			
9179	NORTH CENTRAL INTERNATIONAL, LLC						
	03-303-000-0000-6590		1,067.93	REPAIR PARTS	X220048884:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC		1,067.93				
				1 Transactions			
10720	Nuss Truck Group Inc						
	03-303-000-0000-6590		400.00	REPAIR PARTS	40AH24064	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		880.61	REPAIR PARTS	6150245P	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		60.69	REPAIR PARTS-FILTERS	6150429P	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		213.02	REPAIR PARTS	6151084P	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		1,554.32				
				4 Transactions			
10412	O'Reilly Auto Parts						
	03-303-000-0000-6417		47.48	AITKIN SHOP	1878-130918	Shop/Building Maintenance	N
10412	O'Reilly Auto Parts		47.48				
				1 Transactions			
14861	Parman Energy Group						
	03-303-000-0000-6570		1,628.00	MOTOR OIL	0072194-IN	Motor Fuel & Lubricants	N
	03-303-000-0000-6590		114.40	REPAIR PARTS	72194D-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		686.40	REPAIR PARTS	72194DD-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,810.00	REPAIR PARTS	72194E-IN	Repair & Maintenance Supplies	N
14861	Parman Energy Group		4,238.80				
				4 Transactions			

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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	
8537	Powerplan OIB						
	03-303-000-0000-6590		573.42	REPAIR PARTS	2145048	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,215.00	REPAIR LABOR	2145048	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,253.04	REPAIR PARTS	2148341	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		834.00	REPAIR LABOR	2148341	Repair & Maintenance Supplies	N
8537	Powerplan OIB		3,875.46	4 Transactions			
4070	Riley Auto Supply						
	03-303-000-0000-6590		34.97	REPAIR PARTS	633508	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		69.99	REPAIR PARTS	633614	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		11.99	REPAIR PARTS	633765	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		171.96	REPAIR PARTS	633877	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		79.43	REPAIR PARTS	634040	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		15.99	REPAIR PARTS	634059	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		159.98	REPAIR PARTS	634113	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		87.99	REPAIR PARTS	634129	Repair & Maintenance Supplies	N
4070	Riley Auto Supply		632.30	8 Transactions			
9176	SPARKY'S TOOLS, LLC						
	03-303-000-0000-6417		46.99	AITKIN SHOP	D 104413	Shop/Building Maintenance	N
9176	SPARKY'S TOOLS, LLC		46.99	1 Transactions			
9617	Timber Lakes Septic Service, Inc.						
	03-303-000-0000-6417		190.00	SWATARA SHOP	30927	Shop/Building Maintenance	N
	03-303-000-0000-6417		190.00	PALISADE SHOP	30928	Shop/Building Maintenance	N
9617	Timber Lakes Septic Service, Inc.		380.00	2 Transactions			
8671	Village Laundromat & Car Wash, Inc						
	03-303-000-0000-6417		27.00	RAGS	474686	Shop/Building Maintenance	N
8671	Village Laundromat & Car Wash, Inc		27.00	1 Transactions			
8279	Winzer Franchise Company						
	03-303-000-0000-6417		2,042.97	AITKIN SHOP SUPPLIES	345457	Shop/Building Maintenance	N
8279	Winzer Franchise Company		2,042.97	1 Transactions			
5295	Ziegler Inc						
	03-303-000-0000-6590		720.28	REPAIR PARTS	CM000075502	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		834.50	REPAIR LABOR	SI000218235	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		102.52	REPAIR PARTS	SI000218235	Repair & Maintenance Supplies	N

Aitkin County



3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5295	Ziegler Inc		216.74		3 Transactions		
303	DEPT Total:		19,759.40	R&B Highway Maintenance	25 Vendors	78 Transactions	
307	DEPT			R&B Capital Infrastructure			
8694	Department of Transportation 03-307-000-0000-6269		8,526.54	JOB COST TRANSFERS	P0015658	Professional Services	N
8694	Department of Transportation		8,526.54		1 Transactions		
10285	Duluth Archaeology Center LLC 03-307-000-0000-6269		14,545.34	PROJECT ADMIN/REPORTS	2022-37	Professional Services	Y
	03-307-000-0000-6269		5,873.65	PROJECT ADMIN/REPORTS	2022-38	Professional Services	Y
10285	Duluth Archaeology Center LLC		20,418.99		2 Transactions		
9239	Mn Dept Of Natural Resources-OMB 03-307-000-0000-6269		300.00	PUBLIC WATERS PERMIT	2022-2921	Professional Services	N
9239	Mn Dept Of Natural Resources-OMB		300.00		1 Transactions		
5128	Widseth Smith & Nolting Inc 03-307-000-0000-6269		5,431.40	PROFESSIONAL SERVICE	218776	Professional Services	N
5128	Widseth Smith & Nolting Inc		5,431.40		1 Transactions		
14998	WSB & Associates, Inc. 03-307-000-0000-6269		502.00	OFFICE SURVEY	R-018974-000-6	Professional Services	Y
	03-307-000-0000-6269		3,885.01	BIT PLANT INSP/MLIEAGE	R-020470-000-1	Professional Services	Y
	03-307-000-0000-6269		6,715.65	PLAN REVIEW/PLANT INSP/MLG	R-020470-000-1	Professional Services	Y
14998	WSB & Associates, Inc.		11,102.66		3 Transactions		
307	DEPT Total:		45,779.59	R&B Capital Infrastructure	5 Vendors	8 Transactions	
3	Fund Total:		72,069.46	Road & Bridge		95 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 05-400-440-0410-6405		4.41	OSS-PHONE HOOK SWITCH CABLE JF 09/04/2022 09/04/2022	1133-6FF7-XLTH	Office Supplies	N
	05-400-440-0410-6485		765.80	PH-MONITOR/HEADSET (SD) 08/21/2022 08/21/2022	1TNX-FMMG-TW4K	Computer/Technology Supplies	N
	05-400-440-0410-6480		94.22	OSS-HEADSET& 2-MONITORS (JF) 09/04/2022 09/04/2022	1VFQ-14YN-JWDR	Small Furniture/Equipment	N
9561	Amazon Business		864.43	3 Transactions			
9608	AMAZON CAPITAL SERVICES 05-400-440-0410-6405		3.76	AGENCY - DISH RACK FOR 2ND FLR 08/27/2022 08/27/2022	164D-MVMQ-61WH	Office Supplies	N
	05-400-440-0410-6405		29.99	WIRELESS KEYBOARD (BC) 08/27/2022 08/27/2022	19YP-MQH4-VRPK	Office Supplies	N
	05-400-450-0451-6435		83.35	SHIP-HC SIGN HLDRX2; CPN HLDR 08/24/2022 08/24/2022	1DQQ-169Q-6N3F	Public Health Program Related Supplies	N
	05-400-440-0410-6405		1.38	ADM-2 PKT FOLDERS (PA) 09/04/2022 09/04/2022	1TPD-3DCK-WPC9	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		118.48	4 Transactions			
9553	Aramark Uniform Services 05-400-440-0410-6422		7.10	CLEANING SUPPLIES 09/06/2022 09/06/2022	2530048085	Janitorial Supplies	N
9553	Aramark Uniform Services		7.10	1 Transactions			
10855	Culligan Water 05-400-440-0410-6342		19.46	COOLER RENTAL SERVICE 08/31/2022 08/31/2022	150-10016285-1	Office Equipment Rental/Contracts	N
10855	Culligan Water		19.46	1 Transactions			
89765	Minnesota Elevator, Inc 05-400-440-0410-6300		28.21	ELEVATOR SERVICE 09/22 09/01/2022 09/01/2022	980989	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		28.21	1 Transactions			
10020	NGMA-National Grants Management Assn. 05-400-440-0410-6240		24.36	NGMA MEMBERSHIP - 1YR (CG) 09/06/2022 09/07/2023	22743	Membership/Dues/Association Fees	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
10020	NGMA-National Grants Management Assn.		24.36		1 Transactions		
9014	PAPER STORM 05-400-440-0410-6360		13.61	PAPER SHRED X2 09/01/2022 09/01/2022	20129	Services, Labor, Contracts	N
9014	PAPER STORM		13.61		1 Transactions		
4010	Rasley Oil Company 05-400-410-0413-6335		36.52	WIC-GAS CHARGES FOR AUG '22 08/01/2022 08/31/2022	AITCOHHSS 8.31	Gas/Vehicle Fuel Charges	N
	05-400-430-0408-6335		29.89	TANF-GAS CHARGES FOR AUG '22 08/01/2022 08/31/2022	AITCOHHSS 8.31	Gas/Vehicle Fuel Charges	N
	05-400-440-0410-6335		4.74	ACCTG-GAS CHARGES FOR AUG '22 08/01/2022 08/31/2022	AITCOHHSS 8.31	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		71.15		3 Transactions		
9615	WEX BANK - HHS 05-400-410-0413-6335		10.50	WIC - FUEL CHARGES 08/07/2022 09/06/2022	83554905	Gas/Vehicle Fuel Charges	N
9615	WEX BANK - HHS		10.50		1 Transactions		
400	DEPT Total:		1,157.30	Public Health Department	9 Vendors	16 Transactions	
420	DEPT			Income Maintenance			
9561	Amazon Business 05-420-600-4800-6405		10.40	OSS-PHONE HOOK SWITCH CABLE JF 09/04/2022 09/04/2022	1133-6FF7-XLTH	Office Supplies	N
	05-420-600-4800-6480		222.08	OSS-HEADSET& 2-MONITORS (JF) 09/04/2022 09/04/2022	1VFQ-14YN-JWDR	Small Furniture/Equipment	N
9561	Amazon Business		232.48		2 Transactions		
9608	AMAZON CAPITAL SERVICES 05-420-640-4800-6405		12.68	CHILD SUPPORT-PENS (DJ) 09/04/2022 09/04/2022	1133-6FF7-XT9G	Office Supplies	N
	05-420-600-4800-6405		8.87	AGENCY - DISH RACK FOR 2ND FLR 08/27/2022 08/27/2022	164D-MVMQ-61WH	Office Supplies	N
	05-420-640-4800-6405		14.44	CHILD SUPPORT-CUSTOM STAMP MK 08/31/2022 08/31/2022	16H4-1JPT-1TNC	Office Supplies	N
	05-420-600-4800-6405		15.99	POCKET FOLDERS (JT)	1MJ6-RYY3-3T3X	Office Supplies	N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-420-600-4800-6405		59.98	08/27/2022 08/27/2022 SNAP-PACKET ADDRESS LABELS	1TLN-4M9M-PRJP	Office Supplies	N
	05-420-600-4800-6405		3.26	08/20/2022 08/20/2022 ADM-2 PKT FOLDERS (PA)	1TPD-3DCK-WPC9	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		115.22	09/04/2022 09/04/2022 6 Transactions			
9553	Aramark Uniform Services						
	05-420-600-4800-6422		16.72	09/06/2022 09/06/2022 CLEANING SUPPLIES	2530048085	Janitorial Supplies	N
9553	Aramark Uniform Services		16.72	1 Transactions			
10855	Culligan Water						
	05-420-600-4800-6342		45.87	08/31/2022 08/31/2022 COOLER RENTAL SERVICE	150-10016285-1	Office Equipment Rental/Contracts	N
10855	Culligan Water		45.87	1 Transactions			
90182	Laboratory Corp Of America Holdings						
	05-420-640-4800-6262		102.00	08/26/2022 08/26/2022 IVD GENETIC TEST 0015768424 01	74129094	Genetic Tests IV-D	6
90182	Laboratory Corp Of America Holdings		102.00	1 Transactions			
89765	Minnesota Elevator, Inc						
	05-420-600-4800-6300		66.50	09/01/2022 09/01/2022 ELEVATOR SERVICE 09/22	980989	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		66.50	1 Transactions			
10020	NGMA-National Grants Management Assn.						
	05-420-600-4800-6240		57.42	09/06/2022 09/07/2023 NGMA MEMBERSHIP - 1YR (CG)	22743	Membership/Dues/Association Fees	N
10020	NGMA-National Grants Management Assn.		57.42	1 Transactions			
9014	PAPER STORM						
	05-420-600-4800-6360		32.08	09/01/2022 09/01/2022 PAPER SHRED X2	20129	Services, Labor, Contracts	N
9014	PAPER STORM		32.08	1 Transactions			
4010	Rasley Oil Company						
	05-420-600-4800-6335		11.17	ACCTG-GAS CHARGES FOR AUG '22	AITCOHSS 8.31	Gas/Vehicle Fuel Charges	N

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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
4010	Rasley Oil Company		11.17	08/01/2022 08/31/2022 1 Transactions			
86345	Sheriff Anoka County 05-420-640-4800-6379		80.00	IV-D SERVICE FEE 000116605901 08/23/2022 08/23/2022 1 Transactions	22003621	Other Iv-D Charges	N
86345	Sheriff Anoka County		80.00				
15347	St Louis County - PHHS 05-420-650-4400-6211		551.78	MTM ADMIN FEE NON-FFP 08/29/2022 08/29/2022	IP-00025896	Medical Assistance - MTM Admin	N
	05-420-650-4400-6211		73.57	MTM ADMIN FEE NON-FFP 08/29/2022 08/29/2022 2 Transactions	IP-00025900	Medical Assistance - MTM Admin	N
15347	St Louis County - PHHS		625.35				
420	DEPT Total:		1,384.81	Income Maintenance	11 Vendors	18 Transactions	
430	DEPT			Social Services			
88284	Aitkin Co Recorder 05-430-710-3190-6020		26.00	BIRTH CERTIFICATE 09/01/2022 09/01/2022	2022-3438961	Court Related Services & Activities	N
	05-430-710-3190-6020		26.00	BIRTH CERTIFICATE 09/01/2022 09/01/2022 2 Transactions	2022-3439050	Court Related Services & Activities	N
88284	Aitkin Co Recorder		52.00				
9561	Amazon Business 05-430-700-4800-6405		16.71	OSS-PHONE HOOK SWITCH CABLE JF 09/04/2022 09/04/2022	1133-6FF7-XLTH	Office Supplies	N
	05-430-700-4800-6480		356.67	OSS-HEADSET& 2-MONITORS (JF) 09/04/2022 09/04/2022 2 Transactions	1VFQ-14YN-JWDR	Small Furniture/Equipment	N
9561	Amazon Business		373.38				
9608	AMAZON CAPITAL SERVICES 05-430-700-4800-6405		14.26	AGENCY - DISH RACK FOR 2ND FLR 08/27/2022 08/27/2022	164D-MVMQ-61WH	Office Supplies	N
	05-430-700-4800-6405		5.23	ADM-2 PKT FOLDERS (PA) 09/04/2022 09/04/2022 2 Transactions	1TPD-3DCK-WPC9	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		19.49				

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
9553	Aramark Uniform Services 05-430-700-4800-6422		26.86	CLEANING SUPPLIES 09/06/2022 09/06/2022	2530048085	Janitorial Supplies	N
9553	Aramark Uniform Services		26.86	1 Transactions			
10855	Culligan Water 05-430-700-4800-6342		73.67	COOLER RENTAL SERVICE 08/31/2022 08/31/2022	150-10016285-1	Office Equipment Rental/Contracts	N
10855	Culligan Water		73.67	1 Transactions			
89765	Minnesota Elevator, Inc 05-430-700-4800-6300		106.82	ELEVATOR SERVICE 09/22 09/01/2022 09/01/2022	980989	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		106.82	1 Transactions			
10020	NGMA-National Grants Management Assn. 05-430-700-4800-6240		92.22	NGMA MEMBERSHIP - 1YR (CG) 09/06/2022 09/07/2023	22743	Membership/Dues/Association Fees	N
10020	NGMA-National Grants Management Assn.		92.22	1 Transactions			
9014	PAPER STORM 05-430-700-4800-6360		51.51	PAPER SHRED X2 09/01/2022 09/01/2022	20129	Services, Labor, Contracts	N
9014	PAPER STORM		51.51	1 Transactions			
4010	Rasley Oil Company 05-430-700-4800-6335		290.83	SS-GAS CHARGES FOR AUG '22 08/01/2022 08/31/2022	AITCOHHSS 8.31	Gas/Vehicle Fuel Charges	N
	05-430-700-4800-6335		17.94	ACCTG-GAS CHARGES FOR AUG '22 08/01/2022 08/31/2022	AITCOHHSS 8.31	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		308.77	2 Transactions			
9615	WEX BANK - HHS 05-430-700-4800-6335		483.82	SS - FUEL CHARGES 08/07/2022 09/06/2022	83554905	Gas/Vehicle Fuel Charges	N
9615	WEX BANK - HHS		483.82	1 Transactions			
430	DEPT Total:		1,588.54	Social Services	10 Vendors	14 Transactions	

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

5 Health & Human Services

	<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>	
5	Fund Total:		4,130.65	Health & Human Services		48 Transactions

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

9 State

	<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
0	DEPT				Undesignated			
	4580	Mn Dept Of Finance						
		09-000-000-0000-2030		360.00	MONTHLY MARRIAGE	AUG 2022	State Fees, Assessments & Surcharges	N
					08/01/2022	08/31/2022		
	4580	Mn Dept Of Finance		360.00		1 Transactions		
0	DEPT Total:			360.00	Undesignated	1 Vendors	1 Transactions	
9	Fund Total:			360.00	State		1 Transactions	

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10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
10925	Aitkin Co Assessor's Office 10-923-000-0000-6360		500.00	PROP VALUE (10@\$50)	08/29/22	Miscellaneous-Services	N
10925	Aitkin Co Assessor's Office		500.00	1 Transactions			
86222	Aitkin Independent Age 10-923-000-0000-6230		60.95	NEWSPAPER SUBSCRIPTION	TAA-21779	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		60.95	1 Transactions			
170	Aitkin Motor Company 10-923-000-0000-6590		420.74	2012 F150 / BRAKES	#1012	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		63.27	2019 F150 / LOF	#1012	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		180.76	2016 F150 / LOF, TIRE SENSOR	#1012	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		664.77	3 Transactions			
10452	AT&T Mobility 10-923-000-0000-6220		833.78	MOBILE PHONES / TABLETS	287302631438	Telephone	N
10452	AT&T Mobility		833.78	1 Transactions			
10855	Culligan Water 10-923-000-0000-6342		15.00	WATER EQUIP RENTAL 09/01/2022 09/30/2022	150-10046456-2	Office/Equipment-Rental	N
10855	Culligan Water		15.00	1 Transactions			
9642	WEX BANK 10-923-000-0000-6335		4,105.21	GAS	83613786	Gas/Vehicle Fuel Charges	N
9642	WEX BANK		4,105.21	1 Transactions			
923	DEPT Total:		6,179.71	Forfeited Tax Sales	6 Vendors	8 Transactions	
926	DEPT			Law Library			
5173	Thomson Reuters-West Publishing 10-926-000-0000-6455		1,517.18	ONLINE/SOFTWARE CHARGES 08/01/2022 08/31/2022	846762743	Law Books	N
	10-926-000-0000-6455		1,060.19	LIBRARY PLAN CHARGES 08/04/2022 09/03/2022	846852490	Law Books	N
	10-926-000-0000-6455		1,517.18	ONLINE/SOFTWARE SUBSCRIPTION 09/01/2022 10/01/2022	846938832	Law Books	N
	10-926-000-0000-6455		1,060.19	LIBRARY PLAN	847028268	Law Books	N

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

10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5173	Thomson Reuters-West Publishing		5,154.74	09/04/2022 10/04/2022	4 Transactions	
926	DEPT Total:		5,154.74	Law Library	1 Vendors	4 Transactions
10	Fund Total:		11,334.45	Trust		12 Transactions

Aitkin County



11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT			Resource Management			
10024	Bobcat of Brainerd 11-925-000-0000-6590		64.80	(BOB) TOOTH, CARBIDE	13112	Repair & Maintenance Supplies	Y
10024	Bobcat of Brainerd		64.80	1 Transactions			
9354	Kangas Enterprise, Inc 11-925-000-0000-6361	Q	5,880.00	SOO LINE REPAIR	718	Road Construction Service	N
9354	Kangas Enterprise, Inc		5,880.00	1 Transactions			
4070	Riley Auto Supply 11-925-000-0000-6590		649.82	BOBCAT HYD HOSE, ETC	ACCT # 6787	Repair & Maintenance Supplies	N
	11-925-000-0000-6590		9.29	BOBCAT FITTING	ACCT # 6787	Repair & Maintenance Supplies	N
4070	Riley Auto Supply		659.11	2 Transactions			
90805	Temco 11-925-000-0000-6590		1,961.00	TRAILER REPAIR	27118	Repair & Maintenance Supplies	Y
90805	Temco		1,961.00	1 Transactions			
925	DEPT Total:		8,564.91	Resource Management	4 Vendors	5 Transactions	
939	DEPT			County Surveyor			
86235	The Office Shop Inc 11-939-000-0000-6405		49.88	POCKET FILES (DAVID)	1115381-0	Office Supplies	N
	11-939-000-0000-6405		73.51	LEGAL POCKET FOLDERS (DAVID)	1115383-0	Office Supplies	N
86235	The Office Shop Inc		123.39	2 Transactions			
939	DEPT Total:		123.39	County Surveyor	1 Vendors	2 Transactions	
11	Fund Total:		8,688.30	Forest Development		7 Transactions	

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 15 Aitkin County Collaborative

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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
452	DEPT		Collaborative-Mcgregor School			
	86580 McGregor Public School					
	15-452-000-0000-6231		2022-2023 LCTS ALLOCATION	LCTS22-23	Mcgregor School Services	N
		17,615.00	08/29/2022 08/29/2022			
	86580 McGregor Public School	17,615.00		1 Transactions		
452	DEPT Total:	17,615.00	Collaborative-Mcgregor School	1 Vendors	1 Transactions	
15	Fund Total:	17,615.00	Aitkin County Collaborative		1 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
22	Aitkin Area Chamber of Commerce 19-521-000-0000-6240		75.00	MEMBERSHIP	1600	Membership/Dues/Association Fees	N
	22 Aitkin Area Chamber of Commerce		75.00	1 Transactions			
2763	Countryside Sanitation, LLC 19-521-000-0000-6255		105.30	GARBAGE SEPT. 09/01/2022 09/30/2022	2576	Garbage	Y
	2763 Countryside Sanitation, LLC		105.30	1 Transactions			
14831	K and M International Inc 19-521-000-0000-6454		253.58	STUFFED CRITTERS CANTEEN	SI1453790	Commissary Supplies-Non Jail	N
	14831 K and M International Inc		253.58	1 Transactions			
14812	SCI Broadband/Savage Communications 19-521-000-0000-6220		785.24	PHONE AND INTERNET 09/01/2022 09/30/2022	024-033167	Telephone	N
	14812 SCI Broadband/Savage Communications		785.24	1 Transactions			
9431	Waterford Publishing Group 19-521-000-0000-6454		337.30	BOOKS FOR CANTEEN	44536	Commissary Supplies-Non Jail	N
	9431 Waterford Publishing Group		337.30	1 Transactions			
521	DEPT Total:		1,556.42	LLCC Administration	5 Vendors	5 Transactions	
522	DEPT			LLCC Education			
9561	Amazon Business 19-522-000-0000-6431		94.37	PAINTS AND DEHUMIDIFIER	1G67-FD1F-G73X	Educational Supplies	N
	9561 Amazon Business		94.37	1 Transactions			
5171	Willey's Marine Inc 19-522-000-0000-6431		1,500.00	MARINE EQUIPMENT	124109/16855	Educational Supplies	N
	5171 Willey's Marine Inc		1,500.00	1 Transactions			
522	DEPT Total:		1,594.37	LLCC Education	2 Vendors	2 Transactions	
523	DEPT			LLCC Food			
3810	Paulbeck's County Market						

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	19-523-000-0000-6418		66.31	MAS GROCERIES	7684653	Groceries-Students N
	19-523-000-0000-6418		45.56	GROCERIES 9/7/22	7684653	Groceries-Students N
3810	Paulbeck's County Market		111.87	2 Transactions		
4968	Upper Lakes Foods, Inc					
	19-523-000-0000-6418		608.01	GROCERIES	161479-00	Groceries-Students N
4968	Upper Lakes Foods, Inc		608.01	1 Transactions		
523	DEPT Total:		719.88	LLCC Food	2 Vendors	3 Transactions
524	DEPT			LLCC Maintenance		
88628	Dalco Enterprises, Inc.					
	19-524-000-0000-6422		426.49	WATER SOFTENER SALT	3978160	Janitorial Supplies N
88628	Dalco Enterprises, Inc.		426.49	1 Transactions		
2340	Hyytinen Hardware Hank					
	19-524-000-0000-6590		16.28	WHITE FLAGS TO MARK SEWERS	2498_83122	Repair & Maintenance Supplies N
2340	Hyytinen Hardware Hank		16.28	1 Transactions		
15300	MCGREGOR ACE HARDWARE					
	19-524-000-0000-6590		74.92	GLUE AND SOFTENER SALT	M10041	Repair & Maintenance Supplies N
				08/01/2022 08/31/2022		
15300	MCGREGOR ACE HARDWARE		74.92	1 Transactions		
524	DEPT Total:		517.69	LLCC Maintenance	3 Vendors	3 Transactions
19	Fund Total:		4,388.36	Long Lake Conservation Center		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
520	DEPT			Parks			
13725	Beartooth True Value						
	21-520-000-0000-6523		0.48	HARDWARE	1009	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		45.99	HARDWARE	1009	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		12.08	LYSOL	1009	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		3.72	HARDWARE	1009	Misc Bldg & Shop Supplies	N
13725	Beartooth True Value		62.27	4 Transactions			
9625	Blind Lake ATV Club						
	21-520-000-0000-6802	Q	10,678.87	BLIND LAKE 4/13/22-6/10/22	18963	Trail Grants-State	N
9625	Blind Lake ATV Club		10,678.87	1 Transactions			
2763	Countryside Sanitation, LLC						
	21-520-000-0000-6360	B	410.67	SEPT BERGLUND 09/01/2022	2528	Services, Labor, Contracts	Y
2763	Countryside Sanitation, LLC		410.67	1 Transactions			
1754	Garrison Disposal Company, Inc						
	21-520-000-0000-6254		110.30	SEPT SERVICE 09/01/2022	307251	Utilities-Gas and Electric	N
1754	Garrison Disposal Company, Inc		110.30	1 Transactions			
2340	Hyytinen Hardware Hank						
	21-520-000-0000-6523		12.99	SPRAYPAINT	ACCT 2060	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		7.10	GLUE, HARDWARE	ACCT 2060	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		2.20	SCREWS	ACCT 2060	Misc Bldg & Shop Supplies	N
2340	Hyytinen Hardware Hank		22.29	3 Transactions			
9358	McNeil Excavating						
	21-520-000-0000-6802	Q	3,800.00	ROCK/FILL- RABEY TRAIL 8/9/22 08/09/2022	22028	Trail Grants-State	Y
9358	McNeil Excavating		3,800.00	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	21-520-000-0000-6254		46.35	GAS SERVICE 07/27/2022	4270468171	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		46.35	1 Transactions			
8436	Northland Parts						

Aitkin County



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

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	21-520-000-0000-6590		96.89	GREASE CART, FUNNEL	451842	Repair & Maintenance Supplies	N
8436	Northland Parts		96.89	1 Transactions			
4070	Riley Auto Supply						
	21-520-000-0000-6523		149.98	HYD OIL	633448	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		27.96	RECEIVER HITCH PIN	ACCT # 6787	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		224.97	HYD OIL	ACCT # 6787	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		115.99	BOBCAT TRAILER JACK	ACCT # 6787	Misc Bldg & Shop Supplies	N
4070	Riley Auto Supply		518.90	4 Transactions			
8783	Road Machinery & Supplies Co.						
	21-520-000-0000-6802	Q	8,960.00	RUBBER TRACK CARRIER-RENTAL	R0680105	Trail Grants-State	N
				08/01/2022 08/28/2022			
8783	Road Machinery & Supplies Co.		8,960.00	1 Transactions			
9617	Timber Lakes Septic Service, Inc.						
	21-520-000-0000-6360	B	130.00	BERGLUND DUMP STATION	30982	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		130.00	1 Transactions			
11507	Waste Management of Minnesota, Inc						
	21-520-000-0000-6360	B	98.28	AITKIN CAMP DUMPSTER	6757400-1767-7	Services, Labor, Contracts	N
				08/01/2022 08/31/2022			
	21-520-000-0000-6360	B	98.28	JACOBSON DUMPSTER	6901454-0412-3	Services, Labor, Contracts	N
				08/01/2021 08/31/2021			
11507	Waste Management of Minnesota, Inc		196.56	2 Transactions			
5171	Willey's Marine Inc						
	21-520-000-0000-6620		2,898.70	POLARIS UTV / EXT WARRANTY	121006	Auto, Trailers, Snowmobiles, ATV	N
5171	Willey's Marine Inc		2,898.70	1 Transactions			
13627	Wruck Sewer and Portable Rental						
	21-520-000-0000-6360		1,120.00	PORTABLE TOILETS	12701	Services, Labor, Contracts	N
13627	Wruck Sewer and Portable Rental		1,120.00	1 Transactions			
520	DEPT Total:		29,051.80	Parks	14 Vendors	23 Transactions	
21	Fund Total:		29,051.80	Parks		23 Transactions	

WLC1
 9/13/22 10:50AM
 22 Coronavirus Relief Fund

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
716	DEPT			American Rescue Plan - COVID			
175	City Of Mcgregor 22-716-000-0000-6802		12,500.00	COMMUNITY GRANT- MCGREGOR DT 08/25/2022 08/25/2022	082522 CG	Category: Negative Economic Impacts	N
175	City Of Mcgregor		12,500.00	1 Transactions			
86177	Sheriff Aitkin County 22-716-000-0000-6802		3,441.00	SEARCH AND RESCUE CGP 08/24/2022 08/24/2022	082422 CGP	Category: Negative Economic Impacts	N
86177	Sheriff Aitkin County		3,441.00	1 Transactions			
716	DEPT Total:		15,941.00	American Rescue Plan - COVID	2 Vendors	2 Transactions	
22	Fund Total:		15,941.00	Coronavirus Relief Fund		2 Transactions	
	Final Total:		344,926.31	171 Vendors	292 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	134,479.54	General Fund
2	46,867.75	Reserves Fund
3	72,069.46	Road & Bridge
5	4,130.65	Health & Human Services
9	360.00	State
10	11,334.45	Trust
11	8,688.30	Forest Development
15	17,615.00	Aitkin County Collaborative
19	4,388.36	Long Lake Conservation Center
21	29,051.80	Parks
22	15,941.00	Coronavirus Relief Fund
All Funds	344,926.31	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?: 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

ACLD-GIA Land Dept

WLC1
 9/21/22 11:03AM
 21 Parks

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
188	Aitkin Sno-Drifters Snowmobile 21-520-000-0000-6802	Q	8,224.52	BM3 - FY22	22566	Trail Grants-State	N
188	Aitkin Sno-Drifters Snowmobile		8,224.52	1 Transactions			
4800	Tamarack Sno-Flyers 21-520-000-0000-6802	Q	17,273.73	BM3 - FY22	22581	Trail Grants-State	N
4800	Tamarack Sno-Flyers		17,273.73	1 Transactions			
520	DEPT Total:		25,498.25	Parks	2 Vendors	2 Transactions	
21	Fund Total:		25,498.25	Parks		2 Transactions	
	Final Total:		25,498.25	2 Vendors	2 Transactions		

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	25,498.25	Parks
All Funds		25,498.25	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?: 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

Property Tax Overpayments

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
943	DEPT			Taxes And Penalties			
999999000	@TITLE ISLE LLC						
	13-943-000-0000-2001		189.00	Property tax overpayment	13-0-003800	Cur - Property Taxes	N
	13-943-000-0000-2001		19.00	Property tax overpayment	16-1-104900	Cur - Property Taxes	N
999999000	@TITLE ISLE LLC		208.00	2 Transactions			
999999000	BLANEY/DAWN						
	13-943-000-0000-2001		268.22	Property tax overpayment	29-1-382200	Cur - Property Taxes	N
999999000	BLANEY/DAWN		268.22	1 Transactions			
999999000	BOHNEN/TODD						
	13-943-000-0000-2001		1,013.00	Property tax overpayment	36-1-078200	Cur - Property Taxes	N
999999000	BOHNEN/TODD		1,013.00	1 Transactions			
999999000	BROWN WARD/JUDITH KATHRYN						
	13-943-000-0000-2001		54.00	Property tax overpayment	11-7-067306	Cur - Property Taxes	N
999999000	BROWN WARD/JUDITH KATHRYN		54.00	1 Transactions			
999999000	BUERMANN/THOMAS						
	13-943-000-0000-2001		20.48	Property tax overpayment	11-1-146700	Cur - Property Taxes	N
999999000	BUERMANN/THOMAS		20.48	1 Transactions			
999999000	CARLSON/JANET						
	13-943-000-0000-2001		14.84	Property tax overpayment	51-0-017000	Cur - Property Taxes	N
999999000	CARLSON/JANET		14.84	1 Transactions			
999999000	CHATTEN/ELIZABETH						
	13-943-000-0000-2001		28.00	Property tax overpayment	38-0-026406	Cur - Property Taxes	N
999999000	CHATTEN/ELIZABETH		28.00	1 Transactions			
999999000	DEMME/RICHARD						
	13-943-000-0000-2001		84.00	Property tax overpayment	09-1-107700	Cur - Property Taxes	N
999999000	DEMME/RICHARD		84.00	1 Transactions			
999999000	FARINELLA/ERICA						
	13-943-000-0000-2001		15.36	Property tax overpayment	29-1-244900	Cur - Property Taxes	N
999999000	FARINELLA/ERICA		15.36	1 Transactions			
999999000	FRED JRS PROPERTIES LLC						

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	FRED JRS PROPERTIES LLC 13-943-000-0000-2001		32.00 32.00	Property tax overpayment 1 Transactions	29-1-241700	Cur - Property Taxes	N
999999000	GARVEY/ROBERT 13-943-000-0000-2001		15.44 15.44	Property tax overpayment 1 Transactions	MULTIPLE	Cur - Property Taxes	N
999999000	GRAFF/ERIC 13-943-000-0000-2001		36.78 36.78	Property tax overpayment 1 Transactions	32-0-030302	Cur - Property Taxes	N
999999000	GROSS/ROBERT 13-943-000-0000-2001		38.00 38.00	Property tax overpayment 1 Transactions	19-0-052203	Cur - Property Taxes	N
999999000	HALLAWAY/JUDITH 13-943-000-0000-2001		114.00 114.00	Property tax overpayment 1 Transactions	MULTIPLE	Cur - Property Taxes	N
999999000	HAM/CAROL 13-943-000-0000-2001		52.52 52.52	Property tax overpayment 1 Transactions	11-0-013907	Cur - Property Taxes	N
999999000	HARRISON/MICHAEL 13-943-000-0000-2001		576.00 576.00	Property tax overpayment 1 Transactions	35-1-089100	Cur - Property Taxes	N
999999000	KEORAJ/KEITH 13-943-000-0000-2001		81.32 81.32	Property tax overpayment 1 Transactions	18-0-003400	Cur - Property Taxes	N
999999000	KUHLMAN/SHAWN 13-943-000-0000-2001		33.95 33.95	Property tax overpayment 1 Transactions	MULTIPLE	Cur - Property Taxes	N
999999000	LAULAINEN/LEN 13-943-000-0000-2001		28.00 28.00	Property tax overpayment 1 Transactions	01-1-096600	Cur - Property Taxes	N

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	LEE/DEBORAH 13-943-000-0000-2001		181.10	Property tax overpayment	20-1-061100	Cur - Property Taxes	N
999999000	LEE/DEBORAH		181.10	1 Transactions			
999999000	LEVERTY/LYNN 13-943-000-0000-2001		86.00	Property tax overpayment	MULTIPLE	Cur - Property Taxes	N
999999000	LEVERTY/LYNN		86.00	1 Transactions			
999999000	LUBER/JOHN P 13-943-000-0000-2001		44.00	Property tax overpayment	16-0-027000	Cur - Property Taxes	N
999999000	LUBER/JOHN P		44.00	1 Transactions			
999999000	MALECHA/WILLIAM 13-943-000-0000-2001		256.00	Property tax overpayment	MULTIPLE	Cur - Property Taxes	N
999999000	MALECHA/WILLIAM		256.00	1 Transactions			
999999000	MANN/ALLISON 13-943-000-0000-2001		407.00	Property tax overpayment	09-0-031705	Cur - Property Taxes	N
999999000	MANN/ALLISON		407.00	1 Transactions			
999999000	MINNEWAWA SPORTSMEN'S CLUB 13-943-000-0000-2001		84.00	Property tax overpayment	29-0-063700	Cur - Property Taxes	N
999999000	MINNEWAWA SPORTSMEN'S CLUB		84.00	1 Transactions			
999999000	MOCK/DIANE 13-943-000-0000-2001		33.40	Property tax overpayment	29-1-436600	Cur - Property Taxes	N
999999000	MOCK/DIANE		33.40	1 Transactions			
999999000	MORRISON/DERIK 13-943-000-0000-2001		17.80	Property tax overpayment	29-1-216800	Cur - Property Taxes	N
999999000	MORRISON/DERIK		17.80	1 Transactions			
999999000	MUELLER/JOHN 13-943-000-0000-2001		131.74	Property tax overpayment	57-1-022300	Cur - Property Taxes	N
999999000	MUELLER/JOHN		131.74	1 Transactions			
999999000	MURPHY/ELLEN 13-943-000-0000-2001		75.44	Property tax overpayment	07-1-127500	Cur - Property Taxes	N

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	MURPHY/ELLEN		75.44		1 Transactions		
999999000	NEGAARD/MATTHEW 13-943-000-0000-2001		88.00	Property tax overpayment	09-0-028400	Cur - Property Taxes	N
999999000	NEGAARD/MATTHEW		88.00		1 Transactions		
999999000	O'BRIEN/LILA 13-943-000-0000-2001		24.00	Property tax overpayment	29-1-099700	Cur - Property Taxes	N
999999000	O'BRIEN/LILA		24.00		1 Transactions		
999999000	RASSIER/SUSAN 13-943-000-0000-2001		40.00	Property tax overpayment	12-0-048000	Cur - Property Taxes	N
999999000	RASSIER/SUSAN		40.00		1 Transactions		
999999000	SCHOENBAUER/PAMELA 13-943-000-0000-2001		21.48	Property tax overpayment	29-1-189400	Cur - Property Taxes	N
999999000	SCHOENBAUER/PAMELA		21.48		1 Transactions		
999999000	SEARLE/LINSEY 13-943-000-0000-2001		169.00	Property tax overpayment	24-0-049500	Cur - Property Taxes	N
999999000	SEARLE/LINSEY		169.00		1 Transactions		
999999000	SELLMAN/DAVID 13-943-000-0000-2001		68.00	Property tax overpayment	35-0-000800	Cur - Property Taxes	N
999999000	SELLMAN/DAVID		68.00		1 Transactions		
999999000	SORENSEN/JAMES 13-943-000-0000-2001		1,736.00	Property tax overpayment	26-0-006501	Cur - Property Taxes	N
999999000	SORENSEN/JAMES		1,736.00		1 Transactions		
999999000	STREIFEL/JOLANDA 13-943-000-0000-2001		819.00	Property tax overpayment	07-1-128500	Cur - Property Taxes	N
999999000	STREIFEL/JOLANDA		819.00		1 Transactions		
999999000	TERANO/ANTHONY JOSEPH 13-943-000-0000-2001		84.00	Property tax overpayment	10-0-047403	Cur - Property Taxes	N
999999000	TERANO/ANTHONY JOSEPH		84.00		1 Transactions		
999999000	TITLE SPECIALISTS INC						

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	TITLE SPECIALISTS INC 13-943-000-0000-2001		184.00 184.00	Property tax overpayment 1 Transactions	MULTIPLE	Cur - Property Taxes	N
999999000	WALLACE/M B 13-943-000-0000-2001		44.16 44.16	Property tax overpayment 1 Transactions	37-9-000300005	Cur - Property Taxes	N
999999000	WALLACE/M B						
999999000	YANG/DERR PASUE 13-943-000-0000-2001		35.60 35.60	Property tax overpayment 1 Transactions	21-0-025703	Cur - Property Taxes	N
999999000	YANG/DERR PASUE						
943	DEPT Total:		7,343.63	Taxes And Penalties	41 Vendors	42 Transactions	
13	Fund Total:		7,343.63	Taxes & Penalties		42 Transactions	
	Final Total:		7,343.63	41 Vendors	42 Transactions		

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	7,343.63	Taxes & Penalties
All Funds		7,343.63	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

R&B Contract Payments

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4	9911 KGM CONTRACTORS INC 03-307-000-0000-6262		49,312.67	Pay Request #3	20223	Contract Payments	N
	9911 KGM CONTRACTORS INC		49,312.67	1 Transactions			
1	10295 Knife River Corporation 03-307-000-0000-6262		13,939.55	Final Payment #4	20217	Contract Payments	N
	10295 Knife River Corporation		13,939.55	1 Transactions			
2	9885 MP ASPHALT MAINTENANCE 03-303-000-0000-6521		3,776.54	Final Payment #2	20224	Maintenance Supplies	N
	9885 MP ASPHALT MAINTENANCE		3,776.54	1 Transactions			
3	8499 R.C. Habeck Excavating, LLC 03-307-000-0000-6262		14,040.46	Final Payment #8	20219	Contract Payments	N
	8499 R.C. Habeck Excavating, LLC		14,040.46	1 Transactions			
3 Fund Total:			81,069.22	Road & Bridge	4 Vendors	4 Transactions	
Final Total:			81,069.22	4 Vendors	4 Transactions		

Aitkin County

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	81,069.22	Road & Bridge
All Funds	81,069.22	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 and Receipt Correction

KMR1
 9/13/22 8:50AM
 19 Long Lake Conservation Cen

Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	8410 Bremer Bank					
1	19-522-000-0000-5553		100.00	Correct R#18881-NNSF Refunds		Non School Groups N
2	19-522-000-0000-6820		100.00	NNSF Registration Refund	08.25.2022	Refunds & Reimbursements N
	8410 Bremer Bank		200.00	2 Transactions		
19 Fund Total:			200.00	Long Lake Conservation Center	1 Vendors	2 Transactions

KMR1
 9/13/22 8:50AM
 21 Parks

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3	8410 Bremer Bank 21-520-000-0000-5510		30.00	Camping Refund	5217-Kirkeby	Co. Parks Campground Fees	N
	8410 Bremer Bank		30.00	1 Transactions			
21 Fund Total:			30.00	Parks	1 Vendors	1 Transactions	
Final Total:			230.00	2 Vendors	3 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	19	200.00	Long Lake Conservation Center
	21	30.00	Parks
All Funds		230.00	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

ELAN Paid 09.01.2022

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
43	DEPT			Assessor			
	5462 Bremer Bank (Elan ACH)						
30	01-043-000-0000-6268		500.00	MN Assoc of Assessors - MAAO F		Staff Training, Development	N
27	01-043-000-0000-6302		43.13	Runnings - wiper blades		Vehicle Maintenance	N
12	01-043-000-0000-6332		183.21	C'mon Inn - PACE course 08/10/2022 08/11/2022		Hotel / Motel Lodging	N
16	01-043-000-0000-6332		286.08	Courtyard - MAAP Conf (CO)		Hotel / Motel Lodging	N
17	01-043-000-0000-6335		46.63	Kwik Trip - Fuel MAAP Conf (CO)		Gas/Vehicle Fuel Charges	N
13	01-043-000-0000-6339		31.95	Red Lobster - MAAP Conf (CO)		Meals (Overnight)	N
14	01-043-000-0000-6339		17.17	Tave on the Ave - MAAP Conf (C		Meals (Overnight)	N
15	01-043-000-0000-6339		11.68	McCormicks - MAAP Conf (CO)		Meals (Overnight)	N
21	01-043-000-0000-6339		17.47	Arby's - BAP (KS) 08/21/2022 08/25/2022		Meals (Overnight)	N
22	01-043-000-0000-6339		17.21	Pizza Ranch - BAP (KS) 08/21/2022 08/25/2022		Meals (Overnight)	N
23	01-043-000-0000-6339		19.97	Red Robin - BAP (KS) 08/21/2022 08/25/2022		Meals (Overnight)	N
24	01-043-000-0000-6339		18.44	Red Robin - BAP (SP) 08/21/2022 08/25/2022		Meals (Overnight)	N
25	01-043-000-0000-6339		17.21	Pizza Ranch - BAP (SP) 08/21/2022 08/25/2022		Meals (Overnight)	N
26	01-043-000-0000-6339		8.90	Arby's - BAP (SP) 08/21/2022 08/25/2022		Meals (Overnight)	N
29	01-043-000-0000-6360		55.00	Realtor Assoc - Listing Servic		Services, Labor, Contracts, GIS Mapping	N
31	01-043-000-0000-6360		119.88	Dropbox - Annual Subscription		Services, Labor, Contracts, GIS Mapping	N
	5462 Bremer Bank (Elan ACH)		1,393.93	16 Transactions			
43	DEPT Total:		1,393.93	Assessor	1 Vendors	16 Transactions	
44	DEPT			Central Services			
	5462 Bremer Bank (Elan ACH)						
49	01-044-000-0000-6800		6,025.12-	Elan paid		ELAN - Statement Payment	N
	5462 Bremer Bank (Elan ACH)		6,025.12-	1 Transactions			
44	DEPT Total:		6,025.12-	Central Services	1 Vendors	1 Transactions	
49	DEPT			Information Technologies			
	5462 Bremer Bank (Elan ACH)						

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
11	01-049-000-0000-6332		81.50	Running Aces Hotel 08/22/2022 08/23/2022		Hotel / Motel Lodging	N
	5462 Bremer Bank (Elan ACH)		81.50		1 Transactions		
49	DEPT Total:		81.50	Information Technologies	1 Vendors	1 Transactions	
53	DEPT			Human Resources			
	5462 Bremer Bank (Elan ACH)						
36	01-053-000-0000-6199		75.00	Target - Emp Rec (JT)		Employee Recognition	N
37	01-053-000-0000-6199		75.00	Holiday - Emp Rec (BM)		Employee Recognition	N
38	01-053-000-0000-6335		25.00	Holiday - Fuel		Gas/Vehicle Fuel Charges	N
	5462 Bremer Bank (Elan ACH)		175.00		3 Transactions		
53	DEPT Total:		175.00	Human Resources	1 Vendors	3 Transactions	
60	DEPT			Elections			
	5462 Bremer Bank (Elan ACH)						
18	01-060-000-0000-6205		13.34	USPS - returned redistricting		Postage	N
	5462 Bremer Bank (Elan ACH)		13.34		1 Transactions		
60	DEPT Total:		13.34	Elections	1 Vendors	1 Transactions	
90	DEPT			Attorney			
	5462 Bremer Bank (Elan ACH)						
28	01-090-000-0000-6406		25.00	MN Co Attorney's Assoc - 2022		Law Publ. & Subscriptions	N
	5462 Bremer Bank (Elan ACH)		25.00		1 Transactions		
90	DEPT Total:		25.00	Attorney	1 Vendors	1 Transactions	
120	DEPT			Veterans Service			
	5462 Bremer Bank (Elan ACH)						
48	01-120-000-0000-6332		214.76	Grand View Lodge - training de		Hotel / Motel Lodging	N
	5462 Bremer Bank (Elan ACH)		214.76		1 Transactions		
120	DEPT Total:		214.76	Veterans Service	1 Vendors	1 Transactions	
122	DEPT			Planning & Zoning			

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
35	5462 Bremer Bank (Elan ACH) 01-122-000-0000-6268		725.00	U of M - Basic Onsite & Instal		Staff Training, Development	N
34	01-122-000-0000-6360		14.99	Zoom - Monthly Subscr 08/22/2022 09/21/2022	INV163157546	Services, Labor, Contracts	N
	5462 Bremer Bank (Elan ACH)		739.99		2 Transactions		
122	DEPT Total:		739.99	Planning & Zoning	1 Vendors	2 Transactions	
200	DEPT			Enforcement			
	5462 Bremer Bank (Elan ACH)						
45	01-200-000-0000-6205		19.10	USPS - ship #211 vest		Postage	N
46	01-200-000-0000-6405		219.99	Amazon.com - vacuum		Office Supplies	N
44	01-200-019-0000-6360		37.10	Nationwide - Reno ins		Services, Labor, Contracts	N
	5462 Bremer Bank (Elan ACH)		276.19		3 Transactions		
200	DEPT Total:		276.19	Enforcement	1 Vendors	3 Transactions	
252	DEPT			Corrections			
	5462 Bremer Bank (Elan ACH)						
41	01-252-000-0000-6430		59.99	Lens Crafters - inmate glasses		Medical Expense/Supplies - Inmates	N
40	01-252-000-0000-6461		259.05	WalMart - Jail supplies		Jail Supplies	N
39	01-252-252-0000-6465		18.00	Family Dollar - glasses		Inamte Welfare Supplies	N
47	01-252-252-0000-6465		21.00	In Fisherman - subscription		Inamte Welfare Supplies	N
	5462 Bremer Bank (Elan ACH)		358.04		4 Transactions		
252	DEPT Total:		358.04	Corrections	1 Vendors	4 Transactions	
257	DEPT			Community Corrections			
	5462 Bremer Bank (Elan ACH)						
19	01-257-251-0000-6241		275.00	BCA training - BCA CJS (JL) 09/27/2022 09/28/2022	35973	Registration Fee	N
	5462 Bremer Bank (Elan ACH)		275.00		1 Transactions		
257	DEPT Total:		275.00	Community Corrections	1 Vendors	1 Transactions	
280	DEPT			Emergency Management			
	5462 Bremer Bank (Elan ACH)						
42	01-280-003-0000-6241		300.00	AMEM - Conf Reg		Registration Fee	N

WLC1
9/19/22 12:47PM

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
43	01-280-003-0000-6332		Breezy Point - AMEM lodging		Hotel / Motel Lodging	N
	5462 Bremer Bank (Elan ACH)			2 Transactions		
280	DEPT Total:		710.00	Emergency Management	1 Vendors	2 Transactions
1	Fund Total:		1,762.37-	General Fund		36 Transactions

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9/19/22 12:47PM

Aitkin County



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

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
303	DEPT			R&B Highway Maintenance			
	5462 Bremer Bank (Elan ACH)						
33	03-303-000-0000-6417		127.59	Amazon.com - Cell Signal boost		Shop/Building Maintenance	N
32	03-303-000-0000-6590		680.02	BajaCustoms - Truck part		Repair & Maintenance Supplies	N
	5462 Bremer Bank (Elan ACH)		807.61	2 Transactions			
303	DEPT Total:		807.61	R&B Highway Maintenance	1 Vendors	2 Transactions	
3	Fund Total:		807.61	Road & Bridge		2 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)						
7	05-400-420-4800-6435		20.00	SAMHSA - Gas Cards 4 @ \$5 08/24/2022		Public Health Program Related Supplies	N
1	05-400-430-0403-6360		10.00	C&TC - FB Boosts 08/14/2022		Services, Labor, Contracts	N
2	05-400-450-0451-6360		13.48	PH-My Ascension Ads 08/14/2022		Services, Labor, Contracts	N
5	05-400-450-0451-6435		16.00	SHIP-Biggerflip LTD; online en 08/16/2022	13710	Public Health Program Related Supplies	N
6	05-400-450-0451-6435		119.88-	SHIP-MentiMeter; online engage 08/04/2022	33C5526E-23817	Public Health Program Related Supplies	N
3	05-400-440-0410-6332		14.00-	Arrowwood Resort-Deposit refun 08/24/2022 08/26/2022	637940	Hotel/Lodging	N
	5462 Bremer Bank (Elan ACH)		74.40-	6 Transactions			
400	DEPT Total:		74.40-	Public Health Department	1 Vendors	6 Transactions	
420	DEPT			Income Maintenance			
	5462 Bremer Bank (Elan ACH)						
3	05-420-600-4800-6332		33.00-	Arrowwood Resort-Deposit refun 08/24/2022 08/26/2022	637940	Hotel/Lodging	N
	5462 Bremer Bank (Elan ACH)		33.00-	1 Transactions			
420	DEPT Total:		33.00-	Income Maintenance	1 Vendors	1 Transactions	
430	DEPT			Social Services			
	5462 Bremer Bank (Elan ACH)						
3	05-430-700-4800-6332		53.00-	Arrowwood Resort-Deposit refun 08/24/2022 08/26/2022	637940	Hotel/Lodging	N
4	05-430-710-3190-6020		60.79	Straight Talk Phone Minutes-co 08/23/2022	87148003	Court Related Services & Activities	N
9	05-430-710-3190-6020		20.16	McDonald's - client lunch 08/19/2022	87709073	Court Related Services & Activities	N
10	05-430-710-3160-6020		51.00	Exxon - client gas 08/23/2022	87711079	Transportation Child Serv	N
8	05-430-700-4800-6804		101.21	Dollar General-MH Init Housing 08/11/2022	88419007	Mh Init - Housing Expense	N

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9/19/22 12:47PM

Aitkin County



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

5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5462	Bremer Bank (Elan ACH)			5 Transactions		
430	DEPT Total:		180.16	Social Services	1 Vendors	5 Transactions
5	Fund Total:		72.76	Health & Human Services		12 Transactions

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 9/19/22 12:47PM
 19 Long Lake Conservation Cen

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	
522	DEPT		LLCC Education			
	5462 Bremer Bank (Elan ACH)					
20	19-522-000-0000-6431		Ourland Outdoors - compasses	536570	Educational Supplies	N
	5462 Bremer Bank (Elan ACH)		1 Transactions			
522	DEPT Total:		LLCC Education	1 Vendors	1 Transactions	
19	Fund Total:		Long Lake Conservation Center		1 Transactions	
	Final Total:		0.00	17 Vendors	51 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	-1,762.37	General Fund
3	807.61	Road & Bridge
5	72.76	Health & Human Services
19	882.00	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

ELAN Paid 09.15.2022

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9/15/22 11:32AM

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	5462 Bremer Bank (Elan ACH) 01-044-000-0000-6800		4,917.21	ELAN - Paid 09/15/2022		ELAN - Statement Payment	N
	5462 Bremer Bank (Elan ACH)		4,917.21	1 Transactions			
1 Fund Total:			4,917.21	General Fund	1 Vendors	1 Transactions	
Final Total:			4,917.21	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	4,917.21	General Fund
All Funds	4,917.21	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

Sales/Use and Diesel Tax, August 2022

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
89991	Bremer Bank						
1	01-040-021-0000-5840		0.64	Receipt Nbr 18796 08/10/2022		Misc Receipts	N
2	01-040-021-0000-5840		0.32	Receipt Nbr 18836 08/16/2022		Misc Receipts	N
3	01-043-000-0000-5840		0.51	Receipt Nbr 18820 08/12/2022		Misc Receipts	N
4	01-090-000-0000-5840		6.43	Receipt Nbr 18835 08/16/2022		Misc Receipts	N
5	01-090-000-0000-5840		2.57	Receipt Nbr 18856 08/19/2022		Misc Receipts	N
6	01-100-000-0000-5840		9.07	Receipt Nbr 4340 08/05/2022		Misc Receipts	N
7	01-100-000-0000-5840		0.64	Receipt Nbr 4344 08/08/2022		Misc Receipts	N
8	01-100-000-0000-5840		0.19	Receipt Nbr 4378 08/12/2022		Misc Receipts	N
9	01-100-000-0000-5840		9.58	Receipt Nbr 4413 08/18/2022		Misc Receipts	N
10	01-100-000-0000-5840		0.39	Receipt Nbr 4422 08/19/2022		Misc Receipts	N
11	01-100-000-0000-5840		26.70	Receipt Nbr 4442 08/23/2022		Misc Receipts	N
12	01-252-252-0000-5872		76.23	Receipt Nbr 18750 08/02/2022		Phone Card Prisoner Welfare(Taxable)	N
13	01-252-252-0000-5872		82.04	Receipt Nbr 18857 08/19/2022		Phone Card Prisoner Welfare(Taxable)	N
89991	Bremer Bank		215.31	13 Transactions			
1 Fund Total:			215.31	General Fund		1 Vendors	13 Transactions

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
89991	Bremer Bank						
14	03-000-000-0000-5505		165.97	Receipt Nbr 18810 08/11/2022		Culverts	N
15	03-000-000-0000-5505		14.42	Receipt Nbr 18885 08/25/2022		Culverts	N
16	03-000-000-0000-5517		3.86	Receipt Nbr 18763 08/04/2022		Charges-Individuals	N
17	03-000-000-0000-5517		1.93	Receipt Nbr 18771 08/05/2022		Charges-Individuals	N
18	03-000-000-0000-5517		7.72	Receipt Nbr 18772 08/05/2022		Charges-Individuals	N
19	03-000-000-0000-5517		10.31	Receipt Nbr 18772 08/05/2022		Charges-Individuals	N
20	03-000-000-0000-5517		1.93	Receipt Nbr 18790 08/09/2022		Charges-Individuals	N
21	03-000-000-0000-5517		1.93	Receipt Nbr 18795 08/10/2022		Charges-Individuals	N
22	03-000-000-0000-5517		3.86	Receipt Nbr 18805 08/11/2022		Charges-Individuals	N
23	03-000-000-0000-5517		5.79	Receipt Nbr 18810 08/11/2022		Charges-Individuals	N
24	03-000-000-0000-5517		3.44	Receipt Nbr 18810 08/11/2022		Charges-Individuals	N
25	03-000-000-0000-5517		1.93	Receipt Nbr 18815 08/12/2022		Charges-Individuals	N
26	03-000-000-0000-5517		1.93	Receipt Nbr 18823 08/15/2022		Charges-Individuals	N
27	03-000-000-0000-5517		11.58	Receipt Nbr 18843 08/18/2022		Charges-Individuals	N
28	03-000-000-0000-5517		0.13	Receipt Nbr 18843 08/18/2022		Charges-Individuals	N
29	03-000-000-0000-5517		1.93	Receipt Nbr 18860 08/22/2022		Charges-Individuals	N
30	03-000-000-0000-5517		1.93	Receipt Nbr 18871 08/24/2022		Charges-Individuals	N
31	03-000-000-0000-5517		1.93	Receipt Nbr 18885 08/25/2022		Charges-Individuals	N
32	03-000-000-0000-5517		6.88	Receipt Nbr 18885 08/25/2022		Charges-Individuals	N
33	03-000-000-0000-5517		1.93	Receipt Nbr 18889 08/26/2022		Charges-Individuals	N
34	03-000-000-0000-5517		3.86	Receipt Nbr 18907 08/30/2022		Charges-Individuals	N
90	03-303-000-0000-6570		1,553.82	Diesel Tax: August 2022		Motor Fuel & Lubricants	N
89991	Bremer Bank		1,809.01	22 Transactions			
3 Fund Total:			1,809.01	Road & Bridge		1 Vendors	22 Transactions

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9/12/22 10:05AM

Aitkin County



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

10 Trust

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
35	89991 Bremer Bank 10-923-000-0000-5260		14.80	Receipt Nbr 3013 08/18/2022		FTS-Leases/Easements	N
	89991 Bremer Bank		14.80	1 Transactions			
10 Fund Total:			14.80	Trust	1 Vendors	1 Transactions	

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 9/12/22 10:05AM
 19 Long Lake Conservation Cen

Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank					
36	19-521-000-0000-5885		2.41	Receipt Nbr 18740 08/01/2022	Commissary Sales Taxable	N
37	19-521-000-0000-5885		4.97	Receipt Nbr 18751 08/02/2022	Commissary Sales Taxable	N
38	19-521-000-0000-5885		2.73	Receipt Nbr 18864 08/22/2022	Commissary Sales Taxable	N
39	19-521-000-0000-5885		4.71	Receipt Nbr 18903 08/29/2022	Commissary Sales Taxable	N
89991	Bremer Bank		14.82	4 Transactions		
19 Fund Total:			14.82	Long Lake Conservation Center	1 Vendors	4 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formu Description On Behalf of Name	1099
89991	Bremer Bank						
40	21-520-000-0000-5510		3.86	Receipt Nbr 2979 08/01/2022		Co. Parks Campground Fees	N
41	21-520-000-0000-5510		2.57	Receipt Nbr 2980 08/01/2022		Co. Parks Campground Fees	N
42	21-520-000-0000-5510		2.57	Receipt Nbr 2980 08/01/2022		Co. Parks Campground Fees	N
43	21-520-000-0000-5510		2.57	Receipt Nbr 2983 08/02/2022		Co. Parks Campground Fees	N
44	21-520-000-0000-5510		2.57	Receipt Nbr 2983 08/02/2022		Co. Parks Campground Fees	N
45	21-520-000-0000-5510		16.73	Receipt Nbr 2985 08/03/2022		Co. Parks Campground Fees	N
46	21-520-000-0000-5510		11.58	Receipt Nbr 2985 08/03/2022		Co. Parks Campground Fees	N
47	21-520-000-0000-5510		6.75	Receipt Nbr 2985 08/03/2022		Co. Parks Campground Fees	N
48	21-520-000-0000-5510		0.96	Receipt Nbr 2985 08/03/2022		Co. Parks Campground Fees	N
49	21-520-000-0000-5510		6.69	Receipt Nbr 2985 08/03/2022		Co. Parks Campground Fees	N
50	21-520-000-0000-5510		2.57	Receipt Nbr 2985 08/03/2022		Co. Parks Campground Fees	N
51	21-520-000-0000-5510		1.74	Receipt Nbr 2985 08/03/2022		Co. Parks Campground Fees	N
52	21-520-000-0000-5510		2.57	Receipt Nbr 2986 08/08/2022		Co. Parks Campground Fees	N
53	21-520-000-0000-5510		1.29	Receipt Nbr 2987 08/08/2022		Co. Parks Campground Fees	N
54	21-520-000-0000-5510		6.43	Receipt Nbr 2988 08/08/2022		Co. Parks Campground Fees	N
55	21-520-000-0000-5510		3.86	Receipt Nbr 2988 08/08/2022		Co. Parks Campground Fees	N
56	21-520-000-0000-5510		1.93	Receipt Nbr 2989 08/08/2022		Co. Parks Campground Fees	N
57	21-520-000-0000-5510		1.93	Receipt Nbr 2990 08/08/2022		Co. Parks Campground Fees	N
58	21-520-000-0000-5510		3.86	Receipt Nbr 2991 08/08/2022		Co. Parks Campground Fees	N
59	21-520-000-0000-5510		3.86	Receipt Nbr 2992 08/08/2022		Co. Parks Campground Fees	N
60	21-520-000-0000-5510		2.57	Receipt Nbr 2996 08/11/2022		Co. Parks Campground Fees	N
61	21-520-000-0000-5510		5.79	Receipt Nbr 2997 08/11/2022		Co. Parks Campground Fees	N
62	21-520-000-0000-5510		1.29	Receipt Nbr 3006 08/15/2022		Co. Parks Campground Fees	N
63	21-520-000-0000-5510		3.86	Receipt Nbr 3009 08/16/2022		Co. Parks Campground Fees	N
64	21-520-000-0000-5510		6.75	Receipt Nbr 3010 08/17/2022		Co. Parks Campground Fees	N
65	21-520-000-0000-5510		3.86	Receipt Nbr 3010 08/17/2022		Co. Parks Campground Fees	N
66	21-520-000-0000-5510		9.01	Receipt Nbr 3012 08/18/2022		Co. Parks Campground Fees	N
67	21-520-000-0000-5510		9.01	Receipt Nbr 3014 08/22/2022		Co. Parks Campground Fees	N
68	21-520-000-0000-5510		1.93	Receipt Nbr 3014 08/22/2022		Co. Parks Campground Fees	N
69	21-520-000-0000-5510		5.15	Receipt Nbr 3015 08/22/2022		Co. Parks Campground Fees	N
70	21-520-000-0000-5510		6.43	Receipt Nbr 3015 08/22/2022		Co. Parks Campground Fees	N
71	21-520-000-0000-5510		5.79	Receipt Nbr 3015 08/22/2022		Co. Parks Campground Fees	N
72	21-520-000-0000-5510		1.93	Receipt Nbr 3015 08/22/2022		Co. Parks Campground Fees	N
73	21-520-000-0000-5510		3.86	Receipt Nbr 3016 08/22/2022		Co. Parks Campground Fees	N
74	21-520-000-0000-5510		6.43	Receipt Nbr 3018 08/24/2022		Co. Parks Campground Fees	N
75	21-520-000-0000-5510		1.29	Receipt Nbr 3019 08/24/2022		Co. Parks Campground Fees	N
76	21-520-000-0000-5510		2.57	Receipt Nbr 3020 08/24/2022		Co. Parks Campground Fees	N
77	21-520-000-0000-5510		3.86	Receipt Nbr 3020 08/24/2022		Co. Parks Campground Fees	N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
78	21-520-000-0000-5510		2.89	Receipt Nbr 3026 08/25/2022		Co. Parks Campground Fees	N
79	21-520-000-0000-5510		1.93	Receipt Nbr 3027 08/26/2022		Co. Parks Campground Fees	N
80	21-520-000-0000-5510		37.31	Receipt Nbr 3028 08/29/2022		Co. Parks Campground Fees	N
81	21-520-000-0000-5510		7.72	Receipt Nbr 3028 08/29/2022		Co. Parks Campground Fees	N
82	21-520-000-0000-5510		16.89	Receipt Nbr 3028 08/29/2022		Co. Parks Campground Fees	N
83	21-520-000-0000-5510		13.51	Receipt Nbr 3028 08/29/2022		Co. Parks Campground Fees	N
84	21-520-000-0000-5510		17.95	Receipt Nbr 3028 08/29/2022		Co. Parks Campground Fees	N
85	21-520-000-0000-5510		4.25	Receipt Nbr 3028 08/29/2022		Co. Parks Campground Fees	N
86	21-520-000-0000-5510		3.80	Receipt Nbr 3028 08/29/2022		Co. Parks Campground Fees	N
87	21-520-000-0000-5510		2.57	Receipt Nbr 3029 08/29/2022		Co. Parks Campground Fees	N
88	21-520-000-0000-5510		3.86	Receipt Nbr 3030 08/29/2022		Co. Parks Campground Fees	N
89	21-520-000-0000-5510		1.93	Receipt Nbr 3030 08/29/2022		Co. Parks Campground Fees	N
89991	Bremer Bank		282.88	50 Transactions			
21 Fund Total:			282.88	Parks	1 Vendors	50 Transactions	
Final Total:			2,336.82	5 Vendors	90 Transactions		

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	215.31	General Fund
	3	1,809.01	Road & Bridge
	10	14.80	Trust
	19	14.82	Long Lake Conservation Center
	21	282.88	Parks
	All Funds	2,336.82	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: September 27 2022

Title of Item: Approve Affidavit for Duplicate of Lost Warrant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Julie Hughes		Department: Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Larry McNeff, Commissioner Warrant number 85695 dated July 15, 2021, in the amount of \$ 74.00		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Larry McNeff, Commissioner Warrant number 85695 dated July 15, 2021, in the amount of \$ 74.00		
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.

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin)
) ss. Larry McNeff
)

being duly sworn, on oath says; that (s)he is the owner of a certain commissioner warrant,

dated the Fifteenth day of July, 2021, numbered 85695,

issued by Aitkin County to Larry McNeff.

in the sum of \$ 74.00 has been lost in the manner
("Lost" or "Destroyed")

following, to wit:

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her) according to law; and to that end herewith files his (her) indemnifying bond, with sureties to be approved, in the sum equal to double the amount of said commissioner warrant.

x Larry C. McNeff

Subscribed and sworn to before me this 4th day of August, 2022

Se J M

Notary Public Anoka County, Minnesota

My Commission Expires January 31, 2026





Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Approve Affidavit for Duplicate of Lost Warrant

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

Submitted by: Nikki Knutson	Department: Human Resources, Payroll
---------------------------------------	--

Presenter (Name and Title): N/A	Estimated Time Needed: N/A
---	--------------------------------------

Summary of Issue:

Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:
Colton Cobb, Warrant number 17772, dated February 25, 2022 in the amount of \$587.60

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:
Colton Cobb, Warrant number 17772, dated February 25, 2022 in the amount of \$587.60

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:

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin)
) ss. Colton T. Cobb
)

being duly sworn, on oath says; that (s)he is the owner of a certain payroll warrant,
dated the 25th day of February, 2022, numbered 17772,
issued by Aitkin County to Colton T. Cobb
in the sum of \$ 587.60 has been Lost in the manner
("Lost" or "Destroyed")
following, to wit:

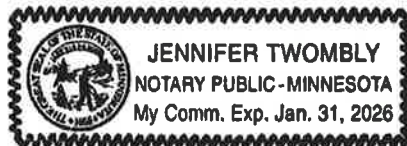
and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her)
according to law; and to that end herewith files his (her) indemnifying bond, with sureties to be
approved, in the sum equal to double the amount of said Payroll Warrant

X [Signature]

Subscribed and sworn to before me this 18th day of September, 2022

Jennife M
Notary Public Aitkin County, Minnesota

My Commission Expires Jan. 31, 2026



STATE OF MINNESOTA,



Board of County Commissioners Agenda Request

<hr style="width: 80%; margin: 0 auto;"/> Agenda Item #

Requested Meeting Date:
Title of Item:

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

**AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN
MINNESOTA COUNTIES COMPUTER COOPERATIVE**

And

STRATEGIC TECHNOLOGIES INCORPORATED

1/1/2018

This Agreement dated and to be effective as of the date set forth above by and between the Minnesota Counties Computer Cooperative, organized and doing business under Minnesota's joint exercise of power statute (MN Stats § 471.59), with principal offices at 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members ("MnCCC") and **Strategic Technologies Incorporated**, a **Minnesota corporation** with principal offices at **9905 45th Avenue North, Suite 220, Plymouth, MN 55442** ("VENDOR").

WITNESSETH

WHEREAS, MnCCC wishes to retain VENDOR to provide certain professional services and expertise to obtain computer programming and technical assistance for the maintenance and support of MnCCC's copyrighted, proprietary and confidential computer software system known as the **Minnesota County Attorney Practice System™** software ("MCAPS"); and

WHEREAS, VENDOR has and will be expected to render substantial services and expertise hereunder.

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the parties agree as follows:

I. Systems to be Supported

VENDOR agrees to provide the computer programming, technical assistance, and related professional services to support and maintain the systems and systems components of MCAPS, in exchange for MnCCC's payment of certain fees as summarized in **Attachment A**, which is attached and incorporated by reference.

II. Definition of Included Support Services

The software support fees paid by MnCCC are identified in **Attachment A - MCAPS Support Fee Schedule**. These fees shall fully compensate VENDOR for the following Services:

A. General MCAPS Support Activities (All MCAPS Users)

1. Track MCAPS support incidents and report out to the County Attorney Executive Committee per the MCAPS Service Level Agreement (SLA) attached and incorporated by reference as **Attachment B**.
2. Provide supporting documentation for County Attorney Executive Committee meetings (up to 12 times per year) with respect to MCAPS bugs/fixes and open MCAPS Enhancement Requests (including categories Approved, Completed, New, Committee, Tabled, Denied, Withdrawn and Research statuses).
3. Provide any MCAPS revisions necessitated by changes in applicable Minnesota statutes, laws or regulations. MnCCC will advise VENDOR of any requested changes to MCAPS as necessitated by changes in Minnesota statutes, laws, or regulations and provide sufficient details to support VENDOR in making the changes. Further, these changes will be subject to written work order as described in Section II – E.1.
4. Revisions necessitated by change in underlying MCAPS operating systems.
5. Revisions necessitated by changes in current state reporting requirements (609.11 Report, MCCVS Report, or other reporting tools established in MCAPS (new tools would require an enhancement request)
6. Training. Provide eighty (80) hours of training per year, with up to thirty (30) hours available to rollover from year to year. Preparation of training materials and presentations are included in the eighty (80) hours. Training will include webinars and in person training. Travel for in person training will be billable as defined in Section IV.F. In addition to the eighty (80) hours, VENDOR will also provide up to two-days (16 hours) training including preparation time at the MnCCC Annual Conference and an additional optional one-day User training session at a time and location selected by MnCCC.
7. Preparation work and attendance at MCAPS Executive, Enhancement, Technology, and Standards Committee meetings or other MCAPS Committees as recommended by the MCAPS Executive Committee.
8. Bug fix work in MCAPS or related applications and services for legacy code not originally developed by the VENDOR.
9. System design, prototyping, estimating, meeting time, and project management related to the planning of new enhancements or new system initiatives.
10. Consulting and product management services as needed with other criminal justice partners.
11. Sales Support. VENDOR will support MnCCC in any MCAPS marketing efforts at the direction of MnCCC, including but not limited to conference calls, responding to RFPs/RFIs and software demos. Travel time for such support is not subject to the fee support, and shall be billable to MnCCC at the discounted rates and in the manner identified in Section IV.F.
12. Other activities as approved by the MCAPS Executive Committee.

B. Level 1 Software Support

Logging of, and responding to, email and phone support requests from MCAPS users regarding MCAPS application usage. Each support request is to be logged as to the nature of the request/issue and county/agency/department that originated the request. Level 1 support will resolve basic user issues for the MCAPS users and escalate more complex issues to Level 2 support.

C. Level 2 Support

Engage with MCAPS users on more complex support issues escalated from Level 1 support. Will resolve issues that can be addressed via ad hoc training; by providing alternate approaches to resolving issue; or by documenting the issue more fully so that it can be addressed by Level 3 support as a MCAPS bug or enhancement request. Level 2 support will provide direction to MCAPS users and to Level 3 support in terms of whether or not the MCAPS functionality is working as designed, or appearing to be a code bug that needs to be addressed by Level 3. If it is determined that the code is functioning as designed, then the MCAPS user will be instructed to submit an enhancement request through the VENDOR's helpdesk.

D. Level 3 Support

Perform MCAPS code analysis, programming, testing and project management related to bugs, as escalated from Level 2 support. Level 3 support for bugs escalated from Level 2 support is included in the fees identified in **Attachment A**.

Level 3 support will also include the following:

1. Estimating of MCAPS Enhancement Requests, based on the documented requirements as submitted by MnCCC and Level 2 support.
2. Technical Design of approved Enhancement Requests, with review and sign-off by MnCCC prior to all coding activities.
3. On-going design, development, technical testing and deployment as described in "MCAPS Infrastructure Modernization" Section II – H below.

Additional programming, coding and testing services identified in Section II.D(1) – (3) above will be performed by VENDOR and chargeable to MnCCC if and as approved in a Work Order negotiated and signed by the parties. No additional Level 3 charges will be made without prior authorization by MnCCC.

E. Enhancements

Requirement of Work-Orders: With the exception of provision of pre-priced, fee support and maintenance services as designated as Support, VENDOR shall provide all

professional services hereunder as specified and pre-authorized by MnCCC in a written Work Order, in substantially the form of **Attachment C**.

1. Written Work Orders shall document the scope and timelines for any Enhancements, and shall contain at a minimum the following:
 - a. a maximum cost to MnCCC for the specified work (MnCCC or any other party hereunder has no obligation to pay any amount in excess of the amount specified unless so pre-authorized in writing by MnCCC. Additionally, any incremental payments must be specified in the Work Order, and must be related to the accomplishment of specified tasks);
 - b. identification of the software version that the Enhancements will be made to;
 - c. specifications as to what services are to be performed;
 - d. identification of any third party software or freeware needed, along with associated costs;
 - e. a description of the work, software code, documentation and other relevant deliverables;
 - f. the due date for completion of the services to be provided, including a schedule for development and testing;
 - g. identification of two or three users that will provide beta testing of the enhancement and any expectations regarding such beta testing, unless this requirement is expressly waived by the MnCCC Executive Committee or its designee;
 - h. a schedule of status reports, if any, of the services being performed and the progress made;
 - i. the criteria, process and means that the Enhancements deliverables are to be accepted as complete and satisfactory;
 - j. identification of applicable performance milestones and payment terms.
 - k. a means for both parties to sign and evidence their binding agreement to the Work Order specifications and terms. Changes to Work Orders can only be made by mutual consent, documented in writing and signed by the parties.

2. Types of Work Orders: Work orders shall be either global or participatory. Global work orders are for work on the MCAPS system as a whole, for all users, and for which County Attorney User Group funds shall be used. Participatory work orders are for work performed for one or more specified users and for which the specified users shall be liable for. All Work Orders must be approved in writing by MnCCC prior to initiation of any work by VENDOR. A sample Work Order is attached to this Agreement as **Attachment C**.

F. Installation Support

For users not able or interested in performing their own MCAPS updates or new release installations, or who do not have another provider, VENDOR will perform the

installations as part of this optional support element. A minimum hourly fee for such installation support services will be charged per installation, and as set forth in **Attachment A**.

Installation support will be performed by VENDOR via a signed Work Order, and chargeable only to users who choose this option.

G. MCAPS Project Coordinator

The VENDOR will assign a MCAPS Project Coordinator position that will regularly engage in MCAPS project management and will serve as the MCAPS lead contact and liaison.

H. MCAPS Infrastructure Modernization

With the specific activity as agreed to and as pre-approved by MnCCC, VENDOR will work ongoing on the underlying architecture of MCAPS as part of Level 3 support, and in order to remain current with respect to the "code stack" that supports the functional capabilities of MCAPS, and which will take up to 5,000 person hours to complete. The code stack generally refers to, but is not limited to: source code, SQL database, third-party products, security layer, web browser, web server, .NET framework, software and scripting language, web services, integrations with external systems, and other interfaces. In addition to this activity, infrastructure modernization also includes designing and creating new capabilities to support a more automated installation of MCAPS updates and new releases, and on-going technical documentation updates. Technical documentation requirements shall be defined on a regular basis with MnCCC and prioritized along with code update activity. Examples of technical documentation include:

1. Detailed documentation on the database structure and core application design, interfaces and Microsoft AD integration.
2. Documentation on all application module usage and code levels, including any registrations or licensing. Develop a plan to keep these current, patched and up to date.

The MCAPS infrastructure modernization fund is to include 5,000 person hours during the term of this Agreement, initially allocated at 1,000 hours for each calendar year, with monthly report out on specific progress made against approved plans and hours logged. Should 1,000 hours annually be insufficient for the demand/needs in this area, then additional hours may be authorized by MnCCC during a calendar year, including the reallocation of hours from future years, and/or new hours chargeable at then-current **Attachment A** time and materials rates.

Should VENDOR fail to provide 1,000 hours in support of MCAPS infrastructure

modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s) for as long as this Agreement remains in force. If a Renewal Term is agreed to by the parties, an additional 3,000 hours shall be added to the MCAPS infrastructure modernization fund, initially allocated at 1,000 hours for each year of the Renewal Term. During the Initial Term of this Agreement or in any Renewal Term of this Agreement, if the balance of hours required for MCAPS infrastructure support, based on actual activity, is projected to be greater than remaining hours required to support known modernization activities, then hours may be shifted to MCAPS Enhancements, in order to “consume” available hours or pay for Software Support overages. Up to 150 hours of work by the VENDOR may be charged to infrastructure support for hours incurred in the fourth quarter of 2017 in preparation for product management.

MCAPS modernization will be performed by VENDOR only and associated costs are included in the Software Support fees payable this Agreement.

I. Additional Requirements

1. VENDOR must obtain written permission from MnCCC to add any VENDOR or third party plug-ins or code proposed to be incorporated into the MCAPS system. This includes, but is not limited to, any “freeware” or “shareware”, which shall be avoided where possible. Once approved, those plug-ins or third party code will be included, maintained and updated as part of this Agreement, unless a special support addendum is executed and attached to this Agreement. VENDOR shall provide to MnCCC within 90 days of contract signing, a detailed list specifying all third party code and plug-ins used in the existing MCAPS application. MnCCC acknowledges and agrees that pre-existing plug-ins and third party code incorporated into the MCAPS system are accepted, and shall remain subject to full MCAPS support hereunder.
2. For new software development performed after 4/1/2018, VENDOR shall provide current, full and detailed database and application design and programming documentation for all parts of the MCAPS application including third party code ~~add ons~~, per provision in Section II – G above.
3. VENDOR shall follow the MnCCC source code and documentation policy.
4. VENDOR shall obtain and/or maintaining BCA certification (BCA Vendor Vetting and agreements for access to a CJDN restricted network).

J. Service Level Agreement, Priorities and Escalation – See *Attachment B*.

K. *Virus, Malware, Unapproved and/or Unauthorized Code*

1. VENDOR shall retain sole responsibility and liability for delivering all electronic files and other deliverables to MnCCC under this Agreement, free of any Virus, Malware or Unapproved and/or Unauthorized Code. VENDOR warrants and represents that

any data, programs, hardware or firmware provided, or sourced, by VENDOR to MnCCC shall be free, at the time of receipt, of any computer Virus, Malware, Unapproved and/or Unauthorized Code.

2. "Virus, Malware, Unapproved and/or Unauthorized Code" for purpose of this Agreement means any harmful or hidden programs or data incorporated therein with malicious or mischievous intent, including any code, program or device that would shut off, limit or interfere with the full, unrestricted access and use by MnCCC, its user members and other end user licensees. This would also include, but not limited to, the entering of any illegal, virus, malware, unapproved and/or any unauthorized code containing or triggering any unauthorized, mentally disturbing, vulgar, adult or porn type, virus, malware, trojans, bugs, tracking or reporting code or device, or potentially malicious data into MnCCC and / or member systems or networks.

L. Governing Law; Compliance with Laws

This Agreement shall be governed by and construed in accordance with the internal substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement, to be commenced by VENDOR shall be venued in the applicable federal or state courts located in Ramsey County, Minnesota, and VENDOR hereby irrevocably consents to the jurisdiction and venue of such courts, and agrees to commence any actions solely in such courts.

The parties shall each abide by all applicable Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include VENDOR obtaining all licenses, permits or other rights required for the provision of services contemplated by this Agreement.

M. Ownership, Proprietary Considerations and Data Security

1. VENDOR agrees to ensure confidentiality of all work performed pursuant to this Agreement, including source code development and all documentation pertaining to the MCAPS system design, to avoid pirating or other unauthorized use of MnCCC's confidential, valuable assets. VENDOR hereby irrevocably assigns to MnCCC and its successors and assigns, and MnCCC shall solely own any MCAPS inventions, discoveries, data, databases, programs, documentation interfaces or other deliverables and work product developed or modified by VENDOR or its personnel providing services under this Agreement.
2. MnCCC and VENDOR agree that all materials and information developed under this Agreement shall become the sole property of MnCCC automatically and irrevocably as of initial creation, per the irrevocable assignment in this Section M.
3. VENDOR agrees to protect the security of and to keep confidential all data

information and materials received or produced under the provisions of this Agreement, and shall not disclose them to any third parties, or make any internal use thereof, without the prior written consent of MnCCC, as provide in the assignment in this Section M.

4. Procedures and software created by VENDOR pursuant to this Agreement, or modifications made to existing software to meet the specifications herein, shall be included in the assignment identified in Section M.1. above. VENDOR shall not disclose or otherwise make said software available to third parties, or utilize such assets in any other non-related applications without the prior written consent of and written license agreement from MnCCC.
5. VENDOR shall not disclose to any party any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding MCAPS and/or any data security in users' computer systems, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by MnCCC and/or MnCCC members, without MnCCC's prior express written authorization. The provisions of this Section shall survive the expiration or termination of this Agreement.
6. VENDOR retains its ownership rights to its propriety software products, technology, user interface designs, and software libraries and development/utility tools it utilizes to create or support the software developed hereunder. This retained ownership shall in no way alter, prevent or limit MnCCC from exercising its full and sole ownership rights, and the ability to assign, transfer, license or commercialize any of the modifications, enhancements or other work product and deliverables created by VENDOR under this Agreement for MnCCC's propriety software products, technology, user interface designs, and software libraries. In order to facilitate such free and unrestricted use, VENDOR grants an irrevocable, perpetual, world-wide, royalty-free, transferable license by MnCCC and its licensees, transferees, successors and assigns to use all of such proprietary/third party software products, technology, user interface designs, and software libraries.

III. Items Not Included

This Agreement does not include support for non-MCAPS issues. Below are some examples of items not included in this support agreement, which will be identified and disclosed by VENDOR to MnCCC as non-included services, in order to provide an opportunity for MnCCC (and in certain cases, MnCCC's user) to accept or decline the provision by VENDOR or such non-included services in writing and prior to initial performance by VENDOR in each case:

- A. Any third party software (fees or support), this does not include a third party code or plug-ins used in the application.
- B. Server migrations and server setup.
- C. Operating system updates or troubleshooting (Windows servers).
- D. Applying application server and/or web server updates.
- E. Networking issues internal to county or agency.

- F. PC issues or PC troubleshooting.
- G. User network remote connection issues.
- H. Other support for non-MCAPS applications or county systems.
- I. Future third party fees (if any) for what is currently "freeware" embedded within MCAPS.

IV. Billings of Charges and Costs

- A. VENDOR shall bill MnCCC for services and costs at the rates set forth in **Attachment A**.

The minimum fees to be paid to VENDOR for support services for MCAPS support over the term of this Agreement is defined in **Attachment A**. Any expenditure in addition to those specified above must be pre-authorized in writing by MnCCC. Additional services will be provided at the hourly rates and specifications defined in Sections C and D below.

"Calendar quarter" shall mean three (3) consecutive calendar months and the quarter shall commence with, respectively, the months of January, April, July, and October, of each calendar year. VENDOR shall invoice MnCCC, and MnCCC shall invoice and collect quarterly support fees from its users.

- B. Invoices pursuant to Section IV – A, above, shall be billed in advance to MnCCC on a quarterly basis and shall be paid by MnCCC within sixty (60) days of the date of the invoice, other than any portion(s) disputed in good faith by MnCCC.
- C. The chargeable hourly rates by VENDOR during the duration of this Agreement for project management, technical work and training personnel shall be as defined in **Attachment A**.
- D. For additional services pre-authorized by MnCCC, the breakdown of the actual hours worked shall be tracked and reported by VENDOR to MnCCC, which reserves the right to inspect and copy VENDOR's time records to substantiate charges and costs.
- E. Direct Support (projects outside of this support Agreement) will also be available to users at the annual rates specified in **Attachment A**. MnCCC shall compensate VENDOR following receipt of VENDOR's invoice and other documentation requested for charges and expenses incurred for other services, provided that such additional, non-flat fee prepaid work has been authorized, completed, and accepted without dispute by MnCCC and according to the specifications set forth in a Work Order and/or otherwise as authorized and specified herein. Charges shall be reimbursed to VENDOR at the agreed upon hourly rate listed in **Attachment A**, all to be tracked and billed in quarter hour increments, with any billable travel time to be charged at one-half the hourly rate. Any

proposed travel or other reimbursable expenses will be at actual reasonable costs, as pre-approved in a Work Order. MnCCC and VENDOR may agree in a Work Order to a fixed price for providing a service or delivery of a product. Further, MnCCC and VENDOR may agree to different hourly rates for a specific engagement, if so stated in the authorizing Work Order. MnCCC shall not be liable for any charges that were not pre-authorized in writing by a Work Order. MnCCC shall reimburse VENDOR within forty-five (45) days upon receipt of properly documented charges and expenses for services and deliverables that have been completed and accepted in accordance with the applicable Work Order. For any work which MnCCC disputes as not being authorized by the Work Order or incomplete under the standards and conditions as set forth in either this Agreement or in the Work Order, MnCCC shall be liable to pay only the amounts pertaining to the work accepted by MnCCC. VENDOR shall continue to perform services expeditiously, and in a good-faith effort to ensure that all remaining portions are promptly completed as agreed, until such disputes are resolved and the services and work product tested and accepted by MnCCC. VENDOR agrees to keep and maintain accurate, sufficient and complete time records for all work hereunder for at least one year following the provision of such services, and to provide such records to MnCCC at no charge upon request.

- F. For non-fixed fee services pre-authorized and performed pursuant to this Agreement, VENDOR is authorized to bill for time incurred in actual travel and at the discounted rates identified in **Attachment A**, and for all reasonable transportation and overnight travel expenses. Automobile mileage shall be billable per the then-current US General Services Administrative Schedule.
- G. Non-payment and remedies of VENDOR: In the event that MnCCC does not pay VENDOR within sixty (60) days of the date of the invoice (other than any portion disputed in good faith), VENDOR shall have the option to terminate this Agreement upon at least ninety (90) days' written notice thereof.
- H. Right to Withhold Payment.
 - a. MnCCC may withhold payment of the whole or part of any amount due to or claimed by Vendor to such extent as may be necessary to protect MnCCC from loss on account of:
 - a. defective work not remedied or guarantees not met;
 - b. failure of Vendor to complete any part of its work in accordance with any permit, binding agreement or completion schedules established in or made a part of this Contract;
 - c. claims filed or reasonable evidence indicating probable filing of claims; and/or
 - d. damage to another Contractor.

In the event MnCCC withholds payment, then no interest penalty shall accrue against MnCCC for non-payment of disputed claims. Vendor may not exercise its right to termination as stated in section IV, sub G, for any payment withheld under this clause.

MnCCC will notify Vendor within 15 days as to the reason for the payment being withheld.

V. Representations, Warranties and Indemnifications of the Parties

- A. Each party represents and warrants that it has the right to enter into this Agreement.
- B. Except as expressly provided in this Agreement, neither party makes any warranty, either express or implied, with respect to the MCAPS computer software system or services provided herein, their quality, merchantability, or fitness for a particular purpose. Except as expressly provided in this Agreement, there are no warranties, either express or implied, regarding the MCAPS computer software system or services provided hereunder, and any and all such warranties are hereby disclaimed and negated. No oral or written information or advice given by either party or its employees shall create a warranty or make any modification, extension or addition to this warranty.
- C. VENDOR further represents, warrants and agrees as follows:
 - 1. VENDOR represents and warrants that any modifications, enhancements, or related products furnished pursuant to Section I above will be designed and developed in a skilled, ethical, professional and lawful manner, and are designed to and will meet the functional and performance specifications and standards to be agreed upon by the parties and will execute on utilized servers and networks (or mutually agreed upon future modernizations).
 - 2. VENDOR further warrants that these services will not alter or diminish or otherwise adversely alter the characteristics and/or the underlying performance of the existing MCAPS software system.
 - 3. VENDOR represents and warrants that the modifications or enhancements and related products are, or shall be when completed and delivered hereunder, original work products, that are each hereby irrevocably assigned to and shall be owned by MnCCC on assignment, that neither the modifications, enhancements, and related products nor any of their elements nor the use thereof shall violate or infringe upon any patent, copyrights, trade secret or other third party legal rights, or contain, at the time of receipt, any computer Virus, Malware, Unapproved and/or Unauthorized Code.
 - 4. VENDOR will provide true, correct and complete copies of the then-current MCAPS source code to MnCCC and at no charge at least twice per calendar year, and at other times upon MnCCC's reasonable request. MnCCC will provide VENDOR with written source code media, logistics, and delivery instructions from time to time.
- D. MnCCC further represents, warrants and agrees as follows:
 - 1. MnCCC represents, warrants, and covenants that it will provide the cooperation

and assistance of its personnel, as reasonably required, and as would be necessary for the completion of VENDOR's services hereunder, to the extent that the services are being rendered for MnCCC and for the MnCCC activity or system involved.

2. MnCCC represents and warrants that it will make prompt and full disclosure to VENDOR of any unpublished information it receives regarding the government requirements and regulations related to the government program which the system services, in order to assist VENDOR with its ongoing contractual obligations to monitor Minnesota legislative and administrative activities, and to update MCAPS, in order to accommodate applicable changes in Minnesota laws.

VI. Other Conditions

A. Entire Agreement

Requirement of a Writing: It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement (including all Attachments and any other documents incorporated by reference in an amendment signed by the parties) supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties relating to the subject matter hereof.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the authorized representatives of the parties.

B. Non-Assignment

VENDOR shall not assign any interest in the Agreement without the prior written consent of MnCCC thereto, provided, however, that claims for money due or to become due to VENDOR from MnCCC under this Agreement may be assigned to a bank, trust company, or other financial institutions without such approval. Subject to the foregoing, this Agreement shall be enforceable by the parties and their respective successors and permitted assigns.

C. Conflicts of Interest

VENDOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with its full and unrestricted performance under this Agreement. VENDOR further covenants that in the performance of this Agreement, no persons having any such conflicting interest shall be employed.

D. Subcontracting

None of the work or services covered by this Agreement, and properly authorized by MnCCC, shall be subcontracted without prior written approval of MnCCC.

Said written consent shall not be unreasonably withheld in the event that VENDOR shall reasonably request the authority to delegate or subcontract or consult regarding services to be provided hereunder and shall do so in writing except in the event of emergency, and shall request such authority only as to qualified personnel or entities, all of which shall be without any release of the full responsibility and liability of VENDOR hereunder to MnCCC.

Furthermore, such third party subcontractor(s) shall produce an expressed agreement acknowledging receipt of a copy of this Agreement and such third party's agreement to be bound by its provisions as if an original party thereof, as well as any nondisclosure or other agreements or obligations then in force between VENDOR and MnCCC.

E. Expenses Incurred

No payment shall be made under this Agreement for any expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule, or regulation.

F. Independent Contractor

For the purpose of this Agreement, VENDOR is an independent contractor. Any and all employees, members, or associates or other persons, while engaged in the work or services required to be performed by VENDOR under this Agreement, shall in no event be considered employees or personnel of MnCCC; and any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees, other professionals of VENDOR, shall in no way be the obligation, liability or responsibility of MnCCC.

G. Insurance. VENDOR, for the benefit of itself and MnCCC, at all times during the term of this Agreement, shall maintain and keep in full force and effect the following:

1. A single limit, combined limit, or excess umbrella automobile liability insurance policy, if applicable, covering agency-owned, non-owned, and hired vehicles used regularly in the provision of services under this Agreement, in an amount of not less than one million five hundred thousand dollars (\$1,500,000) per accident for combined single limit.
2. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than one million dollars (\$1,000,000) for property

damage arising from one (1) occurrence, one million dollars (\$1,000,000) for total bodily injury including death and/or damages arising from one (1) occurrence, and one million dollars (\$1,000,000) for total personal injury and/or damages arising from one (1) occurrence. Such policy shall also include contractual liability coverage.

3. Statutory Worker's Compensation Insurance.
4. Professional liability (errors and omissions) insurance in an amount of not less than two million dollars (\$2,000,000).
5. VENDOR will provide MnCCC with certificates of insurance by the end of the first month of the Agreement. The certificate of insurance shall provide that the insurance carrier will notify MnCCC in writing at least thirty (30) days prior to any reduction, cancellation, or material alteration in VENDOR's required minimum insurance coverage. MnCCC shall be named as an additional insured party in each policy required to be maintained hereunder.

H. Local Alterations

For the system supported under this Agreement, the version maintained by VENDOR shall be designated the "Base System". The parties to this Agreement agree to accept the base system and modifications to the base system as approved by MnCCC. VENDOR shall not be liable for claims arising from any and all versions that include local alterations. The term "Local Alterations" shall include, but not be limited to, any software modification, and any modification to system operations contrary to those specified in the MCAPS system documentation.

I. Data Practices

Data collected, created, received, maintained, disseminated or used for any purposes in the course of VENDOR's performance of this Agreement is subject to the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and any other applicable state statutes and rules adopted to implement the Act as well as other applicable state and federal laws, including those on data privacy. VENDOR agrees to abide by these statutes, rules and regulations currently in effect and as they may be amended. VENDOR designates Dan Musser, as its initial "responsible authority" pursuant to the Minnesota Government Data Practices Act for purposes of this Agreement, the individual responsible for the collection, reception, maintenance, dissemination, and use of any data on individuals and other government data including summary data. Any replacement of VENDOR's responsible authority with a suitable qualified individual satisfactory to MnCCC will be effective on MnCCC's receipt of written notice thereof given by VENDOR.

J. Force Majeure

VENDOR shall not be held responsible for delay or failure to perform when such

delay or failure is due to any of the following uncontrollable circumstances: fire, flood, epidemic, strikes, wars, acts of God, unusual severe weather, acts of public authorities, or delays or defaults caused by public carriers.

K. Severability

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or other phrase of this Agreement is, for any reason, held to be contrary to the law or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement, which shall remain in full force and effect.

L. Non-Discrimination

In carrying out the terms of this Agreement, VENDOR shall not discriminate against any employee, applicant for employment, or other person, supplier, or contractor, because of race, color, religion, sex, marital status, national origin, disability, or public assistance.

M. Document Examination

All books, records, documents and accounting procedures and practices of VENDOR relative to this Agreement are subject to periodic examination and copying by MnCCC or its designees, and either by the legislative auditor or the state auditor as appropriate, in accordance with the provisions of Minn. Stat. Section 16B.06, Subd. 4.

N. Performance Review

VENDOR and the County Attorney User Group Chair, or their designee, shall meet at least annually to review the terms of this Agreement and each party's performance of its terms.

VII. Term and Termination

A. Term

This Agreement is legally binding as of the Effective Date and shall continue until terminated as provided for herein.

1. Initial Term

The Initial Term of this Agreement shall be for a period of five (5) years. The first two (2) years thereof shall be a Probationary Period, and subject to early termination as provide in Section B.1. below.

2. Renewal Term

This Agreement may be renewed by the written agreement of both parties for one period of three (3) years, beginning upon the conclusion of the Initial Term, or upon the earlier execution of an agreement to renew. Should services continue beyond the Initial Term into the Renewal Term, Maintenance and Service Fees will be negotiated at mutually agreeable terms.

3. Additional Renewal Term(s)

- This Agreement may be renewed for unlimited additional three (3) year periods beginning at the end of the Initial Renewal Term, upon mutually agreeable Maintenance and Services Fees.

B. Termination

1. Termination for Convenience

a. Probationary Period

During the Probationary Period, either party may terminate the Agreement for convenience by providing written notice as provided herein. VENDOR must provide MnCCC at least one hundred eighty (180) days' prior written notice of intent to terminate. MnCCC must provide VENDOR at least ninety (90) days' prior written notice of intent to terminate.

b. Initial Term or Renewal Term

During the balance of the Initial Term or during the Renewal Term either party may terminate the Agreement for convenience by providing adequate notice. VENDOR must provide MnCCC at least one (1) year's prior written notice of intent to terminate, with the termination to take effect as of the expiration of the Initial Term or Renewal Term, unless MnCCC agrees in writing to an earlier date. MnCCC must provide vendor at least ninety (90) days' prior written notice of its intent to terminate during the Initial Term or Renewal Term.

2. Termination for Cause

If either party materially breaches any of its duties or obligations hereunder and such breach is not cured, or the breaching party is not diligently pursuing a cure to the non-breaching party's sole satisfaction, within thirty (30) calendar days after written notice of the breach, the non-breaching party may terminate this Agreement for cause as of a date specified in such notice.

3. Transition Services

Provided that this Agreement has not been terminated by VENDOR due to MnCCC's failure to pay any undisputed amount due VENDOR, VENDOR will provide to MnCCC and/or to any future vendor selected by MnCCC (hereinafter "Successor") assistance reasonably requested by MnCCC to effect the orderly transition of the Services (hereinafter "Transition Services"), in whole or in part, to MnCCC or to Successor following the termination of this Agreement, in whole or in part. Transition Services shall be provided on a time and materials basis and may include: (a) developing a plan for the orderly transition of the terminated Services from VENDOR to MnCCC or Successor; (b) if required, transferring the Subscriber Data to Successor; (c) using commercially reasonable efforts to assist MnCCC in acquiring any necessary rights to legally and physically access and use any third-party technologies and documentation then being used by VENDOR in connection with the Services; (d) using commercially reasonable efforts to make available to MnCCC, pursuant to mutually agreeable terms and conditions, any third-party services then being used by VENDOR in connection with the Services; and, (e) such other activities as may be reasonably necessary or desirable to complete the transition, or such other services as the parties may agree.

Notwithstanding the foregoing, should MnCCC terminate this Agreement due to VENDOR's material breach, MnCCC may elect to use the Services for a period of no greater than six (6) months from the date of termination at a reduced rate of twenty (20%) percent off of the then-current Services fees for the terminated Services. All applicable terms and conditions of this Agreement shall apply to the Transition Services, and this Section shall expressly survive the termination of this Agreement, until all Transition Services have been successfully provided.

3. Payments Upon Termination

Within thirty (30) days following the termination of this Agreement MnCCC shall pay to VENDOR all undisputed amounts due and payable hereunder, if any, and VENDOR shall pay to MnCCC all amounts due and payable hereunder, if any. Should this Agreement be terminated for cause or convenience prior to the expiration of the Initial Term or Renewal Term, any amounts due and payable shall be equitably prorated.

2. Return of Subscriber Data

Upon the termination of this Agreement VENDOR shall, within one (1) business day following the termination of this Agreement, provide MnCCC without charge and without any conditions or contingencies whatsoever (including, but not limited to, payment of any fees due to VENDOR), with a final copy of the source code of the most current software version, and all then-current documentation. VENDOR shall also certify to MnCCC the destruction of any/all data or software versions within the

possession or control of VENDOR, but such destruction shall occur only after the current version source code has been returned to MnCCC and verified as fully functional. This Section shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate or counterpart originals, all of which when taken together shall constitute a single original agreement, entered into by their respective undersigned duly authorized representatives, and intending to be bound thereby.

VENDOR ~~Systems~~ *Gen 2017 MA*
By: *[Signature]*
Title: President
Date: 10/18/2017

MnCCC
By: *[Signature]*
Title: Board Chair
Date: October 12, 2017

MnCCC
By: *[Signature]*
Title: Executive Director
Date: October 12, 2017

MnCCC
By: *Terri L. Janssen*
Title: County Attorney User Group Chair
Date: 10-18-17

ATTACHMENT A

MCAPS Support Agreement Fee Schedule: MnCCC will pay STI a quarterly fee as described in the "MCAPS Support Fee Schedule" table below for all support services described in section II.A.-D. If the total support hours in any quarter exceeds 432 hours, STI will be compensated for the additional hours on a time and materials basis in quarter hour increments computed at the applicable hourly rate. At the discretion of the MCAPS Executive Committee, support overages may also be charged against the Infrastructure Modernization Hours. If the total support hours are less than 432 hours in any one-quarter, MnCCC will receive an hour-for-hour credit up to 72 hours, computed at the rates in the "MCAPS Support Fee Schedule". These hours will be banked and will be used at the discretion of the MCAPS Executive Committee or credited against future support overages. The quarterly fee and support hours requirements may be adjusted annually by mutual agreement of both parties in a Work Order format.

The MCAPS Support Fee Schedule:

Contract Year	Annual Support Fee	Quarterly Support Fee	Hourly Rate for Billable Enhancements and Project Work
Year 1	\$450,000	\$112,500.00	\$165.00
Year 2	\$463,500	\$115,875.00	\$170.00
Year 3	\$477,405	\$119,351.25	\$175.00
Year 4	\$491,727	\$122,931.75	\$180.00
Year 5	\$506,479	\$126,619.75	\$185.00

Other Fees/Reimbursements:

- Travel time hourly rate is 1/2 of the applicable billable rate.
- For the contract term, STI's incurred mileage would be reimbursable at the appropriate annual IRS approved rate.
- All other travel expenses would be reimbursed at cost.
- Onsite fee for installation work is a minimum of four (4) hours.

ATTACHMENT B

Service Level Agreement (SLA) Obligations and Procedures – MCAPS Support

This Agreement defines the SLA requirements referred in the Agreement for all Included Support Services as identified in Section II thereof.

Severity Levels, Prioritization, and Response Time Requirements

- Each Support request will be logged into VENDOR's support tracking system and assigned a unique tracking number.
- New Support Requests will be given a label regarding Severity:
 - Severity 1: Critical Business Impact** - MCAPS system is not accessible
 - Severity 2: Significant Business Impact** – An MCAPS component is unavailable to users
 - Severity 3: Some Business Impact** - MCAPS system is fully available, but a significant issue is causing delays or workarounds
 - Severity 4: Minimal Business Impact** - MCAPS system is fully available, but minor issue requires assistance
- Highest priority will be given to Severity 1 issues, with Severity 2, 3, and 4 in descending priority sequence.
- STI will assign initial severity, a MCAPS user can adjust severity designation with MnCCC's approval.
- Response Time Goals:
 - Severity 1** – Within one hour for initial response, with all available VENDOR resources to support until MCAPS system is up and running again. VENDOR resources will work 7 days a week, 24 hours a day until all Severity 1 issues are solved. VENDOR will provide regular updates to the MCAPS user on the status and resolution of Severity 1 issues. MnCCC and the affected MCAPS user shall be notified if the issue is not resolved in 4 hours. The notification shall include an expected time to resolution. This update notification shall occur every 4 hours until the issue is resolved.
 - Severity 2** – Within two hours for initial response, subject to ongoing Severity 1 priorities, with all available resources to support issue resolution until the issue is solved. Regular updates (at least at every 20 hour work interval) will be provided by VENDOR to MCAPS user. Escalation to designated MnCCC and VENDOR management-personnel is required after 20 working hours if the issue has not been resolved. VENDOR will work on these issues during normal business hours.

Severity 3 – Within four hours for initial response, subject to ongoing Severity 1 and 2 priorities. Regular updates (at least at every 40 hour work interval) will be provided by VENDOR to MCAPS user. Escalation to designated MnCCC and client personnel is required after 60 working hours if the issue has not been resolved. VENDOR will work on these issues during normal business hours.

Severity 4 – Within eight hours for initial response, subject to ongoing Severity 1, 2 and 3 priorities. VENDOR will work on during normal business hours. These issues are expected to be resolved within a commercially reasonable time. No escalation of these types of issues is required unless the issue has not been resolved to MnCCC's satisfaction within three months. After three months escalation of the issue must be made to MnCCC, and the affected MCAPS user.

Hours of Service

VENDOR Support for MCAPS will be staffed and available from 8:00 A.M. to 5:00 P.M. central time, Monday through Friday, excluding federal government holidays, day after Thanksgiving, or other holidays as established.

Boundaries of Service

The focus of VENDOR's support is the MCAPS systems and while many other factors can affect the availability and performance of MCAPS, VENDOR will engage and assist in problem determination until an acceptable resolution is reached. Issues not covered by MCAPS support services may include:

- Internal county/agency IT responsible systems
- Another vendor/application support not related to MCAPS
- Microsoft core operating systems, except as related to Microsoft standard updates that MCAPS must operate under/or with.
- Billable services from VENDOR (for a project outside of MCAPS Support Agreement)

Examples of services not covered under the MCAPS Support Agreement:

- 3rd party software fees or support unless the 3rd party software is part of the MCAPS application.
- Server migrations and server setup.
- Operating System updates or troubleshooting (servers), except as related to standard updates that MCAPS must operate under / or with.

- Applying OS updates to application and/or web server updates.
- Networking issues internal to county or agency.
- PC issues or PC troubleshooting, except as related to standard updates that MCAPS must operate under / or with.
- MCAPS user's network remote connection issues.
- Issues controlled by State of Minnesota (other than modifications required to conform MCAPS to applicable Minnesota law compliance requirements).
- Issues caused or initiated by county/agency that impact MCAPS that require VENDOR assistance to resolve (i.e. user error - approving budget prematurely and needing to manually "fix" data).
- Support for non-MCAPS applications or other user systems.
- Future 3rd party fees (if any) for what is currently "freeware" embedded within MCAPS (i.e. need examples, etc.) These must be identified ASAP by VENDOR by a written report supplied to MnCCC within 90 days of contract signing.

Customer Responsibilities

- MCAPS users will support their own requests for support with timely communication during and after problem resolution.
- MCAPS users will provide a high speed remote access capability to VENDOR, as needed, to help resolve support issues. VENDOR agrees to follow the individual and user requirements for this connectivity.
- MCAPS users will beta test releases and sign off prior to general release, unless the beta testing requirement is expressly waived for a specific release by the County Attorney Executive Committee or committee authorized by the County Attorney User Group Executive Committee.
- Users need to supply as much detail of the issue to the VENDOR help desk as possible.

Examples of information needed is:

- Knowing if the issue is isolated, or happening multiple times and to different MCAPS users.
- If the problem can readily be recreated, knowing the specific steps that caused the issue.
- Knowing if any changes have occurred in the local system/network environment (new levels of operating system, or hardware, or web server, etc.).
- If any local diagnostics were run, being able to share them with VENDOR.
- Sharing screen shots of issue, or error code.

Reporting

- VENDOR will provide MnCCC approved reports to MnCCC concerning the following aspects of MCAPS Support. These reports shall be supplied at least monthly, or on a different schedule mutually agreed to by MnCCC, and VENDOR
 - Volume of Support Issues (new vs. resolved).
 - Resolution Type for Support Issues.
 - Volume of Issues by reporting agencies.
 - Trends in support.
 - Severity 1, 2, 3, 4 issues reported/resolved.
 - "Bugs" fixed/pending.
 - Enhancements completed/pending.
 - Modernization activities status and hours usage.

**ATTACHMENT C
Sample Work Order**

**MCAPS Work Order
(PROJECT TITLE)
Work Order Number: (insert number)**

Objective: (describe project objective)

Scope of Services: (describe project scope, including things that are and are not included)

Deliverables: (describe deliverables to be provided upon completion)

Description of Work to be Performed:

Software Version to be Enhanced: (starting point version)

Design Process: (describe the process by which the project will be designed, including the number of hours expected)

Design Process Completion Date:

Development Process: (describe the development process, including the number of hours expected)

Development Completion Date:

Testing Process: (describe the testing process)

Alpha Testing: (describe the alpha testing process, including the number of hours expected)

Alpha Testing Completion Date:

Beta Testing: (describe the beta testing process, including any hours expected)

Beta Testing Completion Date:

Documentation: (describe the documentation process, including the number of hours expected)

Reporting: (describe the schedule of status and other reports for this project)

Acceptance Criteria:

The completion date for this project is (insert project completion date). On or before that date the following acceptance criteria shall have been met:

1. (insert project specific criteria)
2. All beta testers have signed off that the objective has been met and any/all bugs and errors have been resolved.
3. Any herein described documentation received by MnCCC.
4. VENDOR accounting of hours and other costs received by MnCCC.

Costs and Payment Terms:

Costs:

(insert project costs)

Maximum costs for this Work Order are described herein and no additional costs shall be authorized without an amendment to this Work Order. Any additional design, development and/or testing hours required to meet the specified scope that are not herein described shall be at VENDOR's expense.

Payment Terms: VENDOR shall receive 25 percent of the payment of the anticipated costs upon approval of this Work Order. VENDOR shall receive payment of all remaining costs based on meeting defined project deliverables up to the total amount described in this Work Order.

The parties agree to this Work Order. Changes to this Work Order can only be made by mutual consent, documented in writing and signed by the parties.

Date

Signature
Executive Committee Chair

Date

Signature
MnCCC

Date

Signature
VENDOR

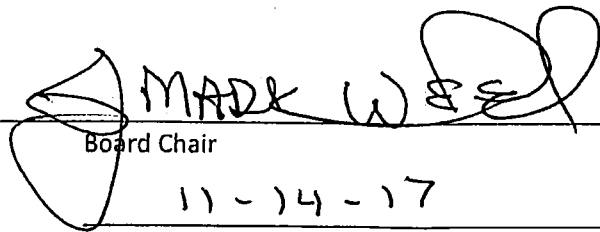
009577/921105/2546536_2

BOARD RATIFICATION STATEMENT

The Board of Atkin County has ratified the PROFESSIONAL SERVICES AGREEMENT BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE And STRATEGIC TECHNOLOGIES INCORPORATED for the maintenance and support of MCAPS.

The Agreement will be effective January 1, 2018 through December 31, 2022. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this contract.

Signed: _____


Board Chair

Date: _____

11-14-17

Attest: _____

Title: _____

Date: _____



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Application to Make Retail Sales of Cigarette & other Tobacco Products

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

Submitted by: Sally M. Huhta	Department: Auditor's Office
--	--

Presenter (Name and Title):	Estimated Time Needed:
------------------------------------	-------------------------------

Summary of Issue:
Application for License to Sell Tobacco Products - Kings Mart #45
(formerly Aitkin Marathon)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to approve the following Application for License to Sell Tobacco Products for the period ending March 31, 2023:
• # 01B Imperial Operating MN LLC, d/b/a Kings Mart #45 – Hazelton Township

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

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

For: County Board of Aitkin

September 27, 2022

Motion by Commissioner x, seconded by Commissioner x and carried, all members voting yes to approve the following **Application for License to Sell Tobacco Products** for the period **ending March 31, 2023**:

- **# 01B** Imperial Operating MN LLC, d/b/a **Kings Mart #45** – Hazelton Township



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Approve 2023 Legislative Priorities

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed:
Summary of Issue: Additions/corrections have been made to the 2023 Legislative Priorities based on Commissioner feedback.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve 2023 Legislative Priorities.		
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>		

2023 Aitkin County Legislative Priorities

Administration

1. Aitkin County supports the Northern Counties Land Use Board proposal addressing Payment in Lieu of Taxes (PILT) funding programs focusing on regional inequalities and guaranteeing full property tax loss replacement.
2. Aitkin County supports promoting legislation that preserves tax base in response to increased property tax appeals, utility tax refunds, and potential “dark store” assessing practices.
3. Aitkin County supports legislation that allows joint powers boards the opportunity to meet virtually without limits on the number of meetings held virtually per year or requirements that participants disclose their individual meeting location address.
4. Aitkin County supports legislation eliminating personal income tax on Social Security payments.

Assessor

1. Simplification of the property tax system. We should support legislation that would reduce the number of classifications of property in Minnesota. When assessors spend lots of time classifying property, they have less time available to value property. The complexity makes the system difficult for most people to understand. After recent legislative changes, Minnesota now has a total of 68 classifications which is the most of any State in the US.
2. Increased safety of field employees. Change State Law to grant assessors access to location data of more predatory offenders. Field staff are required to do physical inspections of all real estate in the county. Not knowing where dangerous criminals live puts staff in the field at risk.
3. Change the Disabled Veterans Market Value Exclusion to a state administered refund program. If this change would take place, the costs of the program would be spread over the whole State instead of shifting the tax burden on local governments.
4. Any new program mandated by the State should be funded by the State.

Attorney's Office

1. Additional sustainable (on-going) funding for County Attorneys for child protection.
2. Additional sustainable (on-going) funding for County Attorneys for the state judiciary's shift of a substantial amount of court administration duties to the County Attorneys' Offices.
3. Increased penalties for damage to public property and critical infrastructure.

Community Corrections

Aitkin County supports the following MN Association of Community Corrections Act Counties (MACCAC) legislative policy positions:

1. Minnesota's community supervision system is at a breaking point requiring a new funding formula and significant appropriation from the legislature to ensure public safety. Aitkin County urges the legislature to address this issue and enact a new, equitable, transparent funding formula in 2023 and increase statewide appropriations to adequately support community supervision. Although Community Corrections does have a number of other policy positions, the funding issue is the main focus in 2023, as it is necessary in order to continue to provide quality supervision services that strictly adhere to the evidence-based practices known to reduce recidivism.

Economic Development

1. Increased funding for the State Grant In Aid (GIA) trails for ATV use. ATV riding is a fast growing family activity and current GIA funding is not keeping up for trail construction or maintenance.
2. Emphasize Broadband development in rural areas, under-served and un-served areas. Continue to make Broadband improvement a state priority by increasing funding to Border to Border and ReConnect grant programs and lowering or eliminating Internet Service Provider's match requirements.
3. Continue current programs that develop workforce training, vocational training and specialized trade training for all age demographic by offering or increasing funding to high school vocational training laboratories.
4. Increase availability of funds for new childcare providers by offering incentives that assist in at-home remodel and licensing fees and increase support for existing providers by offering programs that fund equipment upgrades.
5. Increased programming to develop entrepreneurial business expansion in rural areas.

Environmental Services

1. Aitkin County and MACPZA support increased Natural Resources Block Grant (NRBG) funding and continued flexibility for the use of the funding. Aitkin County and MACPZA also support administering and allocating current NRBG funding for mandated state programs through the Minnesota Department of Revenue, similar to County Program Aid. Allocations for mandated state programs through the NRBG should not be considered grants.
2. Aitkin County and MACPZA support modifications to the SSTS licensing programs to ensure tests are consistent with course materials and Minnesota Rules 7080-7083.
3. Aitkin County and MACPZA support state (DNR) assistance with implementation of regional executive boards to address aquatic invasive species challenges and meet minimum standards developed by MAIRSC, MNDNR, MACPZA, and MLR.

4. Aitkin County supports legislation prohibiting new captive cervid farms in the state and further calls upon state agencies to immediately prohibit the transport of farmed cervids within the state and halt the registration of any new captive cervid farms until such time that the legislature enacts such legislation.
5. Aitkin County and SWAA support allocating 100 percent of the revenue generated by the Solid Waste Management Tax (SWMT) to state and county waste management activities, including increased funding for SCORE (Governor's Select Committee on Recycling and the Environment) grants to counties.
6. Aitkin County and SWAA support bonding requests for proposed solid waste management projects as a partial match to the funds that counties invest in infrastructure for safe, environmentally sound management of solid wastes mandated by the state, as well as supporting the establishment of a bi-partisan, bi-cameral commission to address solid waste related issues.
7. Aitkin County and SWAA support State encouragement and funding to prevent food waste and divert food scraps and other organics from the MSW stream, and resolve permitting and other issues to facilitate expansion of composting and other organic management facilities and methods.
8. Aitkin County and SWAA support standards/labeling requirements for compostable products to reduce processing impacts and costs of contamination at composting facilities and support the use of manufacturer payments to fully reimburse county collection and recycling costs.

Health & Human Services

NOTE: Priorities are still in development for MACSSA, MASSA, and LPHA. 2022 priorities are listed below.

1. Aitkin County supports modernization investments that align with the Modernization Strategic plan and take the fresh approach that has been laid out in the Gartner recommendations. Implementation of the Modernization Strategic plan will ensure development of an interoperable system, will improve efficiency, effectiveness, and reduce the costs of the delivery of services, enhance customer service, and expand county decision-making authority. This includes resource support to counties for developing community services that support modernization, an integrative application process, and application of agile practices or "LEAN" processes to identify and correct system problems early on.
2. Aitkin County supports Direct Care and Treatment Cost of Care Policy Changes. This includes development of a review process for discharges and subsequent financial responsibility for Does Not Meet Criteria (DNMC) days. Additionally, tools need to be developed to work in partnership with counties to reduce DNMC days at direct care and treatment facilities.
3. Aitkin County supports a state implementation of Family First Prevention Service Act (FFPSA) that meets the core tenants of the federal statute and ensures equitable access to services state-wide, assuring financial sustainability to counties and avoiding unfunded mandates and cost shifts to counties.

Highway Department

1. Local Road Improvement Program/Local Bridge Bonding Program - Aitkin County supports immediate funding of the Local Road Improvement Program and the Local Bridge Bonding Program to fund regionally significant local road and bridge projects throughout the state.
2. Increase in Highway Funding - Aitkin County supports long term, sustainable transportation funding increases distributed through the Highway User Tax Distribution Fund by increases in the state gas tax and license tab fees. Aitkin County also supports dedicating the existing sales tax revenue on motor vehicle parts to the Highway User Tax Distribution Fund.

Human Resources

1. Change the frequency of reporting for pay equity from every three years to every five years.
2. Simplify the process and shorten the timeline (no longer than 6 months) for Minnesota counties who are interested in exiting the Minnesota Merit System. Allow counties to exit at any time throughout the calendar year.
3. Clearly state in the law that County Boards (and city/township/school) are allowed to discuss non-union wages and benefits in closed session too, in addition to union negotiations strategy.
4. Oppose any new state-mandated time off benefits such as the Paid Family and Medical Leave benefit program, funded by employees and employers. Public employers currently provide generous leave accrual banks. Allow public employers and unions to negotiate paid time off benefits without a state mandate.

Land Department

1. Support changes to MS 282 (Tax Forfeited Land Laws): As directed by the county board, the county auditor may lease tax-forfeited land under the terms and conditions prescribed by the county board for the purposes of investigating, analyzing, and developing conservation easements that provide ecosystem services. And The county auditor, under the terms and conditions prescribed by the county board, including reversion in the event of nonuse, may convey conservation easements as defined in section 84C.01 on tax-forfeited land.
2. Continue forest road grants to counties to maintain county-administered forest roads to counties that have appointed land commissioners.
3. The burden of blighted properties within City limits is falling onto County governments. Counties have little influence on how a City may or may not enforce blight issues prior to a property forfeiting. Final property cleanup is often deferred to Counties after years leading to forfeiture. Failure to act in a timely manner is exacerbating the blight issues. Cities should retain the administration of tax forfeited properties after forfeiture.
4. Secure funding needs to be in place to deal with derelict tax forfeited properties.

5. There should be an increase to the maximum \$12,000 lease amount to accommodate cell tower lease agreements. Counties are not able to enter cell tower agreements. Language should include the lease value and lease term to be determined by the county board as well as reverter language for non-use. (282.04 TIMBER SALES; LAND USE, LEASE, PARTITION, EASEMENT. Subdv 1(d))
6. Environmental education is extremely important to our region. Efforts to support curriculum and RELC's (i.e. Long Lake CC) is vital to acquiring/protecting lands for our future.
7. Support state funding to local units of government for beaver control.

Sheriff's Office

1. Pursue legislation that would prohibit firearms in county buildings where court services occur.
2. Pursue legislation that would continue medical assistance payments for incarcerated individuals allowing for more mental health and chemical addiction treatment options, which may result in stabilization after release and reduced recidivism. (Federal program)

Treasurer's Office

1. Under Return of state fees - Suggest adding Marriage License fees to be retained by the county as the state receives most of the revenue but all the work is done in Treasurer's office.
2. Have Mobile Homes returned to tabs issued by the DMV rather than being taxed thru the property tax system or raising the value threshold for them to be taxed thru the property tax system.



Aitkin
County

Board of County Commissioners Agenda Request

2Q
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Veterans Office 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>*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: Penny Harms		Department: Veterans Service
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Donations to the Aitkin County Veterans Office A local veteran donated \$1000 to our office. He would like to remain anonymous. The money will be used to assist veterans in Aitkin County.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt Resolution for Donation to the Aitkin County VSO.		
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 September 27, 2022

By Commissioner: xxx

20220927-xxx

Veterans Office Donation - Anonymous

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>
Anonymous Veteran	\$ 1000.00

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

<u>Name of Donor</u>	<u>Terms or Conditions</u>
Anonymous Veteran	Money to be used to assist veterans in Aitkin County

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 xxx 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 27th day of September 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of September 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Application to repurchase tax-forfeited property

<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: DJ Thompson	Department: Land
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Presenter (Name and Title): DJ Thompson, Land Commissioner	Estimated Time Needed: NA
--	-------------------------------------

Summary of Issue:

S 282.241 allows application to repurchase tax-forfeited property by an owner/heir/mortgagee/representative of heirs of a vested interest in the property at the time of forfeiture, have the privilege to make written application to the Aitkin County Board requesting to be allowed to repurchase this property.

Members Cooperative Credit Union, Mortgagee at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land:

Parcel # 10-0-047404 Street Address: 14043 480th Street, Tamarack, MN 55787
The East Three Hundred Sixty (360) feet of the North Nine Hundred Ninety (990) feet of the Northeast Quarter of the Northeast Quarter (NE 1/4 NE 1/4) of Section Twenty-nine (29), Township Forty-nine (49), Range Twenty-two (22).

Property will revert to the owner at the time of forfeiture.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt resolution allowing repurchase of tax forfeited property

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: xxx

20220927-xxx

MCCU Repurchase

WHEREAS, Members Cooperative Credit Union, Mortgagee at the time of forfeiture.
(Applicant)

WHEREAS, the Applicant has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Parcel # 10-0-047404 Street Address: 14043 480th Street, Tamarack, MN 55787
The East Three Hundred Sixty (360) feet of the North Nine Hundred Ninety (990) feet of the Northeast Quarter of the Northeast Quarter (NE 1/4 NE 1/4) of Section Twenty-nine (29), Township Forty-nine (49), Range Twenty-two (22).

and **WHEREAS**, said Applicants has set forth in his application that:

- A. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

The Mortgagee has loaned money to Nial H. Nickey pursuant to a promissory note which is secured by a mortgage dated July 31, 2017, and recorded in the Office of the Aitkin County Recorder on August 11, 2017, as document number A440833 against said land. If the Mortgagee is not allowed to repurchase the Land it stands to lose its secured interest in the Land and its ability to recover funds will be substantially prejudiced. Allowing the repurchase will correct the hardship and injustice resulting from the forfeiture.

- B. That the repurchase of said Land by me will promote and best serve the public interest because public policy and law disfavors forfeiture. The value of the Land, and the value of the Mortgagee's mortgage are substantially more than the taxes due. As part of this purchase, Aitkin County will be paid in full and not prejudiced.

and **WHEREAS**, the Applicants have made payment of all delinquent taxes of properties

and **WHEREAS**, this board is of the opinion that said applications should be granted for such reasons,

NOW, THEREFORE BE IT RESOLVED, That the application of Members Cooperative Credit Union for the purchase of the above-described parcel of tax-forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Commissioner xxx 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 27th day of September 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of September 2022

Jessica Seibert
County Administrator

TORVINEN, JONES, ROUTH & SAUNDERS, S.C.

A Limited Liability Service Corporation

ATTORNEYS

Kyle H. Torvinen*
Parrish J. Jones*
Mitchell A. Routh*
Lukas J. Saunders*

*Also admitted in Minnesota

823 Belknap Street, Suite 222
Superior, WI 54880
Telephone: 715-394-7751
Facsimile: 715-395-0923

E-Mail: reception@superiorlawoffices.com
Website: www.superiorlawoffices.com

August 30, 2022

Aitkin County Land Department
Attn: Dennis Thompson
502 Minnesota Avenue N
Aitkin, MN 56431

Re: Repurchase Tax Forfeited Lands
Property Address: 14043 480th Street, Tamarack, MN
Our Client: Members Cooperative Credit Union

Dear Mr. Thompson:

This office represents Members Cooperative Credit Union relative to their application to repurchase tax forfeited lands. Enclosed herein the credit union's signed and notarized application. It is my understanding that the county will calculate what is due and owing and upon payment by the credit union, this will be submitted to the county board of commissioners. If there is anything additional that you need, please feel free to contact me. Thank you for your assistance in this matter.

Very truly yours,


Parrish J. Jones

PJJ:ksc
Enclosure(s)
cc: Heidi Lusk (via email only)

To the Honorable Board of County Commissioners of Aitkin County, Minnesota,

I, the undersigned, on behalf of Members Cooperative Credit Union, mortgagee, (the "Mortgagee") at the time of forfeiture of the parcel of land situated in the County of Aitkin, State of Minnesota, described as follows, to-wit:

The East Three Hundred Sixty (360) feet of the North Nine Hundred Ninety (990) feet of the Northeast Quarter of the Northeast Quarter (NE ¼ of NE ¼) of Section Twenty-nine (29), Township Forty-nine (49), Range Twenty-two (22).

Abstract Property.

Parcel No: 10-0-047404.

Street Address: 14043 480th Street, Tamarack, MN 55787.

(the "Land") do hereby make application for the purchase of said parcel of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

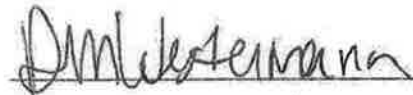
In support of this application for the repurchase of said Land, I make the following statement:

- a. That hardship and injustice has resulted because of forfeiture of said Land, for the following reasons, to-wit:

The Mortgagee has loaned money to Nial H. Nickey pursuant to a promissory note which is secured by a mortgage dated July 31, 2017, and recorded in the Office of the Atkin County Recorder on August 11, 2017, as document number A440833 against said Land. If the Mortgagee is not allowed to repurchase the Land it stands to lose its secured interest in the Land and its ability to recover funds will be substantially prejudiced. Allowing the repurchase will correct the hardship and injustice resulting from the forfeiture.

- b. That the repurchase of said Land by me will promote and best serve the public interest because public policy and law disfavors forfeiture. The value of the Land, and the value of the Mortgagee's mortgage are substantially more than the taxes due. As part of this purchase, Atkin County will be paid in full and not prejudiced.

MEMBERS COOPERATIVE CREDIT UNION



By: DeAnne M. Westermann

Its: Mortgage Servicing Manager

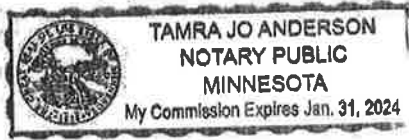
STATE OF MINNESOTA)
(SS
COUNTY OF St. Louis)

The foregoing instrument was acknowledged before me this 29 day of August, 2022
by Deete Westermann.

Tamra Jo Anderson
*

Notary Public, State of Minnesota
My Commission expires: 1-31-2024

(Notarial Seal)



Filed in my office this ___ day of _____ 2022.

County Auditor

Resolution authorizing repurchase adopted this ___ day of _____ 2022.

County Auditor

Repurchase made this ___ day of _____ 2022.

County Auditor

Certificate of purchase forwarded to Commissioner of Taxation this ___ day of _____ 2022.

County Auditor

1/1



A440833

Office of the County Recorder
Atkin County, Minnesota

I HEREBY CERTIFY THE WITHIN INSTRUMENT WAS
FILED, AND/OR RECORDED ON 8/11/2017 9:00 AM

PACKAGE: 66006 REC FEE: \$46.00

Michael T. Moriarty, Atkin County Recorder

NO. 1087 REGISTRATION \$035.00 PAID 8/11/2017

John M. ...
COUNTY TREASURER

Kul Penner by Elizabeth Harmon
COUNTY AUDITOR
Deputy

When recorded, return to:
Members Cooperative Credit Union
Attn: Mortgage Department
101 14th Street
Cloquet, MN 55720

LOAN #: 0317002783

**MORTGAGE
HOME EQUITY LINE OF CREDIT
(Securing Future Advances)**

THIS MORTGAGE is made on July 31, 2017.
SINGLE PERSON.

The mortgagor is NIAL H NICKEY, A

This Mortgage is given to Members Cooperative Credit Union, a Corporation,

whose address is 101 14th Street, Cloquet, MN 55720.

In this Mortgage, the terms "you," "your" and "yours" refer to the mortgagor(s). The terms "we," "us" and "our" refer to Members Cooperative Credit Union.

Pursuant to a Home Equity Line of Credit Agreement dated the same date as this Mortgage ("Agreement"), you may incur maximum unpaid loan indebtedness (exclusive of interest thereon) in amounts fluctuating from time to time up to the maximum principal sum outstanding at any time of TEN THOUSAND AND NO/100 Dollars (U.S. \$10,000.00) *\$23.00*

All amounts due under the Agreement must be paid in full not later than August 15, 2037. You agree that this Mortgage shall continue to secure all sums now or hereafter advanced under the terms of the Agreement including, without limitation, such sums that are advanced by us whether or not at the time the sums are advanced there is any principal sum outstanding under the Agreement. The parties hereto intend that this Mortgage shall secure unpaid balances, and all other amounts due to us hereunder and under the Agreement.



This Mortgage secures to us: (a) the repayment of the debt evidenced by the Agreement, with interest, and all refinancings, renewals, extensions and modifications of the Agreement; (b) the payment of all other sums, with interest, advanced under this Mortgage to protect the security of this Mortgage; and (c) the performance of your covenants and agreements under this Mortgage and the Agreement. For this purpose and in consideration of the debt, you do hereby mortgage, grant and convey to us and our successors and assigns, with power of sale, the following described property located in Aitkin County, Minnesota:

→ The East Three Hundred Sixty (360) feet of the North Nine Hundred Ninety (990) feet of the Northeast Quarter of the Northeast Quarter (NE 1/4 of NE 1/4) of Section Twenty-nine (29), Township Forty-nine (49), Range Twenty-two (22).
PIN# 10-0-047404

which has the address of 14043 480th St, Tamarack,

Minnesota 55787-4429 ("Property Address");

TOGETHER WITH all the Improvements now or hereafter erected on the property, and all easements, rights, appurtenances, and fixtures now or hereafter a part of the property. All replacements and additions shall also be covered by this Mortgage. All of the foregoing is referred to in this Mortgage as the "Property."

YOU COVENANT that you are lawfully seised of the estate hereby conveyed and have the right to mortgage, grant and convey the Property and that the Property is unencumbered, except for encumbrances of record. You warrant and will defend generally the title to the Property against all claims and demands, subject to any encumbrances of record.

YOU AND WE covenant and agree as follows:

1. **Payment of Principal, Interest and Other Charges.** You shall pay when due the principal and interest owing under the Agreement and all other charges due under the Agreement.

2. **Payments of Taxes and Insurance.** You will pay, when due, all taxes, assessments, leasehold payments or ground rents (if any), and hazard insurance on the Property and mortgage insurance (if any).

3. **Application of Payments.** Unless applicable law provides otherwise, all payments received by us under the Agreement and paragraph 1 may be applied by us first to interest and other charges payable under the Agreement and then to the remaining principal balance under the Agreement.

4. **Prior Mortgages; Charges; Liens.** You have disclosed to us and obtained our approval of any mortgage, deed of trust or other security agreement with a lien which has priority over this Mortgage. You shall perform all of your obligations under any mortgage, deed of trust or other security instruments with a lien which has priority over this Mortgage, including your covenants to make payments when due. You shall pay all taxes, assessments, charges, fines and impositions attributable to the Property which may attain priority over this Mortgage or any advance under this Mortgage, and leasehold payments or ground rents, if any. Upon our request, you shall promptly furnish to us all notices of amounts to be paid under this paragraph and receipts evidencing any such payments you make directly.

You shall promptly discharge any lien (other than a lien disclosed to us in your application or in any title report we obtained) which has priority over this Mortgage or any advance to be made under the Agreement or this Mortgage.

5. **Hazard Insurance.** You shall keep the Property insured against loss by fire, hazards included within the term "extended coverage" and any other hazards, including floods or flooding, for which we require insurance. This insurance shall be maintained in the amounts and for the periods that we require. You may choose any insurer reasonably acceptable to us.

Insurance policies and renewals shall be acceptable to us and shall include a standard mortgage clause. If we require, you shall promptly give us all receipts of paid premiums and renewal notices. You shall promptly notify the insurer and us of any loss. We may make proof of loss if you do not promptly do so.

Insurance proceeds shall be applied to restore or repair the Property damaged, if restoration or repair is economically feasible and our security would not be lessened. Otherwise, insurance proceeds shall be applied to sums secured by this Mortgage, whether or not then due, with any excess paid to you. If you abandon the Property, or do not answer within 30 days our notice to you that the insurer has offered to settle a claim, then we may collect and use the proceeds to repair or restore the Property or to pay sums secured by this Mortgage, whether or not then due. The 30-day period will begin when notice is given.



Any application of proceeds to principal shall not require us to extend or postpone the due date of monthly payments. If we acquire the Property pursuant to Paragraph 18 of this Mortgage, your right to any insurance proceeds resulting from damage to the Property prior to the acquisition shall pass to us to the extent of the sums secured by this Mortgage immediately prior to the acquisition.

6. Preservation and Maintenance of Property; Leaseholds. You shall not destroy, damage or substantially change the Property, allow the Property to deteriorate, or commit waste. If this Mortgage is on a leasehold, you shall comply with the lease. Borrower shall not surrender the leasehold estate and interests herein conveyed or terminate or cancel the ground lease. Borrower shall not, without the express written consent of Lender, alter or amend the ground lease. If you acquire fee title to the Property, the leasehold and fee title shall not merge unless we agree to the merger in writing.

7. Protection of Our Rights in the Property; Mortgage Insurance. If you fail to perform the covenants and agreements contained in this Mortgage, or there is a legal proceeding that may significantly affect our rights in the Property (such as a proceeding in bankruptcy, probate, for condemnation or forfeiture or to enforce laws or regulations), then we may do, and pay for, anything necessary to protect the Property's value and our rights in the Property. Our actions may include paying any sums secured by a lien which has priority over this Mortgage or any advance under the Agreement or this Mortgage, appearing in court, paying reasonable attorneys' fees, including reasonable attorney's fees in connection with appellate proceedings, paying any sums which you are required to pay under this Mortgage and entering on the Property to make repairs. We do not have to take any action we are permitted to take under this paragraph. Any amounts we pay under this paragraph shall become additional debts you owe us and shall be secured by this Mortgage. These amounts shall bear interest from the disbursement date at the rate established under the Agreement and shall be payable, with interest, upon our request.

If we required mortgage insurance as a condition of making the loan secured by this Mortgage, you shall pay the premiums for such insurance until such time as the requirement for the insurance terminates.

8. Inspection. We may inspect the Property at any reasonable time and upon reasonable notice.

9. Condemnation. The proceeds of any award for damages, direct or consequential, in connection with any condemnation or other taking of any part of the Property, or for conveyance in lieu of condemnation, are hereby assigned and shall be paid to us. If the Property is abandoned, or if, after notice by us to you that the condemnor offers to make an award or settle a claim for damages, you fail to respond to us within 30 days after the date the notice is given, we are authorized to collect and apply the proceeds, at our option, either to restoration or repair of the Property or to the sums secured by this Mortgage, whether or not then due. Unless we and you otherwise agree in writing, any application of proceeds to principal shall not extend or postpone the due date of the monthly payments payable under the Agreement and paragraph 1 or change the amount of such payments.

10. No Release Upon Extension or Modification. Our granting of any extension of time for payment or our agreement to modify the terms of repayment of the obligations under the Agreement or the requirements in this Mortgage shall not operate to release you from your obligations or liability under the Agreement or this Mortgage.

11. Successors and Assigns Bound; Joint and Several Liability; Co-signers. The covenants and agreements of this Mortgage shall bind and benefit your successors and permitted assigns. Your covenants and agreements shall be joint and several. Any person who co-signs this Mortgage but does not execute the Agreement: (a) is co-signing this Mortgage only to mortgage, grant and convey such person's interest in the Property; (b) is not personally obligated to pay any sums due under the Agreement, but is obligated to pay all other sums secured by this Mortgage; and (c) agrees that we and anyone else who signs this Mortgage may agree to extend, modify, forbear or make any accommodations regarding the terms of this Mortgage or the Agreement without such person's consent.

12. Loan Charges. If the loan secured by this Mortgage is subject to a law which sets maximum loan charges, and that law is finally interpreted so that the interest or other loan charges collected or to be collected in connection with the loan exceed the permitted limits, then: (a) any such loan charge shall be reduced by the amount necessary to reduce the charge to the permitted limit; and (b) any sums already collected from you which exceed permitted limits will be refunded to you. We may choose to make this refund by reducing the principal owed under the Agreement or by making a direct payment to you. If a refund reduces principal, the reduction will be treated as a partial prepayment without any prepayment charge under the Agreement.

13. Notices. Unless otherwise required by law, any notice to you provided for in this Mortgage shall be delivered or mailed by first class mail to the Property Address or any other address you designate by notice to us, and any notice to us shall be delivered or mailed by first class mail to our address stated above or any other address we designate by notice to you.

14. Governing Law; Severability. This Mortgage shall be governed by the law of the jurisdiction in which the Property is located, except as preempted by federal law. In the event that any provision or clause of this Mortgage or the Agreement conflicts with applicable law, such conflict shall not affect other provisions of this Mortgage or the Agreement which can be given effect without the conflicting provision. To this end the provisions of this Mortgage and the Agreement are declared to be severable.

15. Transfer of the Property. If all or any part of the Property or any interest in it is sold or transferred, or if you enter into a contract to sell or transfer all or any part of the Property or any interest in it without our prior written consent, we



may, at our option, require immediate payment in full of all sums secured by this Mortgage. However, this option shall not be exercised by us if exercise is prohibited by federal law as of the date of this Mortgage.

16. Sale of Agreement; Change of Loan Servicer. The Agreement or a partial interest in the Agreement (together with this Mortgage) may be sold one or more times without prior notice to you. A sale may result in a change in the entity (known as the "Loan Servicer") that collects monthly payments due under the Agreement and this Mortgage. There also may be one or more changes of the Loan Servicer unrelated to the sale of the Agreement. If there is a change of the Loan Servicer, you will be given written notice of the change as required by applicable law. The notice will state the name and address of the new Loan Servicer and the address to which payments should be made. The notice will also contain any information required by applicable law.

17. Hazardous Substances. You shall not cause or permit the presence, use, disposal, storage, or release of any Hazardous Substances on or in the Property. You shall not do, nor allow anyone else to do, anything affecting the Property that is in violation of any Environmental Law. The preceding two sentences shall not apply to the presence, use, or storage on the Property of Hazardous Substances in quantities that are generally recognized to be appropriate to normal residential uses and to maintenance of the Property.

You shall promptly give us written notice of any investigation, claim, demand, lawsuit or other action by any governmental or regulatory agency or private party involving the Property and any Hazardous Substance or Environmental Law of which you have actual knowledge. If you learn or are notified by any government or regulatory authority, that any removal or other remediation of any Hazardous Substance affecting the Property is necessary, you shall promptly take all necessary remedial actions in accordance with Environmental Law.

As used in this Mortgage, "Hazardous Substances" are those substances defined as toxic or hazardous substances by Environmental Law and the following substances: gasoline, kerosene, other flammable or toxic petroleum products, toxic pesticides and herbicides, volatile solvents, materials containing asbestos or formaldehyde, and radioactive materials. As used in this Mortgage, "Environmental Law" means federal laws and laws of the jurisdiction where the Property is located that relate to health, safety or environmental protection.

18. Acceleration; Remedies. You will be in default if (1) any payment required by the Agreement or this Mortgage is not made when it is due; (2) we discover that you have committed fraud or made a material misrepresentation; or (3) your action, or your failure to act, adversely affects our security for the Agreement or any right we have in the Property. If a default occurs other than a sale or transfer of the Property prohibited by Section 15 of this Mortgage, we will give you notice by certified mail sent to the Property Address or such other address as you may have designated to us in writing. The notice shall specify: (a) the nature of the default; (b) the action required to cure the default; (c) a date, not less than 30 days from the date the notice is mailed to you, by which the default must be cured; and (d) that failure to cure the default on or before the date specified in the notice may result in acceleration of the sums secured by this Mortgage and sale of the Property. The notice shall further inform you of the right to reinstate after acceleration and your right to bring a court action to assert the nonexistence of a default or any other defense you may have to acceleration and sale. If the default is not cured on or before the date specified in the notice, we, at our option, may declare all of the sums secured by this Mortgage to be immediately due and payable without further demand and may invoke the power of sale and other remedies permitted by applicable law. We shall be entitled to collect all expenses in pursuing the remedies provided in the paragraph, including, but not limited to, reasonable attorneys' fees.

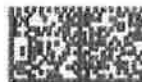
If we invoke the power of sale, we shall cause a copy of a notice of sale to be served upon any person in possession of the Property. We shall publish a notice of sale, and the Property shall be sold at public auction in the manner prescribed by applicable law. We or our designee may purchase the Property at any sale. The proceeds of the sale shall be applied in the following order: (a) to all expenses of the sale, including, but not limited to, reasonable attorneys' fees; (b) to all sums secured by this Mortgage; and (c) any excess to the person or persons legally entitled to it.

19. Your Right to Reinstate. Notwithstanding our acceleration of the sums secured by this Mortgage due to your breach, you shall have the right to have any proceedings begun by us to enforce this Mortgage discontinued at any time prior to entry of a judgment enforcing this Mortgage if: (a) you pay us all sums which would be then due under this Mortgage and the Agreement had not acceleration occurred; (b) you pay all reasonable expenses incurred by us in enforcing your covenants and agreements contained in this Mortgage, and in enforcing our remedies as provided in paragraph 18 hereof, including, but not limited to, reasonable attorney's fees; and (c) you take such action as we may reasonably require to assure that the lien of this Mortgage, our interest in the Property and your obligation to pay the sums secured by this Mortgage shall continue unimpaired. Upon such payment and cure by you, this Mortgage and the obligations secured hereby shall remain in full force and effect as if no acceleration had occurred.

20. Assignment of Rents; Appointment of Receiver. As additional security hereunder, you hereby assign to us the rents of the Property, provided that you shall, prior to acceleration under paragraph 18 hereof or abandonment of the Property, have the right to collect and retain such rents as they become due and payable.

Upon acceleration under paragraph 18 hereof or abandonment of the Property, we shall be entitled, to the extent provided by applicable law, to have a receiver appointed by a court to enter upon, take possession of and manage the Property and to collect the rents of the Property including those past due. All rents collected by the receiver shall be applied first to payment of the costs of management of the Property and collection of rents, including, but not limited to, receiver's fees, premiums on receiver's bonds and reasonable attorneys' fees, and then to the sums secured by this Mortgage. The receiver shall be liable to account only for those rents actually received.

21. Release. Upon your request and payment of all sums secured by this Mortgage, we shall release this Mortgage. You will be responsible for all costs of recording such release.



22. Riders to this Mortgage. If one or more riders are executed by you and recorded together with this Mortgage, the covenants and agreements of each such rider shall be incorporated into and shall amend and supplement the covenants and agreements of this Mortgage as if the rider(s) were part of this Mortgage.
 Condominium Rider 1-4 Family Rider Planned Unit Development Rider
 Other(s) (specify)

23. Borrower's Copy. We agree to furnish you with a conformed copy of the Agreement and this Mortgage at the time they are executed or within a reasonable time after recordation of the Mortgage.

24. Waiver of Homestead Exemption. You agree to waive any benefit of the Homestead Exemption as to this debt.

IN WITNESS WHEREOF, you have executed this Mortgage:

Nial H Nickey 7-31-17 (Seal)
NIAL H NICKEY DATE

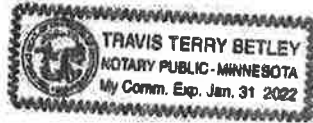
State of: MINNESOTA
County of: AITKIN

This instrument was acknowledged before me on JULY 31, 2017 by NIAL H NICKEY, A SINGLE PERSON.

My commission expires:

Jan. 31 2022

[Signature]
Signature of Notarial Officer



Mortgage Loan Officer
(Title or Rank)

Lender: Members Cooperative Credit Union
NMLS ID: 422612
Loan Originator: Travis Terry Betley
NMLS ID: 1223027

THIS INSTRUMENT WAS DRAFTED BY:
MEMBERS COOPERATIVE CREDIT UNION
101 14TH STREET
CLOQUET, MN 55720
218-625-8500

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
MEMBERS COOPERATIVE CREDIT UNION
101 14TH STREET
CLOQUET, MN 55720



Nickey, Nial
 September 7, 2022
 10-0-047404

Interest calc September 30, 2022
 (Subject to change)

	<u>Year</u>	<u>Tax</u>	<u>Cost</u>	<u>Interest</u>	<u>Penalty</u>	<u>Total</u>	
	2018	\$ 658.00	\$ 20.00	\$ 275.22	\$ 55.93	\$ 1,009.15	0.375
	2019	\$ 666.00		\$ 198.72	\$ 56.61	\$ 921.33	0.275
	2020	\$ 708.00		\$ 134.43	\$ 60.18	\$ 902.61	0.175
	2021	\$ 746.00		\$ 60.71	\$ 63.41	\$ 870.12	0.075
	2022	\$ 798.00		\$ -	\$ 27.93	\$ 825.93	0
Total:		\$ 3,576.00	\$ 20.00	\$ 669.08	\$ 264.06	\$ 4,529.14	
Total:			4529.14				
St Deed Tax			14.95				
Forf Proc Cost			100.00				
Well Cert							
Sheriff Cost			0.00				
Deed			25.00				
Land Dept Cost			100.00				
Rec Fee			46.00				
Crt Letter Fee-Auditor			0.00				
<u>Insurance</u>			<u>0.00</u>				
Total:			\$ 4,815.08				



MEMBERS

COOPERATIVE CREDIT UNION

September 13, 2022

Aitkin County Land Department
Attn: Dennis Thompson
502 Minnesota Avenue N.
Aitkin, MN 56431

Re: Repurchase Tax Forfeited Lands
Property Address: 14043 480th Street, Tamarack, MN

Mr. Thompson:

Enclosed is a check payable to Aitkin County for the repurchase of the aforementioned tax forfeited land. If you have any questions, please contact Parrish Jones of Torvinen, Jones, Routh & Saunders, S.C. at 715-394-7751.

Thank you,

Heidi Lusk
Legal Specialist

THIS DOCUMENT HAS A MICRO-PRINT SIGNATURE LINE, AUTHENTIC WATERMARK, AND CHLOROSTAIN PAPER; ABSENCE OF THESE FEATURES WILL INDICATE A COPY.

VOID AFTER 90 DAYS

7398
2919



CASHIERS CHECK

No. 235006

Date: 09-13-2022

AMOUNT: Four Thousand Eight Hundred Fifteen and 08/100*****

AMOUNT
\$4,815.08

PAY TO THE ORDER OF Aitkin County

Janet Reed
Stephanie

Memo Information: _____

⑈ 235006⑈ ⑆ 291973454⑆

11297⑈

Security Features included. Details on back.



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: 9/27/2022

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) <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: American Legion Post 86 has made a \$500 donation to the all-volunteer Aitkin County Search & Rescue group to assist with up-to-date 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

2T
Agenda Item #

Requested Meeting Date: 9/27/2022

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) <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: Lakes & Woods Garden Club has made a \$100 donation to the Aitkin County Sentence to Serve in appreciation for their work throughout Aitkin County.		
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.

By Commissioner: xxx

20220927-xxx

STS Donation – Lakes and Woods Garden Club

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:

Lakes & Woods Garden Club \$1,000.00

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

Lakes & Woods Garden Club Aitkin County Sentence to Serve

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 xxx 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 27th day of September 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of September 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Economic Development Impact 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) <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: Mark Jeffers	Department: Administration	
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 30 minutes
Summary of Issue: The Economic Development Coordinator will present an update on the status of the strategic plan and current projects.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Information only for discussion.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



Economic Development

Strategic Plan: 2022 update

September 27, 2022



Economic Development Priorities to Invoke Change



- Recreation and Tourism
- Improved Broadband
- Child Care
- Career Development

- Business Retention
- Business Expansion
- Business Attraction
- Housing Initiatives

Economic Mission

To develop and promote resources for Economic Growth in our community.

Primary objectives include

- Provide a single point of contact for existing business owners, new business owners and Entrepreneurs, that identifies all resources available for their business success.
- Improve quality of life in Aitkin County by highlighting our extensive outdoor recreational resources.
- Improve Broadband access to all Aitkin County residents and visitors to support vibrant communities.
- Attract businesses located outside of Aitkin County.
- Listen to the needs of the community to drive the economic engine.



Recreation and Tourism

- Economic Development (ED) is collaborating with Ripplesippi Trail committee and Tim Terrill, Mississippi Headwaters Board, to identify, name and promote the exceptional river trail system in our county.
- 2022 Business Development & Recreation Grant awarded funding to 10 businesses/organizations including area businesses: **Smokey Jake's BBQ, Forgotten Heroes Ranges & Retreat, Cozy Cove Coffee Company, Unbound Adventures.**
- ED has hired Strateligent to establish a marketing plan for Aitkin County, creating our story and preparing us to market to the Midwest areas. This will be a main driver for resident and business recruitment. Planning sessions are being scheduled in all districts.
- ED is working with Land Department to promote the Northwoods ATV trail system and vision for Axtell area to be the "Valley Fair of the North".
- ED created "Aitkin County Newsletter" to further our marketing to areas in the Midwest, attracting tourist and future residents that fit our story.

"To develop and promote resources for Economic Growth in our community."

V9 October 2022



strateligent

Communicate with purpose.

Aitkin County Marketing/Branding Project: I will be conducting public meetings for all community members interested in building our marketing plan and preparing Aitkin County for future growth. I am looking for experts from our community in many areas including motorized recreation, human (biking, hiking, kayaking) recreation, arts & entertainment, main street employers and citizen influencers. Our goal is to together create the Aitkin Story and prepare to communicate that story to residents, visitors and future residents. **If you are interested in engaging to create a positive change, reach out to me directly.**




Mille Lacs Energy Cooperative

Broadband McGrath Project update: Final engineering plans have been created and the project is moving forward and on schedule. This 4.8 million dollar project is scheduled to be completed by fall of 2023. Reach out to Mille Lacs Energy Cooperative to sign up for this great opportunity.


Border to Border Broadband Grant Opportunity:



Thank you to our local Internet Service Providers (ISPs) for your commitment to our community. Mille Lacs Energy Cooperative, Savage Communications, Paul Bunyan Communications and Frontier Communications have all submitted applications to receive funding through this grant program. If awarded, funding will allow the ISPs to bring fiber to the home in some of our most rural areas of the County.



Northwoods ATV Trail

250+ Miles of ATV Trails



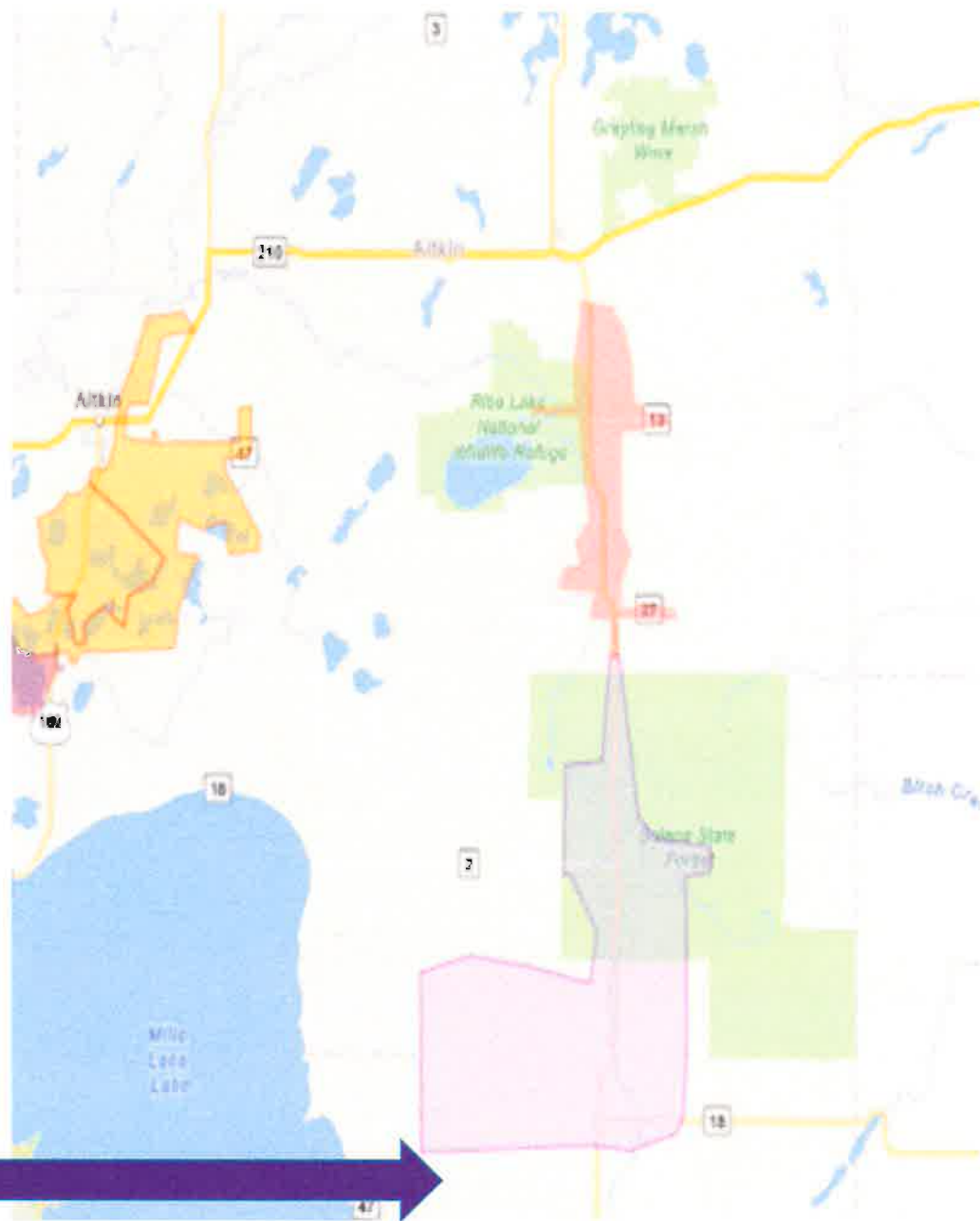
northwoodsatvtrail.com

For a **FREE** Northwoods ATV Trail Map, email acd@co.aitkin.mn.us



Broadband

- CDBG-CV Grant: (McGrath area project)
 - Environmental and construction engineering work is close to completion.
 - Construction map and staking is complete.
 - First meeting for Aitkin County/Mille Lacs Energy (MLEC) and township residents complete.
 - 80+ residents have signed up for service so far.
 - **Project on track to be completed in fall of 2023**
- Border to Border grant opportunity:
 - 4 Internet Service Providers (ISPs) applied for this grant opportunity.
 - MLEC
 - SCI
 - Paul Bunyan
 - Frontier Communications
- General Information:
 - RDOF
 - FCC has denied awarding LTD's application for RDOF areas in Aitkin County.
 - Decision pending on how the areas will be re-awarded.
 - ISPs are now allowed to build in those areas if they choose to be aggressive.
 - MLEC continues to be very aggressive improving broadband in Aitkin County and has plans to continue growth in 2023.
 - Paul Bunyan Communications plans to begin build out of their RDOF awarded areas for Aitkin County in 2023.
- Map of McGrath CDBG Project: (Purple shaded area is the entire CDBG Project)





Child Care

- Economic Development (ED) developed and implemented the first Child Care Facilities Grant in 2022.
 - ED Committee awarded \$25,000+ to 6 child care providers in the Aitkin, Malmo and McGregor areas.
 - **The grants were intended to increase or not reduce child care slots in Aitkin County. Each grant achieved that goal.**
- ED is attending Aitkin County Childcare summit in September of 2022, organized by HHS (Brenda Butterfield).
- ED applied for the DEED Economic Development Childcare Grant.
 - The idea when awarded will be focused on new childcare providers in Aitkin County.
 - ED met with CLC (September) and will meet with Pine Tech (TBD) to understand and identify opportunities for new childcare providers.
 - HHS/ED will collaborate on additional summits/meetings in all districts to attract new childcare providers.



Career Development

- Aitkin HS FAB LAB
 - ED Committee toured the Aitkin High School FAB LAB to understand what is currently available to students.
 - Superintendent Stifter and staff would like to expand and improve this program in 2022-2023 and beyond.
 - A successful program in the school can provide trade occupations for students and provide critical workforce options for businesses.
 - A successful program in the school can be expanded to vocational training center for all residents.
- ED plans to visit with McGregor and Hill City School Districts in 2022-2023 school year to learn about their program opportunities.
- Continue current programs that develop workforce training, vocational training and specialized trade training for all age demographic by offering or increasing funding to high school vocational training laboratories



Business Retention, Expansion & Attraction

- BRE visits:
 - ED has established a routine to conduct BRE visits in all districts of the County.
 - ED has advised new local businesses on funding opportunities.
 - Through the Business Development & Recreation grant, opportunities were provided to many local businesses.
- Business Attraction:
 - Attraction will increase as the marketing program and momentum continues.
 - New business collaboration: **Unbound Adventures, Smokey Jakes BBQ, Forgotten Heroes Ranges & Retreat, Bonham Construction Project, McGregor Diagnostic Repair, Gun Lake Campground...**
 - ED is in direct collaboration with the City of Tamarack to build their comprehensive plan in 2022-2023.



Housing

- ED continues to attempt to collaborate with HRA on redevelopment opportunities.
- Collaboration continues with Habitat for Humanity.
- Working with local organizations and developers to support multi-family housing, senior housing and workforce housing in Aitkin, McGregor and Tamarack areas.
- Discussions continue with City of Aitkin Mayor and City Administrator. Everyone is aware of our housing crisis and we are attempting to work together to find solutions.



Strategic Plan Timeline

Priority	Status	Projects to Invoke Change
Recreation & Tourism		River Trails- trail identification, ATV advertising, Communications Project, ATV project on Mille Lacs
Improve broadband		CDBG-CV Grant \$4.8 million, Border to Border ISP projects, Internet for all grant opportunity
Child Care- Health & Wellness		2022 Child Care Facilities Grant, Creating Aitkin County Child Care Start-up Grant., Applied for DEED Economic Development Childcare grant
Career Development		Aitkin HS FAB LAB- future vocational opportunities
Business retention, expansion & attraction		measured by impact report
Housing Initiatives		collaboration with HRA and Habitat for Humanity, redevelopment projects



Economic Development Impact Report

Strategic Priorities

On Track

Business Connect Notables 2022

- Applied for the Blandin Leadership Boost Grant- decision pending.
- Applied for the DEED Economic Development Childcare grant-decision pending.
- Applied for the DEED Redevelopment Grant in collaboration with Forgotten Heroes Ranges & Retreat- decision pending.
- Communications Project launched June 1, 2022.
- Established and identified 4 River Trails for recreation & tourism promotion. Naming of trails will be marketed in the winter of 2022 and spring of 2023.
- Assisted with new businesses (Smokey Jake's BBQ) for funding, guidance and collaboration with other funding organizations.
- Established a tracking and verification process for grant awards to endure compliance, including site visits.
- Submitted Congressionally Directed Spending application for Broadband improvement to Senate Appropriations Committee by Senator Klobuchar and Senator Smith- decision pending.
- Aitkin County Grant opportunities:
 - 2022 Business Development & Recreation Grant: Awarded \$10,000+ to area businesses.
 - 2022 Child Care Facilities Grant: Awarded \$25,000 to 6 childcare providers.
 - 2022 Community Grant Program: Launched \$100,000 community opportunity and have awarded \$54,469 to 9 community projects to date.

Grant Follow up

#	YEAR	Grant	Facility Name	\$ Awarded	payment complete	MJ check in	MJ check in?	MJ visit to confirm work	Grant project completed
1	2022	BD&R	Jaques Art Center	\$ 1,000	yes	7/10/2022	N/A	7/10/2022	Yes
2	2022	BD&R	Brother's Construction LLC	\$ 800					
3	2022	BD&R	Habitat for Humanity	\$ 1,000	yes	8/14/2022	N/A	8/14/2022	Yes
4	2022	BD&R	Forgotten Heroes Ranges & Retreat	\$ 1,000	yes				
5	2022	BD&R	Long Lake Conservation Foundation	\$ 1,000	yes	N/A	N/A	7/15/2022	Yes
6	2022	BD&R	Smokey Jake's BBQ	\$ 1,000	yes	6/30/2022	N/A	7/21/2022	Yes
7	2022	BD&R	McGregor Chamber of Commerce	\$ 1,000					
8	2022	BD&R	Aitkin Chamber of Commerce	\$ 1,000	yes	6/25/2022	N/A	8/4/2022	Yes
9	2022	BD&R	Aitkin County Friends of the Arts	\$ 1,000	yes	8/19/2022	N/A	8/19/2022	Yes
10	2022	BD&R	Cozy Cove Coffee Company	\$ 1,000					
11	2022	CCFG	Little Pine Academy	\$ 10,000	yes	9/13/2022			
12	2022	CCFG	Cheryl's Kids and Company	\$ 2,500	yes	8/25/2022			
13	2022	CCFG	Red Robin Childcare	\$ 2,500	yes				
14	2022	CCFG	Sarah's Tiny Tots Daycare	\$ 5,000	yes	8/25/2022			
15	2022	CCFG	Beth's Home Daycare	\$ 2,500	yes	8/4/2022	N/A	8/4/2022	



Economic Development Impact Report

Staff Community Outreach

- Establishing collaboration routine with Mayors and City Administration Staff through the entire county.
- Completed Grant Writing USA training class, April 2022.
- Attended Community Venture Network quarterly meeting, April 2022.
- Participated in the 3rd annual Aitkin Chamber Tour of Opportunities, May 2022.
- Moderated the 2022 Aitkin Chamber Legislative Luncheon at the Aitkin County Government Center, June 2022.
- Attended Mille Lacs Tribal Economy Summit, May 2022.
- Conducting site visits to all awarded grantees, July-Aug-September 2022.
- Attended Region 5 Cultivating Communities Conference, Baxter, September 2022.
- Board of Directors/Organization Engagement:
 - Board member of Northspan
 - Board member of Iron Range Economic Alliance (IREA)
 - Board member of Habitat for Humanity
 - Board member of Growth Innovations
 - Board member of Aitkin Chamber of Commerce
 - Aitkin Chamber of Commerce VP
 - Chair of the Aitkin Chamber Economic Development Committee
 - Member of the City of Aitkin Planning & Zoning Commission
 - Member of the Mid Minnesota Federal Credit Union Advisory Council



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: 9-27-22

Title of Item: Award Contract 20228

<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: 5 minutes
--	--

Summary of Issue:
Bids for S.P. 001-090-003 - construction of 1.3 miles of bituminous surfaced shared use path - were opened on August 29, 2022. Three bids were received as shown on the attached abstract of bids, with Marvin Tretter, Inc., Pierz, MN submitting the low bid in the amount of \$524,818.25, which was 35.03% above the estimated cost of \$388,672.44. Federal Transportation Alternative funds will pay 80% (\$419,854.60) of the project cost, with the remaining 20% (\$104,963.65) of the cost being paid by the project owner, the City of Aitkin.

Aitkin County agreed to be project sponsor for this project by Resolution No. 20180102-001 on January 2, 2018.

The City of Aitkin, at it's September 19, 2022 meeting, recommended award of the project by Aitkin County as shown on the attached resolution.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommend award by attached resolution.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ 524,818.25
 Is this budgeted? Yes No *Please Explain:*

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

ADOPTED September 27, 2022

By Commissioner: xxx

20220927-xxx

Award Contract 20228

WHEREAS, Contract No. 20228 is for construction of S.P. 001-090-003, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, August 29, 2022 with a total of three bids received, and

WHEREAS, Marvin Tretter, Inc., Pierz, MN was the lowest responsible bidder in the amount of \$524,818.25. NOW THEREFORE, BE IT RESOLVED, that Marvin Tretter Inc. be awarded Contract 20228.

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

Commissioner xxx 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 27th day of September 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of September 2022

Jessica Seibert
County Administrator

AITKIN COUNTY
Contract Bid Abstract

Project Name: Cuyuna Lakes Trail-Tank Trail Extension

Bid Opening: August 29, 2022, at 2:00 PM

Contract : 20228

Project No: SP 001-090-003

MN Project No: TA 0122 (242)

Line	Item	Quantity	Engineers Estimate		Marvin Tretter Inc - Pierz, MN		DeChantal Excavating LLC - Brainerd, MN		Landwehr Construction, Inc. St. Cloud, MN	
			Est Price	Est Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	2021.501 MOBILIZATION (LS)	1	\$10,000.00	\$10,000.00	\$30,000.00	\$30,000.00	\$62,950.00	\$62,950.00	\$58,868.00	\$58,868.00
2	2051.501 MAINT AND RESTORATION OF HAUL ROADS (LS)	1	\$1,000.00	\$1,000.00	\$200.00	\$200.00	\$1,000.00	\$1,000.00	\$1,118.00	\$1,118.00
3	2101.501 CLEARING AND GRUBBING (LS)	1	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$30,000.00	\$30,000.00	\$39,950.00	\$39,950.00
4	2104.502 REMOVE VEHICULAR GATE (EACH)	2	\$200.00	\$400.00	\$400.00	\$800.00	\$500.00	\$1,000.00	\$190.00	\$380.00
5	2104.502 REMOVE BOLLARDS (EACH)	4	\$100.00	\$400.00	\$50.00	\$200.00	\$100.00	\$400.00	\$38.00	\$152.00
6	2104.502 REMOVE WOOD POST (EACH)	16	\$100.00	\$1,600.00	\$10.00	\$160.00	\$45.00	\$720.00	\$38.00	\$608.00
7	2104.502 SALVAGE SIGN (EACH)	9	\$68.46	\$616.14	\$100.00	\$900.00	\$65.00	\$585.00	\$119.00	\$1,071.00
8	2104.503 REMOVE PIPE CULVERTS (L F)	81	\$12.00	\$972.00	\$12.00	\$972.00	\$15.00	\$1,215.00	\$41.00	\$3,321.00
9	2104.503 REMOVE BARBED WIRE FENCE (L F)	45	\$3.00	\$135.00	\$5.00	\$225.00	\$10.00	\$450.00	\$6.50	\$292.50
10	2106.507 COMMON EMBANKMENT (CV) (P) (C Y)	3,516	\$6.00	\$21,096.00	\$12.00	\$42,192.00	\$17.50	\$61,530.00	\$9.35	\$32,874.60
11	2106.507 EXCAVATION - COMMON (P) (C Y)	5,724	\$7.00	\$40,068.00	\$12.00	\$68,688.00	\$15.50	\$88,722.00	\$16.00	\$91,584.00
12	2106.507 GRANULAR EMBANKMENT (CV) (C Y)	1,281	\$21.00	\$26,901.00	\$20.00	\$25,620.00	\$26.50	\$33,946.50	\$36.27	\$46,461.87
13	2108.504 GEOTEXTILE FABRIC TYPE 5 (S Y)	1,203	\$2.50	\$3,007.50	\$2.75	\$3,308.25	\$3.25	\$3,909.75	\$2.30	\$2,766.90
14	2211.507 AGGREGATE BASE (CV) CLASS 5 (C Y)	2,096	\$36.00	\$75,456.00	\$45.00	\$94,320.00	\$38.50	\$80,696.00	\$44.10	\$92,433.60
15	2360.509 TYPE SP 12.5 WEARING COURSE MIXTURE (2,A) (TON)	1,402	\$90.00	\$126,180.00	\$117.00	\$164,034.00	\$116.00	\$162,632.00	\$131.25	\$184,012.50
16	2501.502 15" GS PIPE APRON (EACH)	16	\$200.00	\$3,200.00	\$275.00	\$4,400.00	\$410.00	\$6,560.00	\$540.00	\$8,640.00
17	2501.503 15" CS PIPE CULVERT (L F)	256	\$36.00	\$9,216.00	\$60.00	\$15,360.00	\$55.50	\$14,208.00	\$79.00	\$20,224.00
18	2511.507 RANDOM RIPRAP CLASS II (C Y)	15	\$100.00	\$1,500.00	\$65.00	\$975.00	\$110.00	\$1,650.00	\$140.00	\$2,100.00
19	2521.518 6" CONCRETE WALK (S F)	80	\$15.00	\$1,200.00	\$28.00	\$2,240.00	\$15.00	\$1,200.00	\$21.25	\$1,700.00
20	2531.618 TRUNCATED DOMES (S F)	40	\$55.00	\$2,200.00	\$60.00	\$2,400.00	\$51.00	\$2,040.00	\$57.00	\$2,280.00
21	2563.601 TRAFFIC CONTROL (LS)	1	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,700.00	\$1,700.00	\$3,355.00	\$3,355.00
22	2564.502 INSTALL SIGN (EACH)	9	\$220.00	\$1,980.00	\$400.00	\$3,600.00	\$375.00	\$3,375.00	\$448.00	\$4,032.00

Project: SP 001-090-003 - Cuyuna Lakes Trail - Tank Trail Extension			Engineers Estimate		Marvin Tretter Inc - Pierz, MN		DeChantal Excavating LLC - Brainerd, MN		Landwehr Construction, Inc. St. Cloud, MN	
Line	Item	Quantity	Est Price	Est Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
23	2564.518 SIGN PANELS TYPE C (S F)	13	\$80.00	\$1,040.00	\$200.00	\$2,600.00	\$185.00	\$2,405.00	\$223.00	\$2,899.00
24	2573.503 SILT FENCE, TYPE HI (L F)	970	\$3.00	\$2,910.00	\$4.25	\$4,122.50	\$4.20	\$4,074.00	\$4.56	\$4,423.20
25	2573.503 SEDIMENT CONTROL LOG TYPE STRAW (L F)	96	\$3.00	\$288.00	\$5.25	\$504.00	\$5.20	\$499.20	\$5.70	\$547.20
26	2574.508 FERTILIZER TYPE 3 (LB)	1,376	\$0.90	\$1,238.40	\$1.00	\$1,376.00	\$0.95	\$1,307.20	\$0.95	\$1,307.20
27	2575.504 ROLLED EROSION PREVENTION CATEGORY 20 (S Y)	376	\$1.40	\$526.40	\$3.25	\$1,222.00	\$3.10	\$1,165.60	\$3.35	\$1,259.60
28	2575.505 SEEDING (P) (ACRE)	3.93	\$800.00	\$3,144.00	\$750.00	\$2,947.50	\$800.00	\$3,144.00	\$856.00	\$3,364.08
29	2575.508 SEED MIXTURE 25-141 (LB)	232	\$5.50	\$1,276.00	\$6.00	\$1,392.00	\$5.95	\$1,380.40	\$6.65	\$1,542.80
30	2575.508 HYDRAULIC STABILIZED FIBER MATRIX (LB)	11,790	\$1.80	\$21,222.00	\$2.00	\$23,580.00	\$1.85	\$21,811.50	\$2.22	\$26,173.80
31	2575.523 RAPID STABILIZATION METHOD 3 (MGAL)	15.8	\$500.00	\$7,900.00	\$600.00	\$9,480.00	\$590.00	\$9,322.00	\$673.00	\$10,633.40
Totals for Project SP 001-090-003				\$388,672.44		\$524,818.25		\$605,598.15		\$650,375.25
% of Estimate for Project SP 001-090-003						35.03%		55.81%		67.33%
Totals for Contract SP 001-090-003				\$388,672.44		\$524,818.25		\$605,598.15		\$650,375.25
% of Estimate for Contract SP 001-090-003						35.03%		55.81%		67.33%

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

Certified By: John Welle Digitally signed by John Welle
Date: 2022.08.29 16:21:01
+05'00' License No. 24340

Date: 8-28-22

RESOLUTION 2022 - 09 - 19B, TANK TRAIL AGREEMENT

WHEREAS, the City of Aitkin has been awarded a federal Transportation Alternatives grant for project S.P 001-090-003, a 1.3 mile segment of bike trail through the City Tank Trail property, and

WHEREAS, Aitkin County, as the project Sponsor has performed the required engineering on the project and opened bids for this project on Monday, August 29, 2022 with a total of three bids received, and

WHEREAS, Marvin Tretter Inc., Pierz, MN was the lowest responsible bidder in the amount of \$524,818.25, and

WHEREAS, the federal Transportation Alternatives grant amount has been increased to \$419,854.60 to cover 80% of the project cost.

NOW THEREFORE, BE IT RESOLVED, that the City of Aitkin recommends award of this project by Aitkin County.

BE IT FURTHER RESOLVED, that the City of Aitkin agrees to reimburse Aitkin County for the remaining 20% of the construction cost of the project totaling an estimated \$104,963.65 upon project completion.

Mayor Meghan Workman



City Administrator Michael Skrbich



Date: 9/20/22



Board of County Commissioners Agenda Request

4B
Agenda Item #

Requested Meeting Date: 9-27-22

Title of Item: 2023-2027 Capital Road Improvement Plan

<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 checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 25 minutes
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Summary of Issue:
The Aitkin County 5-year capital road improvement plan is updated each year through the budget process. The proposed 2023-2027 Capital Road Improvement Plan will be presented.

Alternatives, Options, Effects on Others/Comments:
NA

Recommended Action/Motion:
Discussion only, for future action through budget process.

Financial Impact:

Is there a cost associated with this request? Yes No

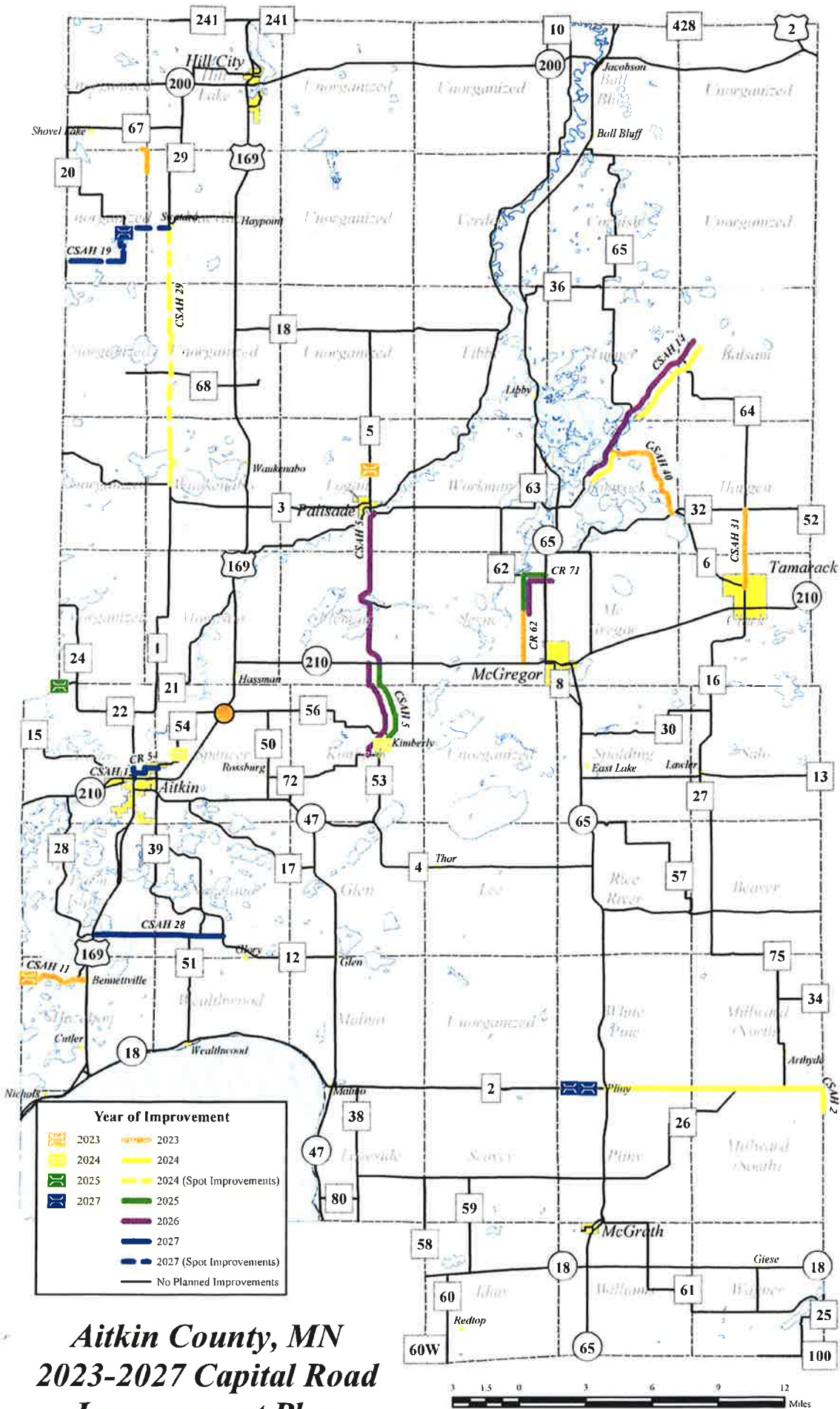
What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

Proposed 2023 through 2027 Capital Road Improvement Plan

(*projects added from previous program*)

	Length	Location	Pavement Age/2021 RQI	Estimated Construction Cost
2023				
SAP 001-605-016 - CSAH 5 Bridge No. 01509 Replacement	0.1	CSAH 5 over Willow River	LPI 44	\$ 950,000
SP 001-611-003 - CSAH 11 Widening/Resurfacing/Bridge No. 88100 Replacement	3.2		2003/2.8-2.9	\$ 3,556,725
SAP 001-631-003 - CSAH 31 Resurfacing	3.53		2002/2.2	\$ 660,000
SAP 001-640-003 - CSAH 40 Resurfacing	4.9		2002/2.6-2.7	\$ 930,000
CP 001-062-004 - CR 62 Resurfacing	2.64	TH 210 to 435th Street	2002/2.3-2.5	\$ 455,000
*SAP 001-030-008 (CH 6, 14 Culvert Rep, CH 1 SG repair, CH 8,12 Patch, others)				\$ 150,000
Intersection Improvements on CH 54/56/US Hwy 169				\$ 81,000
C.P. 001-470-001 - UT 470 (400th Place) improvements	1.2	630th Lane to 1.2 miles northwest		\$ 100,000
			Total:	\$ 6,882,725
2024				
SP 001-602-014 Resurfacing	10.4	TH 65 to Pine County Line	2004/3.2	\$ 2,125,000
SAP 001-605-015 - CSAH 5 Bridge No. 01508 Replacement	0.1	CSAH 5 over Rice River	LPI 38	\$ 780,000
CSAH 14 Culvert Replacements (6)	1.88	2.3 miles NE of TH 65 to CSAH 40		\$ 515,000
CSAH 14 Culvert Replacements (16)	4.44	CSAH 36 to State Park		\$ 800,000
SAP 001-598-016 - CR 54 Bridge No. 7375 Replacement	0.5	CR 54 over Sissabagamah Creek	LPI 52	\$ 510,000
CSAH 29 Gravel Road Spot Improvements (2.8 of 6.6 miles)	2.8	CR 68 to CSAH 19		\$ 590,000
			Total:	\$ 5,320,000
2025				
SAP 001-605-014 - CSAH 5 Reconstruction (Grading and Agg. Base)	4.7	CR 53 to TH 210		\$ 4,000,000
CSAH 22 Bridge No. 01502 Replacement	0.1	CSAH 22 over Wakefield Brook	LPI 61	\$ 400,000
CR 62 Reconstruction (Grading and Agg. Base)	1.36	435th Street to CR 71		\$ 755,000
CR 71 Reconstruction (Grading and Agg. Base)	1			\$ 555,000
			Total:	\$ 5,710,000
2026				
CSAH 5 Resurfacing	7.5	TH 210 to CSAH 3	2009/2.5-2.6	\$ 1,800,000
CSAH 5 Bituminous Paving	4.7	CR 53 to TH 210		\$ 1,600,000
CSAH 14 Resurfacing	1.88	2.3 miles NE of TH 65 to CSAH 40	2001/2.8-3.0	\$ 400,000
CSAH 14 Resurfacing	4.44	CSAH 36 to State Park	2001/2.8-3.0	\$ 780,000
CSAH 14 Reconstruction	1.92	CSAH 40 to CSAH 36	2001/2.8-3.0	\$ 2,000,000
CR 62/71 Bituminous Paving	2.36			\$ 780,000
SP 001-070-009 HSIP Pavement Markings	33.2			\$ 306,000
			Total:	\$ 7,666,000
2027				
CSAH 1 Resurfacing	0.45	US Hwy 169 to Mississippi River	2005/1.9-2.2	\$ 160,000
CSAH 2 Bridge No. 7215/7216 Replacement	0.2	CSAH 2 over Snake/Unnamed River	LPI 58/61	\$ 1,700,000
CSAH 28 Resurfacing	5.8	CSAH 12 to US Hwy 169	2003/3.2-3.3	\$ 1,200,000
CR 54 Resurfacing (length expanded from previous program)	1.3	CSAH 1 to CR 83	2003-13/2.5-2.6	\$ 250,000
CSAH 19 Gravel Road Improvements (2.1 of 6.8 miles)	2.1	Cass County Line to CSAH 29		\$ 490,000
CSAH 19 Bridge No. 88102 Replacement	0.1	CSAH 19 over Moose River		\$ 220,000
			Total:	\$ 4,020,000
Five Year Total:				\$ 29,598,725



**Aitkin County, MN
2023-2027 Capital Road
Improvement Plan**

3 1.5 0 3 6 9 12 Miles

Map prepared by Aitkin County GIS for graphic display purposes only.

Project Selection Process

Identified improvements fall into one of four construction categories. Those categories, listed in priority order are as follows.

1. Bridge Replacement
2. Pavement Resurfacing/Shoulder Widening
3. Gravel Road Reconstruction to Paved Road Standards
4. Gravel Road Improvement

1. Bridge Replacement

Bridge replacement projects are selected based on calculated sufficiency ratings that are the result of bridge safety inspections conducted on each bridge under the County's jurisdiction. See attached listing of all local highway bridges in Aitkin County. Highlighted bridges on the attachment are included in the current 5-year capital improvement program.

2. Pavement Resurfacing/Shoulder Widening

Pavement resurfacing projects are selected based on pavement condition data collected on a two-year frequency. In addition, observed pavement conditions and geographical grouping of projects for lower construction costs are considered when scheduling resurfacing projects. See attached listing of Ride Quality Index (RQI) information for all of Aitkin County's paved highway segments. Highlighted segments on the attachment are included in the current 5-year capital improvement program.

The specific type of pavement resurfacing project is determined during the design stage of the project based on the project's individual characteristics. Chipseal, overlay, mill and overlay, reclaim and pave, and cold in-place recycle are included in this construction category.

For segments that have deficient shoulder width, slopes, or culverts, additional work to correct these deficiencies may be added to the resurfacing project.

3. Gravel Road Reconstruction to Paved Road Standards

Projects in this category are programmed for existing gravel roads to reconstruct them as improved, paved highways. Projects are chosen based on a prioritization worksheet that ranks the various gravel road segments based on annual average daily traffic (AADT) count, residence density, functional classification, sight distance deficiencies, improved route system layout, and private land ownership. The resulting priority ratings are updated with each Capital Road Improvement Plan update. See attached priority rating worksheet. Highlighted segments on the attachment are included in the current 5-year capital improvement program.

4. Gravel Road Improvement

Projects in this category involve drainage and roadbed improvements on roads that will remain as gravel surfaced roads. Projects constructed under this category are programmed based on observed deficiencies of gravel road segments.

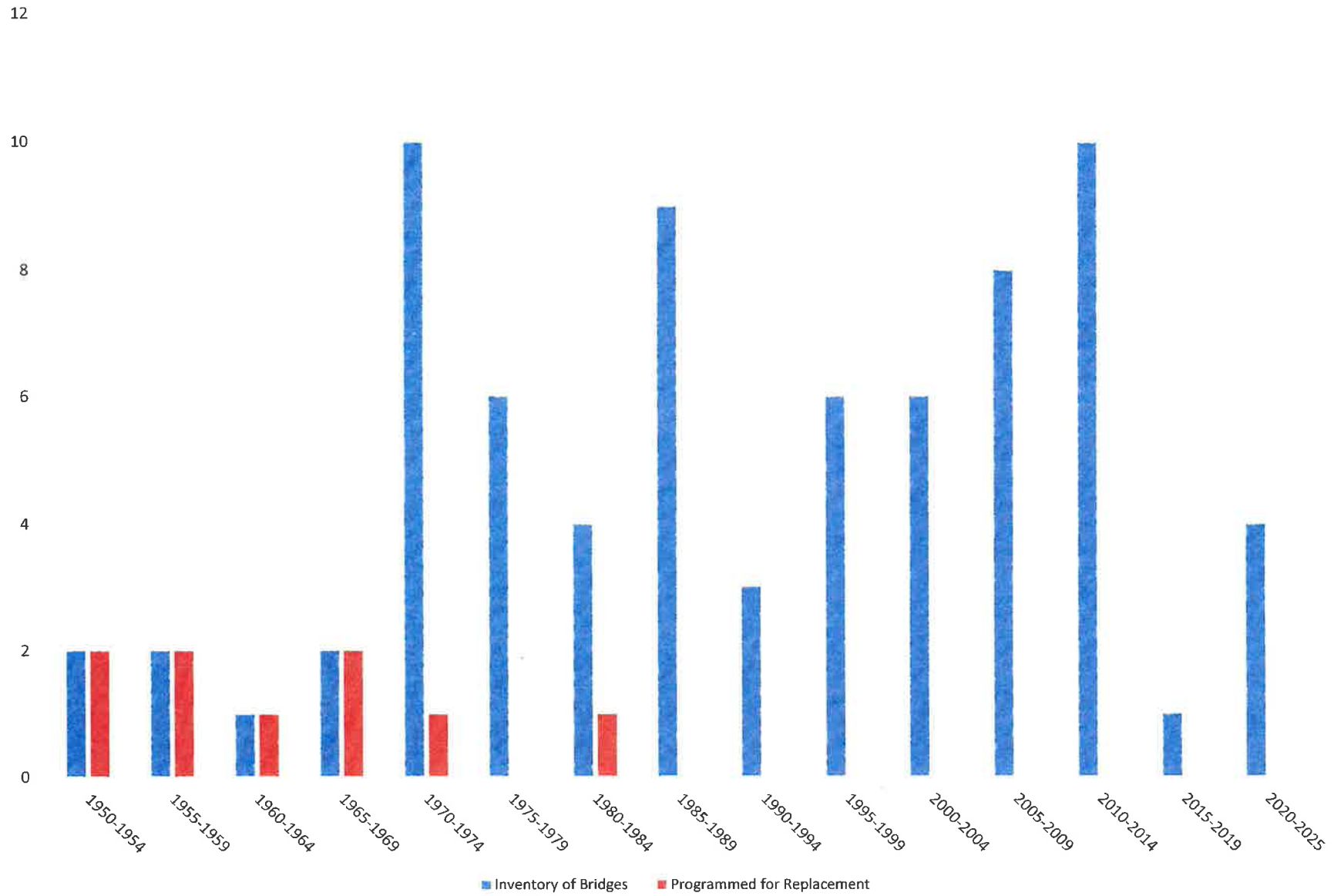
**AITKIN COUNTY
BRIDGE ROSTER**

(Highlighted Bridges replaced in 2022 or included in 2023-2027 Capital Road Improvement Plan)

08/15/2022

Bridge Number	Roadway Name	Feature Crossed	Main Span Type	Deficiency	Sufficiency	Status
				Status	Rating	
01502	CSAH 22	WAKEFIELD BROOK	TIMB SLAB SPAN	S.D.	62.0	OPEN
01513	CSAH 29	WILLOW RIVER	TIMB SLAB SPAN	S.D.	67.8	LOAD POSTED
01508	CSAH 5	RICE RIVER	TIMB SLAB SPAN	S.D.	68.3	LOAD POSTED
01505	CSAH 18	WILLOW RIVER	TIMB SLAB SPAN	S.D.	68.4	LOAD POSTED
01509	CSAH 5	WILLOW RIVER	TIMB SLAB SPAN	S.D.	69.9	LOAD POSTED
88100	CSAH 11	RIPPLE RIVER	STEEL PIPE ARCH	ADEQ	73.5	OPEN
7375	CR 54	SISSABAGAMAH CREEK	TIMB SLAB SPAN	ADEQ	73.9	LOAD POSTED
7216	CSAH 2	SNAKE RIVER	TIMB BEAM SPAN	ADEQ	75.6	OPEN
7215	CSAH 2	STREAM	TIMB BEAM SPAN	ADEQ	78.0	OPEN
94156	CSAH 16	SANDY RIVER TRIB	TIMB BOX CULV	ADEQ	78.1	OPEN
94157	CSAH 16	SANDY RIVER	TIMB BOX CULV	ADEQ	78.1	OPEN
94154	CSAH 16	SANDY RIVER TRIB	TIMB BOX CULV	ADEQ	78.2	OPEN
94155	CSAH 16	RICE LAKE OUTLET	TIMB BOX CULV	ADEQ	79.2	OPEN
88102	CSAH 19	MOOSE RIVER	STEEL PIPE CULV	ADEQ	82.6	OPEN
L9181	CNTY 67	WILLOW RIVER	TIMB SLAB SPAN	ADEQ	85.0	OPEN
R0716	CSAH 3 FIELD ENT	DRAINAGE DITCH	STEEL PIPE ARCH	ADEQ	89.8	OPEN
R0717	CSAH 3 350TH PL ENT	DRAINAGE DITCH	STEEL PIPE ARCH	ADEQ	89.8	OPEN
01516	CSAH 23	CHAN BETWEEN TWO LAKES	PRESTR QUAD TEE	ADEQ	90.1	OPEN
01512	CSAH 28	RIPPLE RIVER	PRESTR QUAD TEE	ADEQ	91.3	OPEN
92699	CSAH 21	DITCH	STEEL PIPE CULV	ADEQ	94.8	OPEN
01506	CSAH 1	MISSISSIPPI RIVER	PRESTR BM SPAN	ADEQ	95.9	OPEN
01518	CSAH 26	SNAKE RIVER	PRESTR DOUB TEE	ADEQ	96.9	OPEN
01011	CSAH 3	CHAN BETWEEN TWO LAKES	PRESTR BM SPAN	ADEQ	97.2	OPEN
01515	CR 54	RIPPLE RIVER	PRESTR QUAD TEE	ADEQ	97.9	OPEN
01521	CR 56	RICE RIVER	TIMB SLAB SPAN	ADEQ	98	OPEN
01012	CSAH 3	MISSISSIPPI RIVER	PRESTR BM SPAN	ADEQ	98.4	OPEN
01J36	CSAH 32	CO DITCH #13	PRECST BOX CULV	ADEQ	98.9	OPEN
01526	CSAH 22	MISS R DIVERSION CHANNEL	PRESTR BM SPAN	ADEQ	99.3	OPEN
01530	CSAH 3	BIG WILLOW RIVER	PRESTR BM SPAN	ADEQ	99.3	OPEN
93455	CSAH 4	DAM BROOK	PRECST PIPE ARCH	ADEQ	99.3	OPEN
01J35	CSAH 3	WHITE ELK BROOK	PRECST BOX CULV	ADEQ	99.4	OPEN
01J04	CSAH 39	RIPPLE RIVER	PRECST BOX CULV	ADEQ	99.5	OPEN
01J08	CSAH 3	Little Willow River	PRECST BOX CULV	ADEQ	99.5	OPEN
01J28	CSAH 28	CHAN BETWEEN TWO LAKES	PRECST BOX CULV	ADEQ	99.5	OPEN
01531	CSAH 14	PRAIRIE RIVER	PRESTR BM SPAN	ADEQ	99.6	OPEN
01532	CSAH 4	RICE RIVER	PRESTR BM SPAN	ADEQ	99.6	OPEN
01533	CSAH 12 (RIPPLE RIVER	CCONC SLAB SPAN	ADEQ	99.6	OPEN
01J33	CSAH 10	POKEGAMA CREEK	PRECST BOX CULV	ADEQ	99.6	OPEN
01J39	CSAH 15	CEDAR CREEK	PRECST BOX CULV	ADEQ	99.6	OPEN
01J45	CSAH 5	FLEMING LAKE INLET	PRECST BOX CULV	ADEQ	99.6	OPEN
92844	CSAH 3	DITCH	PRECST PIPE ARCH	ADEQ	99.6	OPEN
96703	CSAH 4	CREEK	PRECST BOX CULV	ADEQ	99.6	OPEN
01534	CR 62	SANDY RIVER	CCONC SLAB SPAN	ADEQ	99.8	OPEN
93178	CSAH 38	SEVENTEEN CREEK	PRECST PIPE ARCH	ADEQ	99.8	OPEN
96811	CSAH 2	SNAKE RIVER	PRECST PIPE ARCH	ADEQ	99.8	OPEN
01527	CSAH 1	Miss. R. Diversion Chan.	PRESTR BM SPAN	ADEQ	99.9	OPEN
01528	CSAH 32	TAMARACK RIVER	PRESTR BM SPAN	ADEQ	99.9	OPEN
01J07	CSAH 1 (LITTLE WILLOW RIVER	PRECST BOX CULV	ADEQ	99.9	OPEN
01J22	CSAH 29	MOOSE RIVER	PRECST BOX CULV	ADEQ	99.9	OPEN
01J26	CSAH 26	STREAM	PRECST BOX CULV	ADEQ	99.9	OPEN
01J27	CR 73	MINNEWAWA CREEK	PRECST BOX CULV	ADEQ	99.9	OPEN
01J31	CR 73	SANDY RIVER	PRECST BOX CULV	ADEQ	99.9	OPEN
01J43	CSAH 14	SAVANNA RIVER	PRECST BOX CULV	ADEQ	99.9	OPEN
91895	CNTY 64	PRAIRIE RIVER	PRECST PIPE ARCH	ADEQ	99.9	OPEN
91896	CNTY 64	TAMARACK RIVER	PRECST PIPE ARCH	ADEQ	99.9	OPEN
92917	CSAH 12	RIPPLE RIVER	PRECST PIPE ARCH	ADEQ	99.9	OPEN
93122	CSAH 26	DITCH	PRECST PIPE ARCH	ADEQ	99.9	OPEN
95330	CSAH 36	STREAM	PRECST PIPE ARCH	ADEQ	99.9	OPEN
95331	CSAH 1	LITTLE WILLOW RIVER	PRECST PIPE ARCH	ADEQ	99.9	OPEN
95332	CSAH 5	SISSABAGAMAH CREEK	PRECST PIPE ARCH	ADEQ	99.9	OPEN
95612	CNTY 51	RIPPLE RIVER	PRECST PIPE ARCH	ADEQ	99.9	OPEN
01517	CSAH 10	WILLOW RIVER	PRESTR DOUB TEE	ADEQ	100.0	OPEN
01524	CR 62	SANDY RIVER	CCONC SLAB SPAN	ADEQ	100.0	OPEN
01J01	CNTY 74	MORRISON BROOK	PRECST PIPE ARCH	ADEQ	100.0	OPEN
01J02	CSAH 10	WHITE ELK BROOK	PRECST PIPE ARCH	ADEQ	100.0	OPEN
01J11	CSAH 9	Bear Creek	PRECST BOX CULV	ADEQ	100.0	OPEN
01J14	CSAH 34	BIRCH CREEK	PRECST BOX CULV	ADEQ	100.0	OPEN
01J29	CR 75	BIRCH CREEK	PRECST BOX CULV	ADEQ	100.0	OPEN
92918	CNTY 61	CHESLEY BROOK	PRECST PIPE ARCH	ADEQ	100.0	OPEN
92924	CSAH 23	STREAM	PRECST PIPE ARCH	ADEQ	100.0	OPEN
93123	CNTY 75	SPLIT ROCK RIVER	PRECST PIPE ARCH	ADEQ	100.0	OPEN
93424	CNTY 67	LITTLE HILL RIVER	PRECST PIPE ARCH	ADEQ	100.0	OPEN
94221	CNTY 61	STREAM	PRECST PIPE ARCH	ADEQ	100.0	OPEN
96142	CSAH 29	LITTLE HILL RIVER	PRECST PIPE ARCH	ADEQ	100.0	OPEN

Bridge Age



Bituminous Pavements - Age and RQI Data

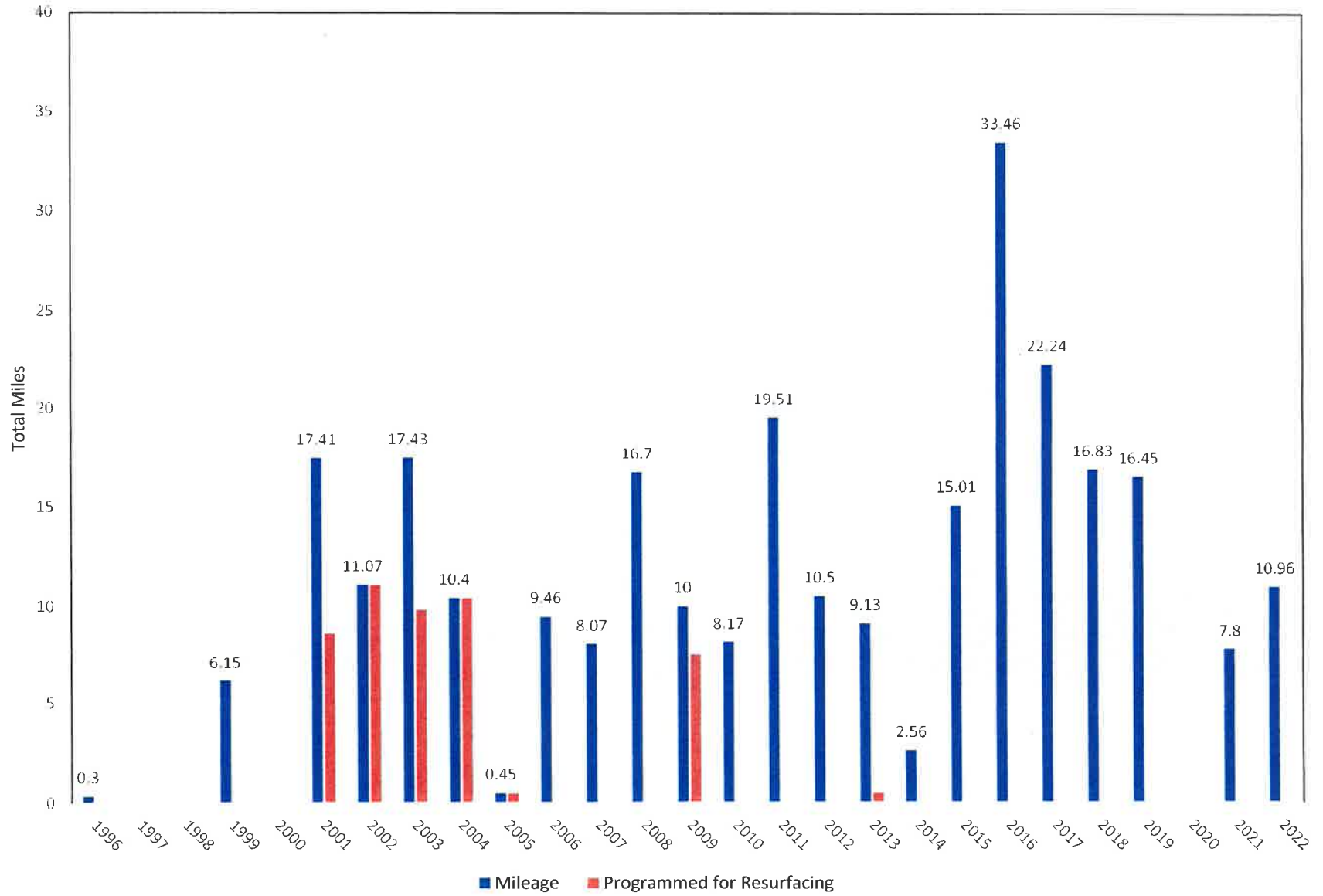
(Highlighted Segments Included in 2023-2027 Capital Road Improvement Program)

	Length	2019 RQI	2021 RQI		Length	2019 RQI	2021 RQI
1996				2013			
CR 69	0.3			CSAH 12 from .35 m. E. of N. jct. CSAH 39 to TH 47 (NW)			
				CR 54 from CSAH 1 to .47 miles east	0.47	2.3/2.5	1.9-2.3
1997				CR 54 from CR 83 to end of pavement	0.56	2.4/2.8	2.7/2.8
				CR 60	3.98	3.6/3.7	3.6
1998				CR 66 from 0.26 miles east of US 169 to US 169	0.83	2.3/2.4	2.1
				CR 77	0.57	3.5/3.7	3.3-3.6
1999				CR 82	1.03	2.1/2.4	1.8-2.1
CSAH 39 (2021 Chipseal)	5.1	3.5	3.4	CR 83	0.49	3.3/3.4	3.1/3.2
CR 81 (2020 Chipseal)	1.05	2.9/3.1	3.0/3.1	CR 85	1.2	2.9	2.7/2.8
2000				2014			
				CSAH 12 from .35 m. E. of N. jct. CSAH 39 to TH 47 (Wear)	2.56	3.4	3.5
2001				2015			
CSAH 14 from 2.3 m. northeast of TH 65 to State Park	8.61	2.9-3.2	2.8-3.0	CSAH 10 from US Hwy 169 to CSAH 3	7.01	3.7	3.5/3.6
CSAH 22 (2022 Chipseal)	4.6	3.4/3.5	3.3/3.4	CSAH 28 from TH 210 to TH 169	8	3.6	3.4/3.5
CSAH 24 (2022 Chipseal)	4.2	3.6	3.4				
2002				2016			
CSAH 31	3.53	2.3	2.2	CSAH 2 from TH 47 to TH 65	12.38	3.5/3.6	3.3
CSAH 40	4.9	2.8/2.9	2.6/2.7	CSAH 3 from north jct. CSAH 5 to 6.36 miles east	6.2	3.7	3.7
CR 62 from TH 210 to 435th Street	2.64	2.5/2.7	2.3-2.5	CSAH 12 from TH 47 to TH 210	0.58	3.0/3.2	3.0/3.2
				CSAH 12 from TH 47 to 375th Avenue	6.88	3.7/3.8	3.4
2003				CSAH 13 from TH 65 to CSAH 16	5.39	3.6/3.7	3.4/3.5
CSAH 11	3.2	2.8/3.0	2.8/2.9	CSAH 41 from 1st Street to west jct. TH 210	1.01	3.2/3.3	3.1/3.2
CSAH 23 (2022 Chipseal)	5.3	3.3/3.8	3.4-3.7	CR 88	1.02	2.9/3.5	2.8/3.3
CSAH 28 from TH 169 to CSAH 12	5.8	3.4	3.2/3.3				
CSAH 37	2.3	2.6/2.9	2.5/2.7	2017			
CR 54 from .47 miles east of CSAH 1 to CR 83	0.83	2.4/2.5	2.5/2.6	CSAH 1 from CSAH 22 to 3.6 miles north	3.6	3.5/3.6	3.4/3.5
				CSAH 10 from CSAH 3 to CSAH 18	11.06	3.8/3.9	3.6/3.7
2004				CSAH 15 from Crow Wing County Line to CSAH 1	6.08	2.9/3.8	3.6/3.7
CSAH 2 from TH 65 to Pine County Line	10.4	3.3	3.2	CR 74	1.5	3.5/3.7	3.3/3.4
2005				2018			
CSAH 1 from TH 210 to beginning of Mississippi River B	0.45	2.2/2.4	1.9-2.2	CSAH 6 from TH 65 to 5.3 miles east	4.9	4.1	4.0
				CSAH 8 from TH 210 to old Soo Line RR	0.87	3.0	2.9/3.0
2006				CSAH 12 from 375th Avenue to Lanie's corner	2.74	3.9	3.5/3.6
CSAH 3 from Crow Wing County Line to CSAH 29	5.74	3.3/3.4	3.2	CSAH 12 from Lanie's Corner to n. jct. CSAH 39	1.95	3.4	3.4/3.6
CSAH 7	3.2	3.1	2.8/2.9	CSAH 32 from CSAH 6 to CSAH 31	3.29	4.1	3.9
CR 66 from US 169 to 0.26 miles east	0.26	1.6	1.5/1.6	CR 53 from CSAH 4 to 0.78 mile north	3.08	3.7	3.5
CSAH 29 from CSAH 19 to CSAH 7	0.26	3.4	3.2-3.5				
2007				2019			
CSAH 8 from old Soo Line RR to TH 65	1.97	3.3	3.1	CSAH 3 from CSAH 29 to TH 169	4.15		
CSAH 38	6.1	3.2/3.3	3.2	CSAH 10 from TH 200 to Itasca County Line	2.25		
				CSAH 16	8.9		
2008				CSAH 41 from east jct. TH 210 to 1st Street	0.07		
CSAH 4 from TH 47 to TH 65	14.4	3.2/3.3	3.0/3.1	CR 70	1.08		
CSAH 29 from CSAH 3 to 509th Lane	2.3	2.6/2.7	2.6	2020			
2009				2021			
CSAH 1 from beginning of Mississippi River Bridge to CS	2.5	3.2	3.2/3.3	CSAH 3 from 6.36 miles east of north jct CSAH 5 to TH 65	3.2		
CSAH 5 from TH 210 to TH 232	7.5	2.6/2.7	2.5/2.6	CSAH 9	0.77		
				CSAH 25	3.29		
2010				CR 79	0.54		
CSAH 10 from CSAH 18 to 8.2 miles south of TH 200	6.88	3.5	3.4	2022			
CSAH 33	0.29	3.2	2.0/2.1	CSAH 17	7.1		
CR 62 from TH 232 to 1.0 mile south	1.0	3.4		CR 76	2.82		
				CR 77W	1.04		
2011							
CSAH 6 from 5.27 miles east of TH 65 to TH 210	8.08	2.8/3.0	2.7-3.0	Subtotal:	134.44		
CSAH 10 from TH200 to 8.12 miles south	8.12	3.2	2.9	Grand Total:	280.06		
CSAH 32 from CSAH 31 to Carlton County Line	3.01	3.6/3.7	3.5				
CR 241	0.3						
2012							
CSAH 3 from US Hwy 169 to n. jct. CSAH 5	5.6	3.3/3.5	3.1-3.5				
CSAH 5 from TH 47 to CR 50	1	3.4/3.5	3.3-3.4				
CSAH 14 from TH 65 to 2.3 miles northeast	2.3	3.3/3.4	3.2				
CSAH 36 from CSAH 14 to 1.6 mile north	1.6	2.6/2.9	2.6-2.8				
Sub-total:	145.62						

Updated: 8-15-22

2021 Pavement Quality Summary		
	Good (RQI > 3)	Poor (RQI <= 2)
MnDOT District 1 (non-NHS)*	65.2%	5.9%
MnDOT District 3 (non-NHS)*	71.4%	0.7%
Aitkin County Roads and County State-Aid Highways	80.0%	0.4%
<i>*Based on 2020 Report</i>		

Pavement Age



Priority Rating Worksheet

(Highlighted Segments Included in 2023-2027 Capital Road Improvement Program)

8/15/2022

Road Number	Segment Description	Length	2016 ADT (20 points decile)	Residence Density (20 point decile)	Functional Classification (10 points)	Sight Distance Deficiency (10 point decile)	Improved Route System Layout (10 points)	Privately-Owned Land (10 point decile)	Priority Rating (80 points)
5.2	CR 53 to TH 210	4.7	12	20	10	6	10	7	58.7
71		1	20	12	4	1	10	10	48.0
1	3.6 miles N of CSAH 22 to CSAH 3	7.4	16	6	10	2	10	6	44.6
30	TH 65 to CSAH 16	7	16	14	7	6	0	10	44.0
51	TH 18 to CSAH 28	4.77	12	14	4	3	10	8	43.8
62.1	2 miles N of TH 210 to CR 71	1.36	20	6	4	1	10	10	42.0
64.2	CSAH 32 to 5 miles North	5	16	16	4	3	0	3	39.3
50	CSAH 5 to CR 56	2.95	18	2	4	3	10	10	38.0
13	CSAH 16 to Carlton County Line	5.6	12	2	7	4	10	5	35.5
62.2	CR 71 to 1 mile south of TH 232	3	10	8	4	1	10	10	34.0
19.2	CSAH 20 to CSAH 29	2	14	4	10	5	0	3	33.3
19.1	Cass County Line to CSAH 20	4.8	6	10	10	7	0	2	33.2
5.1	CR 50 to CR 53	5.9	8	10	10	4	0	10	33.0
57.1	TH 65 to 5 miles east	5	14	8	4	5	0	10	32.0
27	CSAH 13 to TH 27	6.6	4	6	7	4	10	9	31.9
74		2.07	4	6	4	4	10	10	29.0
36.2	CR 65 to 1.5 miles N of CSAH 14	5.2	8	6	7	7	0	5	28.5
59		4.28	16	4	4	3	0	10	28.0
63		2.69	6	8	4	9	0	10	28.0
54	End of Blacktop to TH 210	4.88	8	2	4	3	10	10	28.0
29.3	CSAH 7 to CR 67	4.54	10	6	7	4	0	6	27.6
36.1	TH 65 to CR 65	4.2	8	4	7	8	0	3	27.3
65		8.96	6	6	4	10	0	3	26.3
61.1	TH 65 to TH 18	4.23	6	10	4	5	0	10	26.0
72		1.2	8	8	4	5	0	10	26.0
64.1	5 miles N of CSAH 32 to CSAH 14	4.49	6	10	4	5	0	6	25.6
21	CSAH 1 to TH 169	6.9	6	4	10	4	0	10	25.0
75	TH 27 to CSAH 34	6.9	4	8	7	5	0	6	24.6
73		5.1	14	4	4	2	0	6	24.6
5.3	CSAH 3 to CSAH 18	7.81	10	6	7	1	0	5	24.5
26.3	TH 65 to CSAH 2	9.1	8	4	7	4	0	3	23.3
29.4	CR 67 to TH 200	2	10	4	7	2	0	2	23.2
26.1	CSAH 38 to CR 59	5	8	4	7	3	0	10	23.0
60W		1.08	10	6	4	2	0	10	23.0
35	TH 65 to Itasca County Line	0.4	8	4	7	1	0	10	21.0
20	Cass County Line to CSAH 19	5.9	6	4	7	3	0	6	20.6
61.2	TH 18 to CSAH 23	7	4	6	4	5	0	9	19.9
68.1	CSAH 29 to dead end west	2	4	6	4	5	0	8	19.8
26.2	CR 59 to TH 65	6	4	6	7	2	0	7	19.7
29.2	CR 68 to CSAH 7	6.3	6	4	7	2	0	1	19.1
34	CSAH 2 to CR 75	6.3	4	4	7	3	0	6	18.6
80		1.7	6	4	4	3	0	10	18.0
29.1	2.3 miles N of CSAH 3 to CR 68	3.3	6	2	7	2	0	3	17.3
57.2	TH 27 to 4 miles North	4.04	2	4	4	6	0	10	17.0
58		2.67	4	4	4	4	0	8	16.8
67		5.17	2	4	4	6	0	8	16.7
56.1	TH 210 to CR 50	2	8	2	4	1	0	6	15.6
68.2	CSAH 29 to TH 169	3.3	4	4	4	3	0	2	15.2
68.3	TH 169 to dead end east	1.2	4	4	4	2	0	8	14.8
18.2	CSAH 5 to CSAH 10	6.1	2	2	7	2	0	10	14.0
56.2	CR 50 to CSAH 5	6.4	2	2	4	5	0	8	13.7
18.1	TH 169 to CSAH 5	6.1	2	2	7	1	0	3	12.3

2016 ADT: Up to 20 points in ten decile ranges based on actual 2016 Average Annual Daily Traffic Count

Residence Density: Up to 20 points in ten decile ranges based on total number of residences on segment and adjacent road segments

Functional Classification: 10 points for major collector classification, 7 points for minor collector classification, 4 points for local road classification

Sight Distance Safety Rating: Up to 10 points in ten decile ranges based on horizontal and vertical curve sight distance deficiency

Improved Route System Layout: 10 points if either a) part of route is improved or b) does not have parallel improved route within 4 miles for 50% of segment length, and segment connects two improved routes within a distance of less than 8 miles

Privately Owned Land: Up to 10 points based on percentage of privately-owned land adjacent to segment



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Set Date for Tax-Forfeited Land Sale

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: DJ Thompson		Department: Land
Presenter (Name and Title): DJ Thompson, Land Commissioner		Estimated Time Needed: 10 Minutes
Summary of Issue: <p>The attached resolution sets the next tax-forfeited land auction for December 2, 2022 at 1:00 p.m. at the Government Center Board Room. This auction consists of 13 properties (attached list).</p> <p>Properties not sold at the auction will be available for the appraised price set by the county board on a first come first serve basis at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours until 4:30 p.m. on March 3, 2023. At that time the properties will be withdrawn from available listing with the exception of the following parcel which will be continuously offered until sold or removed from sale by the County Land Commissioner later subject to the approval of the County Board: Parcel 2 (16-0-017600)</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution to set the date and land prices for the land sale December 2, 2022 - 1:00 p.m. in the Government Center Board Room		
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.

Aitkin County Tax-Forfeited Land Sale

Friday, December 2, 2022 at 1:00 p.m.

Government Center Board Room, Third (3) floor, 307 2nd Street NW, Aitkin MN 56431

Parcel #	PIN	Legal	Sec	Twp	Rge	Access	Acres	Starting Bid
1	08-0-036026	E 100 ft of W 400 ft of Lot 7 lying S of Rd	22	48	25	*	0.75	\$ 5,100.00
2	16-0-017600	SW SW	12	44	25	no	40	\$ 21,500.00
3	29-0-045905	PT (NE NE) Lot 1 as in Doc 366965	21	49	23	*	1.55	\$ 119,300.00
4	29-1-082900 29-1-083000 29-1-083100	Indian Portage Lots 11, 12, & 13 Blk 9	20	49	23	**	0.39	\$ 7,500.00
5	29-1-244000 29-1-244100	Sheshebe Point 3rd Add Lots 10 & 11 Blk 18	27	49	23	**	0.46	\$ 5,000.00
6	29-1-257400	Sheshebe Point 3rd Add Lot 6 Blk 24	27	49	23	***	0.33	\$ 2,500.00
7	34-0-025300	N 2 Rods of NE of SE	15	43	22	*	1	\$ 2,100.00
8	34-0-030901	S 1/2 SE NE	19	43	22	*	20	\$ 50,500.00
9	57-1-060101	Mclains Add to Hill City Plat 6; Lot 3; Blk 3	14	52	26	*	0.16	\$ 7,500.00
10	57-1-061000 57-1-061100	Mclains Add to Hill City plat 6; Lots 10 & 11; Blk 3	14	52	26	*	0.33	\$ 8,400.00
11	59-1-026400 59-1-026500 59-1-026600	Hesper J Newells Addition in McGregor Lots 7, 8, & 9; Block 3	31	48	23	**	0.48	\$ 3,600.00
12	60-1-014800	Palisade Plat 1 Lots 9-12 Blk 8	22	49	25	*	0.3	\$ 9,200.00

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

Aitkin County Acquired Land Sale

Friday, December 2, 2022 after the tax-forfeited land sale

Government Center Board Room, Third (3) floor, 307 2nd Street NW, Aitkin MN 56431

Parcel #	PIN	Legal	Sec	Twp	Rge	Access	Acres	Starting Bid
13	08-0-021405	That part of the East 324.7 feet of Government Lot Five (5); Section Fourteen (14), Township Forty-eight (48), Range Twenty-five (25) West, which lies northerly of a line 33.00 feet northerly of and parallel with the following described line (being the centerline of said county road): Commencing at the Southwest corner of Government Lot 5; thence on an assigned bearing of North 01 degree, 51 minutes, 01 second East along the west line of said Government Lot 5, a distance of 901.01 feet; thence North 72 degrees, 29 minutes, 06 seconds East, a distance of 424.72 feet; thence on a tangential curve to the right (said curve having a radius of 572.96 feet and a degree of curve of 10 degrees) for a distance of 130.0 feet; thence North 85 degrees, 29 minutes, 06 seconds East, for a distance of 270.62 feet, to the actual point of beginning of line to be described; thence along a tangential curve to the right (said curve having a radius of 572.96 feet and a degree of curve of 10 degrees) for a distance of 334.87 feet; thence South 61 degrees, 01 minute, 42 seconds East, for a distance of 300 feet, and there terminating.	14	48	25	*	0.12	\$ 900.00

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

Further details on the parcels of land on this sale are available here: www.co.aitkin.mn.us "Land Sales" or contact:

Aitkin County Land Department

acls@co.aitkin.mn.us

502 Minnesota Avenue N, Aitkin MN 56431

218-927-7364

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

By Commissioner: xxx

20220927-xxx

Tax-Forfeited Land Sale

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

WHEREAS, public hearings were held on May 14, 2019, April 28, 2020, April 13, 2021, and on April 12, 2022 at 10:00am in Aitkin County regarding the classification of the attached lands and classified them as Non-Conservation, and

WHEREAS, the County Board has made appraisals of the lands classified as non-conservation and of the timber and timber products thereon, and has made appraisal of timber and buildings on such lands as have not been classified, and a list of such lands and timber, timber only and of buildings so appraised has been filed with the County Auditor for the purpose of offering lands, timber and buildings, so listed, for sale at not less than the appraised value of the land, timber, and buildings combined, with said appraisals of each property following, and

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

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

The land and improvements are being sold AS IS and the County makes no warranties as to the condition of any buildings, wells, septic systems, soils, roads, or any other thing on the tract. The tract is being sold with the understanding that the buyer and seller agree to waive disclosures required under Minnesota Statutes Chapters 513.52 to 513.60, and 1031.235 and any associated liabilities. No representation is made as to access, the condition of any structure, its fixtures or contents, or the suitability for any particular use.

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

BE IT FURTHER RESOLVED, that notice of such sale of lands, timber and buildings be given by publication in the official newspaper of the County as provided by law; that the County Auditor of Aitkin County offer such parcels of land for sale in the order in which they appear in said NOTICE OF SALE, and that such sale shall commence at 1:00 p.m. on Friday, the 2nd day of December 2022 and continue until all parcels classified as non-conservation and timber only, buildings on parcels not classified, are offered to the highest bidder for sale. This sale will be held at the Government Center Board Room, Third (3rd) Floor, – 307 2nd Street NW, Aitkin, MN 56431

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 284.28, there will be added to the sale price of any tax-forfeited lands sold, an amount equal to three percent (3%) of the total

sale price. Said additional amount to be deposited in the State Treasury and credited to the State Real Estate Assurance Fund, and

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED, that properties not sold at the auction will be available for the appraised price set by the county board on a first come first serve basis at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours until 4:30 p.m. on March 3, 2023. At that time the properties will be withdrawn from available listing except for the following parcel which will be offered until sold or removed from sale by the County Land Commissioner later subject to theapproval of the County Board: Parcel 2 (16-0-017600).

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

(See Attached Table of Properties for sale)

Commissioner xxx 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 27th day of September 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of September 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Review 2023 MRC Legislative Priorities

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert	Department: Administration	
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 10 Min.
Summary of Issue: Minnesota Rural Counties (MRC) is in the process of developing the 2023 MRC legislative priorities. Attached are draft documents from the most recent meeting. Commissioner Niemi and Commissioner Westerlund who serve as Aitkin County representatives on this board would like to gather Board feedback regarding the drafts to bring back to MRC.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Direction requested.		
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.



MRC 2023 Draft Priorities Worksheet

(Post September 14th Board Review)

Transportation Funding:

County Based Purchasing:

Rural Broadband Funding:

Emergency Readiness Grants:

Energy for Greater Minnesota Manufacturing and Residential Needs:

Support for Greater Minnesota Community Hospitals:

Preserving Tax Base:

DNR Regulatory Authority over Public Drainage Maintenance and Repair:

***Issues Added for MRC Legislative Priorities in 2023 at the September Board Meeting:**

Oppose Drainage Registry Portal

Support Public Land Survey

Support More Funding for Solid Waste

Oppose Clean Car Rule



Minnesota Rural Counties Legislative Policy Positions 2022

Broadband Development

MRC supports adequate funding to address concerns in both unserved and underserved areas of the state.
Adopted Oct. 3, 2016

MRC supports at least \$70 million per biennium to fund the Border-to-Border grant program in the FY2021/22 budget, and continues to support the current requirement that funded projects meet scalability requirements commensurate to meeting the 2026 state speed goal.
Dec. 6, 2020

MRC supports initiatives to make it easier for counties, cities, municipal utilities, schools, libraries, and other public sector entities to collaborate and deploy broadband infrastructure and services at the local and regional level.
Oct. 3, 2016

MRC supports adequate funding for the Office of Broadband Development within the Department of Employment and Economic Development.
Oct. 3, 2016

County Administration and Management

Intergovernmental Relations / District Courts

MRC supports adequate funding of the court system.
Jan. 14, 2010

Intergovernmental Relations / State-County Administration"

MRC supports the protection of local governments to make planning decisions based on local standards and local initiatives. This policy recognizes there are differences in the natural and demographic landscapes of the state. Further, MRC opposes state initiatives, implied or direct, that would force compliance by local governments with planning guidelines set by the state.
Aug. 26, 1998

MRC opposes implementation of statewide building codes.
Feb. 28, 2003

State-County Relations

MRC supports outcome-based legislation.
April 21, 2011

MRC supports the protection of local governments to make planning decisions based on local standards and local initiatives
Jan. 26, 1998

Economic Self-Sufficiency

MRC supports adequate funding to address statewide workforce housing needs.
Feb. 25, 2014

Emergency Preparedness

MRC supports a \$3M increase in the base appropriation from the general fund to HSEM for grants awarded in equal amounts to emergency management departments in the 87 counties, 11 federally recognized tribes, and four cities of the first class, for planning and preparedness activities including capital purchases.
Jan. 6, 2020

Environment and Natural Resources

Clean Car Minnesota

MRC supports legislative review of any and all issues of consequence that would bring harm to the culture and / or economy of rural counties. Further, MRC opposes the attempt by the MPCA to adopt the MN Clean Car rule without consulting the legislature and encourages the Walz administration to withdraw the proposed rule and submit the issue to legislative review. March 15, 2021

Discharge Requirements

MRC opposes overly stringent MPCA regulations on discharge requirements. Oct. 3, 2016

Mississippi Headwaters Board:

MRC supports sufficient funding for the Mississippi Headwaters Board. Feb. 26, 1999

Off-Highway Vehicles:

MRC supports a multiple-use strategy for public forest lands, and recognizes Off-Highway Vehicle Trails on public lands are a reasonable and desirable use for recreational, environmental and economic development purposes. Oct. 3, 2016

MRC supports the development and maintenance of environmentally sound, sustainable Off-Highway Vehicle trails on public lands in the state, and recognizes that sustainable and environmentally sound OHV trail systems provide significant economic benefits to the state, promote multiple-use of our natural resources, and reduce illegal activities. Oct. 3, 2016

MRC supports maintaining the current status for OHV's on state owned lands above Hwy. 2, and supports a dedicated system of sustainable OHV trails in the state forest system. Jan. 11, 2007

MRC opposes efforts to restrict or eliminate OHV access to public lands where access cannot be demonstrated to cause negative social or environmental impacts. Jan. 11, 2007

Parks and Trails

MRC supports the goals and objectives delineated in the Greater Minnesota Regional Parks and Trails Commission Strategic Plan (2015), and the Greater Minnesota Regional Parks and Trails Commission System Plan and Work Plan (2016). Oct. 3, 2016

Water

MRC supports maintaining the regulatory certainty of public waters designations established under the Public Waters Inventory Program. Steve Schmitt made a motion to adopt the language as presented. Dec. 5, 2021

MRC supports adequate funding for Aquatic Invasive Species programs for counties. Feb. 2, 2015

Wetlands

MRC supports state funding through the Board of Water and Soil Resources, to local governments for wetland planning. Jan. 26, 1998

Land Use Planning and Regulation

MRC supports the re-surveying and re-monumentation Act Dec. 5, 2021

Ag Land Management

MRC supports legislation to clarify and reinforce county drainage authority under existing laws. Jan. 6, 2020

MRC joins statewide farm and commodity organizations in opposition to permanent easements on productive ag lands and urges consideration of more flexible policies establishing reviewable easements with limited timelines. Jan. 9, 2004

MRC opposes the use of public funds for the purchase of private lands without county board approval. April 21, 2011

MRC supports a no net loss of tax base and/or acreage without approval of the local county board. Feb. 26, 1999

The MRC supports efforts to recognize, quantify and alleviate degradation to public and private lands caused by beavers. Jan. 11, 2007

The MRC supports increased funding to Reinvest in Minnesota. Jan. 11, 2007

When applicable, any proposed legislation impacting private land, should include a reference to: *Art. I, Sec.13 of the MN Constitution pertaining to private property protections. Jan. 26, 1998

MRC supports a balanced approach to environmental and wildlife enhancement efforts. Jan. 9, 2004

Private Property for Public Use

Private property shall not be taken, destroyed or damaged for public use without just compensation therefore, first paid or secured. Jan. 26, 1998

Land Use Planning and Regulation / Animal Agriculture County Permitting Programs

MRC recognizes production agriculture is a cornerstone of the state and rural economy and works to support programs that benefit agriculture. Jan. 9, 2004

MRC recognizes that decisions regarding the permitting of feedlots are made by the county, and the MRC supports the continuation of these permitting decisions to be made at the local level. Jan. 26, 1998

MRC recognizes the value in maintaining natural stands of wild rice, and supports efforts to protect and enhance natural wild rice. Oct. 10, 1997

Public Land Management

MRC supports land use policy that promotes communication and review between agencies that grant state funding for private lands in Greater Minnesota, and the rural communities where much of those acquisitions occur. Feb. 15, 2017

Key policy components include:

1) Preserve, Restore, and Protect: Direct a larger portion of state natural resource funds to maintenance of lands already under state administration.

A percentage of all annual natural resource land management allocations must be directed toward preservation, restoration and enhancement of lands under state management.

2) Increase annual appropriation to the Small Grants Program.

3) The state may pay no more for land acquired than the assessed market value within the area.

4) Lands purchase with state awarded grants must be held for a minimum of seven years before conveying ownership to the state.

5) Replace permanent easement with 25-year review.

6) Easements blink off if a parcel goes tax forfeit. County may sell the parcel unencumbered by easement.

7) Direct DNR to sell scattered parcels. DNR will identify scattered lands under DNR management in each county within a year after law is enacted. Counties will, within six months of the date the scattered parcels are identified,

inform the DNR which parcels they wish to be sold. The DNR must offer the lands identified by the county for sale within one year of notification by the county.

8) Within two weeks of the grant application deadline, the natural resource land management agency that is administering the grant is directed to forward project applications to the counties the land in the grant is located for review and comment.

8a) Within two weeks of receiving notification of grant application, a county shall review the lands included in the application to determine how the project fits with the county comprehensive plan, or its No Net Gain policy. The county will provide results of that comparison to the commissioner in writing.

- 8b) Within two weeks of receiving notification of grant application, a county may
- a) reply to support the grant application.
 - b) reply with notification it contests the grant application and stating concerns. Those concerns may include recommendations for improvements to the land before support would be granted. (Improvements could include fencing, weed removal etc.)
 - c) oppose the application.
 - d) request a cost / benefit analysis comparing benefits of public vs. private ownership of the project area from both a regional and statewide perspective.

The cost / benefit analysis must address economic, environmental and cultural considerations in making its determinations. If requested, a cost / benefit analysis must be conducted. The cost / benefit analysis will be conducted by the agency administering the grant.

- e) request findings of the cost / benefit analysis be presented at a public meeting in the county where the project is located.

9) Create State Private Land Acquisition Board. State Private Land Acquisition Board consists DNR Commissioner or representative, LSOHC member, three county commissioners, one township officer.

Amend MS97A.145 (d), (e) as follows:

(d) If the county board disapproves the acquisition, it must state valid reasons. The commissioner may not purchase or lease the land if the county board disapproves the acquisition and states its reasons within the prescribed time period. The landowner or the commissioner may appeal the disapproval to the State Private Land Acquisition Board.

(e) The commissioner or the owner of the land may submit the proposed acquisition to the district court having jurisdiction where the land is located if: (1) the county board does not give reason for disapproval, or does not approve or disapprove the acquisition within the prescribed time period; or (2) the commissioner or landowner believe that the disapproval is arbitrary and capricious, or that the reasons stated for disapproval are invalid.

10) If grants are awarded on a project that the county opposed and notified LSOHC within the timelines prescribed, the county may appeal to the State Private Land Acquisition Board as prescribed in MS97A.145 (d) as amended.

Feb. 15, 2017

Energy

Energy and the Rural Economy

MRC recognizes that rural economies depend on a safe, reliable and affordable source of on-going energy to meet manufacturing and production needs. MRC supports energy initiatives that assist rural agriculture, manufacturing and economic development to compete successfully for market share, and opposes energy and economic development policies that impose inequitable cost or regulatory burdens which hinder the ability of rural businesses to compete in the marketplace.

Jan. 22, 2009

Transmission and Distribution

MRC supports an energy plan going forward that recognizes reliability, affordability and flexibility are the three most important components to any new plan, and that any new plan must address critical transmission bottlenecks.

Jan. 6, 2020

MRC supports the use of nuclear power and coal as a means of gaining energy independence and maintaining a strong, reliable supply of power to the state.

Jan. 22, 2009

MRC supports elimination of the moratorium on the construction of new nuclear power plants in the state.

Jan. 20, 2009

Health and Human Services

Rural Nursing Homes:

MRC supports rural nursing home staffing and revenue concerns. Feb. 7, 2022

Child Safety and Well Being

MRC supports state and federal funding enhancements to address growing demands for out of home placement needs. Sept. 22, 1999

MRC supports Family First legislation that allows counties to capture federal funding and improve current IV-E revenues. Dec. 6, 2020

MRC supports an adequate network of services in Greater Minnesota to ensure all regions of the state have access to federal Family First Reimbursement. Dec. 6, 2020

Health Care Financing, Access and Quality / New Health Care Delivery Systems & Health Care Homes

MRC supports a combined treatment and correction center model. Jan. 11, 2007

Children's and Family Health

MRC recognizes the state is putting significant new focus on child protection services and supports adequate funding to staff those additional new county mandated requirements. Oct. 3, 2016

MRC recognizes that substance abuse is a significant contributor to the rising out of home placement rate, and that the cost of the increased out of home placement caseload is being sustained by counties. MRC supports adequate access to Substance Use Disorder (SUD) treatment and services throughout the state and for the state to adequately fund child protective services programs. Dec. 6, 2020

Community Health

MRC opposes as untenable, the cost shifts **to counties** for Community Behavioral Health Hospitals. Oct. 3, 2016

MRC supports development of an adequate network of regional and community treatment options to ensure that people who are placed in the state operated system can receive the adequate level of care in the community once they are ready for discharge and to maintain people in our communities. Dec. 6, 2020

Health Care Funding

MRC supports maximization of federal reimbursements for state-mandated human services programs like MN Sure and Medical Insurance. Oct. 3, 2016

MRC supports adequate funding and significant administrative simplification to carry out new state-imposed mandates on counties and administrative simplification. Oct. 3, 2016

MRC supports adequate funding and administrative simplification and systems modernization across the DHS system. Dec. 6, 2020

Health Care Financing, Access and Quality

County Based Purchasing

MRC supports CBP and urges legislative leaders to do no harm to this critically important and successful health care delivery model. Jan. 6, 2020

MRC supports rural hospitals in the following meaningful ways:

MRC supports addressing critical delays in authorizing claims and arbitrary claim denials by MN based health plans. Jan. 6, 2020

MRC supports new investments addressing critical mental health needs. Jan. 6, 2020

MRC opposes mandated nurse to patient staffing ratios. Jan. 6, 2020

MRC opposes elimination of new physician non-compete contracts that are essential to rural physician recruitment. Jan. 6, 2020

Telehealth

MRC supports modification of telehealth coverage service to address critical health care access needs.

March 15, 2021

Mandates

Maintenance of Effort Requirements

MRC urges Legislators to remember that many programs administered by counties – including nearly all the social services and nursing services – are mandated by the state and federal government. Jan. 15, 2003

MRC supports a full review of mandated services before any effort is made to reduce local aid to counties. The review should determine the extent to which the mandated program is dependent on the local property tax.

Jan. 15, 2003

MRC believes state programs mandated for county administration should either be accompanied by adequate funding and clear direction to carry out the program, or counties should be relieved of the responsibility of carrying out the mandate.

July 8, 2009

Public Safety, Corrections and Courts

Law Enforcement and Public Safety Collaboration / Public Safety, Correction and Courts

The MRC supports additional funding for the BCA Buy Fund to assist counties with unforeseen costs.

Sept. 22, 1999

MRC supports state bond matching funds for county jail initiatives.

MRC supports efforts to address methamphetamine production, use, and treatment through funding and county authority for:

- Treatment for methamphetamine users to include assessment, education, transitional work program, ongoing drug testing, family reunification, and after care;
- Screening for children and vulnerable adults exposed to meth;
- Child and vulnerable adult protection, including out of home placement costs;
- Cleanup of methamphetamine sites and property owner liability to include impacts to lakes and to individual sewage treatment systems; and
- Methamphetamine-related health care costs for inmates of county facilities.

March 29, 2005

MRC supports leveraging greater federal participation by assuming responsibility for decisions by courts on placement of juveniles.

Sept. 22, 1999

Tax and Finance

State Budget

MRC believes legislators should consider all available options to balance the state budget shortfall.

Jan. 15, 2003

MRC believes county taxpayers should not be responsible for the financial consequences of the neglected responsibilities of the State's Governor and Legislature.

July 8, 2009

Capital Gains

MRC supports relief on capital gains taxes for farmers.

July 8, 2009

County Program Aid

MRC supports policy that preserves county tax base.

Jan. 6, 2020

MRC supports legislation that would reduce County Program Aid volatility and provide increased and sustainable funding for counties to deliver tax relief for taxpayers while maintaining essential county services for constituents.

Oct. 3, 2016

MRC urges Legislators to recognize that cuts in aids to local government mean cuts to local services, or property tax increases to offset the loss of state aid.

Jan. 15, 2003

MRC supports an increase in state-aid funding to rural counties.

Aug. 8, 1997

Levy Limits

MRC opposes levy limits and believe levy limits are the prerogative of the county board. April 21, 2011
MRC opposes granting SWCD's levy authority. Feb. 28, 2003

Liquor Tax Rebate

MRC supports the implementation of a liquor tax rebate to counties to offset the mandated costs related to alcohol treatment. Dec. 3, 2000

Payment in Lieu of Taxes (PILT)

MRC supports legislation that would guarantee the state pays the property tax burden up front on purchase of land when using Outdoor Heritage or Legacy funds – thus guaranteeing local governments receive exactly what's owed in property taxes in perpetuity. Oct. 3, 2016

MRC supports stable, equitable, and adequate funding for Payment in Lieu of Taxes. April 19, 2010
MRC supports the use of new funds obtained through the constitutional dedication amendment to be used for preserving Payment In Lieu of Taxes (PILT) Jan. 22, 2009

MRC supports fee title transfer of state-administered land in equal value to a proposed cut to that county's PILT. April 21, 2011

Production Taxes

MRC supports reclassification of the wind tower production tax, and any other applicable revenue generated from renewable energy sources, as a state aid for purposes of levy limit calculation. Feb. 2, 2015

Property Tax Reserved for Local Governments

MRC opposes initiatives by investor-owned utilities that would shift personal property taxes paid on transmission and pipelines by IOU's to local governments. Feb. 2, 2015

Transportation

The County State Aid Highway system is the backbone of the Greater Minnesota economy and the key factor to any successful local, regional or statewide economic development plan. Feb. 8, 2016

MRC believes highway funding should be conducted with constitutionally dedicated funding from a statewide perspective utilizing long-term sustainable funding solutions. Feb. 8, 2016

MRC supports adequate funding for the maintenance and deployment of (state and local roads and bridges) railroads, airports and waterways as part of an integrated and efficient transportation system including adequate state funding for the Minnesota Rail Service Improvement Program (and Port Development Assistance Fund) to provide the necessary statewide access to national and international markets. Feb. 15, 2017

MRC supports increased funding for all modes of transportation to meet the documented unmet needs [at least \$2.5 billion per year for the next 20 years as identified by the Transportation Finance Advisory Committee (TFAC)] on the transportation system statewide. These increases should be comprehensive, balanced, sustainable, dedicated, and could include:

▶ Gas tax, including indexing or other inflationary increases;

- ▶ Motor vehicle registration fees;
- ▶ Motor vehicle sales tax;
- ▶ Gross receipts tax on transportation fuels.

Feb. 15, 2017

MRC supports efforts to capture revenue from all highway users, including electric vehicles. Feb. 9, 2017

MRC supports full funding for the Board of Water and Soil administered Local Road Wetland Replacement Program. Feb. 15, 2017

MRC supports adequate funding for the Port Development Assistance Fund Feb. 15, 2017

MRC supports directing surplus revenues to fund highway needs. Feb. 8, 2016

MRC supports the dedication of auto parts sales tax revenue to the HUTDF. Oct. 3, 2016

- MRC supports transferring the first \$32 million in Motor Vehicle Leased Sales Tax revenue to the HUTDF. Feb. 8, 2016
- MRC supports a ballot initiative to constitutionally dedicate 100% of auto part sales tax and leased vehicle sales tax to the HUTDF. Oct. 3, 2016
- MRC supports funding the Local Road Improvement Program through Capital Investment at a level of at least \$100 million annually in non-earmarked revenues. Feb. 8, 2016
- MRC supports at least \$75 million in general obligation bonds for local bridge replacement and rehabilitation. Feb. 8, 2016
- MRC supports the creation of a large bridge projects fund for bridge projects above \$5 million. Feb. 8, 2016
- MRC wants decision makers to know that local initiatives like the Wheelage Tax and Sales Tax initiatives are not options that offer relief to border counties or counties with low population and little retail sales base. Feb. 8, 2016
- MRC supports sufficient and immediate funding to counties for turn back accounts. Feb. 26, 1999
- MVST
- MRC supports the continued distribution of 60% of MVST funds through the HUTDF. Oct. 3, 2016
- MRC supports increasing the sales tax on motor vehicles to the current State Sales Tax Rate. Dec. 6, 2020
- Transit**
- MRC supports adequate funding for rural transit systems. April 21, 2011

Tribal Affairs

- MRC supports no loss of revenue or tax base to the county, or the use of state revenue for the purchase of private land to be converted to trust land. Jan. 26, 1998
- MRC supports tribal and federal state responsibility for out of home placement costs as they pertain to counties Native American Children Jan. 26, 1998
- MRC supports state remuneration to counties for required county services resulting from casino activities. Feb. 26, 1998
- MRC opposes the use of county property tax revenues for tribal court placement costs. May 22, 2008
- MRC supports tribal and state funding for all children placed through tribal courts. July 17, 2008
- MRC supports the continuation of mandatory law enforcement agreements between tribal governments and local law enforcement. Oct. 3, 2016

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Board of County Commissioners Agenda Request

6B
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Adopt Resolution - 2023 Preliminary Levy

<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*

**provide copy of hearing notice that was published*

Submitted by: Kathleen Ryan	Department: Auditor Office
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Presenter (Name and Title): Jessica Seibert	Estimated Time Needed: 10 Minutes
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Summary of Issue:

The Board has received several budget presentations over the past two months outlining the details of each budget. The Budget Committee is recommending a 5.68% levy increase in the amount of \$16,945,046. The Board will have the opportunity to discuss this amount and pass the 2023 preliminary levy resolution.

State statute requires the Board to pass a preliminary levy no later than September 30th each year. The final levy may be reduced by December but cannot be raised higher than the preliminary levy amount.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt the 2023 preliminary levy resolution in the amount of \$16,945,046.

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: xxx

20220927-xxx

2023 Preliminary Levy

BE IT RESOLVED, that the preliminary Aitkin County tax levy for payable 2023 be set at \$16,945,046.

Commissioner xxx 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 27th day of September 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 27th day of September 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

6C
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Set 2023 Budget Public Hearing

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Brittany Searle		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5
Summary of Issue: <p>The 2023 Budget Public Hearing needs to be scheduled.</p> <p>Staff recommends holding the public hearing following the regular board meeting on December 13th, 2022 at 6:05 p.m. in the Government Center Board Room.</p> <p>The final budget will be adopted at the December 20, 2022 regular board meeting.</p>		
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.



Board of County Commissioners Agenda Request

6D

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: small;"><i>*provide copy of hearing notice that was published</i></p>	<p>Direction Requested</p> <p>Discussion Item</p> <p>Hold Public Hearing*</p>
Submitted by:		Department:
Presenter (Name and Title):		Estimated Time Needed:
<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>		



Board of County Commissioners Agenda Request

7

Agenda Item #

Requested Meeting Date:

Title of Item:

REGULAR AGENDA	Action Requested by: County Business
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Committee	Freq.	Schedule	Current Board Representative
Association of MN Counties (AMC)			
Environmental & Natural Resources Policy			Commissioner Ann Marcotte
General Government			Commissioner Don Niemi
Health & Human Services			HHS Director Cynthia Bennett
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Commissioner Brian Napstad
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Npstad
Aitkin County CARE Board	Monthly	3rd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-Monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8-9x yearly	3rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-Monthly	3rd Wednesday	Westerlund, Niemi (Alt)
Arrowhead Regional Development Council	Quarterly	3rd Thursday	Niemi, Westerlund (Alt)
ATV Committee	Monthly		Napstad and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Napstad, Marcotte (Alt)
Budget Committee	Most Months	1st Tuesday	Marcotte and Napstad
East Central Regional Library Board	Monthly	2nd Monday	Niemi, Napstad (Alt)
Economic Development	Monthly	1st Wednesday	Napstad and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x Year	Monday	Marcotte, Westerlund (Alt)
Facilities/Technology	As needed		Wedel and Westerlund
H&HS Advisory (Liaison)	Monthly except July	1st Thursday	Westerlund and Wedel
Historical Society	Monthly	4th Wednesday	Wedel
Joint Powers Natural Resource Board	Odd Months	4th Monday	Napstad
Lakes and Pines	Monthly	3rd Monday	Niemi, Marcotte (Alt)
Law Library	Quarterly	Set by Judget	Marcotte, Niemi (Alt)
McGregor Airport Commission	Monthly	Last Wednesday	Napstad
Mille Lacs Fisheries Input Group	8-10x Year		Westerlund
Mille Lacs Watershed	10x Year	3rd Monday	Westerlund, Niemi (Alt)
Mississippi Headwaters Board	Monthly	4th Friday	Marcotte, Napstad (Alt)
MN Rural Caucus	8x Year	Varies	Niemi, Westerlund (Alt)
Natural Resources Advisory Committee	8-10x Year	2nd Monday	Marcotte and Napstad
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Napstad, Engineer Welle, Niemi (Alt)
Northeast MN ECB	5-6x Year	4th Thursday	Napstad, Dan Guida (Alt)
Northeast Waste Advisory Committee	Quarterly	2nd Monday	Napstad, Westerlund (Alt)
Northern Counties Land use Coordinating Board	Monthly	1st Thursday	Marcotte, Napstad (Alt)
Ordinance	As needed		Napstad and Marcotte
Personnel/Insurance	As needed	2nd Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3rd Monday	Marcotte, Westerlund (Alt)
Rum 1W1P Policy Committee	Quarterly		Westerlund, Niemi (Alt)
Snake River Watershed	Monthly	4th Monday	Niemi, Napstad (Alt)
Snake River 1W1P Policy			Niemi, Napstad (Alt)
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly	2nd Thursday	Westerlund



Board of County Commissioners Agenda Request

8A

Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Ratify AFSCME Courthouse Unit 2022-2024 Agreement

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Bobbie Danielson, HR Director		Department: HR Dept.
Presenter (Name and Title): Jessica Seibert, County Administrator, or Bobbie Danielson, HR Director		Estimated Time Needed: 8 Minutes
Summary of Issue: <p>The AFSCME Courthouse union represents approx 48 positions in 9 departments. The parties have been in negotiations and mediation since 9/21/2022 and recently reached a settlement. A redlined copy of the Agreement is attached outlining all changes. A few highlights of the agreement include: Conversion from Vacation/Sick to PTO/Extended Sick effective on the first full pay period following ratification. Increased safety footwear allowance from \$145 to \$195 1/1/2023, and added (new) \$50 Jail Cook safety footwear allowance.</p> <p>Wages: 1/1/2022 - pattern settlement. Conversion to open range scale, 5% within range movement, not to exceed the max. Upon ratification - \$0.50 per hour within range movement, not to exceed the maximum. 1/1/2023 and 1/1/2024 - 5% within range movement, not to exceed the maximum.</p> <p>Important to note: The 2022 wage settlement outlined above is consistent with prior settlements which is necessary for Pay Equity reporting compliance (e.g. providing "less" would have resulted in non-compliance with Pay Equity, subjecting the employer to penalties or lost county aid for pay inequities). Statute pasted below. Employees will remain on the Open Range Scale through December 31, 2024 at which point the Union may elect to convert to the pay schedule attached as Appendix D (step schedule). While on the Open Range Scale, employees whose wage is below the maximum of the appropriate pay range will receive a minimum of 2% within range movement, not to exceed the maximum, on January 1, along with any other negotiated increase. Increase to employer's contribution towards health insurance premiums as outlined in the Agreement. MOA for lump sum payment to Tara Snyder, Chief Deputy Recorder, for assuming County Recorder responsibilities between August 2021 and April 2022.</p>		
Alternatives, Options, Effects on Others/Comments: <small>MN Statute: 471.992 EQUITABLE COMPENSATION RELATIONSHIPS. §Subdivision 1.Establishment. Subject to sections 179A.01 to 179A.25 and sections 177.41 to 177.44 but notwithstanding any other law to the contrary, every political subdivision of this state shall establish equitable compensation relationships between female-dominated, male-dominated, and balanced classes of employees in order to eliminate sex-based wage disparities in public employment in this state. A primary consideration in negotiating, establishing, recommending, and approving compensation is comparable work value in relationship to other employee positions within the political subdivision. This law may not be construed to limit the ability of the parties to collectively bargain in good faith.</small>		
Recommended Action/Motion: Motion to ratify the attached 2022-2024 AFSCME Courthouse Unit Agreement and to authorize the Chair, Administrator, and HR Director to sign. Also, authorize the County Administrator or designee to make misc final edits if any are deemed necessary.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Wages are budgeted. \$10,500 lump sum payment not budgeted in the County Recorder's office budget, but was required for office coverage during a leave of absence.		

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

2019 – ~~2021~~2022 - 2024 AFSCME COURTHOUSE AGREEMENT

LAST UPDATED 9/6/2022

OPEN RANGE SCALE – EMPLOYER’S LAST, BEST, AND FINAL OFFER

A G R E E M E N T

between

COUNTY OF AITKIN, MINNESOTA

and

**COURTHOUSE EMPLOYEES
AFSCME, AFL-CIO, LOCAL UNION #667**

JANUARY 1, ~~2019~~2022 - DECEMBER 31, ~~2021~~2024

2019 - 2021 2022 - 2024 AFSCME COURTHOUSE AGREEMENT

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Will update page numbers on signature copy, if needed.

~~2019 - 2021~~2022 - 2024 AFSCME COURTHOUSE AGREEMENT
AGREEMENT

Entered into by and between the Board of Aitkin County, hereinafter referred to as the "Board", and Local Union No. 667, American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization, hereinafter referred to as the "Union".

ARTICLE 1 **PURPOSE**

It is the intent and purpose of the parties hereto that this Agreement shall promote and ensure a spirit of confidence and cooperation between the Board and its employees, set forth the general policy of the Board on personnel and procedure, establish uniform and equitable rates of pay and hours of work and provide a method for the redress of any grievances the employees may have by virtue of this Agreement or otherwise.

ARTICLE 2 **RECOGNITION**

Section A. The Board hereby recognizes Local No. 667, AFSCME Council 65, AFL-CIO, as the exclusive bargaining agent of the employees of the Aitkin County Courthouse who are employed for more than sixty-seven (67) working days per calendar year and fourteen (14) or more hours per week or thirty-five percent (35%) of the normal week, whichever is the lesser, excluding employees of the Health & Human Services Department, County Extension Educators, supervisor and confidential employees.

Section B. The Board shall not enter into any agreements with the employees coming under the jurisdiction of this policy, either individually or collectively, which in any way conflicts with the terms and conditions of this policy.

Section C. No discrimination shall be exercised against any employee because of Union membership or because of race, creed, color, national origin, sex, sexual orientation, age, disability, marital status, status with regard to public assistance, religious, or political belief.

ARTICLE 3 **DEFINITIONS**

Union: American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization.

Employer: County of Aitkin

Employee: A member of the exclusively recognized bargaining unit.

Permanent Employee: An employee who has completed the probationary period.

Probationary Employee: An employee who has not completed the probationary period.

Seasonal Employee: A temporary employee hired to cover increased workloads in a department due to peak business demands.

Union Member: A member of AFSCME Local No. 667.

ARTICLE 4 **EMPLOYEE RIGHTS**

Section A.

In Recognition of the Union as the Exclusive Representative

Subd. 1. The Employer shall deduct an amount each pay period sufficient to provide the payment of regular dues deductions, established by the Union from the wages of all employees authorizing, in writing, such deduction on a form mutually agreed upon by the Employer and Union; and the deduction of dues shall commence 30 working days after initial employment with the Employer, and

Subd. 2. The Employer shall remit such deductions to AFSCME Council 65 Administrative Office (118 Central Avenue, Nashwauk, MN 55769) with a list of the names of the employees from whose wages deductions were made along with other pertinent employee information necessary for the collection and administration of union dues preferably in an Excel formatted report that may be electronically transmitted or by U.S. mail; and

Subd. 3. The Union shall provide the formula or schedule (if applicable) to calculate the actual dues deduction to the Employer and will provide a spreadsheet that can be used to calculate the actual dues, in an electronic Excel format or via U.S. mail.

Section B. Fair Share Fee. In recognition of the Union as the exclusive representative, the Employer shall deduct from the pay of all employees an amount sufficient to provide payment of dues established by the Union from the wages of all employees expressly authorizing, in writing, such a deduction. The Employer shall remit such deduction to the appropriate designated officers of the Union.

Section C. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of action taken by the Employer under all provisions of this Article.

Section D. Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, shall have access to the premises of the Board at reasonable times and subject to reasonable rules to investigate grievances and other problems with which they are concerned, with prior notification to the Human Resources Director and without undue interruption of work.

Section E. The Board agrees to permit up to three (3) members of the Negotiating Committee to appear at all negotiating meetings with the Employer in negotiations without the loss of pay.

Section F. All matters not covered by this Agreement shall be settled through negotiations between the Board and the Union.

Section G. An employee elected by the Union to represent such Union at International, State or District meetings, which require absence from duty, shall be granted the necessary time off to attend such meetings, without pay, and without discrimination or loss of seniority or other rights. Such time off will be on the following basis:

<u>Type of Meeting</u>	<u>No. of Delegates</u>	<u>Maximum Leave Time</u>
International	2	9 calendar days

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State Federation	2	7 calendar days
State Council	3	2 calendar days
District	3	1 calendar day

In the event that additional time off is necessary for the above and/or other Union business, such time off may be granted subject to the approval of the Employer.

ARTICLE 5 MANAGEMENT RIGHTS

Section A. The Employer retains the full, unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial functions not specifically limited by this Agreement.

Section B. Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE 6 HOURS OF WORK

Section A. Courthouse Employees: The normal hours of work for all Courthouse employees shall be eight (8) hours per day and forty (40) hours per week. The regular workday shall start at 8:00 a.m. and shall end at 4:30 p.m., allowing one-half hour for lunch each day. The normal workdays of the week shall be Monday through Friday. Flexible work schedules may be established with approval of the Department Head. Under management rights, the County Board, at any time, can define the working hours of departments.

Section B. Overtime Hours: Overtime compensation will be based on status under the Fair Labor Standards Act. All non-exempt employees who are assigned by the Employer to work in excess of 40 hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 ½) times the regular straight time rate of pay.

No further comp time shall be accrued.

Section C. Rest Break: If the needs of service permit, all employees shall be allowed two (2) fifteen minute rest breaks in each eight-hour shift at times designated by their immediate supervisor or department head.

Section D. Minimum Call Outs: When a regular employee reports for work in accordance with their work schedule without having previously been notified not to report for work, or if an employee is called back to work after completing their regular workday or is called out for work during their regular scheduled time and/or day off, they shall receive a minimum of two (2) hours work or two (2) hours pay in lieu thereof at the classified rate.

Section E. Based on Days: A "day", for purpose of determining benefits provided for under Articles 4, 7, 8, and 9 shall be the normal daily hours of work provided for by the employees, as referred to in Article 6, Sections A.

ARTICLE 7 HOLIDAY PROVISIONS

Section A. All full-time employees (probationary and non-probationary) shall be entitled to the following paid holidays, eight (8) hours each, unless noted otherwise:

- | | | |
|--|---------------------------|---------------|
| New Year's Day | Fourth of July | Veterans Day |
| Presidents Day | Thanksgiving Day | Labor Day |
| Memorial Day | Friday after Thanksgiving | Christmas Day |
| Martin Luther King Day | | |
| Christmas Eve when it falls on a Monday through Thursday, four (4) hours | | |

Part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis. Seasonal and temporary employees are not eligible for holiday pay.

Section B. When an employee is required to work on any of these holidays, they shall be paid at time and one-half (1-1/2) rates in addition to their regular salary.

Section C. When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. When necessary, the Department Head and/or County Board may require an employee to work on a holiday.

Section D. ~~When, Except for Jail Cooks, when~~ any of the above-named holidays fall on a Sunday, the following day shall be observed as the holiday. ~~When Except for Jail Cooks, when~~ the holiday falls on a Saturday, it shall be observed on the previous Friday.

Commented [BJD1]: These Section D holiday pay changes will be implemented prospectively after ratification (no retroactivity).

Jail Cooks will be observe (and be paid) on the day on which the holiday falls, instead of on the previous Friday or following Monday when the holiday falls on a Saturday or Sunday.

Section E. When a paid holiday falls during an employee's vacation/PTO period, they shall receive holiday pay for that day.

ARTICLE 8A PAID TIME OFF

Section 1.

Effective on the first full pay period following Board ratification of this Agreement, employees will receive PTO that will accrue on a per payroll period basis. Full-time (probationary and non-probationary) employees shall accrue PTO benefits based on the following table:

<u>Annual Completed Years of Service</u>	<u>Rate of Accumulation (Hours per Month)</u>	<u>Annual Hours of PTO</u>
0	16 (New full-time employees will be provided 40 hours of PTO at time of hire so their rate of accumulation for the first year will be adjusted accordingly.)	192
3	18	216
5	20	240
10	22	264
15+	24	288

Employees who have used at least 80 PTO hours in the previous twelve-month period may elect pay in lieu of PTO for up to 120 hours once in any calendar year.

Employees may accrue up to a maximum of 280 hours PTO.

All PTO hours count as time worked for the purpose of overtime computation. (Holidays, comp time, personal leave, and extended sick bank hours do not count towards the computation of overtime.)

Upon separation of service, the employee will be paid for any unused PTO, up to the maximum accrued amount, unless the employee is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results. In the event of the death of an employee, the employee's accumulated PTO credits shall be paid to the employee's estate.

Effective on the first full pay period following Board ratification of this Agreement, for employees who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA, the County will deposit 100% of the employee's accrued but unused PTO into a MSRS HCSP account upon retirement or resignation in good standing.

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Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the extended sick leave bank where there is no severance payment upon separation of service. At no time can the extended sick leave bank exceed 720 hours.¹ PTO that has been transferred to the extended sick leave bank can only be used in accordance with the sick leave provisions in Article 8A, Section 2.

¹Employees whose sick bank is above 720 hours on date of conversion, will be red-circled until they fall below the new 720 hour maximum so there's no loss to the employee's current bank.

Part-time employees shall be entitled to PTO benefits on a pro-rated basis, up to a total of 40 hours PTO per calendar year, in accordance with county policy. Seasonal and temporary employees are not eligible to accrue PTO benefits.

PTO benefits shall only accrue when an employee is in a paid status or on an approved military leave. PTO benefits shall not be earned by any employee during a leave of absence without pay, suspension without pay, or time otherwise not paid.

In order to assure the orderly performance and continuity of services provided, employees wishing to schedule a vacation should request PTO as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested vacation period. Requests for PTO usage shall be granted by the Department Head or designee unless it is determined that such absence would adversely affect and interfere with the orderly performance and continuity of services. It may be necessary to limit the number of employees taking vacation at the same time or during an event or particular period of time. Such requests, however, shall not arbitrarily be denied. Requests for vacation will be processed giving preference to the order in which the requests are received. In the event requests are received at the same time for the same vacation period, then time-in-department will be the determining factor.

Probationary employees may use accrued PTO with supervisory approval.

Section 2. Extended Sick Leave Bank / Care Of Relatives

Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as: spouse, child, step child, adult child, parent, step parent, mother-in-law, father-in-law, or grandchild. To the extent that state statute (§181.9413) or regulations change, this policy shall be construed as consistent with those changes.

Sick leave may be used because of illness of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

An employee must notify the employee's supervisor of sick leave usage prior to the employee's starting time, unless an emergency prevents the employee from doing so. Failure to give such notice may be cause for disciplinary action.

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The County reserves the right to require written medical certification from an employee.

In the event of three (3) consecutive days of absence or in cases of the repeated and systematic absence of an employee the Department Head or Supervisor may require a medical statement from an appropriate medical authority before granting sick leave, as well as verification that an employee is able to perform the duties of employment before the employee is allowed to return to work.

ARTICLE 8B

VACATIONS

(This Vacations Article 8B will expire on the end of day prior to PTO being implemented. Employees vacation banks will be transferred to their PTO bank on the first full pay period following Board ratification of this Agreement.)

Section A. All permanent full-time employees shall be granted vacations as follows:

<u>Completed Years of Service</u>	<u>Rate of Accumulation of Vacation Days Per Month of Work</u>	<u>Working Days Employee May Earn as Vacation Per Year</u>
0	1	12 days (96 hours)
3	1-1/4	15 days (120 hours)
5	1-1/2	18 days (144 hours)
10	1-3/4	21 days (168 hours)
15+	2	24 days (192 hours)

Permanent part-time employees shall be entitled to vacation pay on a pro-rated basis up to a total of 40 hours. Seasonal and temporary employees are not eligible for vacation pay.

If a documented medical emergency occurs while an employee is on scheduled vacation time, they shall be allowed to switch the vacation to sick leave, with the Employer's approval.

Section B. Vacation is granted for the purpose of employee recreation and, therefore, no employee shall be permitted to waive such vacation for the purpose of receiving double pay. However, an employee that is not working because of illness or injury and has exhausted all accrued sick leave will be permitted to draw from earned vacation pay in lieu of a vacation.

Section C. Effective January 1, 2019, upon termination of employment, permanent employees shall be paid for any accumulated vacation credits, unless the employee is terminated for just cause. Effective August 1, 2019, contingent upon final State approval, for employees who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA, the County will deposit 100% of the employee's accrued but unused vacation into a MSRS HCSP account upon retirement or resignation in good standing.

Section D. An employee may accumulate vacation hours up to a maximum of 28 days (224 hours). Vacation days over the 28 day (224 hours) maximum will be forfeited as accumulated on the monthly rate until such time as the employee is below the 28 day (224 hours) maximum.

Section E. Full-time and part-time probationary employees may use accumulated vacation days with

prior supervisory approval.

Section F. In the event of the death of an employee, the employee's accumulated vacation credits shall be paid to the employee's estate.

ARTICLE 9 SICK LEAVE / CARE OF RELATIVES

(This sick leave/care of relatives Article 9 will expire on the end of day, prior to PTO and extended sick leave being implemented. Employees sick leave banks will be transferred to their extended sick leave bank on the first full pay period following Board ratification of this Agreement.)

Section A. Sick leave with pay shall be granted to all full-time employees at the rate of one (1) day (8 hours) per month of continuous employment and the employee shall be allowed to accumulate any unused sick leave from year to year up to a total of one hundred twenty (120) days (960 hours). Employees begin earning sick leave as of the day of employment and may use sick leave during the probationary period.

Part-time (probationary and non-probationary) employees shall be entitled to sick leave pay on a pro-rated basis up to a total of 40 hours. Seasonal and temporary employees are not eligible for sick leave pay.

Section B. Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; spouse, child, step child, adult child, parent, step parent, mother-in-law, father-in-law, or grandchild. The Department Head may require a doctor's certificate showing the nature of an injury of illness. The County will administer FMLA in accordance with County policy.

Sick leave may be used because of illness of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

Section C. There shall be no loss of seniority to an employee because of sickness or injury.

ARTICLE 10 EDUCATIONAL TUITION

Continuing education will be established and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below:

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

1. That the course is germane to the duties of the employee's job.
2. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.

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3. That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
4. That the course be approved by the Department Head and the County Board prior to taking the course.
5. It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

ARTICLE 11

LEAVES OF ABSENCE

Section A. Paid Leave:

Subd. 1. Bereavement Leave: Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, which shall be construed in this section to mean spouse, life partner, child, step child, parent, step parent, sibling, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed when necessary, subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the five (5) days (40 hours) provided above shall be charged against the employee's sick leave.

Part-time (probationary and non-probationary) employees shall be entitled to bereavement leave on a pro-rated basis. Seasonal and temporary employees are not eligible for bereavement leave with pay.

Subd. 2. Personal: Full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death.

Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay.

~~Eligible employees will receive the quarter's contribution if they were actively employed on the 1st day of that quarter.~~

Subd. 3. Jury Duty: Employees required to serve on jury duty shall be paid the difference between pay for such jury duty and their normal earnings for all full days' absence. Employees shall keep expenses reimbursed to them by the court for jury duty services. If an employee is excused from jury duty after reporting and returning to work, they shall suffer no loss in pay for the day.

Section B. Unpaid Leave other than Family and Medical Leave:

Subd. 1. The employee requesting a leave of absence up to thirty (30) calendar days, may apply for same in writing to the Department Head for consideration of their approval. The request shall include the length of leave requested and the reason for said leave. The department head shall approve or deny said request within five (5) working days of the request. Emergency requests shall be considered at the time received.

Subd. 2. The employee requesting a leave of absence greater than thirty (30) calendar days, may apply for same in writing to the County Administrator for consideration of their approval. The request shall include the length of leave requested and the reason for said leave.

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Subd. 3. Employees who are on an unpaid leave of absence shall receive no pay or benefits as apply to sick leave, holidays, vacations/PTO, etc., and shall accrue seniority for a period of thirty (30) calendar days only.

Subd. 4. Temporary employees may be used to fill in for employees who are on an authorized leave of absence. Such employees shall be notified that the position they are filling is of a temporary nature and will cease upon the return of the individual who is on the leave of absence.

Subd. 5. The probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Section C. Family and Medical Leave:

Family and Medical Leave shall be granted in accordance with legal mandates and Aitkin County policy.

ARTICLE 12

SENIORITY

Section A. Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous employment for Aitkin County. Permanent full-time and permanent part-time employees shall be placed on the seniority list as of the first day of employment upon the completion of a six (6) calendar month initial probationary period.

Part-time employees shall accumulate seniority on a part-time basis. For example, a part-time employee who is hired on 7-1-2012 and who works 20 hours per week on average shall be eligible for placement on the seniority list on 1-1-2013 with a seniority date of "10-1-2012". In other words, part-time employees accrue one (1) month of seniority for each 173.33 hours worked in a position that is covered by this Agreement. If a part-time employee goes to full-time employment, his/her total hours of service (in positions covered by this Agreement) will be divided by 2,080 to establish an effective seniority date. Pro ration shall be based on full-time hours of 2,080 hours per year.

Section B. A permanent employee shall lose their seniority standing upon voluntary resignation from employment, after lay off of one year, or upon discharge for cause after a hearing provided herein.

Section C. In the event a general layoff is contemplated, the Board agrees to call the Union President and to discuss the problem before any action is taken.

In the event of a layoff, a reduction in force or the elimination of a position, a senior laid off employee may exert seniority preference over the least senior employee in any lateral or lower job classification, provided the senior employee has the necessary qualifications to perform the duties of the job involved. Employees who are laid off shall retain recall rights for one year from the effective date of layoff and will be recalled according to seniority in the inverse order of layoffs. Such employees shall be notified in writing regarding such layoff, reduction of force or elimination of position as well as rehiring, as the case may be.

Section D. There shall be no replacement of permanent employees by relief workers, nor shall a relief worker be placed in any classified position.

Section E. *This section E will be suspended for the 2022-2024 contract duration and addressed through the Appendix C LOA.* Seniority lists shall be brought up to date on January 1 of each calendar

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year and posted on employee bulletin boards. Copies of seniority lists shall be sent to the Secretary and President of the Union. Full and part time employees shall be on the same seniority list. Part-time seniority shall be based and accumulated at the rate of 2080 hours and receive step increases as defined in Article 12, Section A, above.

Section F. *This section F will be suspended for the 2022-2024 contract duration and addressed through the Appendix C LOA.* Seniority: Step increases will be granted on compensated hours and based on full-time hours of 2,080 hours for any office of 40 hours a week per year.

Section G. Nothing herein shall be construed to affect the status of war veterans in contravention of existing laws relating to War Veteran's employment, discharge, or promotion.

Section H. Notice of bargaining unit vacancies and newly created positions shall be posted internally for five (5) working days. Notices shall be placed on the intranet and posted on the bulletin board by the Human Resources office.

The qualified employee with the highest rating in the selection process shall be offered the vacancy or newly created position. When the selection process rating results in a tie, the senior candidate will be selected. If, after five (5) working days, the position is not filled, the County may seek to fill the vacancy or newly created position from outside the bargaining unit.

Section I. Newly hired probationary employees shall not be eligible to post for other positions until they have completed their initial six (6) calendar month probationary period.

Section J. Employees who transfer to a new position would serve a three (3) month trial period. During the trial period, either the employee or the County could request that the employee return to their previous position and rate of pay. The trial period may be extended one additional month by mutual agreement. Any employee filling a vacancy that the trial employee returns to shall also revert back to their former position and rate of pay. If the trial employee returns to their original position, the employer may elect to re-post the position, or they may fill the vacancy with the next qualified candidate from the original posting.

ARTICLE 13

DISCIPLINE

Section A. Disciplinary action may be imposed upon a permanent employee only for just cause. Any disciplinary action imposed may be processed as a grievance through the regular grievance procedure as provided, except that oral reprimands may not be processed beyond Step 3 of the grievance procedure. Disciplinary action shall include only the following: (A) oral reprimand; (B) written reprimand; (C) suspension; (D) demotion; or (E) discharge.

Employees have a right to make a clear request for union representation before or during an investigatory interview if the discussion could in any way lead to their being disciplined or terminated. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section B. An employee may be temporarily suspended without pay for just cause. The employee shall be notified of the reasons for their suspension, in writing, at the time of suspension. If the employee feels they have been suspended without just cause or that the period of the suspension is unwarranted, the employee shall have the right of appeal by invoking the normal grievance procedure

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within ten (10) days of the date of suspension. If it is determined that the suspension was made without just cause, the employee shall be reinstated immediately and shall receive full pay for any time lost as a result of the suspension.

Section C. An employee shall be discharged only for just cause. An action to discharge an employee shall be taken by the appointing authority only after a hearing upon due notice, upon stated charges, in writing. The statement of charges and the notice of hearing shall be filed with the employee at least ten (10) days in advance of the hearing. The employee and the Union shall have the right to present witnesses, introduce evidence, and to examine witnesses and evidence during the period in which the hearing takes place, but his or her name shall not be removed from the payroll. In case of reinstatement after the hearing, the employee shall be given all the back pay withheld during the period of suspension.

Section D. An employee suspended for just cause shall accrue no benefits during that period.

Section E. Probationary employees are not entitled to grieve termination of employment.

ARTICLE 14 **GRIEVANCE PROCEDURE**

Section A. Definition of a Grievance: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

Section B. Union Representatives: The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the name of such Union representatives and of their successors when so designated.

Section C. Processing of a Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

Section D. Grievances, as defined by Article 14, Section A, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within fifteen (15) working days after the employee(s), through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance to the employee's supervisor as designated by the Employer. The Employer designated representative (Department Head) will discuss and give and answer to such Step 1 grievance within fifteen (15) working days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the Employer designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) working days shall be

considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 2 representative. The Employer designated representative (HR Director) shall give the Union the Employer's Step 2 answer in writing within fifteen (15) working days after receipt of such Step 2 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 2 may be appealed to Step 3 within fifteen (15) working days following the Employer designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within fifteen (15) working days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 3 representative. The Employer designated representative (County Administrator) shall give the Union the Employer's answer in writing within five (5) working days after receipt of such Step 3 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 3 may be appealed to Step 4 within five (5) working days following the Employer designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 within five (5) working days shall be considered waived.

Step 4. If no settlement is reached in Step 3, the grievance shall be submitted to arbitration, and the decision of the arbitrator shall be final and binding on the parties. If the parties are unable to agree upon the appointment of the arbitrator within five (5) working days after submission of the grievance to arbitration, either party may then request of the Director, Bureau of Mediation Services, State of Minnesota, to furnish a list of seven (7) prospective arbitrators. From this list, each party shall enter and strike one name until one name remains. The last remaining individual shall be designated as arbitrator. The grieving party shall strike first. The hearing on the grievance will be held promptly by the arbitrator, and the decision shall be rendered within thirty (30) days of the date of hearing. All expenses and costs of the arbitrator shall be shared and assessed equally to the parties.

Section E. Arbitrator's Authority:

Subd. 1. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue submitted.

Subd. 2. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the end of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

Subd. 3. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

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Section F. Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof in writing, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied and move the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the Union in writing.

Section G. Choice of Remedy: If, as a result of the written Employer response in Step 3, the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article 14 or a procedure such as: Veterans Preference or Fair Employment. If appealed to any procedure other than Step 4 of Article 14, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 14, or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the Union and the aggrieved employee from making subsequent appeal through Step 4 of Article 14 except that with respect to statutes under the jurisdiction of the United States Equal Opportunity Employment Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

ARTICLE 15 INSURANCE

Section A. Group Health Insurance and HSA

The Employer agrees to offer a Group Health Insurance plan equivalent to existing coverage, subject to the provisions of this Article and limitations, benefit and conditions established by the contract with the insurance carrier. The aggregate value of benefits provided by the group health insurance contract for employees covered by this collective bargaining agreement shall not be reduced, unless the employer and union agree to a reduction in benefits.

In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

The Employer shall contribute on behalf of eligible permanent and probationary employees working thirty (30) or more hours per week as follows:

HSA Compatible Plan	Employer's Share of the Premium per month	Employee's Share of the Premium per month
Single	\$528.02/675.74 per month for 2019/2022. To be determined for 2020-2021/2023-2024.	\$0/month for 2019/2022. \$0/month for 2020/2023. \$0/month for 2021/2024.
Single + 1	\$1,043.96/293.52 per month for 2019/2022. To be determined for 2020-2021/2023-2024.	\$170/260.00/month for 2019/2022. \$190/310.00/month for 2020, 2023 *** \$210/360.00/month for

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		2021,2024. ***
Family	\$1, 955 29.80 per month for 2019 2022. To be determined for 2020- 2021 2023-2024.	\$ 320 410.00/month for 2019 2022. \$340460.00/month for 2020,2023. *** \$360510.00/month for 2021,2024. ***

***For 2023 and 2024, the employer and employee will split the premium increase or decrease 50:50, up to a maximum of \$50.00 per month per year of the contract, not to exceed the numbers above.

The Employer's contribution shall not exceed the cost of the premium.

The employer may offer a ~~waiver~~ plan by county policy.

Commented [BJD2]: Per Open Enrollment documents, the waiver amount will be \$2750/yr for 2022, \$2800/yr for 2023 and 2024

The employee may "buy up" to available higher cost plans by paying the premium difference. However, note, there is no employer HSA contribution offered on the higher cost plans.

Effective January 1, ~~2019~~2022, the Employer shall make a contribution to each eligible employee's HSA account, pro-rated by pay period [over 24 pay periods per year], as follows:

Single	\$2,260 per year, pro-rated by pay period
Single + 1	\$3,260 per year, pro-rated by pay period
Family	\$3,260 per year, pro-rated by pay period

Eligible employees will receive a pro-rated HSA contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

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

Section B. The County Board agrees to provide and pay for a life insurance policy of \$25,000.00 for all employees, and to provide life insurance coverage of \$15,000.00 for their spouses and dependents to age 26, subject to carrier restrictions.

Section C. The employer shall provide Long-Term Disability Insurance reimbursement for full-time permanent employees in accordance with the Personnel Policy. Full-time permanent employees shall have the option to purchase other voluntary benefits as offered by the Employer at the employee's cost in accordance with the terms of the policy between the County and the insurance carrier.

Section D. The employer will provide the union with a 6 month notice if the county plans to rescind the Early Retirement Health Insurance Incentive as described in Appendix E.

ARTICLE 16 TEMPORARY OR SEASONAL POSITIONS

Seasonal employees will be used under the following conditions: A. As needed, individuals can work

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over sixty-seven (67) days per calendar year or 100 days if a student as defined in PELRA, up to one hundred thirty four (134) days per calendar year. B. Wages for the first sixty-seven (67) days will be set by County Board policy, or 100 days if a student as defined in PELRA. Wages after the sixty-seven (67) days or 100 days if a student as defined in PELRA shall be as set in Wage Appendix B. C. Seasonal employees will not displace permanent full time employees from their usual and customary work. D. Seasonal employees receive no benefits.

ARTICLE 17

WAGE ADMINISTRATION

Section A. Pay days for all employees under the jurisdiction of this Agreement shall be bi-weekly on a Friday.

Section B. The hourly pay for all employees is as per Appendix B. If an employee's salary currently exceeds the maximum of their pay scale, their salary will be frozen until the pay scale catches up.

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Section C. *This Section C is suspended during the 2022-2024 Agreement, refer to Appendix C for reclassification, promotion, and demotion language in effect with the Open Range pay scale.*

Commented [BJD3]: This language applies under the Letter of Agreement:

Reclassification and Promotion: Employees who move to a position of a higher grade shall receive a minimum increase of 5% or \$1.00 per hour (whichever is greater), not to exceed the maximum, or be less than the minimum rate, and will be placed into the range of the new pay grade in this bargaining unit.

An employee who is promoted to a higher paid classification would be placed on the step that results in at least a \$0.25 per hour increase. Thereafter, the employee would receive step increases as provided for by the Agreement.

An employee who posts for a job at a lower classification pay rate or who exercises seniority preference into a lower classification would move to the lower classification at the same longevity step as their previous position.

Commented [BJD4]: This language applies under the Letter of Agreement:

Demotion: An employee who is demoted to a lower paid classification will be placed into the lower classification at the same percentile of the scale. Thereafter, the employee will receive within range movement as provided for by the Agreement. (For example: a Grade 6 employee who is paid 25% higher than the Grade 6 minimum will move to the Grade 5 classification and be paid 25% higher than the Grade 5 minimum.)

An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.

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~~Section D.~~

~~Effective January 1, 2019,~~ employees covered by this Agreement shall be paid in accordance with Appendix B.

~~1/1/2019 - One-half percent (1/2%) general adjustment. Employees whose wage is below the maximum of the appropriate wage scale will advance to the next step on January 1, 2019.~~

~~In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.~~

Section D. January 1, 2022 – December 31, 2024 wages, see Letter of Agreement attached as Appendix C.

~~Effective January 1, 2020,~~ employees covered by this Agreement shall be paid in accordance with Appendix B.

~~1/1/2020 - 1% general adjustment. Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on January 1, 2020. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.~~
2021, employees covered by this Agreement shall be paid in accordance with Appendix B.

~~1/1/2021 - One-half percent (1/2%) general adjustment. Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on January 1, 2021.~~

~~1/1/2021 - Special one-time adjustment: one extra step increase *not to exceed the scale maximum* for Janice Hunter, Kyle Priem, Roy Liljequist, and Terry Amrhein.~~

~~1/1/2021 - One-time lump sum payment of \$69.40 to all employees who are covered by this Agreement on January 1, 2021.~~

~~1/1/2021 - One-time allowance of up to \$145.00 in calendar year 2021 to be used specifically towards safety footwear for Appraisers in the Assessor's office and the following staff in the Land Department: Foresters, Forestry/Parks Technicians, Land Survey Technician, Assistant Land Survey Technician, Recreation Specialist, and Forest Inventory Specialist.~~

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In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

All employees shall remain at their rate of pay at the expiration date of this Agreement until a new Agreement is executed by the parties.

ARTICLE 18 SAVINGS CLAUSE

In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be null and void and the parties may, if they mutually agree, negotiate language to replace the voided provision. All other provisions shall continue in full force and effect.

ARTICLE 19 SAFETY

Effective January 1, 2022, the employer will provide a safety footwear allowance for each Jail Cook covered by this Agreement of up to \$50.00 per calendar year, upon submission of receipt, to be used specifically for or towards safety footwear.

Effective January 1, 2022, the employer will provide a safety footwear allowance for each Forester, Sr. Forester, and Recreation Specialist of up to \$145.00 per calendar year, upon submission of receipt, to be used specifically for or towards safety footwear.

Effective January 1, 2023, the employer will provide a safety footwear allowance for each Forester, Sr. Forester, and Recreation Specialist of up to \$195.00 per calendar year, upon submission of receipt, to be used specifically for or towards safety footwear.

ARTICLE 20 DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from January 1, ~~2019~~2022 to December 31, ~~2021~~2024, and from year to year thereafter unless either party hereto shall give written notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above stated.

BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA
COUNTY OF AITKIN

LOCAL UNION NO. 667
AFSCME, AFL-CIO, LOCAL #667

Board Chair

AFSCME Staff Representative

County Administrator

AFSCME #667 Local President

Human Resources Director

Date

Date

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APPENDIX A

JOB CLASSIFICATIONS

<u>CLASSIFICATION LIST</u>	<u>GRADE</u>
COOK-SHERIFF	1
<u>PARKS CUSTODIAN</u>	<u>2</u>
CUSTODIAN	2
OFFICE ASSISTANT I (FORMERLY CLERICAL ASSESSOR)	2
OFFICE ASSISTANT II (FORMERLY CLERK- ASSESSOR)ASSESSMENT TECHNICIAN	3
ASSISTANT LAND SURVEY TECHNICIAN (DC, LAND DEPT.)	3
LICENSE TECHNICIAN	3
RECORDS TECHICIAN-SHERIFF	3
<u>OFFICE ASSISTANT II (AKA OFFICE FLOATER)</u>	<u>3</u>
DEPUTY RECORDER	4
UTILITY MAINTENANCE CUSTODIAN	4
CERTIFIED APPRAISER	4
OFFICE ASSISTANT IV (FORMERLY DEPUTY LAND CMSR)	4
OFFICE ASSISTANT V (FORMERLY DEPUTY LAND COMMISSIONER AND MODIFIED TO INCLUDE COUNTY ADMINISTERED LAND ASSET MANAGEMENT DUTIES DEPT)	5
DEPUTY TREASURER	4
FORESTRY/PARKS TECHNICIAN	4
SR. LICENSE TECHNICIAN	4
ACCOUNT TECHNICIAN (AUDITOR'S OFFICE)	5
<u>LAND SURVEY AND MAPPING TECHNICIAN</u>	<u>5</u>
CERTIFIED APPRAISER, SR.	5
CHIEF DEPUTY TREASURER	5
FOREST INVENTORY SPEC. (GT, LAND DEPT., FORMERLY TIMBER INV SPEC.)	5
<u>DEPUTY RECORDER / LAND RECORDS TECHNICIAN (LH,</u> <u>AUDITOR'S OFFICE)</u>	<u>56</u>
LAND SURVEY TECHNICIAN (TF, LAND DEPT.)	5
<u>LEGAL ASSISTANT (FORMERLY LEGAL SECRETARY)</u>	<u>5</u>
OFFICE ASSISTANT V (FORMERLY SEC/CLERK/BKPR, ZONING ENVIRONMENTAL SERVICES)	5
CHIEF DEPUTY RECORDER	6
COMMERCIAL ACCREDITED APPRAISER	6
FORESTER	<u>67</u>
PARALEGAL	6
RECREATION SPECIALIST	6
ZONING OFFICER	6

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APPENDIX B
OPEN RANGE SCALES

OPEN RANGE SCALE FOR JANUARY 1, 2022

Grade	MIN		MAX
	FLSA Non-Exempt		
10	\$ 29.12	\$ 43.38	
9	\$ 27.42	\$ 40.82	
8	\$ 25.71	\$ 38.26	
7	\$ 24.01	\$ 35.70	
6	\$ 22.30	\$ 33.14	
5	\$ 20.59	\$ 30.59	
4	\$ 18.89	\$ 28.03	
3	\$ 17.18	\$ 25.47	
2	\$ 15.48	\$ 22.91	
1	\$ 13.77	\$ 20.35	

On 1/1/2022, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum.

OPEN RANGE SCALE UPON RATIFICATION, WITHOUT RETROACTIVITY

Grade	MIN		MAX
	FLSA Non-Exempt		
10	\$ 30.85	\$ 43.38	
9	\$ 29.04	\$ 40.82	
8	\$ 27.23	\$ 38.26	
7	\$ 25.42	\$ 35.70	
6	\$ 23.62	\$ 33.14	
5	\$ 21.81	\$ 30.59	
4	\$ 20.00	\$ 28.03	
3	\$ 18.19	\$ 25.47	
2	\$ 16.38	\$ 22.91	
1	\$ 14.57	\$ 20.35	

Upon ratification, without retroactivity, 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.

Upon ratification, without retroactivity, employees who are at the scale maximum will receive a lump sum payment equivalent to \$0.50 per hour, not to exceed \$520.

OPEN RANGE SCALE FOR JANUARY 1, 2023

Grade	MIN		MAX
	FLSA Non-Exempt		
10	\$ 32.09	\$ 44.24	
9	\$ 30.20	\$ 41.64	
8	\$ 28.32	\$ 39.03	
7	\$ 26.44	\$ 36.42	
6	\$ 24.56	\$ 33.81	
5	\$ 22.68	\$ 31.20	
4	\$ 20.80	\$ 28.59	
3	\$ 18.92	\$ 25.98	
2	\$ 17.04	\$ 23.37	
1	\$ 15.15	\$ 20.76	

OPEN RANGE SCALE FOR JANUARY 1, 2024

Grade	MIN		MAX
	FLSA Non-Exempt		
10	\$ 33.37	\$ 45.13	
9	\$ 31.41	\$ 42.47	
8	\$ 29.45	\$ 39.81	
7	\$ 27.49	\$ 37.14	
6	\$ 25.55	\$ 34.48	
5	\$ 23.59	\$ 31.82	
4	\$ 21.63	\$ 29.16	
3	\$ 19.67	\$ 26.50	
2	\$ 17.72	\$ 23.84	
1	\$ 15.76	\$ 21.17	

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

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

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APPENDIX C

LETTER OF AGREEMENT
BETWEEN
AITKIN COUNTY
AND
AFSCME, AFL-CIO, Local Union #667
Courthouse Unit

See attached.

~~2019-2021~~2022-2024 AFSCME COURTHOUSE AGREEMENT

APPENDIX E

MEMORANDUM OF AGREEMENT (EARLY RETIREMENT INCENTIVE)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 667, AFSCME Council 65, AFL-CIO (hereafter "Union")

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the ~~2019-2021~~2022-2024 collective bargaining agreement, the parties discussed early retirement incentives; and

WHEREAS, the employer ~~plans to incorporate~~has incorporated an early retirement incentive provision into the Aitkin County Personnel Policy manual ~~in January 2019~~.

NOW, THEREFORE, the parties agree as follows:

1. Employees of this bargaining unit who meet the criteria defined in the Aitkin County Personnel Policy for participation in the early retirement incentive in ~~2019, 2020~~2022, 2023, and 2024 will have the opportunity to participate.
2. The employer will provide the union with a 6 month notice if the county plans to rescind the Early Retirement Health Insurance Incentive.
- ~~2.3~~ This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this MOA to be executed this ~~13th~~ ___ day of ~~November, 2019~~ ____, 2022.

~~BOARD OF COMMISSIONERS~~
COUNTY OF AITKIN, MINNESOTA
~~COUNTY OF AITKIN~~

~~LOCAL UNION NO. 667~~
AFSCME, AFL-CIO, LOCAL #667

Board Chair

AFSCME Staff Representative

2019 – 2024/2022 - 2024 AFSCME COURTHOUSE AGREEMENT

Memorandum of Agreement
(Chief Deputy Recorder Lump Sum Payment)
AFSCME Courthouse Unit

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 667, AFSCME Council 65, AFL-CIO (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act, with the current duration of agreement being January 1, 2019 until December 31, 2021 (the parties are in mediation for the 2022-2024 Agreement); and

WHEREAS, Chief Deputy Recorder Tara Snyder assumed responsibility for the County Recorder's Office work, including department head level decision-making responsibilities, between August 2021 and April 2022; and

WHEREAS, the Chief Deputy Recorder is a Grade 6 and the County Recorder's position corresponds to a Grade 11 on the uniform wage scale; and

WHEREAS, the employer appreciates Ms. Tara Snyder stepping up to the plate when needed and taking on additional responsibilities in the Recorder's Office, and is grateful for the work she performed; and

WHEREAS, the employer and union mutually agree to provide a one-time lump sum payment to Ms. Tara Snyder in the amount of \$10,500 for the additional work performed.

NOW, THEREFORE, BE IT RESOLVED:

The parties agree:

1. The one-time lump sum payment shall be issued to Ms. Snyder within 30 days following approval by both the employer and union.
2. The payment is considered wages and is subject to all required payroll withholdings.
3. This payment does not set any precedence for future matters.
4. This payment shall not result in any grievances or additional requests for payment related to duties performed in the County Recorder's office between August 2021 and April 2022.
5. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, this Memorandum of Agreement has been executed on this ____ day of _____, 2022.

COUNTY OF AITKIN, MINNESOTA

AFSCME, AFL-CIO, LOCAL #667

Board Chair

AFSCME Staff Representative

**LETTER OF AGREEMENT
BETWEEN
AITKIN COUNTY
AND
AFSCME, AFL-CIO, Local Union #667
Courthouse Unit**

This Agreement will be attached to the Labor Agreement in effect between Aitkin County ("County") and AFSCME, AFL-CIO, Local Union #667 ("Union") (collectively, "Parties") dated January 1, 2022, through December 31, 2024, for the Courthouse Unit.

This Letter of Agreement will expire on December 31, 2024, unless the Parties agree to negotiate the terms of this Agreement into their existing labor agreement. If the Parties do not agree to negotiate the terms of this Agreement into their existing labor agreement, the contractual language and practice will return to how it is drafted in the Collective Bargaining Agreement ("CBA") dated January 1, 2022 through December 31, 2024, with wages to be converted in accordance with the table in Appendix D to the CBA ("12/31/2024 OPEN RANGE SCALE CONVERTED TO STEP SCHEDULE (for AFSCME mediation, 6/10/2022", hereinafter "Appendix D Conversion Table").

WHEREAS, after using a "Step and Grade" pay scale for some time, the County and the Union now desire to establish a Letter of Agreement for a defined period of time as described herein to operate under an "Open Range" pay scale;

THEREFORE, the Parties enter into this Letter of Agreement as follows:

1. **Effective January 1, 2022**, employees will convert to an Open Range pay scale, reflecting a 5% within range movement, not to exceed the maximum. Employees will remain on the open range pay scale through December 31, 2024, at which point the Union may elect to retain the Open Range pay scale, or return to the Step and Grade pay scale, at their election. The Parties will begin negotiations in July of 2024 for the subsequent contract. If the Union prefers to return to the Step and Grade pay scale, they must provide written notice to the Aitkin County Administrator on or before October 1, 2024, of their intent to return to a Step and Grade pay system as of January 1, 2025 (see Appendix D Conversion Table). From October 1, 2024, through December 31, 2024, the Parties agree to put their best efforts toward meeting and good faith negotiation of the subsequent contract.
2. If the Open Range pay scale is not retained after December 31, 2024, no Employee shall move to a lesser rate of pay. If the Union decides to revert to the Step and Grade schedule, the 2% guaranteed within range movement shall end, and the language placing a limitation of placement at no more than 9% above the minimum pay for new hires (paragraph 8 below) and any language prohibiting "leapfrogging" shall cease.
3. **Effective upon ratification**, employees moved to the new minimum (without any retroactivity) and receive a \$0.50 per hour within range movement not to exceed the scale maximum. Employees at the maximum will receive a one-time lump sum equivalent, not to exceed \$520.
4. **Effective January 1, 2023**, employees shall receive a 5% within range movement not to exceed the scale maximum.

5. **Effective January 1, 2024**, employees shall receive a 5% within range movement not to exceed the scale maximum.
6. **Beginning January 1, 2025** adjustments to the minimum and maximum pay shall be negotiated between the employer and the union (if the Open Range system remains).
7. **Within Range Movement.** While on the Open Range pay scale, all employees not at the maximum pay shall receive a minimum of a 2% within range movement on January 1, not to exceed the maximum pay in addition to any negotiated general adjustment increases and within range movement. This 2% does not apply if the State of Minnesota institutes a levy limitation and this clause shall be reopened for negotiation. If the Open Range pay scale is eliminated, the 2% language shall not apply.
8. **Placement of New Hires on Pay Scale.** The employer may hire up to 9% above the minimum pay for new hires so long as a new hire's rate of pay doesn't exceed the rate of pay of any current employee in the same classification. Current employee is defined as employees employed as of ratification of this Letter of Agreement. If the Open Range pay scale is eliminated, the 9% language shall not apply.
9. **Not pay-for-performance.** The Employer does not consider the Open Range pay scale to include any elements of pay for performance. If the employer desires to move to a pay-for-performance system in the future, it must be negotiated with the Union. There is no guarantee that the Union will agree to a pay-for-performance system.
10. All employees shall remain at their rate of pay at the expiration date of this Letter of Agreement until a new Agreement is executed by the parties.
11. **Reclassification and Promotion:** Employees who move to a position of a higher grade shall receive a minimum increase of 5% or \$1.00 per hour (whichever is greater), not to exceed the maximum, or be less than the minimum rate, and will be placed into the range of the new pay grade in this bargaining unit.
12. **Demotion:** An employee who is demoted to a lower paid classification will be placed into the lower classification at the same percentile of the scale. Thereafter, the employee will receive within range movement as provided for by this Letter of Agreement. (For example: a Grade 6 employee who is paid 25% higher than the Grade 6 minimum will move to the Grade 5 classification and be paid 25% higher than the Grade 5 minimum.)

ON BEHALF OF AITKIN COUNTY


Chairperson, County Board of Commissioners

Date _____

County Administrator

Date _____

ON BEHALF OF AFSCME local #667



President

Date 9-19-22



Business Agent

Date 9-19-22 12:31 pm

2022 - 2024 AFSCME COURTHOUSE AGREEMENT

Effective January 1, 2023, the employer will provide a safety footwear allowance for each Forester, Sr. Forester, and Recreation Specialist of up to \$195.00 per calendar year, upon submission of receipt, to be used specifically for or towards safety footwear.

ARTICLE 20

DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from January 1, 2022 to December 31, 2024, and from year to year thereafter unless either party hereto shall give written notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above stated.

COUNTY OF AITKIN, MINNESOTA

AFSCME, AFL-CIO, LOCAL #667

Board Chair

Troy Faust 9/19/22 12:32 pm

AFSCME Staff Representative

County Administrator

[Signature]

Local President

Human Resources Director

9-19-22

Date

Date

2022 - 2024 AFSCME COURTHOUSE AGREEMENT

APPENDIX E

MEMORANDUM OF AGREEMENT (EARLY RETIREMENT INCENTIVE)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 667, AFSCME Council 65, AFL-CIO (hereafter "Union")

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2022-2024 collective bargaining agreement, the parties discussed early retirement incentives; and

WHEREAS, the employer has incorporated an early retirement incentive provision into the Aitkin County Personnel Policy manual.

NOW, THEREFORE, the parties agree as follows:

1. Employees of this bargaining unit who meet the criteria defined in the Aitkin County Personnel Policy for participation in the early retirement incentive in 2022, 2023, and 2024 will have the opportunity to participate.
2. The employer will provide the union with a 6 month notice if the county plans to rescind the Early Retirement Health Insurance Incentive.
3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this MOA to be executed this 19 day of September, 2022.

COUNTY OF AITKIN, MINNESOTA

Board Chair

AFSCME, AFL-CIO, LOCAL #667

Troy Sabert 12.33

AFSCME Staff Representative

2022 - 2024 AFSCME COURTHOUSE AGREEMENT

**Memorandum of Agreement
(Chief Deputy Recorder Lump Sum Payment)
AFSCME Courthouse Unit**

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 667, AFSCME Council 65, AFL-CIO (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act, with the current duration of agreement being January 1, 2019 until December 31, 2021 (the parties are in mediation for the 2022-2024 Agreement); and

WHEREAS, Chief Deputy Recorder Tara Snyder assumed responsibility for the County Recorder's Office work, including department head level decision-making responsibilities, between August 2021 and April 2022; and

WHEREAS, the Chief Deputy Recorder is a Grade 6 and the County Recorder's position corresponds to a Grade 11 on the uniform wage scale; and

WHEREAS, the employer appreciates Ms. Tara Snyder stepping up to the plate when needed and taking on additional responsibilities in the Recorder's Office, and is grateful for the work she performed; and

WHEREAS, the employer and union mutually agree to provide a one-time lump sum payment to Ms. Tara Snyder in the amount of \$10,500 for the additional work performed.

NOW, THEREFORE, BE IT RESOLVED:

The parties agree:

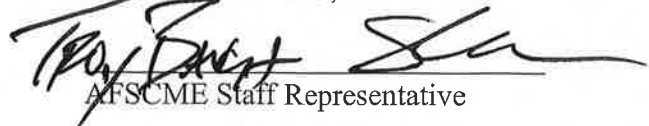
1. The one-time lump sum payment shall be issued to Ms. Snyder within 30 days following approval by both the employer and union.
2. The payment is considered wages and is subject to all required payroll withholdings.
3. This payment does not set any precedence for future matters.
4. This payment shall not result in any grievances or additional requests for payment related to duties performed in the County Recorder's office between August 2021 and April 2022.
5. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, this Memorandum of Agreement has been executed on this 12 day of September, 2022.

COUNTY OF AITKIN, MINNESOTA

Board Chair

AFSCME, AFL-CIO, LOCAL #667


AFSCME Staff Representative



Board of County Commissioners Agenda Request

8B
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Closed Session for Labor Negotiations Strategy

<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* <i>*provide copy of hearing notice that was published</i>

Submitted by: Bobbie Danielson, HR Director	Department: Admin/HR
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Presenter (Name and Title): Jessica Seibert, County Administrator and Bobbie Danielson, HR Director	Estimated Time Needed: 30 minutes
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Summary of Issue:

The Teamsters Non-licensed Essential Unit (jail/dispatch) and employer are ready to begin negotiations for the 2023-2024 or 2025 Agreement.

The current Agreement expires 12/31/2022.

Discuss negotiations team, strategy, and wage/insurance authority.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to closed the meeting for labor negotiations strategy under MN Stat. 13D. 03 Subd. 1(b) Labor Negotiations

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:*

Pattern settlement for 2023 (budgeted) and 2024 (not yet budgeted) is 5% within range movement each year, not to exceed the MAX. No settlements yet for 2025. The employer's contribution for Teamsters JC32 health insurance is \$1210/month in 2022. (Was \$1200/month in 2021 and \$1180/month in 2020.)



Board of County Commissioners Agenda Request

9A
Agenda Item #

Requested Meeting Date: September 27, 2022

Title of Item: Approve LELS #504 MOA's

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 10 Min.
Summary of Issue: <p>Due to staffing constraints in the Jail and Dispatch, Supervisors are taking additional shifts including scheduled holidays. The attached MOA's are being requested by the union to address personal leave caps, working on a holiday, and vacation cash out requirements.</p> <p>Note: The union is requesting that holiday pay be paid for all hours worked on the holiday rather than after the first two hours. The language currently included in the attached MOA regarding the amount of time worked on holidays mirrors the language used in the Highway Dept.</p>		
Alternatives, Options, Effects on Others/Comments: The Board may adjust language as desired.		
Recommended Action/Motion: Approve LELS #504 "Holiday Pay Stipend For Exempt Positions and Vacation Cash OUT MOA" Approve LELS #505 "Personal Leave MOA"		
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.

MEMORANDUM OF AGREEMENT
Aitkin County
and
Law Enforcement Labor Services
Local #504 (LELS)

HOLIDAY PAY STIPEND FOR
EXEMPT POSITIONS
AND VACATION CASH OUT MOA

This Memorandum of Agreement is entered into between the County of Aitkin (hereafter "County") and Law Enforcement Labor Services, Inc. (hereafter "Union").

WHEREAS, the County and the Union are parties to a Labor Agreement in effect from January 1, 2021, through December 31, 2023, and

WHEREAS, the County is experiencing high staff turnover in its County Jail and Dispatch Center; and

WHEREAS, some supervisory employees covered by the LELS Agreement are listed as FLSA exempt and essential employees whose hours of work are based on employer needs and are regularly required to work 80 or more hours per pay period, and are entitled to 8 hours of holiday pay on the holidays listed in Article 11 of the collective bargaining agreement; and

WHEREAS, some supervisory employees current workloads do not allow for time off on some of the holidays listed in Article 11 of the collective bargaining agreement; and

WHEREAS, some supervisory employees are at or near their vacation accrual maximum of 280 hours and are concerned about forfeiting vacation time;

NOW, THEREFORE, the County and the Union agree as follows:

1. **HOLIDAY PAY STIPEND FOR FLSA EXEMPT EMPLOYEES:** When required to work more than 2 hours on holidays or days observed as holidays, the FLSA exempt supervisory employee will be paid a stipend equal to time and one-half (1 1/2) pay when they work on the calendar day on which a major holiday falls. The term major holiday includes New Year's Day, Memorial Day, 4th of July, Veterans Day, Thanksgiving Day, and Christmas Day. (NOTE: The reference here to major holidays mirrors the Highway Dept. The request from the Highway Dept. was to focus on those holidays when families typically gather)

For the purposes of this MOA, the employee's hourly pay equivalent will be calculated by dividing their annual salary by 2,080 hours.

Example: If New Year's Day falls on a Sunday and is observed by policy on Monday, and the supervisor is required to work 5 hours on Sunday and 4 hours on Monday he or she will be paid as follows:

MEMORANDUM OF AGREEMENT

Aitkin County and Law Enforcement Labor Services Local #504 (LELS)

PERSONAL LEAVE MOA

This Memorandum of Agreement is entered into between the County of Aitkin (hereafter "County") and Law Enforcement Labor Services, Inc. (hereafter "Union").

WHEREAS, the County and the Union are parties to a Labor Agreement in effect from January 1, 2021, through December 31, 2023, and

WHEREAS, the County is experiencing high staff turnover in its County Jail and Dispatch Center; and

WHEREAS, Article 10, Section 10.3, of the collective bargaining agreement grants full-time employees nine (9) hours of personal leave each quarter, and allows them to accumulate up to thirty-six (36) hours of personal leave at any given time; and

WHEREAS, some supervisory employees are at or near their personal leave accrual maximum of 36 hours and are concerned about forfeiting personal leave time;

NOW, THEREFORE, the County and the Union agree as follows:

1. Employees covered by the LELS Agreement will be allowed to accumulate more than 36 hours of personal leave at any given time if use of their personal leave is denied by their supervisor due to staffing issues.

This Personal Leave accrual max modification for FLSA Exempt and FLSA Non-exempt Employees will expire on January 30, 2023.

2. If an employee's personal leave bank is over 36 hours on January 30, 2023 when the accrual max modification expires, the employee will have through March 11, 2023 to reduce their Personal Leave balance to 36 hours or less (end of pay period and prior to next quarterly issuance of personal leave hours). Any personal leave hours above 36 on March 12, 2023 (beginning of next pay period), will be forfeited.

3. The County and Union agree this MOA shall not set a precedent with regard to any future matters between the parties.

4. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

