



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** August 13, 2024

**Where:** Government Center Board Room

The public is invited to join the meeting remotely by phone call:

Phone: 1-415-655-0001

Access Code: 2559 468 2411

Meeting Password: 7282

9:00 a.m.

**1) J. Mark Wedel, County Board Chair**

- A) Call to Order**
- B) Pledge of Allegiance**
- C) Approval of the Agenda**

9:00 a.m.

- D) Citizens Public Comment-** Comments from visitors must be informational 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 Administrators 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 times will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File-**  
July 23, 2024 - August 12, 2024
  - B) Approve County Board Minutes-**  
July 23, 2024
  - C) Approve Electronic Funds Transfers**  
EFT through August 5, 2024
  - D) Approve-**  
Aitkin County Sobriety Court Funding Request/Opioid Settlement Dollars
  - E) Adopt Resolution-**  
LG 220 Application for Exempt Gambling - Ducks Unlimited Garrison Wildlife
  - F) Approve-**  
County VSO Operational Enhancement Grant Program
  - G) Approve Manual Warrants/Voids/Corrections-**  
ELAN 07.05.24
  - H) Approve Auditor Vouchers-**  
Auditor Warrants 07.26.24
  - I) Adopt Resolution-**  
LG 220 Application for Exempt Gambling - Ducks Unlimited Aitkin Area
  - J) Adopt Resolution-**  
LG 220 Application for Exempt Gambling - Aitkin County Pheasants Forever
  - K) Approve Commissioner's Vouchers**  
Commissioner Warrants 08.02.24
  - L) Approve Manual Warrants/Voids/Corrections-**  
ELAN 07.18.24
  - M) Approve Auditor Vouchers-**  
Auditor Warrants R&B 08.02.24
  - N) Adopt Resolution-**  
County Assessor Reappointment
  - O) Adopt Resolution-**  
Application for Temporary On Sale Liquor License - Isle Lion's Club
  - P) Approve Auditor Vouchers-**  
Auditor Warrants - Sales/Use and Diesel Tax, July 2024

	9:05 a.m.
3) Jessica Seibert – County Administrator	
A) Aitkin County CARE Presentation	
	9:20 a.m.
4) Erin Melz – Public Health Supervisor	
A) 1st Reading - Tobacco Ordinance Amendment	
B) Public hearing - Tobacco Ordinance Amendment - 9:30 a.m.	
C) Adopt Resolution - Aitkin County Tobacco Ordinance	
	9:50 a.m.
5) Dennis Thompson – Land Commissioner	
A) Wetland Banks and the Wetland Conservation Act - Discussion Only	
	10:05 a.m.
6) Dave McMillan – LLCC Manager	
A) Adopt Resolution - Donation to LLCC from Donald H. Nelson Trust	
	10:10 a.m.
7) Dan Guida – County Sheriff	
A) 2025 Budget Presentation	
	10:25 a.m.
8) John Welle – County Engineer	
A) Approve BNSF Agreement	
	10:35 a.m.
9) Jim Bright – Facilities Coordinator	
A) Approve Furniture Bids	
B) Approve Request to Use Fiscal Recovery Funds	
	10:45 a.m.
10) Jessica Seibert – County Administrator	
A) 2025 Appropriations Review	
B) 2025 General Government Budget Review	
C) Administrator Updates	
	11:20 a.m.
11) Board of Commissioners	
A) Commissioner Committee Reports	
	ADJOURN



# AITKIN COUNTY BOARD OF COMMISSIONERS

July 23, 2024

9:00 a.m.

Government Center Board Room

## Regular Session Minutes

## 1.A CALL TO ORDER

Chair Wedel called the meeting to order at 9:00 a.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
April Kellerman	Administrative Assistant	Present

## 1.B PLEDGE OF ALLEGIANCE

### 1.C APPROVAL OF AGENDA

Motion to: Approve the agenda, as amended.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney
	Switched presentation order for 5B & 5C

**1.D Health & Human Services (see separate HHS Agenda)**

1.E **Citizens Public Comment - None**

## 2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Michael Kearney

### A) Correspondence File-

July 9, 2024 - July 22, 2024

**B) Approve County Board Minutes-**

July 9, 2024

**C) Approve Electronic Funds Transfers**

<b>Total</b>	<b>\$1,146,985.02</b>
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**D) Approve Auditor Vouchers-**

Auditor Warrants 07.05.24

General	\$735.25	R&B	\$82,012.79			<b>Total</b>	\$82,748.04
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**E) Approve Auditor Vouchers-**

Auditor Warrant - Sales/Use & Diesel Tax, June 2024

<b>General</b>	\$94.25	R&B	\$1,034.45	Trust	\$34.04	LLCC	\$63.83
<b>Parks</b>	\$335.24					<b>Total</b>	\$1,561.81

**F) Approve-**

## Board Ratification - IFS Contract

**G) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 07.09.24

General	\$761.71	State	\$22,675.73	LLCC	\$577.95	Parks	\$50.00
						<b>Total</b>	<b>\$24,065.39</b>

**H) Approve Auditor Vouchers-**

Auditor Warrants 07.12.24

General	\$12,935.24	Taxes	\$4,203.64			<b>Total</b>	\$17,138.88
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**I) Adopt Resolution-**

Search &amp; Rescue Donation - Great River Energy

**J) Approve Manual Warrants/Voids/Corrections-**

ELAN 06.21.24

General	\$5,610.63	Trust	\$39.80	Forest	\$249.00	LLCC	\$3,225.66
HHS	\$1,130.23	Opioid	\$16.03	R&B	\$529.00	<b>Total</b>	\$10,800.35

**K) Adopt Resolution-**

K-9 Donation - Aitkin Municipal Liquor Store

**L) Approve-**

AutoCAD License Renewal

**M) Adopt Resolution-**

Accept bid for crushing gravel

**N) Approve Commissioner's Vouchers**

Commissioner Warrants 07.19.24

General	\$252,985.32	Reserves	\$17,594.14	R&B	\$387,291.75	HHS	\$32,017.92
Debt	\$135,007.51	State	\$9,579.84	Trust	\$12,709.91	Forest	\$1,016.20
LLCC	\$5,523.79	Parks	\$9,073.16	COVID	\$13,400.00	<b>Total</b>	\$876,199.54

**O) Information Only**

Investment Report

**P) Approve-**

Personnel Policy Update

## Regular Agenda

3A Mike Dangers – County Assessor

**Motion to:**

Approve Mobile Assessor Software

**RESULT: APPROVED (5 TO 0)****MOVER:** Commissioner Laurie Westerlund**SECONDER:** Commissioner Bret Sample

3B Mike Dangers – County Assessor

**Motion to:**

Approve Fiscal Recovery Funds request

**RESULT: APPROVED (5 TO 0)****MOVER:** Commissioner Travis Leiviska**SECONDER:** Commissioner Michael Kearney

4A John Welle – County Engineer

**Motion to:**

Approve 2023 Annual Report

**RESULT: APPROVED (5 TO 0)****MOVER:** Commissioner Bret Sample**SECONDER:** Commissioner Travis Leiviska

5A Dennis Thompson – Land Commissioner

**Motion to:**

Approve Contract with Widseth for wetland delineation and report for ATV trail

**RESULT: APPROVED (5 TO 0)****MOVER:** Commissioner Laurie Westerlund**SECONDER:** Commissioner Travis Leiviska

5C Dennis Thompson – Land Commissioner

**Motion to:**

Adopt Resolution - County participation in class action lawsuit settlement agreement

**RESULT: APPROVED (5 TO 0)****MOVER:** Commissioner Bret Sample**SECONDER:** Commissioner Travis Leiviska

5B Dennis Thompson – Land Commissioner

**Informational Only**

Presentation on the new tax law

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

6A Jim Bright – Facilities Coordinator

**Motion to:**

Approve Jail HVAC controls proposal

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Michael Kearney  
winning bid awarded to Climate Makers

6B Jim Bright – Facilities Coordinator

**Motion to:**

Approve Contract with Climate Makers for HVAC controls

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Laurie Westerlund

6C Jim Bright – Facilities Coordinator

**Motion to:**

Approve Fiscal Recovery Funds request

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Bret Sample

7A Jessica Seibert – County Administrator

**Motion to:**

Approve Data Practices Revisions

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Laurie Westerlund

7B Jessica Seibert – County Administrator

**Informational Only**

2nd Quarter 2023 Budget Review

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

7C Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates

Wetlands Discussion, JET meeting, County Fair, almost all Budget meetings held, MCACA Summer Tech, AFSCME HHS

Negotiations, Regular 1:1s

8A Board of Commissioners

**Informational Only**

Commissioner Committee Reports

County Fair, Planning Committee, Mississippi Headwaters Board, Paddle Your Glass Off event, Joint Powers Natural

Resource Board, Snake River 1W1P Policy, MN Rural Counties, Towards Zero Deaths

**Motion to Adjourn**

Motion made at 12:25 p.m.

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Laurie Westerlund

**Next Meeting:** Tuesday, August 13, 2024

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

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 8/13/2024

**Title of Item:** EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Lori Grams		<b>Department:</b> County Treasurer
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  EFT Report thru 8/52024		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <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>		

**ELECTRONIC FUNDS TRANSFER****Thru August 5, 2024 Board Meeting August 13, 2024**

Abstract Number	Date	Amount	Reason
22083	7/19/24	\$327,302.13	Commissioner Abstract
22084	7/19/24	\$1,879.75	Auditor Abstract
22085	7/18/24	\$2,927.45	Manual Abstract
22086	7/23/24	\$14,458.44	Commissioner Abstract
22087	7/26/24	\$749,684.27	Payroll Abstract
22088	7/26/24	\$76,281.96	Auditor Abstract
22089	7/26/24	\$5,717.45	Auditor Abstract
22091	8/2/24	\$262,075.73	Commissioner Abstract
22092	7/31/24	\$8,381.81	Manual Abstract
22093	8/2/24	\$24,265.00	Auditor Abstract
22094	8/2/24	\$6,325.81	Auditor Abstract
22095	8/1/2024	\$7,919.43	Manual Abstract

\$0  
Voids/No ACH  
22090

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\$1,487,219.23

S:Board Report:2024 EFT Board Report Thru Date



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** August 13th, 2024

**Title of Item:** Aitkin County Sobriety Court Funding Request/Opioid Settlement Dollars

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Liz Short, PHN		<b>Department:</b> Aitkin County HHS
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b> 0
<b>Summary of Issue:</b> Aitkin County Sobriety Court (ACSC) is requesting \$3500 to fund pro-social sober events, activities, and incentives for current participants, family members and graduates of the ACSC program. Positively engaging participants and their families in the recovery community serves as a building block for participants to establish recovery capital. Funding recovery capital leads to sustained recovery, healthier relationships, engaged families, and stronger communities. This request was unanimously approved by the opioid subcommittee on July 23, 2024		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve \$3,500 opioid grant request for Aitkin County Sobriety Court		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> Project will be funded with opioid settlement dollars		



# Board of County Commissioners Agenda Request

<b>2E</b> Agenda Item #
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**Requested Meeting Date:** August 13, 2024

**Title of Item:** LG 220 Application for Exempt Gambling - Ducks Unlimited Garrison Wildlife

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Event Date: February 21 , 2025  Application for Exempt Gambling Permit: LG220 - Ducks Unlimited Garrison Wildlife Chapter - Raffle		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to adopt attached resolution.		
<b>Financial Impact:</b> 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>		

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

**ADOPTED August 13, 2024**

By Commissioner: xxx

**20240813-xxx**

**LG 220 Application for Exempt Permit – Ducks Unlimited Garrison Wildlife Chapter**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Ducks Unlimited Garrison Wildlife Chapter at the following location – (Ice Fishing Contest) On Mille Lacs Lake N46. 18 W93.45 Aitkin, MN 56431 – Hazelton Township.  
Date of Raffle: February 21, 2025

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

**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 13<sup>th</sup> day of August 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 13<sup>th</sup> day of August 2024**

\_\_\_\_\_  
Jessica Seibert  
County Administrator





# Board of County Commissioners Agenda Request

**2F**

Agenda Item #

**Requested Meeting Date:** August 13, 2024**Title of Item:** County VSO Operational Enhancement Grant Program

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Penny Harms		<b>Department:</b> Veteran Services Office
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b> <p>Aitkin County Veteran Services is eligible to receive a CVSO Operational Enhancement Grant for FY24 in the amount of \$10,000 from the MN Department of Veterans Affairs.</p> <p>The purpose of this grant is to enhance the operations of the Aitkin County Veterans Service Office. The grant can be used for outreach, marketing, enhancement of services to veterans, transportation and office equipment.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Accept the grant funds for the CVSO grant.		
<b>Financial Impact:</b> <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p>		

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



## FY2025 CVSO GRANT AGREEMENT PROCESSING INSTRUCTIONS

Before the FY2025 Grant Agreement may be executed, please send (electronically) each of the following documents *in one email* to: Abby Brown – MDVA Grants Specialist at [abby.brown@state.mn.us](mailto:abby.brown@state.mn.us).

Note: FY2025 CVSO forms and spreadsheets are available on the MDVA SharePoint site.

<input type="checkbox"/>	CVSO FY2025 Budget Spreadsheet Document in Excel format please
<input checked="" type="checkbox"/>	<b>Conflict of Interest Disclosure Form – Report</b> (Download from MDVA SharePoint site) CVSO signs & submits <u>1<sup>st</sup> page only</u> of the Conflict of Interest Form.
<input type="checkbox"/>	<b>Include in the email a list of CVSO Grant Agreement Cosigners - 2 max</b> (e.g. CVSO & County Board of Director's Chairperson). One additional person may be added to receive a copy of the executed Grant Agreement only. Must Include: Full Name, Title, email address (indicate those who must sign vs. only receive a copy)
<b>**NOTE**</b> <ul style="list-style-type: none"><li>• Unlike previous years - an Advanced Payment Grant Expenditure Report Form (Appendix D) is not required at time of submission as it will be included in the documents to sign through DocuSign.</li><li>• Beginning last year (FY2024), a County Board Resolution is NO LONGER required by MDVA.</li><li>• Completing the CVSO FY2025 Budget Spreadsheet Document will satisfy the requirement for the Work Plan and Budget Expenditure Report.</li></ul>	

### Grant Agreement e-Signature Process

Once the above required documents have been submitted and approved by the MDVA Grants Unit, the FY2025 CVSO County Grant Agreement will be initiated electronically (no paper copies) using DocuSign. CVSO Cosigners will receive an email which will contain the County's Grant Agreement and instructions for electronic signature.

After the Grant Agreement is signed by the CVSO Cosigners, the Grant Agreement will automatically be forwarded by DocuSign to the MDVA Commissioner for final electronic signature.

**After the Grant Agreement is electronically signed by all parties, the CVSO Cosigners (& CVSO if not among the Cosigners) will receive a final email containing the executed original. DOWNLOAD & PRINT THIS COPY FOR YOUR RECORDS!**

The Grant Agreement is "live" (i.e. grant expenditures may be incurred) 60-days prior to the last signature on the Grant Agreement signature page up until 7/1/2024.

WLB1  
7/22/24 11:04AM  
5 Health & Human Services

# Aitkin County



2G

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

Page 2

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	<b>5462 Bremer Bank (Elan ACH)</b>					
3	05-400-410-0413-6435		2,100.00	BF TENT-WIC BF EQUITY GRANT		Public Health Program Related Supplies N
4	05-400-450-0451-6435		195.00	BF TENT-SHIP-MN EATS		Public Health Program Related Supplies N
2	05-430-700-4800-6405		38.98	BUSINESS CARDS (AB)		Office Supplies N
				06/27/2024 06/27/2024		
1	05-430-710-3650-6027		25.00	SERV FOR CON PERM-ADOPTION REG	171127003	Serv For Concurrent Perm Plan N
				06/25/2024 06/25/2024		
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>2,358.98</b>	<b>4 Transactions</b>		
<b>5 Fund Total:</b>			<b>2,358.98</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>4 Transactions</b>
<b>Final Total:</b>			<b>2,358.98</b>	<b>1 Vendors</b>	<b>4 Transactions</b>	

WLB1

7/22/24

11:04AM

# Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

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	
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>					
1	01-040-000-0000-6205		9.85 PASSPORT POSTAGE	0	Postage	N
17	01-200-000-0000-6240		90.00 #224 POST LIC RENEWAL	057840	Membership/Dues/Association Fees	N
19	01-252-252-0000-6465		2.88- REFUND -CXLD IN FISHERMAN	21095	Inmate Welfare Supplies	N
23	01-001-000-0000-6241		63.67 KEARNEY PAID COUNTY 7/18	3014	Registration Fee	N
22	01-001-000-0000-6332		153.54 KEARNEY HOTEL (ARDC)	3014	Hotel / Motel Lodging	N
13	01-043-000-0000-6360		20.00 CHAT GPT SUBSCRIPTION	3097	Services, Labor, Contracts, GIS Mapping	N
2	01-049-000-0000-6266		58.95 JAMSOFTWARE-TREESIZE PRO,VLAD	343235	Software Fees/License Fees	N
24	01-049-000-0000-6266		69.00 SHODAN - JUNE	3AE6D18C-0006	Software Fees/License Fees	N
14	01-200-000-0000-6405		19.99 DROPBOX	3DGC7SY79LG7	Office Supplies	N
16	01-200-000-0000-6360		5.00 SPYPOINT PLAN	CE486A8D-0021	Services, Labor, Contracts	N
			06/17/2024 07/17/2024			
21	01-100-000-0000-6335		6.43 ELECTED OFFICIAL FLAG CEREMONY	FLAG CEREMONY	Gas/Vehicle Fuel Charges	N
18	01-252-000-0000-6240		159.90 ZOOM RENEWAL - PAT S	INV261032665	Membership/Dues/Association Fees	N
3	01-122-000-0000-6360		15.99 MONTHLY ZOOM CONTRACT	INV261898925	Services, Labor, Contracts	N
			06/22/2024 07/21/2024			
20	01-100-000-0000-6332		241.84- CREDIT-MACO SUMMER CONFERENCE	MACO SUMMER	Hotel / Motel Lodging	N
			06/26/2024 06/27/2024			
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>		<b>427.60</b>	<b>14 Transactions</b>		
<b>1 Fund Total:</b>			<b>427.60</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>14 Transactions</b>

WLB1  
7/22/24 11:04AM

# Aitkin County



2 Reserves Fund

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

Page 3

Vendor		<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
15	5462	Bremer Bank (Elan ACH)						
		02-200-020-0000-6360		230.84	SAR DJI BATTERY/PROPELLERS	0016856130989	Sheriff Search & Rescue Reserve Expe	N
	5462	Bremer Bank (Elan ACH)		230.84	1 Transactions			
2 Fund Total:				230.84	Reserves Fund	1 Vendors	1 Transactions	

WLB1  
7/22/24 11:04AM  
10 Trust

# Aitkin County



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

Page 4

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
11	5462 Bremer Bank (Elan ACH)		63.00	LEATHER GLOVES XL	062024	Field Supplies	N
	10-923-000-0000-6450						
	5462 Bremer Bank (Elan ACH)		63.00	1 Transactions			
10 Fund Total:			63.00	Trust	1 Vendors	1 Transactions	

WLB1  
7/22/24 11:04AM  
11 Forest Development

# Aitkin County



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

Page 5

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>					
10	11-939-000-0000-6356		122.50	MN BOARD OF AELSLAGID CERT	062024	License Fees	N
12	11-939-000-0000-6450		135.73	SAFETY BRUSH AXE AND REPLACE B	062024	Supplies	N
	<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>	<b>258.23</b>	<b>2 Transactions</b>			
<b>11 Fund Total:</b>			<b>258.23</b>	<b>Forest Development</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

WLB1

7/22/24

11:04AM

19 Long Lake Conservation Cen

# Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	<b>5462 Bremer Bank (Elan ACH)</b>					
4	19-521-000-0000-6268		60.00	REGISTRATION TO OJIBWE CLASS	4715110303635416	Staff Training, Development N
7	19-521-000-0000-6360		240.00	WEBSITE FEE	4715110303635416	Services, Labor, Contracts N
8	19-521-000-0000-6360		245.00	WEBSITE UPGRADE	4715110303635416	Services, Labor, Contracts N
6	19-522-000-0000-6431		32.00	VET TRIP FOR SIMONE	4715110303635416	Educational Supplies N
9	19-524-000-0000-6360		537.53	GRAPE PLANTS FOR NEW ARBORS	4715110303635416	Services, Labor, Contracts N
5	19-524-000-0000-6590		78.97	WILDFLOWER SEEDS FOR GROUNDS	4715110303635416	Repair & Maintenance Supplies N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>1,193.50</b>	<b>6 Transactions</b>		
<b>19 Fund Total:</b>			<b>1,193.50</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>6 Transactions</b>
<b>Final Total:</b>			<b>2,173.17</b>	<b>5 Vendors</b>	<b>24 Transactions</b>	



# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	2,358.98	Health & Human Services
All Funds	2,358.98	Total

Approved by, .....

.....

.....

# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	427.60	General Fund	
	2	230.84	Reserves Fund	
	10	63.00	Trust	
	11	258.23	Forest Development	
	19	1,193.50	Long Lake Conservation Center	
	All Funds	2,173.17	Total	Approved by, .....
				.....
				.....

Total Elan paid 7.5.24 = \$4,532.15

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				

WLB1  
7/24/24 12:09PM

# Aitkin County



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

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
257	DEPT		Community Corrections			
	1333	Dell Marketing L.P.				
		01-257-000-0000-6485	13,673.45	SERVER HARDWARE FOR SECURITY	10750055462	Computer/Technology Supplies
				05/22/2024	05/22/2024	
	1333	Dell Marketing L.P.	13,673.45	1 Transactions		
257	DEPT Total:		13,673.45	Community Corrections	1 Vendors	1 Transactions
1	Fund Total:		13,673.45	General Fund		1 Transactions

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7/24/24 12:09PM

# Aitkin County



Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES

Page 3

	Vendor		Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Name Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
303	DEPT					R&B Highway Maintenance			
	15335	LOT PROS INC.							
		03-303-000-0000-6360			64,421.87	CONTRACT 20244 PMT 2	CONTRACT 20244 F	Services, Labor, Contracts	N
	15335	LOT PROS INC.			64,421.87	1 Transactions			
303	DEPT Total:				64,421.87	R&B Highway Maintenance	1 Vendors	1 Transactions	
307	DEPT					R&B Capital Infrastructure			
	9911	KGM CONTRACTORS INC							
		03-307-000-0000-6262			62,608.51	6262	CONT 20231 PMT 1	Contract Payments	N
	9911	KGM CONTRACTORS INC			62,608.51	1 Transactions			
307	DEPT Total:				62,608.51	R&B Capital Infrastructure	1 Vendors	1 Transactions	
3	Fund Total:				127,030.38	Road & Bridge		2 Transactions	
	Final Total:				140,703.83	3 Vendors	3 Transactions		

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	13,673.45	General Fund
3	127,030.38	Road & Bridge
<b>All Funds</b>	<b>140,703.83</b>	<b>Total</b>

Approved by,

.....  
.....  
.....



# Board of County Commissioners Agenda Request

**21**  
Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** LG 220 Application for Exempt Gambling - Ducks Unlimited Aitkin Area

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Event Date (Raffle): January 17, 2025  Application for Exempt Gambling Permit: LG220 - Ducks Unlimited Aitkin Area Chapter - Bingo and Raffle: Location of event Wealthwood Rod and Gun Club: 23573 420th PI Aitkin, MN 56431: Hazelton Township		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to adopt attached resolution.		
<b>Financial Impact:</b> 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>		

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

ADOPTED August 13, 2024

By Commissioner: xxx

**20240813-xxx**

**LG 220 Application for Exempt Permit – Ducks Unlimited Aitkin Area Chapter**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 - Ducks Unlimited Aitkin Area Chapter – Bingo and Raffle: Location of event Wealthwood Rod and Gun Club: 23573 420th Pl Aitkin, MN 56431: Hazelton Township – Date of Event January 17, 2025

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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 13th day of August 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of August, 2024

\_\_\_\_\_  
Jessica Seibert  
County Administrator





# Board of County Commissioners Agenda Request



**Requested Meeting Date:** August 13, 2024

**Title of Item:** LG 220 Application for Exempt Gambling - Aitkin County Pheasants Forever

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Event Date (Raffle): September 28, 2024  Application for Exempt Gambling Permit: LG220 - Aitkin County Pheasants Forever - Raffle: Location of event Wealthwood Rod and Gun Club: 23573 420th PI Aitkin, MN 56431: Hazelton Township		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to adopt attached resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED August 13, 2024

By Commissioner: xxx

**20240813-xxx**

**LG 220 Application for Exempt Permit – Aitkin County Pheasants Forever**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 - Aitkin County Pheasants Forever – Raffle: Location of event Wealthwood Rod and Gun Club: 23573 420th PI Aitkin, MN 56431: Hazelton Township – Date of Event September 28, 2024

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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 13th day of August 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 13th day of August, 2024**

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT				Commissioners			
	86222	Aitkin Independent Age						
		01-001-000-0000-6230		106.25	MAY 28 SYNOPSIS	1407028	Printing, Publishing & Adv	Y
		01-001-000-0000-6230		102.00	JUNE 11 SYNOPSIS	1407035	Printing, Publishing & Adv	Y
		01-001-000-0000-6230		102.00	JUNE 25 SYNOPSIS	1408563	Printing, Publishing & Adv	Y
	86222	Aitkin Independent Age		310.25	3 Transactions			
	248	Association of Mn Counties						
		01-001-000-0000-6241		50.00	WESTERLUND 2024 DIST. 1 MTG 05/30/2024 05/30/2024	68827	Registration Fee	N
		01-001-000-0000-6241		50.00	KEARNEY 2024 DISTRICT 1 MTG 05/30/2024 05/30/2024	68830	Registration Fee	N
	248	Association of Mn Counties		100.00	2 Transactions			
	10119	Kearney/Michael						
		01-001-000-0000-6335		592.08	KEARNEY MILEAGE APRIL 2024 04/04/2024 04/25/2024	07242024	Gas/Vehicle Fuel Charges	N
		01-001-000-0000-6335		219.76	KEARNEY MILEAGE MAY 2024 05/04/2024 05/30/2024	07242024	Gas/Vehicle Fuel Charges	N
		01-001-000-0000-6335		369.64	KEARNEY MILEAGE JUNE 2024 06/17/2024 06/26/2024	07242024	Gas/Vehicle Fuel Charges	N
	10119	Kearney/Michael		1,181.48	3 Transactions			
	10930	Tidholm Productions						
		01-001-000-0000-6230		153.36	COMMISSIONER KEARNEY BUS. CARD	4083 6251	Printing, Publishing & Adv	Y
	10930	Tidholm Productions		153.36	1 Transactions			
1	DEPT Total:			1,745.09	Commissioners	4 Vendors	9 Transactions	
12	DEPT				Court Administration			
	4640	Stearns County Sheriff's Dept						
		01-012-000-0000-6265		70.00	SHERIFF SERVICE	362	Sheriff Services	N
	4640	Stearns County Sheriff's Dept		70.00	1 Transactions			
12	DEPT Total:			70.00	Court Administration	1 Vendors	1 Transactions	
40	DEPT				Auditor			
	86222	Aitkin Independent Age						

WLB1  
7/30/24 1:14PM

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

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	
	01-040-000-0000-6230		108.45	TOBACCO ORDINANCE AMENDMENT	1408531	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		108.45	1 Transactions			
14071	Marco Technologies LLC						
	01-040-000-0000-6266		38.00	OFFICE 365 SUBSCRIPTION	INV12736707	Data Processing/Computer Services	Y
14071	Marco Technologies LLC		38.00	1 Transactions			
86290	Mn Counties Information Systems						
	01-040-000-0000-6266		6,290.00	CTYPAYQTR	2575	Data Processing/Computer Services	N
86290	Mn Counties Information Systems		6,290.00	1 Transactions			
3267	Peysar/Kirk						
	01-040-000-0000-6330		102.11	MCIS MLG	07/18/2024	Transportation/Travel/Parking	N
3267	Peysar/Kirk		102.11	1 Transactions			
40	DEPT Total:		6,538.56	Auditor	4 Vendors	4 Transactions	
41	DEPT			Internal Audit			
	12780 CliftonLarsonAllen LLP						
	01-041-000-0000-6360		3,025.05	SBITA SOW BILLING #2	L241476434	Services, Labor, Contracts	Y
12780	CliftonLarsonAllen LLP		3,025.05	1 Transactions			
41	DEPT Total:		3,025.05	Internal Audit	1 Vendors	1 Transactions	
42	DEPT			Treasurer			
	999999000 SCHROEDER/ADAM						
	01-042-000-0000-6820		595.65	REFUND - PD WRONG COUNTY	2078	Refunds	N
999999000	SCHROEDER/ADAM		595.65	1 Transactions			
42	DEPT Total:		595.65	Treasurer	1 Vendors	1 Transactions	
43	DEPT			Assessor			
	10330 Dangers/Mike						
	01-043-000-0000-6330		104.88	MILEAGE MOBILE ASR MEETING	1270	Transportation/Travel/Parking	N
10330	Dangers/Mike		104.88	1 Transactions			
88880	Datacomm Computers & Networks Inc						
	01-043-000-0000-6485		3,135.00	3 NEW DESKTOP COMPUTERS	17187	Computer/Technology Supplies	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
88880	Datacomm Computers & Networks Inc		3,135.00	1 Transactions		
13934	The Tire Barn					
	01-043-000-0000-6302		65.38	OIL CHANGE - LORI'S FORD	74006	Vehicle Maintenance N
	01-043-000-0000-6302		68.87	2012 FORD F150	74213	Vehicle Maintenance N
	01-043-000-0000-6302		67.37	2016 FORD ESCAPE	74221	Vehicle Maintenance N
13934	The Tire Barn		201.62	3 Transactions		
43	DEPT Total:		3,441.50	Assessor	3 Vendors	5 Transactions
44	DEPT			Central Services		
783	Canon Financial Services, Inc					
	01-044-000-0000-6342		225.51	COPIER CONTRACT CHARGE 07/2024	33834954	Office Equipment Rental/Contracts N
				07/01/2024 07/31/2024		
783	Canon Financial Services, Inc		225.51	1 Transactions		
13722	Quadient Finance USA, Inc.					
	01-044-048-0000-6205		3,732.75	POSTAGE	07/15/2024	Postage N
13722	Quadient Finance USA, Inc.		3,732.75	1 Transactions		
44	DEPT Total:		3,958.26	Central Services	2 Vendors	2 Transactions
49	DEPT			Information Technologies		
5893	CTC					
	01-049-000-0000-6283		155.00	GUEST INTERNET JULY	21420606	Programming, Services, Contracts N
5893	CTC		155.00	1 Transactions		
14071	Marco Technologies LLC					
	01-049-000-0000-6266		1,890.35	OFFICE 365 SUBSCRIPTION	INV12736707	Software Fees/License Fees Y
14071	Marco Technologies LLC		1,890.35	1 Transactions		
86290	Mn Counties Information Systems					
	01-049-000-0000-6283		18,113.00	CTYTAXQTR65	2575	Programming, Services, Contracts N
	01-049-000-0000-6283		8,506.00	CTYTAXQTR35	2575	Programming, Services, Contracts N
	01-049-000-0000-6283		20.00	CTYTAXADJU35	2575	Programming, Services, Contracts N
	01-049-000-0000-6283		630.00	CTYPRESTO (ANNUAL)	2586	Programming, Services, Contracts N
	01-049-000-0000-6283		359.00	CTYHOSTMNT	2597	Programming, Services, Contracts N
	01-049-000-0000-6283		2,076.00	CTYHOSTRES	2597	Programming, Services, Contracts N

# Aitkin County



1 General Fund

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-049-000-0000-6283		2,325.00	CTYHOSTLV2	2597	Programming, Services, Contracts	N
<b>86290</b>	<b>Mn Counties Information Systems</b>		<b>32,029.00</b>	7 Transactions			
<b>49</b>	<b>DEPT Total:</b>		<b>34,074.35</b>	<b>Information Technologies</b>	<b>3 Vendors</b>	<b>9 Transactions</b>	
<b>52</b>	DEPT			Administration			
9561	<b>Amazon Business</b>						
	01-052-000-0000-6405		14.41	10-KEY RIBBON	1JMG-FDYH-4QPG	Office Supplies	N
	01-052-000-0000-6405		10.49	STICKY NOTES +SHIPPING	1NNL-RMKQ-LJPQ	Office Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>24.90</b>	2 Transactions			
248	<b>Association of Mn Counties</b>						
	01-052-000-0000-6241		50.00	AMC 2024 DISTRICT 1 SPRING MTG 05/30/2024 05/30/2024	68828	Registration Fee	N
<b>248</b>	<b>Association of Mn Counties</b>		<b>50.00</b>	1 Transactions			
86235	<b>The Office Shop Inc</b>						
	01-052-000-0000-6405		2.86	BINDER CLIPS	1144049-0	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>2.86</b>	1 Transactions			
<b>52</b>	<b>DEPT Total:</b>		<b>77.76</b>	<b>Administration</b>	<b>3 Vendors</b>	<b>4 Transactions</b>	
<b>53</b>	DEPT			Human Resources			
86222	<b>Aitkin Independent Age</b>						
	01-053-000-0000-6230		42.15	INVOICE 997231 05/01/2024 05/04/2024	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		42.16	INVOICE 998366 05/08/2024 05/11/2024	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		42.15	INVOICE 999240 05/15/2024 05/18/2024	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		42.15	INVOICE 1000293 05/22/2024 05/25/2024	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		28.12	INVOICE 1001361 05/29/2024 05/29/2024	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		14.03	INVOICE 1001745 06/01/2024 06/01/2024	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		42.15	INVOICE 1002613 06/05/2024 06/08/2024	483648	Printing, Publishing & Adv	Y

# Aitkin County



Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

Page 6

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	
	01-053-000-0000-6230		42.16	INVOICE 1003586 06/12/2024 06/15/2024	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		42.15	INVOICE 1004638 06/19/2024 06/22/2024	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		42.15	INVOICE 1005556 06/26/2024 06/29/2024	483648	Printing, Publishing & Adv	Y
<b>86222</b>	<b>Aitkin Independent Age</b>		<b>379.37</b>	<b>10 Transactions</b>			
9561	<b>Amazon Business</b>						
	01-053-000-0000-6405		7.33	STICKY TABS +SHIPPING	1NNL-RMKQ-LJPQ	Office Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>7.33</b>	<b>1 Transactions</b>			
10407	<b>Kellerman/April</b>						
	01-053-000-0000-6332		299.28	OVERNIGHT TRAINING -2 NIGHTS 06/24/2024 06/26/2024	07/22/2024	Hotel / Motel Lodging	N
	01-053-000-0000-6335		150.48	MILEAGE TO/FROM TRAINING 06/24/2024 06/26/2024	07/22/2024	Gas/Vehicle Fuel Charges	N
	01-053-000-0000-6339		15.40	OVERNIGHT MEAL AT TRAINING 06/24/2024 06/26/2024	07/22/2024	Meals (Overnight)	N
<b>10407</b>	<b>Kellerman/April</b>		<b>465.16</b>	<b>3 Transactions</b>			
12048	<b>McDowell Agency, Inc./The</b>						
	01-053-000-0000-6265		353.70	BACKGROUND FEES (6) 06/02/2024 06/25/2024	155287	Background Check Fee	N
<b>12048</b>	<b>McDowell Agency, Inc./The</b>		<b>353.70</b>	<b>1 Transactions</b>			
13412	<b>Pemberton, Sorlie, Rufer &amp; Kershner PLLP</b>						
	01-053-000-0000-6263		99.00	PEMBERTON LAW MAY 2024 05/17/2024 05/31/2024	116	Contract Legal Services	Y
	01-053-000-0000-6268		317.50	ALL STAFF TRAINING 05/17/2024 05/31/2024	116	Staff Training, Development	Y
	01-053-000-0000-6263		154.03	PEMBERTON LAW JUNE 2024 06/03/2024 06/27/2024	119	Contract Legal Services	Y
	01-053-000-0000-6268		6,637.47	ALL STAFF TRAINING 06/03/2024 06/27/2024	119	Staff Training, Development	Y
	01-053-000-0000-6263		533.50	PEMBERTON LAW MAY 2024 INVOICE 05/02/2024 05/29/2024	4	Contract Legal Services	Y
<b>13412</b>	<b>Pemberton, Sorlie, Rufer &amp; Kershner PLLP</b>		<b>7,741.50</b>	<b>5 Transactions</b>			



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc					
	01-053-000-0000-6405		41.96	OFFICE SUPPLIES	1144046-0	Office Supplies
86235	The Office Shop Inc		41.96	1 Transactions		N
9894	Vault Health					
	01-053-000-0000-6265		112.60	NON-DOT DRUG TEST (2)	FL00638330	Background Check Fee
	01-053-000-0000-6360		61.16	DOT DRUG TEST (1)	FL00638330	Services, Labor, Contracts
9894	Vault Health		173.76	2 Transactions		6
53	DEPT Total:		9,162.78	Human Resources	7 Vendors	23 Transactions
60	DEPT			Elections		
86222	Aitkin Independent Age					
	01-060-000-0000-6230		89.25	7/3 AB NOW AVAILABLE	1403694	Printing, Publishing & Adv
				07/03/2024 07/03/2024		Y
	01-060-000-0000-6230		89.25	7/10 AB NOW AVAILABLE	1403694	Printing, Publishing & Adv
				07/10/2024 07/10/2024		Y
	01-060-000-0000-6230		63.75	PRE-REGISTER PRIMARY	1403697	Printing, Publishing & Adv
	01-060-000-0000-6230		663.00	NOTICE TO VOTERS-PRIMARY	1408630	Printing, Publishing & Adv
				07/17/2024 07/17/2024		Y
86222	Aitkin Independent Age		905.25	4 Transactions		
9561	Amazon Business					
	01-060-000-0000-6405		20.49	SECURITY SEALS	1DMH-4RRN-WPR1	Office Supplies
	01-060-000-0000-6405		44.55	IPAD WIPES, ALCOHOL, STYLUS	1YJ7-TPMW-3C1C	Office Supplies
9561	Amazon Business		65.04	2 Transactions		N
9243	Command Central, LLC					
	01-060-000-0000-6406		14,936.45	PRIMARY CODING, TEST DECKS	33914	Ballots & Programming
9243	Command Central, LLC		14,936.45	1 Transactions		Y
11372	DS Solutions, Inc.					
	01-060-000-0000-6360		500.00	ONLINE TRAINING MAINT	13560	Services, Labor, Contracts
	01-060-000-0000-6360		77.00	ONLINE TRAINING-7 JUDGES	13560	Services, Labor, Contracts
11372	DS Solutions, Inc.		577.00	2 Transactions		N
86235	The Office Shop Inc					
	01-060-000-0000-6405		29.99	LABELS	1143928-0	Office Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc			1 Transactions		
60	DEPT Total:	16,513.73	Elections	5 Vendors	10 Transactions	
90	DEPT		Attorney			
9561	Amazon Business					
	01-090-000-0000-6405	202.20	OFFICE SUPPLIES	1QKK-67M7-1GXQ	Office Supplies	N
9561	Amazon Business	202.20		1 Transactions		
10452	AT&T Mobility					
	01-090-000-0000-6220	243.67	MONTHLY SERVICE	287301408597X070	Telephone	N
10452	AT&T Mobility	243.67		1 Transactions		
393	ISD 1 Aitkin-Treasurer					
	01-090-000-0000-6265	300.00	STOP ARM VIOLATION 01-CR-24-28	71824	Drug & Forfeiture MS 387.213	N
393	ISD 1 Aitkin-Treasurer	300.00		1 Transactions		
14071	Marco Technologies LLC					
	01-090-000-0000-6266	247.00	OFFICE 365 SUBSCRIPTION	INV12736707	Computer Research	Y
14071	Marco Technologies LLC	247.00		1 Transactions		
13724	Minnesota Continuing Legal Education					
	01-090-000-0000-6406	79.00	PUBLICATION	1327017	Law Publ. & Subscriptions	N
	01-090-000-0000-6406	79.00	PUBLICATION	1327092	Law Publ. & Subscriptions	N
13724	Minnesota Continuing Legal Education	158.00		2 Transactions		
4260	St Louis Co Sheriff's Office					
	01-090-000-0000-6264	65.00	SUB SERVICE	2402034	Sheriff Services	N
4260	St Louis Co Sheriff's Office	65.00		1 Transactions		
86235	The Office Shop Inc					
	01-090-000-0000-6405	12.33	OFFICE SUPPLIES	1144153-0	Office Supplies	N
86235	The Office Shop Inc	12.33		1 Transactions		
90	DEPT Total:	1,228.20	Attorney	7 Vendors	8 Transactions	
100	DEPT		Recorder			
10452	AT&T Mobility					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-100-000-0000-6220		RECORDER CELL PHONE	287323078605X0701	Telephone	N
10452	AT&T Mobility		1 Transactions			
88880	Datacomm Computers & Networks Inc					
	01-100-196-0000-6625		COMPUTER-DEPUTY RECORDER	17189	Office & Other Equipment-Recorder's	N
88880	Datacomm Computers & Networks Inc		1 Transactions			
100	DEPT Total:	1,094.74	Recorder	2 Vendors	2 Transactions	
110	DEPT		Courthouse Maintenance			
10365	Antoine Electric, Inc.					
	01-110-000-0000-6360	94.08	OUTLET - JAIL	3277	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.	94.08	1 Transactions			
246	Brothers Fire & Security					
	01-110-000-0000-6360	225.00	REPLACE SPRINKLER HEADS	W34177A	Services, Labor, Contracts	N
246	Brothers Fire & Security	225.00	1 Transactions			
9085	Climate Makers Inc					
	01-110-000-0000-6360	492.00	FAIRGROUNDS-FAN HOOD.FOOD BLD	121541	Services, Labor, Contracts	N
9085	Climate Makers Inc	492.00	1 Transactions			
1491	Dutch's Electric, Inc					
	01-110-000-0000-6360	402.35	FAIRGROUNDS-POULTRY,BATHROOM	33308	Services, Labor, Contracts	N
	01-110-000-0000-6360	734.14	FAIRGROUNDS-AUTOMOWER POWER	33312	Services, Labor, Contracts	N
	01-110-000-0000-6360	73.84	FAIRGROUNDS - GFI-CATTLE BARN	33314	Services, Labor, Contracts	N
	01-110-000-0000-6360	660.00	FAIRGROUNDS-BEER GARDEN LIGHTS	33319	Services, Labor, Contracts	N
	01-110-000-0000-6360	613.62	FAIRGROUNDS - ACTIVITIES BLD	33320	Services, Labor, Contracts	N
1491	Dutch's Electric, Inc	2,483.95	5 Transactions			
2340	Hyytinen Hardware Hank					
	01-110-000-0000-6415	8.49-	PD INVOICE TWICE #18809	18809	Operational Supplies	N
	01-110-000-0000-6415	10.98	FOAM FILLER	19059	Operational Supplies	N
	01-110-000-0000-6415	1.30	LOCKING NUTS	19120	Operational Supplies	N
	01-110-000-0000-6415	3.06	BLANK 2 GANG PLATE-METAL BLANK	19467	Operational Supplies	N
2340	Hyytinen Hardware Hank	6.85	4 Transactions			
88628	Imperial Dade					
	01-110-000-0000-6422	901.22	DISINFECTANT, LINERS,JAIL TP	4261429	Janitorial Supplies	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
88628	Imperial Dade		901.22	1 Transactions			
2928	Lundberg Plumbing & Heating, Inc						
	01-110-000-0000-6360		406.11	FAIRGROUNDS-RPZ TESTING	20848	Services, Labor, Contracts	N
2928	Lundberg Plumbing & Heating, Inc		406.11	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	01-110-000-0000-6254		687.02	COURTHOUSE	5112293483	Utilities-Gas and Electric	N
				06/21/2024 07/21/2024			
9692	Minnesota Energy Resources Corporation		687.02	1 Transactions			
3950	Public Utilities						
	01-110-000-0000-6254		4,901.95	GOV'T CENTER	1430-00	Utilities-Gas and Electric	N
				06/16/2024 07/16/2024			
	01-110-000-0000-6254		64.64	GLARCO	50186-00	Utilities-Gas and Electric	N
				06/16/2024 07/16/2024			
	01-110-000-0000-6254		251.52	LA TOOL	50188-00	Utilities-Gas and Electric	N
				06/16/2024 07/16/2024			
	01-110-000-0000-6254		41.24	OLD CO GARAGE	50202-00	Utilities-Gas and Electric	N
				06/16/2024 07/16/2024			
	01-110-000-0000-6254		64.75	JUDICIAL CENTER	509-00	Utilities-Gas and Electric	N
				06/16/2024 07/16/2024			
3950	Public Utilities		5,324.10	5 Transactions			
110	DEPT Total:		10,620.33	Courthouse Maintenance	9 Vendors	20 Transactions	
120	DEPT			Veterans Service			
88880	Datacomm Computers & Networks Inc						
	01-120-000-0000-6405		69.00	BATTERY FOR COMP BACK UP	17195	Office Supplies	N
88880	Datacomm Computers & Networks Inc		69.00	1 Transactions			
120	DEPT Total:		69.00	Veterans Service	1 Vendors	1 Transactions	
122	DEPT			Planning & Zoning			
111	Aitkin Co Soil & Water						
	01-122-000-0000-5305		15,000.00	2024 RIPARIAN PROJECT AID	1ST HALF 2024	Riparian Project Aid	N
	01-122-000-0000-5306		114,267.50	2024 AQUATIC ISP AID	1ST HALF 2024	Invasive Species State Grant 477A.19	N

# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
111	Aitkin Co Soil & Water		129,267.50	2 Transactions		
117	Aitkin County Sheriff					
	01-122-000-0000-5306		20,000.00	2024 AQUATIC ISP AID (SHERIFF)	1ST HALF 2024	Invasive Species State Grant 477A.19 N
117	Aitkin County Sheriff		20,000.00	1 Transactions		
783	Canon Financial Services, Inc					
	01-122-000-0000-6342		219.42	MONTHLY COPIER CONTRACT	33834953	Office Equipment Rental/Contracts N
				07/01/2024 07/31/2024		
783	Canon Financial Services, Inc		219.42	1 Transactions		
999999000	Thomas Forester					
	01-122-000-0000-6820		100.00	PERMIT REVOKED	60189	Refunds & Reimbursements N
999999000	Thomas Forester		100.00	1 Transactions		
122	DEPT Total:		149,586.92	Planning & Zoning	4 Vendors	5 Transactions
123	DEPT			Coroner		
3987	Ramsey County Medical Examiner					
	01-123-000-0000-6260		1,460.00	H.C. X-RAYS AUTOPSY	MEDEX-036715	Autopsies--Pathologist, Xrays, Etc N
3987	Ramsey County Medical Examiner		1,460.00	1 Transactions		
123	DEPT Total:		1,460.00	Coroner	1 Vendors	1 Transactions
200	DEPT			Enforcement		
86222	Aitkin Independent Age					
	01-200-000-0000-6230		228.95	C2400219 SHERIFF SALE PUBLISH	1407061	Printing, Publishing & Adv Y
				07/10/2024 07/10/2024		
86222	Aitkin Independent Age		228.95	1 Transactions		
9926	AT&T (VCET)					
	01-200-200-0000-6265		175.00	24000072 XXX-7520	517379	Programs N
	01-200-200-0000-6265		300.00	24005295 ADAMS	519408	Programs N
	01-200-200-0000-6265		875.00	24000930 SMOLIK	519789	Programs N
9926	AT&T (VCET)		1,350.00	3 Transactions		
10347	Breach Point Consulting, Inc.					
	01-200-000-0000-6260		3,321.00	BREACH POINT FAMILY DAY	07142024FD	Professional Consulting N

# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10347	Breach Point Consulting, Inc.		3,321.00	1 Transactions			
788	Bureau of Crim. Apprehension						
	01-200-039-0000-6463		640.00	PERMIT TO CARRY NEW & RENEW	01-000081	Gun Permit Supplies/Expenses	N
788	Bureau of Crim. Apprehension		640.00	1 Transactions			
9869	KIESLER POLICE SUPPLY						
	01-200-000-0000-6460		509.30	12 GA AMMO	IN272788	Deputy Supplies	N
9869	KIESLER POLICE SUPPLY		509.30	1 Transactions			
10215	Minnesota Chiefs of Police Assn						
	01-200-039-0000-6463		137.00	PERMIT TO ACQUIRE CARDS	15875	Gun Permit Supplies/Expenses	N
10215	Minnesota Chiefs of Police Assn		137.00	1 Transactions			
3455	Motorola Inc						
	01-200-000-0000-6610		79,131.94	INSTALL RADIOS	8230462929	Equipment & Radios	N
3455	Motorola Inc		79,131.94	1 Transactions			
3950	Public Utilities						
	01-200-000-0000-6254		54.31	EMERG STORAGE	507-00	Utilities-Gas and Electric	N
				06/16/2024 07/16/2024			
3950	Public Utilities		54.31	1 Transactions			
4681	Streichers						
	01-200-000-0000-6180		315.00	#202 OUTER CARRIER	1708700	Clothing Allowance	N
	01-200-000-0000-6460		790.56	RIFLE AMMO	1708758	Deputy Supplies	N
4681	Streichers		1,105.56	2 Transactions			
10273	T-Mobile USA Inc						
	01-200-200-0000-6265		115.00	24001411 XXX-0041	9574584443	Programs	N
	01-200-200-0000-6265		165.00	24003077 CHASE	9574883910	Programs	N
10273	T-Mobile USA Inc		280.00	2 Transactions			
13934	The Tire Barn						
	01-200-000-0000-6302		58.68	#210 OIL CHANGE	74117	Vehicle Maintenance	N
	01-200-000-0000-6302		85.67	#221 OIL CHANGE	74238	Vehicle Maintenance	N
13934	The Tire Barn		144.35	2 Transactions			
10930	Tidholm Productions						

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-200-200-0000-6405		59.46	BUSINESS CARDS	3953 6088	VCET - AIM Office Supplies	Y
	01-200-200-0000-6405		59.46	BUSINESS CARDS-JEREMY	3954	VCET - AIM Office Supplies	Y
	01-200-200-0000-6405		59.46	BUSINESS CARDS-SHAWN	3955 6090	VCET - AIM Office Supplies	Y
	01-200-200-0000-6405		59.46	BUSINESS CARDS - REID	3956 6091	VCET - AIM Office Supplies	Y
	01-200-200-0000-6405		59.46	BUSINESS CARDS-ALYSSA WOLF	3957 6092	VCET - AIM Office Supplies	Y
<b>10930</b>	<b>Tidholm Productions</b>		<b>297.30</b>	<b>5 Transactions</b>			
14558	<b>Verizon Wireless-VCET</b>						
	01-200-200-0000-6265		120.00	24001195 J. JOHNSON	9022359078	Programs	N
<b>14558</b>	<b>Verizon Wireless-VCET</b>		<b>120.00</b>	<b>1 Transactions</b>			
10389	<b>Versaterm Public Safety US, Inc.</b>						
	01-200-000-0000-6360		26,880.00	VISUAL LABS SUBSCRIPTION	INV36-00217	Services, Labor, Contracts	Y
				05/01/2024 04/30/2025			
<b>10389</b>	<b>Versaterm Public Safety US, Inc.</b>		<b>26,880.00</b>	<b>1 Transactions</b>			
9302	<b>WEX Bank</b>						
	01-200-000-0000-6335		8,968.98	DEPUTY GAS	98359156	Gas/Vehicle Fuel Charges	N
<b>9302</b>	<b>WEX Bank</b>		<b>8,968.98</b>	<b>1 Transactions</b>			
13848	<b>WYATT'S TOWING &amp; Recovery 24-7</b>						
	01-200-200-0000-6265		255.00	24000930 FORFEITURE TOW	24-00588	Programs	Y
<b>13848</b>	<b>WYATT'S TOWING &amp; Recovery 24-7</b>		<b>255.00</b>	<b>1 Transactions</b>			
<b>200</b>	<b>DEPT Total:</b>		<b>123,423.69</b>	<b>Enforcement</b>	<b>16 Vendors</b>	<b>25 Transactions</b>	
<b>202</b>	<b>DEPT</b>			<b>Boat &amp; Water</b>			
6049	<b>Farm Island Repair &amp; Marine</b>						
	01-202-000-0000-6302		119.96	REARMING KIT	88045	B&W Maintenance	N
	01-202-000-0000-6302		65.55	BOW ROLLERS	89774	B&W Maintenance	N
<b>6049</b>	<b>Farm Island Repair &amp; Marine</b>		<b>185.51</b>	<b>2 Transactions</b>			
10412	<b>O'Reilly Auto Parts</b>						
	01-202-000-0000-6462		19.17	HEX BOLT/NUT/ WIRETIES	1878-193357	Sheriff Field Supplies	N
<b>10412</b>	<b>O'Reilly Auto Parts</b>		<b>19.17</b>	<b>1 Transactions</b>			
13934	<b>The Tire Barn</b>						
	01-202-000-0000-6302		99.49	B/W 2017 LUND BOAT TIRE	74044	B&W Maintenance	N

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# Aitkin County



Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

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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	
13934	The Tire Barn		99.49	1 Transactions		
9302	WEX Bank					
	01-202-000-0000-6335		1,595.63	B/W GAS	98359156	Gas/Vehicle Fuel Charges
9302	WEX Bank		1,595.63	1 Transactions		N
202	DEPT Total:		1,899.80	Boat & Water	4 Vendors	5 Transactions
206	DEPT			Forfeitures		
117	Aitkin County Sheriff					
	01-206-000-0000-6466		27.00	TITLE FORFEITED VEH 2400395	L0065590115	Forfeiture Supplies
117	Aitkin County Sheriff		27.00	1 Transactions		N
206	DEPT Total:		27.00	Forfeitures	1 Vendors	1 Transactions
252	DEPT			Corrections		
86527	Cuyuna Regional Medical Center					
	01-252-000-0000-6262		819.74	CRMC- C.M. 3/19 & 4/23	105101018	Contract Service or Medical Service
86527	Cuyuna Regional Medical Center		819.74	1 Transactions		N
10074	Gervais/Renee					
	01-252-000-0000-6418		3.99	SPINACH	07122024	Groceries
10074	Gervais/Renee		3.99	1 Transactions		N
4812	JC32 Teamsters H&W Fund					
	01-252-000-0000-6101		7,348.00	EE JULY HEALTH INSURANCE	07222024	Salaries-Full Time
	01-252-000-0000-6150		27,610.00	ER JULY HEALTH INSURANCE	07222024	Health Insurance-Employer
4812	JC32 Teamsters H&W Fund		34,958.00	2 Transactions		
9208	Mapes FNP-C, Mary					
	01-252-000-0000-6262		6,250.00	JUNE TO JULY MED SERVICE	07162024	Contract Service or Medical Service
				06/16/2024 07/15/2024		
9208	Mapes FNP-C, Mary		6,250.00	1 Transactions		6
3160	Mille Lacs Energy Coop-Albert Lea					
	01-252-000-0000-6254		443.60	SHELTER TOWER	345401501	Utilities-Gas and Electric
3160	Mille Lacs Energy Coop-Albert Lea		443.60	1 Transactions		N



# Aitkin County



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

1 General Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9692	Minnesota Energy Resources Corporation						
	01-252-000-0000-6254		1.61	STS 06/21/2024 07/21/2024	5111559058	Utilities-Gas and Electric	N
	01-252-000-0000-6254		294.08	JAIL 06/21/2024 07/21/2024	5111998486	Utilities-Gas and Electric	N
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>295.69</b>	<b>2 Transactions</b>			
9228	North Memorial Ambulance Service						
	01-252-000-0000-6262		1,956.00	M.F. AMBULANCE TO ER	BR24070227:1	Contract Service or Medical Service	N
<b>9228</b>	<b>North Memorial Ambulance Service</b>		<b>1,956.00</b>	<b>1 Transactions</b>			
9808	Performance Foodservice						
	01-252-000-0000-6418		1,627.71	GROCERIES	203940	Groceries	N
<b>9808</b>	<b>Performance Foodservice</b>		<b>1,627.71</b>	<b>1 Transactions</b>			
3950	Public Utilities						
	01-252-000-0000-6254		9,269.08	NEW JAIL 2 06/16/2024 07/16/2024	1431-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254		111.96	STS 06/16/2024 07/16/2024	50109-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254		1,009.87	NEW JAIL 06/16/2024 07/16/2024	512-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>10,390.91</b>	<b>3 Transactions</b>			
13934	The Tire Barn						
	01-252-000-0000-6302		54.87	TRANSPORT VAN OIL CHANGE	74144	Vehicle Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>54.87</b>	<b>1 Transactions</b>			
10005	Watson/Linda						
	01-252-252-0000-6465		20.00	INDIGENT HAIRCUTS	07162024	Inmate Welfare Supplies	Y
<b>10005</b>	<b>Watson/Linda</b>		<b>20.00</b>	<b>1 Transactions</b>			
9302	WEX Bank						
	01-252-000-0000-6335		105.66	TRANSPORT GAS	98359156	Gas/Vehicle Fuel Charges	N
<b>9302</b>	<b>WEX Bank</b>		<b>105.66</b>	<b>1 Transactions</b>			
<b>252</b>	<b>DEPT Total:</b>		<b>56,926.17</b>	<b>Corrections</b>	<b>12 Vendors</b>	<b>16 Transactions</b>	

253 DEPT

Sentence to Serve

# 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
7628	AI's Welding & Sandblasting	01-253-000-0000-6590			50.00	HOLES IN METAL BARRELS		10860		Repair & Maintenance Supplies		Y
7628	AI's Welding & Sandblasting				50.00		1 Transactions					
4812	JC32 Teamsters H&W Fund	01-253-000-0000-6101			334.00	EE JULY HEALTH INSURANCE		07222024		Salaries-Full Time		N
		01-253-000-0000-6150			1,255.00	ER JULY HEALTH INSURANCE		07222024		Health Insurance-Employer		N
4812	JC32 Teamsters H&W Fund				1,589.00		2 Transactions					
3810	Paulbeck's County Market	01-253-000-0000-6464			11.97	WATER		927210202		STS Supplies		N
3810	Paulbeck's County Market				11.97		1 Transactions					
253	DEPT Total:				1,650.97	Sentence to Serve		3 Vendors		4 Transactions		
257	DEPT					Community Corrections						
3195	MNCCC LOCKBOX	01-257-251-0000-6241			120.00	REGISTRATION-CSTS CONF K,CD,A		2407		Registration Fee		N
						07/17/2024 07/17/2024						
3195	MNCCC LOCKBOX				120.00		1 Transactions					
257	DEPT Total:				120.00	Community Corrections		1 Vendors		1 Transactions		
391	DEPT					Solid Waste						
2763	Countryside Sanitation, LLC	01-391-060-0000-6360			917.95	MONTHLY RECYCLING CONTRACT		72424		Recycling Contract		Y
						05/01/2024 06/30/2024						
2763	Countryside Sanitation, LLC				917.95		1 Transactions					
3810	Paulbeck's County Market	01-391-000-0000-6405			29.46	WATER AND ICE FOR FAIR		9277342		Office, Film, & Field Supplies		N
3810	Paulbeck's County Market				29.46		1 Transactions					
10930	Tidholm Productions	01-391-000-0000-6405			109.95	BUSINESS CARDS (AC)		41096286		Office, Film, & Field Supplies		Y
10930	Tidholm Productions				109.95		1 Transactions					
5056	Western Lake Superior Sanitary											

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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		
	01-391-000-0000-6360		3,892.02	2ND QTR DISPOSAL FEES		120020240708	Services, Labor, Contracts	N	
5056	Western Lake Superior Sanitary		3,892.02	1 Transactions					
391	DEPT Total:		4,949.38	Solid Waste		4 Vendors	4 Transactions		
700	DEPT			Promotion,Airport,Tourism, Misc.					
9612	Discovery Publishing, Inc.								
	01-700-909-0000-6801		303.95	ATV AD FOR JULY/AUG 2024		3926	Appropriations-Grant	Y	
				07/01/2024 08/31/2024					
9612	Discovery Publishing, Inc.		303.95	1 Transactions					
700	DEPT Total:		303.95	Promotion,Airport,Tourism, Misc.		1 Vendors	1 Transactions		
711	DEPT			Economic Development					
248	Association of Mn Counties								
	01-711-000-0000-6241		50.00	AMC 2024 DISTRICT 1 SPRING MTG		68829	Registration Fee	N	
				05/30/2024 05/30/2024					
248	Association of Mn Counties		50.00	1 Transactions					
711	DEPT Total:		50.00	Economic Development		1 Vendors	1 Transactions		
1	Fund Total:		432,612.88	General Fund			164 Transactions		

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## COMMISSIONER'S VOUCHERS ENTRIES

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	Vendor		Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
200	DEPT					Enforcement			
	170	Aitkin Motor Company							
		02-200-028-0000-6620			35,222.00	#206 SQUAD	R12118	Sheriff Enforcement/Squad Cars	N
	170	Aitkin Motor Company			35,222.00	1 Transactions			
	86235	The Office Shop Inc							
		02-200-000-0000-6405			669.00	JEN O DESK	1144003-0	Office & Computer Supplies	N
		02-200-000-0000-6405			349.00-	CREDIT JEN O DESK	C1144003-0	Office & Computer Supplies	N
	86235	The Office Shop Inc			320.00	2 Transactions			
200	DEPT Total:				35,542.00	Enforcement	2 Vendors	3 Transactions	
2	Fund Total:				35,542.00	Reserves Fund		3 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

3 Road & Bridge

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				R&B Administration			
	10220	Avenu Insights & Analytics, LLC						
		03-301-000-0000-6300		7,068.05	SFTWR MAINT ANN SUP 6124-53125	INVB-054931	Maintenance/Service Contracts	Y
	10220	Avenu Insights & Analytics, LLC		7,068.05	1 Transactions			
	783	Canon Financial Services, Inc						
		03-301-000-0000-6342		192.60	CONTRACT CHARGE	33835131	Office Equipment Rental/Contracts	N
	783	Canon Financial Services, Inc		192.60	1 Transactions			
	14071	Marco Technologies LLC						
		03-301-000-0000-6266		190.00	OFFICE 365 SUBSCRIPTION	INV12736707	Data Processing/Computer Services	Y
	14071	Marco Technologies LLC		190.00	1 Transactions			
301	DEPT Total:			7,450.65	R&B Administration	3 Vendors	3 Transactions	
303	DEPT				R&B Highway Maintenance			
	195	Aitkin Tire Shop						
		03-303-000-0000-6590		130.00	REPAIR PARTS	0063385	Repair & Maintenance Supplies	Y
		03-303-000-0000-6590		915.00	TIRES	0063385	Repair & Maintenance Supplies	Y
		03-303-000-0000-6590		75.00	REPAIR LABOR	0063385	Repair & Maintenance Supplies	Y
		03-303-000-0000-6590		570.00	TIRES	0063442	Repair & Maintenance Supplies	Y
	195	Aitkin Tire Shop		1,690.00	4 Transactions			
	10365	Antoine Electric, Inc.						
		03-303-000-0000-6417		207.45	MCGRATH SHOP	3189	Shop/Building Maintenance	N
	10365	Antoine Electric, Inc.		207.45	1 Transactions			
	13725	Beartooth Hardware Inc						
		03-303-000-0000-6417		32.81	AITKIN SHOP SUPPLIES	25858	Shop/Building Maintenance	N
	13725	Beartooth Hardware Inc		32.81	1 Transactions			
	11895	Cargill, Incorporated						
		03-303-000-0000-6518		3,603.27	DE-ICING SALT	2909748381	De-Icing Salt	N
	11895	Cargill, Incorporated		3,603.27	1 Transactions			
	163	Charter Communications Holdings LLC						
		03-303-000-0000-6220		142.59	PHONE: HWY OFFICE	175592901071424	Telephone	N
		03-303-000-0000-6360		62.37	SHOP LAUNDRY	4199503291	Services, Labor, Contracts	N

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3 Road &amp; Bridge

# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
163	Charter Communications Holdings LLC		204.96	2 Transactions			
14887	Cintas Corporation						
	03-303-000-0000-6360		79.04	SHOP LAUNDRY	4198768041	Services, Labor, Contracts	N
14887	Cintas Corporation		79.04	1 Transactions			
5893	CTC						
	03-303-000-0000-6254		350.00	HIGH SPEED INTERNET	21417786	Utilities-Gas and Electric	N
5893	CTC		350.00	1 Transactions			
7935	East Central Energy						
	03-303-000-0000-6254		51.77	JUN-JUL POWER-STREET LIGHT	207716700	Utilities-Gas and Electric	N
	03-303-000-0000-6254		80.01	JUN-JUL POWER-MCGRATH	35018290	Utilities-Gas and Electric	N
7935	East Central Energy		131.78	2 Transactions			
13008	East Side Oil Companies, Inc						
	03-303-000-0000-6417		45.00	AITKIN SHOP	R112174	Shop/Building Maintenance	N
13008	East Side Oil Companies, Inc		45.00	1 Transactions			
2089	Heartland Tire Inc						
	03-303-000-0000-6590		559.82	TIRES	15027218	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		20.00	REPAIR PARTS	15027218	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		25.00	REPAIR LABOR	15027218	Repair & Maintenance Supplies	N
2089	Heartland Tire Inc		604.82	3 Transactions			
7525	Hometown Bldg Supply						
	03-303-000-0000-6417		325.00	MCGREGOR SHOP	2407-111151	Shop/Building Maintenance	N
7525	Hometown Bldg Supply		325.00	1 Transactions			
10295	Knife River Corporation						
	03-303-000-0000-6520		16,512.90	APPLY CALCIUM CHLORIDE	1066346	Calcium Chloride Dust Control	N
	03-303-000-0000-6520		22,550.75	APPLY CALCIUM CHLORIDE	1066346	Calcium Chloride Dust Control	N
	03-303-000-0000-6520		5,155.23	APPLY CALCIUM CHLORIDE	1066346	Calcium Chloride Dust Control	N
	03-303-000-0000-6520		269.61	APPLY CALCIUM CHLORIDE	1066346	Calcium Chloride Dust Control	N
	03-303-000-0000-6520		5,976.83	APPLY CALCIUM CHLORIDE	1066346	Calcium Chloride Dust Control	N
10295	Knife River Corporation		50,465.32	5 Transactions			
91187	Lake Country Power						
	03-303-000-0000-6254		133.12	JUN 24 JACOBSON	1400073000	Utilities-Gas and Electric	N

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## 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	
	03-303-000-0000-6254		104.44	JUNE 24 SWATARA	140946401	Utilities-Gas and Electric	N
	03-303-000-0000-6254		58.76	JUN CSAH 14	141979801	Utilities-Gas and Electric	N
	03-303-000-0000-6254		57.35	JUN CSAH 6	141979901	Utilities-Gas and Electric	N
	03-303-000-0000-6254		58.00	JUNE 24 CSAH 6	143093502	Utilities-Gas and Electric	N
<b>91187</b>	<b>Lake Country Power</b>		<b>411.67</b>	<b>5 Transactions</b>			
<b>8527</b>	<b>Midstates Equipment &amp; Supply, Inc.</b>						
	03-303-000-0000-6517		3,633.04	MASTIC MELTER RENTAL	224612	Asphalt,Crackfiller,Tack Oil,Etc	N
	03-303-000-0000-6517		3,830.62	MASTIC MELTER RENTAL	224612	Asphalt,Crackfiller,Tack Oil,Etc	N
	03-303-000-0000-6517		127.47	MASTIC MELTER RENTAL	224612	Asphalt,Crackfiller,Tack Oil,Etc	N
	03-303-000-0000-6517		1,003.87	MASTIC MELTER RENTAL	224612	Asphalt,Crackfiller,Tack Oil,Etc	N
<b>8527</b>	<b>Midstates Equipment &amp; Supply, Inc.</b>		<b>8,595.00</b>	<b>4 Transactions</b>			
<b>3160</b>	<b>Mille Lacs Energy Coop-Albert Lea</b>						
	03-303-000-0000-6254		185.29	POWER: PALISADE	185202601	Utilities-Gas and Electric	N
	03-303-000-0000-6254		68.07	169 & CSAH 3	192301001	Utilities-Gas and Electric	N
	03-303-000-0000-6254		67.00	CSAH 5	273501502	Utilities-Gas and Electric	N
	03-303-000-0000-6254		119.68	POWER: MCGREGOR	295300301	Utilities-Gas and Electric	N
	03-303-000-0000-6254		67.00	CSAH 8	300601202	Utilities-Gas and Electric	N
	03-303-000-0000-6254		67.00	CSAH 4	323200702	Utilities-Gas and Electric	N
	03-303-000-0000-6254		832.04	POWER: AITKIN	335200702	Utilities-Gas and Electric	N
	03-303-000-0000-6254		68.00	CSAH 17	336503101	Utilities-Gas and Electric	N
	03-303-000-0000-6254		77.69	169 & CSAH 28	396202201	Utilities-Gas and Electric	N
	03-303-000-0000-6254		42.40	CSAH 12	400600001	Utilities-Gas and Electric	N
	03-303-000-0000-6254		68.00	CSAH 12	465602302	Utilities-Gas and Electric	N
	03-303-000-0000-6254		68.00	CSAH 11	480900902	Utilities-Gas and Electric	N
	03-303-000-0000-6254		68.77	47 & CSAH 2	545110401	Utilities-Gas and Electric	N
<b>3160</b>	<b>Mille Lacs Energy Coop-Albert Lea</b>		<b>1,798.94</b>	<b>13 Transactions</b>			
<b>8691</b>	<b>Northland Hydraulic Service</b>						
	03-303-000-0000-6590		115.00	RENTAL BROOM REPAIR	0-05227	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		70.00	RENTAL BROOM REP LABOR	0-05227	Repair & Maintenance Supplies	N
<b>8691</b>	<b>Northland Hydraulic Service</b>		<b>185.00</b>	<b>2 Transactions</b>			
<b>10720</b>	<b>Nuss Truck Group Inc</b>						
	03-303-000-0000-6590		214.18	REPAIR PARTS	PSO119374-2	Repair & Maintenance Supplies	N
<b>10720</b>	<b>Nuss Truck Group Inc</b>		<b>214.18</b>	<b>1 Transactions</b>			
<b>3950</b>	<b>Public Utilities</b>						

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3 Road &amp; Bridge

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## COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6254		45.86 HWY 47 & CR 12	1686-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		42.41 HWY 210 W & CR 28	59455-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		70.66 AITKIN SHOP: WATER	63335-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		39.72 HWY 210/169 E & CR 12	63388-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>198.65</b>	<b>4</b> Transactions		
6097	<b>Verizon Wireless</b>					
	03-303-000-0000-6220		424.90 DEPT CELL PHONES	9968040389	Telephone	N
<b>6097</b>	<b>Verizon Wireless</b>		<b>424.90</b>	<b>1</b> Transactions		
9642	<b>WEX BANK - Highway Dept</b>					
	03-303-000-0000-6570		124.63 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		295.82 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		40.82 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		72.48 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		156.19 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		852.03 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		216.40 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		180.78 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		82.91 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		162.07 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		400.76 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		208.08 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		311.54 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		7.84 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		224.06 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		217.21 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		303.16 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		272.57 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		25.36 GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		55.20 REBATE	0496-00-360070-7	Motor Fuel & Lubricants	N
<b>9642</b>	<b>WEX BANK - Highway Dept</b>		<b>4,099.51</b>	<b>20</b> Transactions		
5295	<b>Ziegler Inc</b>					
	03-303-000-0000-6590		1,375.86 REPAIR PARTS	IN001547672	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,120.71 REPAIR PARTS	IN001547782	Repair & Maintenance Supplies	N
<b>5295</b>	<b>Ziegler Inc</b>		<b>2,496.57</b>	<b>2</b> Transactions		



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Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
303	DEPT Total:			76,163.87	R&B Highway Maintenance	21 Vendors	75 Transactions
307	DEPT				R&B Capital Infrastructure		
	11985	Kazmerzak/Paul					
		03-307-000-0000-6362		79.94	STATE DEED TAX	ROW DEED TAX	Right Of Way N
		03-307-000-0000-6362		15.71	STATE DEED TAX	ROW DEED TAX	Right Of Way N
	11985	Kazmerzak/Paul		95.65	2 Transactions		
307	DEPT Total:			95.65	R&B Capital Infrastructure	1 Vendors	2 Transactions
3	Fund Total:			83,710.17	Road & Bridge		80 Transactions

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5 Health &amp; Human Services

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
400	DEPT			Public Health Department			
13599	AITKIN FARMER'S MARKET						
	05-400-450-0451-6435		174.25	PH BUDGET LINE-S&C EVENTS-AFM	2402	Public Health Program Related Supplies	N
13599	AITKIN FARMER'S MARKET		174.25	1 Transactions			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-400-440-0410-6405		50.28	AGENCY-PENS/POST IT/MARKERS	1L3V-KCRY-Q9RL	Office Supplies	N
				07/20/2024 07/20/2024			
	05-400-440-0410-6405		23.19	PH-BLUE FOLDERS	1M6J-M9RR-661N	Office Supplies	N
				07/11/2024 07/11/2024			
	05-400-440-0410-6405		10.82	AGENCY-PH CHARGER/DISC MAILERS	1M6J-M9RR-661N	Office Supplies	N
				07/11/2024 07/11/2024			
	05-400-440-0410-6405		106.78	PH-INK CARTRIDGE (EM)	1VPG-773T-GDPN	Office Supplies	N
				07/20/2024 07/20/2024			
9608	AMAZON CAPITAL SERVICES (HHS only)		191.07	4 Transactions			
89185	Bethesda Lutheran Church Of Malmo						
	05-400-410-0413-6342		45.00	WIC CLINIC RENTAL		WIC Space Rentals	N
				04/01/2024 06/30/2024			
89185	Bethesda Lutheran Church Of Malmo		45.00	1 Transactions			
246	Brothers Fire & Security						
	05-400-440-0410-6300		105.00	2024 SPRINKLER INSPECTION	W34177 C	Maintenance/Service Contracts	N
				07/28/2024 07/28/2024			
246	Brothers Fire & Security		105.00	1 Transactions			
783	Canon Financial Services, Inc						
	05-400-440-0410-6342		40.37	PH COPIER CONTRACT	33834456	Office Equipment Rental/Contracts	N
				07/01/2024 07/31/2024			
	05-400-440-0410-6342		25.20	OSS COPIER CONTRACT	33834885	Office Equipment Rental/Contracts	N
				07/01/2024 07/31/2024			
	05-400-440-0410-6342		40.42	MAILROOM COPIER CONTRACT	33834886	Office Equipment Rental/Contracts	N
				07/01/2024 07/31/2024			
783	Canon Financial Services, Inc		105.99	3 Transactions			
10242	Champ Software, Inc						
	05-400-400-0402-6485		2,250.00	VAX-BARCODE SCANNERS	6173	Computer/Technology Supplies	N
				07/19/2024 07/19/2024			

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10242	Champ Software, Inc		2,250.00	1 Transactions		
10367	Creature Works					
	05-400-400-0402-6360		2,804.56	COVID NVAX-FIND FOOD WEBSITE	I.6254	Services, Labor, Contracts
				07/16/2024	07/16/2024	
10367	Creature Works		2,804.56	1 Transactions		
13904	Hill City Assembly of God Church					
	05-400-410-0413-6342		45.00	WIC CLINIC RENTAL		WIC Space Rentals
				04/01/2024	06/30/2024	
13904	Hill City Assembly of God Church		45.00	1 Transactions		
14071	Marco Technologies LLC					
	05-400-440-0410-6266		133.00	OFFICE 365 SUBSCRIPTION	INV12736707	Software Fees/License Fees
	05-400-440-0410-6266		19.76	OFFICE 365 SUBSCRIPTION	INV12736707	Software Fees/License Fees
14071	Marco Technologies LLC		152.76	2 Transactions		
3336	Office Of MN. IT Services					
	05-400-440-0410-6360		2.21	LANGUAGE SERVICES	W24060458	Services, Labor, Contracts
				06/01/2024	06/30/2024	
3336	Office Of MN. IT Services		2.21	1 Transactions		
3950	Public Utilities					
	05-400-440-0410-6254		324.18	ELECTRIC BILL	1433-00	Utilities-Gas and Electric
				06/16/2024	07/16/2024	
3950	Public Utilities		324.18	1 Transactions		
13624	Quadient Leasing USA, Inc					
	05-400-440-0410-6342		68.75	MAIL MACHINE CONTRACT	Q1421034	Office Equipment Rental/Contracts
				05/14/2024	08/13/2024	
13624	Quadient Leasing USA, Inc		68.75	1 Transactions		
10930	Tidholm Productions					
	05-400-440-0410-6405		35.00	#10 SECURITY ENV-NO WINDOW	4116 6271	Office Supplies
				07/25/2024	07/25/2024	
	05-400-440-0410-6405		77.00	#10 SEC ENV-LH WINDOW	4117 6272	Office Supplies
				07/25/2024	07/25/2024	
10930	Tidholm Productions		112.00	2 Transactions		

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400	DEPT Total:		6,380.77	Public Health Department	13 Vendors	20 Transactions	
420	DEPT			Income Maintenance			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-420-600-4800-6405		118.52	AGENCY-PENS/POST IT/MARKERS 07/20/2024 07/20/2024	1L3V-KCRY-Q9RL	Office Supplies	N
	05-420-600-4800-6405		23.19	IM-PINK FOLDERS 07/11/2024 07/11/2024	1M6J-M9RR-661N	Office Supplies	N
	05-420-600-4800-6405		25.51	AGENCY-PH CHARGER/DISC MAILERS 07/11/2024 07/11/2024	1M6J-M9RR-661N	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		167.22	3 Transactions			
246	Brothers Fire & Security						
	05-420-600-4800-6300		247.50	2024 SPRINKLER INSPECTION 07/28/2024 07/28/2024	W34177 C	Maintenance/Service Contracts	N
246	Brothers Fire & Security		247.50	1 Transactions			
783	Canon Financial Services, Inc						
	05-420-600-4800-6342		95.16	PH COPIER CONTRACT 07/01/2024 07/31/2024	33834456	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		59.39	OSS COPIER CONTRACT 07/01/2024 07/31/2024	33834885	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		95.27	MAILROOM COPIER CONTRACT 07/01/2024 07/31/2024	33834886	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		249.82	3 Transactions			
11051	Department of Human Services						
	05-420-640-4800-6360		38.96	CS MONTHLY FED OFFSET FEE 06/01/2024 06/30/2024	A300C41950I	Services, Labor, Contracts	N
11051	Department of Human Services		38.96	1 Transactions			
14071	Marco Technologies LLC						
	05-420-600-4800-6266		266.00	OFFICE 365 SUBSCRIPTION	INV12736707	Software Fees/License Fees	Y
	05-420-600-4800-6266		50.16	OFFICE 365 SUBSCRIPTION	INV12736707	Software Fees/License Fees	Y
	05-420-640-4800-6266		76.00	OFFICE 365 SUBSCRIPTION	INV12736707	Software Fees/License Fees	Y
14071	Marco Technologies LLC		392.16	3 Transactions			
3336	Office Of MN. IT Services						
	05-420-600-4800-6360		5.20	LANGUAGE SERVICES	W24060458	Services, Labor, Contracts	N

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3336	Office Of MN. IT Services		5.20	06/01/2024 06/30/2024 1 Transactions			
3950	Public Utilities						
	05-420-600-4800-6254		764.15	ELECTRIC BILL 06/16/2024 07/16/2024 1 Transactions	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		764.15				
13624	Quadient Leasing USA, Inc						
	05-420-600-4800-6342		162.06	MAIL MACHINE CONTRACT 05/14/2024 08/13/2024 1 Transactions	Q1421034	Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc		162.06				
340	Sheriff Anoka County						
	05-420-640-4800-6379		80.00	IV-D SERVICES 001425160903 07/19/2024 07/19/2024 1 Transactions	24003241	Other Iv-D Charges	N
340	Sheriff Anoka County		80.00				
13025	ST LOUIS COUNTY AUDITOR						
	05-420-600-4800-6266		9,499.86	EDOCS(ONBASE)-LICENSES 07/03/2024 07/03/2024	IN-00000966	Software Fees/License Fees	N
	05-420-600-4800-6266		3,368.05	REG 3 EDMS-IT SUPPORT Q2 2024 04/01/2024 06/30/2024	IN-00000973	Software Fees/License Fees	N
	05-420-640-4800-6266		1,892.51	REG 3 EDMS-IT SUPPORT Q2 2024 04/01/2024 06/30/2024 3 Transactions	IN-00000973	Software Fees/License Fees	N
13025	ST LOUIS COUNTY AUDITOR		14,760.42				
10930	Tidholm Productions						
	05-420-600-4800-6405		82.50	#10 SECURITY ENV-NO WINDOW 07/25/2024 07/25/2024	4116 6271	Office Supplies	Y
	05-420-600-4800-6405		181.50	#10 SEC ENV-LH WINDOW 07/25/2024 07/25/2024 2 Transactions	4117 6272	Office Supplies	Y
10930	Tidholm Productions		264.00				
420	DEPT Total:		17,131.49	Income Maintenance	11 Vendors	20 Transactions	
430	DEPT			Social Services			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-430-700-4800-6405		190.35	AGENCY-PENS/POST IT/MARKERS	1L3V-KCRY-Q9RL	Office Supplies	N

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	05-430-700-4800-6405		40.98	07/20/2024 07/20/2024 AGENCY-PH CHARGER/DISC MAILERS	1M6J-M9RR-661N	Office Supplies	N
	05-430-700-4800-6810		244.25	07/11/2024 07/11/2024 MH FLEX - CLOTHING	1RXY-DQDP-XWRM	Mh Init - Flex (418)	N
				07/22/2024 07/22/2024 3 Transactions			
9608	AMAZON CAPITAL SERVICES (HHS only)		475.58				
246	Brothers Fire & Security						
	05-430-700-4800-6300		397.50	2024 SPRINKLER INSPECTION 07/28/2024 07/28/2024	W34177 C	Maintenance/Service Contracts	N
				1 Transactions			
246	Brothers Fire & Security		397.50				
783	Canon Financial Services, Inc						
	05-430-700-4800-6342		152.83	PH COPIER CONTRACT 07/01/2024 07/31/2024	33834456	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		95.38	OSS COPIER CONTRACT 07/01/2024 07/31/2024	33834885	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		153.01	MAILROOM COPIER CONTRACT 07/01/2024 07/31/2024	33834886	Office Equipment Rental/Contracts	N
				3 Transactions			
783	Canon Financial Services, Inc		401.22				
14071	Marco Technologies LLC						
	05-430-700-4800-6266		551.00	OFFICE 365 SUBSCRIPTION	INV12736707	Software Fees/License Fees	Y
	05-430-700-4800-6266		82.08	OFFICE 365 SUBSCRIPTION	INV12736707	Software Fees/License Fees	Y
14071	Marco Technologies LLC		633.08	2 Transactions			
3336	Office Of MN. IT Services						
	05-430-700-4800-6360		8.34	LANGUAGE SERVICES 06/01/2024 06/30/2024	W24060458	Services, Labor, Contracts	N
				1 Transactions			
3336	Office Of MN. IT Services		8.34				
3950	Public Utilities						
	05-430-700-4800-6254		1,227.27	ELECTRIC BILL 06/16/2024 07/16/2024	1433-00	Utilities-Gas and Electric	N
				1 Transactions			
3950	Public Utilities		1,227.27				
13624	Quadient Leasing USA, Inc						
	05-430-700-4800-6342		260.29	MAIL MACHINE CONTRACT 05/14/2024 08/13/2024	Q1421034	Office Equipment Rental/Contracts	N

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<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>	
13624	Quadient Leasing USA, Inc		260.29		1 Transactions		
10930	Tidholm Productions						
	05-430-700-4800-6405		132.50	#10 SECURITY ENV-NO WINDOW 07/25/2024 07/25/2024	4116 6271	Office Supplies	Y
	05-430-700-4800-6405		291.50	#10 SEC ENV-LH WINDOW 07/25/2024 07/25/2024	4117 6272	Office Supplies	Y
10930	Tidholm Productions		424.00		2 Transactions		
430	DEPT Total:		3,827.28	Social Services	8 Vendors	14 Transactions	
5	Fund Total:		27,339.54	Health & Human Services		54 Transactions	

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900	DEPT			Timber Permit Bonds			
11286	Carlson Timber Products						
	10-900-000-0000-2300		2,692.16	REFUND BOND	14326	Timber Permit Bonds	N
11286	Carlson Timber Products		2,692.16	1 Transactions			
12589	Haapoja/George						
	10-900-000-0000-2300		1,209.63	REFUND BOND	14386	Timber Permit Bonds	N
12589	Haapoja/George		1,209.63	1 Transactions			
10101	New Sight Landscaping and Design						
	10-900-000-0000-2300		370.44	REFUND BOND	14127	Timber Permit Bonds	N
10101	New Sight Landscaping and Design		370.44	1 Transactions			
13028	Tveit Lumber						
	10-900-000-0000-2300		722.90	REFUND BOND	14412	Timber Permit Bonds	N
13028	Tveit Lumber		722.90	1 Transactions			
900	DEPT Total:		4,995.13	Timber Permit Bonds	4 Vendors	4 Transactions	
921	DEPT			Co. Development			
9985	METAL CULVERTS, INC						
	10-921-000-0000-6515		14,471.60	12" 15" & 36" POLY CULVERTS	A-29125	Culverts	3
9985	METAL CULVERTS, INC		14,471.60	1 Transactions			
921	DEPT Total:		14,471.60	Co. Development	1 Vendors	1 Transactions	
923	DEPT			Forfeited Tax Sales			
48	Aitkin Co Abstract Company						
	10-923-000-0000-6360		1,200.00	ABSTRACT NW NE S26 T43 R23	60588	Miscellaneous-Services	N
48	Aitkin Co Abstract Company		1,200.00	1 Transactions			
10024	Bobcat of Brainerd						
	10-923-000-0000-6590		1,731.03	T66 BOBCAT CTL REPAIRS	84493	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		476.16	BLADE CUTTER ROTARY&MISC PARTS	86017	Repair & Maintenance Supplies	N
10024	Bobcat of Brainerd		2,207.19	2 Transactions			
783	Canon Financial Services, Inc						
	10-923-000-0000-6342		158.21	COPIER CONTRACT	33834386	Office/Equipment-Rental	N



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783	Canon Financial Services, Inc		07/01/2024 07/31/2024 1 Transactions			
5893	CTC					
	10-923-000-0000-6254	350.00	INTERNET	21414075	Utilities-Gas and Electric	N
			07/12/2024 08/11/2024 1 Transactions			
5893	CTC	350.00				
6049	Farm Island Repair & Marine					
	10-923-000-0000-6590	137.95	ESTIMATE CF MOTO C FORCE ATV	89813	Repair & Maintenance Supplies	N
6049	Farm Island Repair & Marine	137.95	1 Transactions			
14071	Marco Technologies LLC					
	10-923-000-0000-6266	285.00	OFFICE 365 SUBSCRIPTION	INV12736707	Data Processing/Computer Services	Y
14071	Marco Technologies LLC	285.00	1 Transactions			
12927	Midwest Machinery Co.					
	10-923-000-0000-6590	51.20	WHEEL AND BUSHING	10143877	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.	51.20	1 Transactions			
3950	Public Utilities					
	10-923-000-0000-6254	229.98	ACLD	348-00	Utilities-Gas and Electric	N
			06/16/2024 07/16/2024 1 Transactions			
3950	Public Utilities	229.98				
4070	Riley Auto Supply					
	10-923-000-0000-6590	169.98	TR HYD OIL FL 5G - 2	643747	Repair & Maintenance Supplies	N
4070	Riley Auto Supply	169.98	1 Transactions			
13028	Tveit Lumber					
	10-923-000-0000-6820	716.36	REFUND OVERAPPRAISAL	14412	Refunds & Reimbursements	N
13028	Tveit Lumber	716.36	1 Transactions			
923	DEPT Total:	5,505.87	Forfeited Tax Sales	10 Vendors	11 Transactions	
10	Fund Total:	24,972.60	Trust		16 Transactions	

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925	DEPT				Resource Management			
	87	Aitkin Co Highway Dept						
		11-925-000-0000-6361		9,426.90	CP 001-090-41 GRAVEL CRUSHING	1941	Road Construction Service	N
	87	Aitkin Co Highway Dept		9,426.90	1 Transactions			
	10720	Nuss Truck Group Inc						
		11-925-000-0000-6590		194.35	GRADER BRAKE PAD KIT	PSO120748-1	Repair & Maintenance Supplies	N
	10720	Nuss Truck Group Inc		194.35	1 Transactions			
925	DEPT Total:			9,621.25	Resource Management	2 Vendors	2 Transactions	
939	DEPT				County Surveyor			
	86467	Auto Value Aitkin						
		11-939-000-0000-6450		15.99	RATCHET TIEDOWN ATV TRAILER	40243578	Supplies	N
	86467	Auto Value Aitkin		15.99	1 Transactions			
939	DEPT Total:			15.99	County Surveyor	1 Vendors	1 Transactions	
11	Fund Total:			9,637.24	Forest Development		3 Transactions	

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943	DEPT		Taxes And Penalties			
999999000	ANDERSON/CRAIG					
	13-943-000-0000-2001		14.00	PROPERTY TAX OVERPAYMENT	2076	Cur - Property Taxes
999999000	ANDERSON/CRAIG		14.00	1 Transactions		N
999999000	BUHL/SUE					
	13-943-000-0000-2001		14.00	PROPERTY TAX OVERPAYMENT - P2	2074	Cur - Property Taxes
999999000	BUHL/SUE		14.00	1 Transactions		N
1010	City Of Aitkin					
	13-943-000-0000-2089		0.62	In Lieu PILT 2024		All In Lieus
1010	City Of Aitkin		0.62	1 Transactions		N
173	City Of Hill City					
	13-943-000-0000-2089		0.48	In Lieu PILT 2024		All In Lieus
173	City Of Hill City		0.48	1 Transactions		N
1025	City Of McGrath-Treasurer					
	13-943-000-0000-2089		0.33	In Lieu PILT 2024		All In Lieus
1025	City Of McGrath-Treasurer		0.33	1 Transactions		N
175	City Of McGregor					
	13-943-000-0000-2089		29.06	In Lieu PILT 2024		All In Lieus
175	City Of McGregor		29.06	1 Transactions		N
178	City Of Tamarack					
	13-943-000-0000-2089		205.30	In Lieu PILT 2024		All In Lieus
178	City Of Tamarack		205.30	1 Transactions		N
999999000	DENNY/ROBIN					
	13-943-000-0000-2001		34.90	PROPERTY TAX OVERPAYMENT - P2	2072	Cur - Property Taxes
999999000	DENNY/ROBIN		34.90	1 Transactions		N
999999000	HART/ELIZABETH					
	13-943-000-0000-2001		14.64	PROPERTY TAX OVERPAYMENT - P2	2077	Cur - Property Taxes
999999000	HART/ELIZABETH		14.64	1 Transactions		N
999999000	HOLLAND/DENNIS					
	13-943-000-0000-2001		21.78	PROPERTY TAX OVERPAYMENT - P2	2075	Cur - Property Taxes

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999999000	HOLLAND/DENNIS		21.78	1 Transactions		
999999000	MEYER/RANDY					
	13-943-000-0000-2001		27.56	PROPERTY TAX OVERPAYMENT - P2 2073	Cur - Property Taxes	N
999999000	MEYER/RANDY		27.56	1 Transactions		
999999000	SAMPSON/JON					
	13-943-000-0000-2001		1,560.00	REFUND FROM ABATEMENT 2085	Cur - Property Taxes	N
999999000	SAMPSON/JON		1,560.00	1 Transactions		
999999000	SAUMER/DANIEL					
	13-943-000-0000-2004		22.00	PROPERTY TAX OVERPAYMENT - P2 2088	Del - Property Taxes	N
	13-943-000-0000-2004		22.00	PROPERTY TAX OVERPAYMENT - P2 2089	Del - Property Taxes	N
999999000	SAUMER/DANIEL		44.00	2 Transactions		
999999000	THOMPSON/BRIAN					
	13-943-000-0000-2004		24.00	PROPERTY TAX OVERPAYMENT - P2 2086	Del - Property Taxes	N
	13-943-000-0000-2004		22.00	PROPERTY TAX OVERPAYMENT - P2 2087	Del - Property Taxes	N
999999000	THOMPSON/BRIAN		46.00	2 Transactions		
7000	Town Of Aitkin Treasurer					
	13-943-000-0000-2089		930.52	In Lieu PILT 2024	All In Lieus	N
7000	Town Of Aitkin Treasurer		930.52	1 Transactions		
7001	Town Of Ball Bluff Treasurer					
	13-943-000-0000-2089		3,248.70	In Lieu PILT 2024	All In Lieus	N
7001	Town Of Ball Bluff Treasurer		3,248.70	1 Transactions		
7002	Town Of Balsam Treasurer					
	13-943-000-0000-2089		11,037.26	In Lieu PILT 2024	All In Lieus	N
7002	Town Of Balsam Treasurer		11,037.26	1 Transactions		
7003	Town Of Beaver Treasurer					
	13-943-000-0000-2089		3,448.86	In Lieu PILT 2024	All In Lieus	N
7003	Town Of Beaver Treasurer		3,448.86	1 Transactions		
7004	Town Of Clark Treasurer					
	13-943-000-0000-2089		2,836.20	In Lieu PILT 2024	All In Lieus	N

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7004	Town Of Clark Treasurer		2,836.20		1 Transactions		
7005	Town Of Cornish Treasurer						
	13-943-000-0000-2089		5,609.02	In Lieu PILT 2024		All In Lieus	N
7005	Town Of Cornish Treasurer		5,609.02		1 Transactions		
7006	Town Of Farm Island Treasurer						
	13-943-000-0000-2089		1,211.95	In Lieu PILT 2024		All In Lieus	N
7006	Town Of Farm Island Treasurer		1,211.95		1 Transactions		
7007	Town Of Fleming Treasurer						
	13-943-000-0000-2089		928.54	In Lieu PILT 2024		All In Lieus	N
7007	Town Of Fleming Treasurer		928.54		1 Transactions		
7008	Town Of Glen Treasurer						
	13-943-000-0000-2089		1,729.43	In Lieu PILT 2024		All In Lieus	N
7008	Town Of Glen Treasurer		1,729.43		1 Transactions		
7009	Town Of Haugen Treasurer						
	13-943-000-0000-2089		3,934.04	In Lieu PILT 2024		All In Lieus	N
7009	Town Of Haugen Treasurer		3,934.04		1 Transactions		
7010	Town Of Hazelton Treasurer						
	13-943-000-0000-2089		3,061.21	In Lieu PILT 2024		All In Lieus	N
7010	Town Of Hazelton Treasurer		3,061.21		1 Transactions		
4879	Town Of Hill Lake Clerk-Treas						
	13-943-000-0000-2089		3,197.20	In Lieu PILT 2024		All In Lieus	N
4879	Town Of Hill Lake Clerk-Treas		3,197.20		1 Transactions		
7011	Town Of Idun Treasurer						
	13-943-000-0000-2089		3,398.04	In Lieu PILT 2024		All In Lieus	N
7011	Town Of Idun Treasurer		3,398.04		1 Transactions		
7012	Town Of Jevne Treasurer						
	13-943-000-0000-2089		1,324.64	In Lieu PILT 2024		All In Lieus	N
7012	Town Of Jevne Treasurer		1,324.64		1 Transactions		
7013	Town Of Kimberly Treasurer						

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13 Taxes &amp; Penalties

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	13-943-000-0000-2089		3,170.10	In Lieu PILT 2024		All In Lieus	N
7013	Town Of Kimberly Treasurer		3,170.10	1 Transactions			
7014	Town Of Lakeside Treasurer						
	13-943-000-0000-2089		1,038.81	In Lieu PILT 2024		All In Lieus	N
7014	Town Of Lakeside Treasurer		1,038.81	1 Transactions			
7015	Town Of Lee Treasurer						
	13-943-000-0000-2089		4,282.44	In Lieu PILT 2024		All In Lieus	N
7015	Town Of Lee Treasurer		4,282.44	1 Transactions			
7016	Town Of Libby Treasurer						
	13-943-000-0000-2089		1,440.08	In Lieu PILT 2024		All In Lieus	N
7016	Town Of Libby Treasurer		1,440.08	1 Transactions			
7017	Town Of Logan Treasurer						
	13-943-000-0000-2089		2,569.40	In Lieu PILT 2024		All In Lieus	N
7017	Town Of Logan Treasurer		2,569.40	1 Transactions			
7018	Town Of Macville Treasurer						
	13-943-000-0000-2089		4,240.75	In Lieu PILT 2024		All In Lieus	N
7018	Town Of Macville Treasurer		4,240.75	1 Transactions			
7019	Town Of Malmo Treasurer						
	13-943-000-0000-2089		2,210.98	In Lieu PILT 2024		All In Lieus	N
7019	Town Of Malmo Treasurer		2,210.98	1 Transactions			
7020	Town Of McGregor - Treasurer						
	13-943-000-0000-2089		5,603.69	In Lieu PILT 2024		All In Lieus	N
7020	Town Of McGregor - Treasurer		5,603.69	1 Transactions			
7021	Town Of Millward Treasurer						
	13-943-000-0000-2089		6,562.24	In Lieu PILT 2024		All In Lieus	N
	13-943-000-0000-2089		4,909.67	In Lieu PILT 2024		All In Lieus	N
7021	Town Of Millward Treasurer		11,471.91	2 Transactions			
7022	Town Of Morrison Treasurer						
	13-943-000-0000-2089		1,840.73	In Lieu PILT 2024		All In Lieus	N

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
7022	Town Of Morrison Treasurer		1,840.73		1 Transactions		
7023	Town Of Nordland Treasurer						
	13-943-000-0000-2089		1,073.21	In Lieu PILT 2024		All In Lieus	N
7023	Town Of Nordland Treasurer		1,073.21		1 Transactions		
7024	Town Of Pliny Treasurer						
	13-943-000-0000-2089		4,736.62	In Lieu PILT 2024		All In Lieus	N
7024	Town Of Pliny Treasurer		4,736.62		1 Transactions		
7025	Town Of Rice River Treasurer						
	13-943-000-0000-2089		1,499.38	In Lieu PILT 2024		All In Lieus	N
7025	Town Of Rice River Treasurer		1,499.38		1 Transactions		
7026	Town Of Salo Treasurer						
	13-943-000-0000-2089		4,390.81	In Lieu PILT 2024		All In Lieus	N
7026	Town Of Salo Treasurer		4,390.81		1 Transactions		
7027	Town Of Seavey Treasurer						
	13-943-000-0000-2089		4,159.29	In Lieu PILT 2024		All In Lieus	N
7027	Town Of Seavey Treasurer		4,159.29		1 Transactions		
7028	Town Of Shamrock Treasurer						
	13-943-000-0000-2089		4,945.38	In Lieu PILT 2024		All In Lieus	N
7028	Town Of Shamrock Treasurer		4,945.38		1 Transactions		
7029	Town Of Spalding Treasurer						
	13-943-000-0000-2089		1,880.98	In Lieu PILT 2024		All In Lieus	N
7029	Town Of Spalding Treasurer		1,880.98		1 Transactions		
7030	Town Of Spencer Treasurer						
	13-943-000-0000-2089		1,484.83	In Lieu PILT 2024		All In Lieus	N
7030	Town Of Spencer Treasurer		1,484.83		1 Transactions		
7031	Town Of Turner Treasurer						
	13-943-000-0000-2089		8,064.86	In Lieu PILT 2024		All In Lieus	N
7031	Town Of Turner Treasurer		8,064.86		1 Transactions		
7032	Town Of Verdon Treasurer						

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COMMISSIONER'S VOUCHERS ENTRIES

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13 Taxes &amp; Penalties

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	13-943-000-0000-2089		5,516.08	In Lieu PILT 2024		All In Lieus	N
7032	Town Of Verdon Treasurer		5,516.08		1 Transactions		
7033	Town Of Wagner Treasurer						
	13-943-000-0000-2089		2,191.18	In Lieu PILT 2024		All In Lieus	N
7033	Town Of Wagner Treasurer		2,191.18		1 Transactions		
7034	Town Of Waukenabo Treasurer						
	13-943-000-0000-2089		3,482.90	In Lieu PILT 2024		All In Lieus	N
7034	Town Of Waukenabo Treasurer		3,482.90		1 Transactions		
7035	Town Of Wealthwood Treasurer						
	13-943-000-0000-2089		3,926.31	In Lieu PILT 2024		All In Lieus	N
7035	Town Of Wealthwood Treasurer		3,926.31		1 Transactions		
7036	Town Of White Pine Treasurer						
	13-943-000-0000-2089		5,879.81	In Lieu PILT 2024		All In Lieus	N
7036	Town Of White Pine Treasurer		5,879.81		1 Transactions		
7037	Town Of Williams Treasurer						
	13-943-000-0000-2089		3,367.64	In Lieu PILT 2024		All In Lieus	N
7037	Town Of Williams Treasurer		3,367.64		1 Transactions		
7038	Town Of Workman - Treasurer						
	13-943-000-0000-2089		769.94	In Lieu PILT 2024		All In Lieus	N
7038	Town Of Workman - Treasurer		769.94		1 Transactions		
943	DEPT Total:		143,146.39	Taxes And Penalties	54 Vendors	57 Transactions	
13	Fund Total:		143,146.39	Taxes & Penalties		57 Transactions	



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
8819	Mille Lacs Energy Coop-Aitkin					
	19-521-000-0000-6360	5,000.00	ENERGY AUDIT	20240165	Services, Labor, Contracts	N
8819	Mille Lacs Energy Coop-Aitkin	5,000.00	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea					
	19-521-000-0000-6254	638.26	ENERGY CENTER	271300502	Utilities-Gas and Electric	N
	19-521-000-0000-6254	974.12	DINING HILL	271300601	Utilities-Gas and Electric	N
	19-521-000-0000-6254	1,093.88	NORTH STAR LODGE	271300703	Utilities-Gas and Electric	N
	19-521-000-0000-6254	67.37	PARKING LOT	271300801	Utilities-Gas and Electric	N
	19-521-000-0000-6254	112.84	STAFF RESIDENCE	271300901	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea	2,886.47	5 Transactions			
521	DEPT Total:	7,886.47	LLCC Administration	2 Vendors	6 Transactions	
522	DEPT		LLCC Education			
85003	Aitkin County DAC					
	19-522-000-0000-6360	62.28	STRINGING WOOD COOKIES	2024063006	Services, Labor, Contracts	N
85003	Aitkin County DAC	62.28	1 Transactions			
3810	Paulbeck's County Market					
	19-522-000-0000-6431	26.99	FIRST AID SUPPLIES	7684653	Educational Supplies	N
3810	Paulbeck's County Market	26.99	1 Transactions			
522	DEPT Total:	89.27	LLCC Education	2 Vendors	2 Transactions	
523	DEPT		LLCC Food			
3810	Paulbeck's County Market					
	19-523-000-0000-6418	4.29	GROCERIES - MUSHROOMS	7684653	Groceries-Students	N
3810	Paulbeck's County Market	4.29	1 Transactions			
10076	PFS Minnesota					
	19-523-000-0000-6418	1,460.99	GROCERIES	72776601	Groceries-Students	N
10076	PFS Minnesota	1,460.99	1 Transactions			
4968	Upper Lakes Foods, Inc					
	19-523-000-0000-6418	687.39	GROCERIES	486496-00	Groceries-Students	N

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19 Long Lake Conservation Cen

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
4968	Upper Lakes Foods, Inc		687.39	1 Transactions			
523	DEPT Total:		2,152.67	LLCC Food	3 Vendors	3 Transactions	
524	DEPT			LLCC Maintenance			
10365	Antoine Electric, Inc.						
	19-524-000-0000-6360		643.91	FIX LIGHT POLES	3276	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.		643.91	1 Transactions			
9709	Richter, Marla						
	19-524-000-0000-6335		56.15	VET TRIP. NO VAN AVAILABLE	33546	Gas/Vehicle Fuel Charges	N
9709	Richter, Marla		56.15	1 Transactions			
524	DEPT Total:		700.06	LLCC Maintenance	2 Vendors	2 Transactions	
19	Fund Total:		10,828.47	Long Lake Conservation Center		13 Transactions	

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# Aitkin County



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
520	DEPT		Parks			
9561	Amazon Business					
	21-520-000-0000-6450	B	489.00	3 GARBAGE CANS FOR CAMPGROUND	1HWJ-MPFT-NN4X	Field Supplies
9561	Amazon Business		489.00	1 Transactions		N
14455	Dependable Demolition					
	21-520-000-0000-6802	Q	5,240.00	10 - 12YARD C5 INSTALL 5 CULVE	787	Trail Grants-State
14455	Dependable Demolition		5,240.00	1 Transactions		Y
1430	Dotzler Power Equipment					
	21-520-000-0000-6450		75.21	XP FUEL AND TITANIUM LINE	40144	Field Supplies
1430	Dotzler Power Equipment		75.21	1 Transactions		N
10245	Emery Inc.					
	21-520-000-0000-6802	Q	500.50	1 1/2"TO3" ROCK TO GUN LAKEATV	4165	Trail Grants-State
10245	Emery Inc.		500.50	1 Transactions		N
10618	Erik's Lawn Service					
	21-520-000-0000-6360	B	428.00	AITKIN CAMPGROUND MOWING	10215	Services, Labor, Contracts
	21-520-000-0000-6360	B	548.00	BERGLUND PARK MOWING	10215	Services, Labor, Contracts
	21-520-000-0000-6360		188.00	ROUND LAKE BEACH MOWING	10215	Services, Labor, Contracts
	21-520-000-0000-6360		588.00	SNAKE RIVER CAMPGROUND MOWING	10215	Services, Labor, Contracts
10618	Erik's Lawn Service		1,752.00	4 Transactions		Y
10168	Greater Minnesota Parks and Trails					
	21-520-000-0000-6268		60.00	DJ & CHRIS SUMMER MEETING	07172024	Staff Training, Development
10168	Greater Minnesota Parks and Trails		60.00	1 Transactions		Y
9354	Kangas Enterprise, Inc					
	21-520-000-0000-6802	Q	4,896.00	GRADING ATV TRAILS	146	Trail Grants-State
9354	Kangas Enterprise, Inc		4,896.00	1 Transactions		N
9972	KB Companies LLC					
	21-520-000-0000-6360	B	260.00	JACOBSON CAMPGROUND MOWING	072024	Services, Labor, Contracts
	21-520-000-0000-6360	B	120.00	JACOBSON WAYSIDE REST MOWING	072024	Services, Labor, Contracts
9972	KB Companies LLC		380.00	2 Transactions		Y
3024	Kingsley/Russell Lee					
	21-520-000-0000-6802		3,145.00	EMER FOREST RD REP BLIND LAKE	072024	Trail Grants-State

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3024	Kingsley/Russell Lee	Q	7,480.00	BLIND LK REPAIR & MAINT CONNEC	072024	Trail Grants-State	Y
			10,625.00	2 Transactions			
3334	MCIT		76.00	2022 KOMATSU INS	11832	Insurance	N
	21-520-000-0000-6352			07/03/2024 01/01/2025			
3334	MCIT		76.00	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea	B	187.38	BERGLUND PARK	185110602	Utilities-Gas and Electric	N
	21-520-000-0000-6254			06/01/2024 06/30/2024			
3160	Mille Lacs Energy Coop-Albert Lea		187.38	1 Transactions			
12182	Northwoods Quads	Q	4,639.68	MOOSE RIVER OHV GIA	00930318	Trail Grants-State	N
	21-520-000-0000-6802	Q	5,928.81	OHV GIA HILL CITY FY24	00930478	Trail Grants-State	N
12182	Northwoods Quads		10,568.49	2 Transactions			
999999000	Nybo/Megan		80.00	CAMP REFUND - NYBO	J - 7407	Co. Parks Campground Fees	N
	21-520-000-0000-5510			1 Transactions			
999999000	Nybo/Megan		80.00				
3950	Public Utilities	B	174.89	MISSISSIPPI ACCESS	1670-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254			06/16/2024 07/16/2024			
	21-520-000-0000-6254	B	256.98	MISS PARK SHOWER	1671-00	Utilities-Gas and Electric	N
				06/16/2024 07/16/2024			
3950	Public Utilities		431.87	2 Transactions			
4070	Riley Auto Supply		13.99	1/2"F X 3/4"M ADAPTER	643754	Field Supplies	N
	21-520-000-0000-6450			1 Transactions			
4070	Riley Auto Supply		13.99				
9617	Timber Lakes Septic Service, Inc.	Q	200.00	AITKIN DUMP	39637	Services, Labor, Contracts	N
	21-520-000-0000-6360	Q	200.00	BERGLUND DUMP	39638	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		400.00	2 Transactions			
12083	Tony Nistler Trucking, Inc						

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
12083	Tony Nistler Trucking, Inc	B	324.00	CLASS 5 TO PALISADE PARK	38224	Road Construction Service	N
			324.00	1 Transactions			
9946	White Cap, LP						
	21-520-000-0000-6802	Q	1,281.99	200W/17.5'X309' SLIT TAPE GEOT	50027419823	Trail Grants-State	N
9946	White Cap, LP		1,281.99	1 Transactions			
13627	Wruck Sewer and Portable Rental						
	21-520-000-0000-6360		91.00	CITY OF MCGRATH PORTABLE	I23133	Services, Labor, Contracts	N
	21-520-000-0000-6360		91.00	SWATARA PARKING PORTABLE	I23133	Services, Labor, Contracts	N
	21-520-000-0000-6360		91.00	LONE LAKE BEACH PORTABLE	I23133	Services, Labor, Contracts	N
	21-520-000-0000-6360		173.00	ROUND LAKE BEACH PORTABLE	I23133	Services, Labor, Contracts	N
13627	Wruck Sewer and Portable Rental		446.00	4 Transactions			
520	DEPT Total:		37,827.43	Parks	19 Vendors	30 Transactions	
21	Fund Total:		37,827.43	Parks		30 Transactions	

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22 Coronavirus Relief Fund

# Aitkin County

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Vendor		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
716	DEPT			American Rescue Plan - COVID			
	1491 Dutch's Electric, Inc						
	22-716-000-0000-6818		8,253.00	FAIRGROUNDS - WALL PACKS	33310	Category: Revenue Replacement	N
	22-716-000-0000-6818		3,330.00	FAIRGROUNDS - INFRASTRUCTURE	33315	Category: Revenue Replacement	N
	22-716-000-0000-6818		2,000.00	FAIRGROUNDS - INFRASTRUCTURE	33316	Category: Revenue Replacement	N
	22-716-000-0000-6818		1,980.00	FAIRGROUNDS - WATER LINES	33318	Category: Revenue Replacement	N
	1491 Dutch's Electric, Inc		15,563.00	4 Transactions			
716	DEPT Total:		15,563.00	American Rescue Plan - COVID	1 Vendors	4 Transactions	
22	Fund Total:		15,563.00	Coronavirus Relief Fund		4 Transactions	
	Final Total:		821,179.72	261 Vendors	424 Transactions		

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	432,612.88	General Fund
2	35,542.00	Reserves Fund
3	83,710.17	Road & Bridge
5	27,339.54	Health & Human Services
10	24,972.60	Trust
11	9,637.24	Forest Development
13	143,146.39	Taxes & Penalties
19	10,828.47	Long Lake Conservation Center
21	37,827.43	Parks
22	15,563.00	Coronavirus Relief Fund
All Funds	821,179.72	Total

Approved by,

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# Aitkin County



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1 General Fund

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

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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)					
9	01-200-200-0000-6268		MACIA CONFERENCE	00247	Training, Development	N
10	01-200-000-0000-6205		POSTAGE FOR PACKAGE TO BCA	086853	Postage	N
8	01-200-039-0000-6463		DATA PRACTICES LAW & RULES BOO	1052	Gun Permit Supplies/Expenses	N
16	01-049-000-0000-6485		GLOBALSAT BU-353-S4 GPS RECEIV	1305055807	Computer/Technology Supplies	N
12	01-252-000-0000-6418		WATERMELONS FOR JAIL	1661522	Groceries	N
14	01-043-000-0000-6360		MLS SUBSCRIPTION	40453	Services, Labor, Contracts, GIS Mapping	N
5	01-053-000-0000-6360		RACARIE SOFTWARE JULY-AUG	4439	Services, Labor, Contracts	N
			07/01/2024 08/01/2024			
7	01-257-251-0000-6268		TRAINING/MATERIALS/EBP OCT9-10	6F987417EY510081P	Staff Training, Development	N
			07/03/2024 07/03/2024			
13	01-122-000-0000-6332		DEPOSIT ARROWWOOD HOTEL 8/25	72424	Hotel / Motel Lodging	N
6	01-711-000-0000-6240		CONSTANT CONTACT MONTHLY	9370	Membership/Dues/Association Fees	N
15	01-049-000-0000-6266		AZURESTACK JULY MONTHLY	G052632246	Software Fees/License Fees	N
5462	Bremer Bank (Elan ACH)		886.87	11 Transactions		
1 Fund Total:			886.87	General Fund	1 Vendors	11 Transactions



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# Aitkin County



2 Reserves Fund

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

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Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
11	5462	Bremer Bank (Elan ACH)		350.00	CALTOPO TEAMS	861F8BB9-0003	Sheriff Search & Rescue Reserve Expe	N
		02-200-020-0000-6360			07/01/2024 07/01/2025			
	5462	Bremer Bank (Elan ACH)		350.00	1 Transactions			
2 Fund Total:				350.00	Reserves Fund	1 Vendors	1 Transactions	

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# Aitkin County



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

Vendor		<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>		<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>						
2		10-923-000-0000-6240		85.00	FOREST STEWARDS GUILD MEMBERSH	072024	Membership/Dues/Association Fees	N
1		10-923-000-0000-6450		83.99	GLYPHOSATE	64243	Field Supplies	N
	<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>		<b>168.99</b>	<b>2 Transactions</b>			
<b>10 Fund Total:</b>				<b>168.99</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

WLB1

7/31/24

9:11AM

19 Long Lake Conservation Cen

# Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	<b>5462 Bremer Bank (Elan ACH)</b>					
3	19-521-000-0000-6230		288.26	NATURE ROCKS ADS	4715110303635416	Printing, Publishing & Adv N
4	19-524-000-0000-6590		17.49	FAN BELT FOR AIR COMPRESSOR	4715110303635416	Repair & Maintenance Supplies N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>305.75</b>	<b>2 Transactions</b>		
<b>19 Fund Total:</b>			<b>305.75</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>			<b>1,711.61</b>	<b>4 Vendors</b>	<b>16 Transactions</b>	

WLB1

7/31/24

9:12AM

5 Health &amp; Human Services

# Aitkin County

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

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>					
15	05-400-410-0413-6435		13.48 PH BUDGET LINE-BF CAMPER SUPPL		Public Health Program Related Supplies	N
16	05-400-410-0413-6435		14.03 PH BUDGET LINE-BF CAMPER SUPPL		Public Health Program Related Supplies	N
17	05-400-410-0413-6435		14.03- PH BUDGET LINE-BF CAMPER SUPPL		Public Health Program Related Supplies	N
19	05-430-710-3190-6020		25.00 COURT RELATED SERV-ADOPT REG		Court Related Services & Activities	N
			06/27/2024 06/27/2024			
4	05-430-700-4800-6268		49.98 HCBS-TRAINING	1072638604839	Staff Training, Development	N
			07/09/2024 07/09/2024			
12	05-400-400-0402-6266		16.03 WEBEX (PUBLIC HEALTH)	161-01864663	Software Fees/License Fees	N
			07/09/2024 08/08/2024			
5	05-400-440-0410-6266		6.73 WEBEX (SP, CG, PA)	161-01864663	Software Fees/License Fees	N
			07/09/2024 08/08/2024			
9	05-400-440-0410-6266		16.03 WEBEX (EM)	161-01864663	Software Fees/License Fees	N
			07/09/2024 08/08/2024			
6	05-420-600-4800-6266		15.87 WEBEX (SP, CG, PA)	161-01864663	Software Fees/License Fees	N
			07/09/2024 08/08/2024			
10	05-420-600-4800-6266		16.03 WEBEX (JG)	161-01864663	Software Fees/License Fees	N
			07/09/2024 08/08/2024			
11	05-420-640-4800-6266		16.03 WEBEX (JH)	161-01864663	Software Fees/License Fees	N
			07/09/2024 08/08/2024			
7	05-430-700-4800-6266		25.50 WEBEX (SP, CG, PA)	161-01864663	Software Fees/License Fees	N
			07/09/2024 08/08/2024			
8	05-430-700-4800-6266		48.09 WEBEX (KL, JS, RP)	161-01864663	Software Fees/License Fees	N
			07/09/2024 08/08/2024			
14	05-430-700-4800-6266		16.04 WEBEX (ADULT SERVICES)	161-01864663	Software Fees/License Fees	N
			07/09/2024 08/08/2024			
18	05-400-450-0451-6435		235.00 SHIP EATS-CP AWARD LAC TENT	D061279	Public Health Program Related Supplies	N
			06/28/2024 06/28/2024			
1	05-400-440-0410-6266		2.80 AVAILITY	INV0188438	Software Fees/License Fees	N
			06/01/2024 06/30/2024			
2	05-420-600-4800-6266		6.60 AVAILITY	INV0188438	Software Fees/License Fees	N
			06/01/2024 06/30/2024			
3	05-430-700-4800-6266		10.60 AVAILITY	INV0188438	Software Fees/License Fees	N
			06/01/2024 06/30/2024			
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>		<b>519.81</b>	<b>18 Transactions</b>		
<b>5 Fund Total:</b>			<b>519.81</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>18 Transactions</b>

WLB1  
7/31/24 9:12AM

# Aitkin County



25 Opioid Settlement

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

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
13	5462	Bremer Bank (Elan ACH)		16.03	WEBEX (OPIOID)	161-01864663	Data Processing/Computer Services	N
		25-000-000-0000-6266			07/09/2024 08/08/2024			
	5462	Bremer Bank (Elan ACH)		16.03	1 Transactions			
25 Fund Total:				16.03	Opioid Settlement	1 Vendors	1 Transactions	
Final Total:				535.84	2 Vendors	19 Transactions		

WLB1  
7/31/24 9:12AM

# Aitkin County



3 Road & Bridge

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

Page 2

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
1	5462	Bremer Bank (Elan ACH)		680.00	LASER LEVEL	13013531	Shop/Building Maintenance	N
		03-303-000-0000-6417						
	5462	Bremer Bank (Elan ACH)		680.00	1 Transactions			
3 Fund Total:				680.00	Road & Bridge	1 Vendors	1 Transactions	
Final Total:				680.00	1 Vendors	1 Transactions		

# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	680.00	Road & Bridge
All Funds	680.00	Total

Approved by, .....  
.....  
.....

# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	519.81	Health & Human Services
25	16.03	Opioid Settlement
All Funds	535.84	Total

Approved by,

.....  
.....  
.....



# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	886.87	General Fund	
	2	350.00	Reserves Fund	
	10	168.99	Trust	
	19	305.75	Long Lake Conservation Center	
	All Funds	1,711.61	Total	Approved by, .....
				.....
				.....

Total Elan paid 7.18.24 = \$2927.45

WLB1  
7/31/24

4:16PM

# Aitkin County

## Audit List for Board

### AUDITOR'S VOUCHERS ENTRIES



**2M**

Page 1

Print List in Order By:

1	1 - Fund (Page Break by Fund)
	2 - Department (Totals by Dept)
	3 - Vendor Number
	4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

WLB1  
7/31/24 4:16PM

# Aitkin County



3 Road & Bridge

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

Vendor		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
1	15335 LOT PROS INC.		24,265.00	CONTRACT 20244 PMT 3	CONTRACT 20244 F Contracts		N
	03-303-000-0000-6262						
	15335 LOT PROS INC.		24,265.00	1 Transactions			
3 Fund Total:			24,265.00	Road & Bridge	1 Vendors	1 Transactions	
Final Total:			24,265.00	1 Vendors	1 Transactions		

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	24,265.00	Road & Bridge
All Funds	24,265.00	Total

Approved by, .....  
.....  
.....



# Board of County Commissioners Agenda Request

2N

Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** County Assessor Reappointment

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Please see attached		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution for County Assessor Reappointment.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

Dear J. Mark Wedel,

The current term for county assessors expires on December 31, 2024, with the new term beginning on January 1, 2025. Please be aware that your board must notify its county assessor, no later than October 1, 2024, if it does not intend to reappoint the assessor.

**If reappointment is not intended**, please notify the Minnesota Department of Revenue of the impending vacancy. For your convenience, please reply to this email using the subject line: Impending vacancy.

**If reappointment is intended**, please be aware that the commissioner of Revenue must confirm your county assessor's reappointment before it becomes effective. To do so, we will request a copy of the Aitkin county board's formal action to approve reappointment. The document must include the effective date, date of resolution and signature of a county official. Samples of a board action and oath of office are attached. The department will work directly with the county assessor to prepare for reconfirmation by the commissioner of Revenue. If the commissioner refuses to confirm an appointment, the term of the appointee shall terminate at the end of that day.

If you have any questions or concerns regarding this process please contact, Drew Imes, your county's property tax compliance officer.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jon Klockziem".

Jon Klockziem, Director  
Property Tax Division

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

ADOPTED August 13, 2024

By Commissioner: xxx

**20240813-xxx**

**County Assessor Reappointment**

**WHEREAS**, Minnesota Statute 273.061, requires that the terms of office as County Assessor shall begin on January 1 of every fourth year after 1973, and

**WHEREAS**, January 1, 2025 will begin a new term of office for county assessors statewide. Statute requires the Commissioner of Revenue to approve the appointment and the reappointment of all county assessors.

**THEREFORE, BE IT RESOLVED**, that Mike Dangers is hereby reappointed County Assessor of Aitkin County for a four-year term commencing January 1, 2025, pursuant to the provisions of Minnesota Statute, Section 273.061.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

**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 13<sup>th</sup> day of August 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 13<sup>th</sup> day of August 2024**

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

20

Agenda Item #

**Requested Meeting Date:** August 5, 2024

**Title of Item:** Application for Temporary On Sale Liquor License - Isle Lion's Club

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Large Assembly License for White Pine Logging & Threshing Show - dates of 08/31/2024 - 09/02/2024. Event will take place at 15489 180th Avenue Finlayson, MN 55735. Williams Township		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> To approve the Large Assembly License for White Pine Logging & Threshing Show for 08/31/2024 - 09/02/2024		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



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

ADOPTED August 13, 2024

By Commissioner: xxx

**20240813-xxx**

**Temporary On Sale Liquor License – Isle Lion’s Club**

Motion by Commissioner X, seconded by Commissioner X and carried, all members voting yes to approve the following Large Assembly License for August 31 - September 2, 2024.

White Pine Logging & Threshing Show – Williams Township.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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 13<sup>th</sup> day of August 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13<sup>th</sup> day of August 2024

\_\_\_\_\_  
Jessica Seibert  
County Administrator



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				

KMR1  
8/7/24 10:14AM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

1 General Fund

	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Name Account/Formula						
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
90	DEPT				Attorney			
	89991	Bremer Bank						
		01-090-000-0000-5840		0.64	Receipt Nbr 918 07/11/2024		Misc Receipts	N
		01-090-000-0000-5840		1.29	Receipt Nbr 918 07/11/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 918 07/11/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 920 07/23/2024		Misc Receipts	N
		01-090-000-0000-5840		1.61	Receipt Nbr 920 07/23/2024		Misc Receipts	N
		01-090-000-0000-5840		1.29	Receipt Nbr 920 07/23/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 920 07/23/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 921 07/29/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 921 07/29/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 921 07/29/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 921 07/29/2024		Misc Receipts	N
	89991	Bremer Bank		9.31	11 Transactions			
90	DEPT Total:			9.31	Attorney	1 Vendors	11 Transactions	
100	DEPT				Recorder			
	89991	Bremer Bank						
		01-100-000-0000-5840		42.58	Receipt Nbr 7720 07/02/2024		Misc Receipts	N
		01-100-000-0000-5840		10.75	Receipt Nbr 7728 07/03/2024		Misc Receipts	N
		01-100-000-0000-5840		4.70	Receipt Nbr 7747 07/09/2024		Misc Receipts	N
		01-100-000-0000-5840		21.74	Receipt Nbr 7802 07/19/2024		Misc Receipts	N
		01-100-000-0000-5840		1.29	Receipt Nbr 7824 07/24/2024		Misc Receipts	N
		01-100-000-0000-5840		6.50	Receipt Nbr 7838 07/26/2024		Misc Receipts	N
		01-100-000-0000-5840		5.08	Receipt Nbr 7848 07/30/2024		Misc Receipts	N
	89991	Bremer Bank		92.64	7 Transactions			
100	DEPT Total:			92.64	Recorder	1 Vendors	7 Transactions	
252	DEPT				Corrections			
	89991	Bremer Bank						
		01-252-252-0000-5872		30.13	Receipt Nbr 2063 07/15/2024		Phone Card Prisoner Welfare(Taxable)	N
		01-252-252-0000-5872		8.13	Receipt Nbr 2066 07/19/2024		Phone Card Prisoner Welfare(Taxable)	N
	89991	Bremer Bank		38.26	2 Transactions			
252	DEPT Total:			38.26	Corrections	1 Vendors	2 Transactions	

KMR1  
8/7/24 10:14AM

# Aitkin County



Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES

Page 3

1 General Fund

	Vendor		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>		<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>				<u>Accr</u>	<u>Amount</u>	
1	Fund Total:			General Fund			140.21	20 Transactions

KMR1

8/7/24

10:14AM

3 Road &amp; Bridge

## Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated			
89991	Bremer Bank					
	03-000-000-0000-5505		38.34	Receipt Nbr 343 07/26/2024	Culverts	N
	03-000-000-0000-5505		151.50	Receipt Nbr 345 07/31/2024	Culverts	N
	03-000-000-0000-5506		0.51	Receipt Nbr 22342 07/03/2024	County Maps	N
	03-000-000-0000-5506		0.13	Receipt Nbr 337 07/05/2024	County Maps	N
	03-000-000-0000-5517		2.89	Receipt Nbr 337 07/05/2024	Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 337 07/05/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 337 07/05/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1437 07/08/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1444 07/09/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 339 07/15/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 339 07/15/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1453 07/15/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 340 07/19/2024	Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 340 07/19/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 340 07/19/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 340 07/19/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 340 07/19/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 340 07/19/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 343 07/26/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 343 07/26/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1475 07/30/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1477 07/31/2024	Charges-Individuals	N
89991	Bremer Bank		243.47	21 Transactions		
0	DEPT Total:		243.47	Undesignated	1 Vendors	21 Transactions
303	DEPT			R&B Highway Maintenance		
89991	Bremer Bank					
	03-303-000-0000-6570		14.39	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants
	03-303-000-0000-6570		104.11	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants
	03-303-000-0000-6570		64.62	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants
	03-303-000-0000-6570		193.55	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants
	03-303-000-0000-6570		24.83	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants
	03-303-000-0000-6570		125.84	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants
	03-303-000-0000-6570		224.59	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants
	03-303-000-0000-6570		247.16	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants
	03-303-000-0000-6570		73.36	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants
	03-303-000-0000-6570		228.92	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants

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# Aitkin County



Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES

Page 5

3 Road & Bridge

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6570		108.06	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		94.81	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		56.71	DIESEL TAX: JULY 2024	DIESEL TAX: JUL 20	Motor Fuel & Lubricants	N
89991	Bremer Bank		1,560.95	13 Transactions			
303	DEPT Total:		1,560.95	R&B Highway Maintenance	1 Vendors	13 Transactions	
3	Fund Total:		1,804.42	Road & Bridge		34 Transactions	

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10 Trust

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula						
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
923	DEPT				Forfeited Tax Sales			
	89991	Bremer Bank						
		10-923-000-0000-5260		4.44	Receipt Nbr 4257 07/23/2024		FTS-Leases/Easements	N
		10-923-000-0000-5260		7.40	Receipt Nbr 4265 07/29/2024		FTS-Leases/Easements	N
	89991	Bremer Bank		11.84	2 Transactions			
923	DEPT Total:			11.84	Forfeited Tax Sales	1 Vendors	2 Transactions	
10	Fund Total:			11.84	Trust		2 Transactions	

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19 Long Lake Conservation Cen

# Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



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	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula						
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT				LLCC Administration			
	89991	Bremer Bank						
		19-521-000-0000-5885		6.21	Receipt Nbr 22367 07/15/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885		1.54	Receipt Nbr 22384 07/19/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885		1.54-	Receipt Nbr 22384 07/19/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885		1.54	Receipt Nbr 22386 07/19/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885		4.84	Receipt Nbr 22398 07/26/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885		10.51	Receipt Nbr 22403 07/29/2024		Commissary Sales Taxable	N
	89991	Bremer Bank		23.10	6 Transactions			
521	DEPT Total:			23.10	LLCC Administration	1 Vendors	6 Transactions	
19	Fund Total:			23.10	Long Lake Conservation Center		6 Transactions	



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21 Parks

# Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks			
89991	Bremer Bank					
	21-520-000-0000-5510		30.88	Receipt Nbr 4224 07/01/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 4224 07/01/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 4225 07/01/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		39.24	Receipt Nbr 4227 07/03/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4227 07/03/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 4227 07/03/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		12.87	Receipt Nbr 4227 07/03/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.60	Receipt Nbr 4227 07/03/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.44	Receipt Nbr 4227 07/03/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.77	Receipt Nbr 4227 07/03/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		38.60	Receipt Nbr 4228 07/08/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 4228 07/08/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4230 07/08/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4232 07/09/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 4232 07/09/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		19.94	Receipt Nbr 4234 07/10/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4234 07/10/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4234 07/10/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 4234 07/10/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4234 07/10/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.60	Receipt Nbr 4234 07/10/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 4235 07/10/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		8.68	Receipt Nbr 4235 07/10/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.49	Receipt Nbr 4237 07/11/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4239 07/15/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 4240 07/15/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4241 07/15/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4246 07/16/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4250 07/18/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 4250 07/18/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 4251 07/19/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		15.44	Receipt Nbr 4251 07/19/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4251 07/19/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.47	Receipt Nbr 4251 07/19/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.64	Receipt Nbr 4251 07/19/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.19	Receipt Nbr 4251 07/19/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4254 07/22/2024	Co. Parks Campground Fees	N

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21 Parks

# Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	21-520-000-0000-5510		1.29 Receipt Nbr 4254 07/22/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86 Receipt Nbr 4255 07/22/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86 Receipt Nbr 4256 07/22/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79 Receipt Nbr 4259 07/23/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86 Receipt Nbr 4260 07/24/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.89 Receipt Nbr 4260 07/24/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72 Receipt Nbr 4261 07/25/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57 Receipt Nbr 4261 07/25/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		19.30 Receipt Nbr 4262 07/26/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.01 Receipt Nbr 4262 07/26/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57 Receipt Nbr 4262 07/26/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57 Receipt Nbr 4262 07/26/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.70 Receipt Nbr 4262 07/26/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.77 Receipt Nbr 4262 07/26/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.39 Receipt Nbr 4262 07/26/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		21.23 Receipt Nbr 4268 07/29/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86 Receipt Nbr 4269 07/29/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93 Receipt Nbr 4270 07/30/2024		Co. Parks Campground Fees	N
	21-520-000-0000-6255		29.04 Warr Nbr 11689 07/19/2024		Garbage	N
	21-520-000-0000-6255		15.22 Warr Nbr 11721 07/19/2024		Garbage	N
	21-520-000-0000-6450		2.54 Warr Nbr 11684 07/19/2024		Field Supplies	N
	21-520-000-0000-6450		7.99 Warr Nbr 11728 07/19/2024		Field Supplies	N
89991	Bremer Bank		440.38	59 Transactions		
520	DEPT Total:		440.38	Parks	1 Vendors	59 Transactions
21	Fund Total:		440.38	Parks		59 Transactions
	Final Total:		2,419.95	8 Vendors	121 Transactions	

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	140.21	General Fund
3	1,804.42	Road & Bridge
10	11.84	Trust
19	23.10	Long Lake Conservation Center
21	440.38	Parks
<b>All Funds</b>	<b>2,419.95</b>	<b>Total</b>

Approved by,

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# Board of County Commissioners Agenda Request

3A

Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** Aitkin County CARE, Inc. Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Amy Wyant, Executive Director at Aitkin County CARE, Inc.		<b>Estimated Time Needed:</b> 15 min
<b>Summary of Issue:</b> Aitkin County CARE, Inc. Presentation regarding 2025 Appropriations increase request.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion Only.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span>Please Explain:</span>		



# Board of County Commissioners Agenda Request

## 4A

Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** 1st Reading - Tobacco Ordinance Amendment

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Paula Arimborgo		<b>Department:</b> Health & Human Service Administration
<b>Presenter (Name and Title):</b> Erin Melz, H&HS Public Health Supervisor		<b>Estimated Time Needed:</b> 10 min
<b>Summary of Issue:</b> <p>The 1st Reading of the amended Tobacco Ordinance, last updated and signed on June 25, 2024. The Board has previously remanded the tobacco ordinance to the ordinance committee for consideration of an amendment to remove the current flavor ban.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">Please Explain:</span></p>		

# AITKIN COUNTY ORDINANCE REGULATING THE SALE, PROCUREMENT, AND POSSESSION OF TOBACCO AND RELATED DEVICES

AN ORDINANCE RELATING TO THE SALE, PROCUREMENT, AND POSSESSION OF COMMERCIAL TOBACCO, AND RELATED DEVICES AND PRODUCTS IN THE COUNTY OF AITKIN, MINNESOTA

**WHEREAS**, the Aitkin County Board of Commissioners recognizes that the sale of commercial tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products to persons under the age of 21 years are violations of both State and Federal laws; and

**WHEREAS**, studies have shown that 90% of people who smoke begin smoking before they have reached the age of 18 years, and that almost no one starts smoking after age 25; and

**WHEREAS**, because marketing analysis, public health research, and commercial tobacco industry documents reveal that tobacco companies have used menthol, mint, fruit, candy, and alcohol flavors as a way to target youth and young adults and that the presence of such flavors can make it more difficult to quit; and because studies show that youth and young adults are especially susceptible to commercial tobacco product availability, advertising, and price promotions at tobacco retail environments; and

**WHEREAS**, smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; and

**WHEREAS**, this ordinance is intended to regulate the sale, procurement, and possession of commercial tobacco, tobacco-related devices, electronic delivery devices, nicotine, or lobelia delivery products for the purpose of enforcing and furthering existing laws, to protect youth and young adults against the serious effects associated with use and initiation, to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn. Stat. Sec., 144.391 as it may be amended from time to time.

Now, Therefore,

THE BOARD OF COMMISSIONERS OF THE COUNTY OF AITKIN, MINNESOTA, HEREBY ORDAINS:

## Section 1. Applicability and Jurisdiction

This ordinance governs the licensing and regulation of the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products in the unorganized territory of Aitkin County and in any city or town located in Aitkin County that does not license and regulate retail sales of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products in conformance with the minimum requirements of Minn. Stat. § 461. Retail establishments licensed by a city or town are not required to obtain a second license for the same location under this ordinance.

## Section 2. Definitions and Interpretations in this Ordinance

Except as may otherwise be provided or clearly implied by context, all terms are given their commonly accepted definitions. For the purpose of this ordinance, the following definitions apply unless the context clearly indicates or requires a different meaning:

**ADMINISTRATIVE FEE.** The license and service fees that are assessed to individuals, as authorized by the Ordinance. Administrative fees are not penalties assigned in a criminal court.

**ADMINISTRATIVE PENALTY.** The fees that are assessed to individuals for violation of the Ordinance as authorized by the Ordinance.

**CHILD-RESISTANT PACKAGING.** Packaging that meets the definition set forth in Code of Federal Regulations, title 16, section 1700.15(b), as in effect on January 1, 2015, and was tested in accordance with the method described in Code of Federal Regulations, title 16, section 1700.20, as in effect on January 1, 2015.

**CIGAR.** Any roll of tobacco that is wrapped in tobacco leaf or in any other substance containing tobacco, with or without a tip or mouthpiece, which is not a cigarette as defined in Minn. Stat. § 297F.01, subd. 3, as it may be amended from time to time.

**COMPLIANCE CHECKS.** The system the county uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this ordinance. COMPLIANCE CHECKS may also be conducted by the county or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations relating to licensed products.

**COUNTY BOARD.** The Aitkin County Board of Commissioners.

**ELECTRONIC DELIVERY DEVICE.** Any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. ELECTRONIC DELIVERY DEVICE includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, or under any other product name or descriptor. ELECTRONIC DELIVERY DEVICE includes any component part of a product, whether or not marketed or sold separately. ELECTRONIC DELIVERY DEVICE does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as defined in the Federal Food, Drug, and Cosmetic Act.

**FLAVORED PRODUCT.** Any licensed product that contains a taste or smell, other than the taste or smell of tobacco, that is distinguishable by an ordinary consumer either prior to or during the consumption of the product, including, but not limited to, any taste or smell relating to chocolate, cocoa, menthol, mint, wintergreen, vanilla, honey, fruit, or any candy, dessert, alcoholic beverage, herb, or spice; or a cooling or numbing sensation distinguishable by an ordinary consumer either prior to or during the consumption of such tobacco product.

INDOOR AREA. All space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

LICENSED PRODUCTS. The term that collectively refers to any tobacco, tobacco-related device, electronic delivery device, or nicotine, synthetic or from any source, or lobelia delivery product.

LOOSIES. The common term used to refer to single cigarettes, cigars, and any other licensed products that have been removed from their original retail packaging and offered for sale.

LOOSIES does not include premium cigars that are hand-constructed, have a wrapper made entirely from whole tobacco leaf, and have a filler and binder made entirely of tobacco, except for adhesives or other materials used to maintain size, texture, or flavor.

MOVEABLE PLACE OF BUSINESS. Any form of business that is operated out of a kiosk, truck, van, automobile or other type of vehicle or transportable shelter and that is not a fixed address or other permanent type of structure licensed for over-the-counter sales transactions.

NICOTINE OR LOBELIA DELIVERY PRODUCT. Any product containing or delivering nicotine or lobelia intended for human consumption, whether natural or synthetic, or any part of such a product, that is not tobacco or an electronic delivery device as defined in this section.

NICOTINE OR LOBELIA DELIVERY PRODUCT does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as defined in the Federal Food, Drug, and Cosmetic Act.

RETAIL ESTABLISHMENT. Any place of business where licensed products are available for sale to the general public. RETAIL ESTABLISHMENT includes but is not limited to grocery stores, tobacco products shops, convenience stores, liquor stores, gasoline service stations, bars, and restaurants.

SALE. Any transfer of goods for money, trade, barter, or other consideration.

SELF-SERVICE DISPLAY. The open display of licensed products in a retail establishment in any manner where any person has access to the licensed products without the assistance or intervention of the licensee or the licensee's employee and where a physical exchange of the licensed product from the licensee or the licensee's employee to the customer is not required in order to access the licensed products.

SMOKING. Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation.

SMOKING also includes carrying or using an activated electronic delivery device.

SYNTHETIC NICOTINE PRODUCT. Any product containing, made, or derived from non-tobacco nicotine that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. SYNTHETIC NICOTINE



PRODUCT does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as “drugs,” “devices,” or “combination products,” as defined in the Federal Food, Drug, and Cosmetic Act.

TOBACCO PRODUCT. Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. TOBACCO PRODUCT does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as “drugs,” “devices,” or “combination products,” as defined in the Federal Food, Drug, and Cosmetic Act.

TOBACCO-RELATED DEVICE. Any rolling papers, wraps, pipes, or other device intentionally designed or intended to be used with tobacco products. TOBACCO-RELATED DEVICE includes components of tobacco-related devices or tobacco products, which may be marketed or sold separately. TOBACCO-RELATED DEVICES may or may not contain tobacco.

VENDING MACHINE. Any mechanical, electric or electronic, or other type of device that dispenses licensed products upon payment by any form by the person seeking to purchase the licensed product.

YOUTH-ORIENTED FACILITY. Any facility with residents, customers, visitors, or inhabitants of which 25 percent or more are regularly under the age of 21 or that primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21. Youth-oriented facility includes, but is not limited to, schools, playgrounds, recreation centers, and parks.

### Section 3. License Provisions

(A) License required. No person shall sell or offer to sell any licensed product at any place in the County without first obtaining a license from County Auditor’s Office, unless the applicable township or other municipality has assumed jurisdiction of retail tobacco licenses within said township or municipality.

(B) Fees. No license will be issued until the proper license fee is paid in full. The fees will be established by the County's fee schedule and may be amended from time to time.

(C) Term. All retail tobacco licenses shall be valid for one calendar year from the date that the license is issued unless said license is suspended, revoked, canceled, or otherwise limited by the county.

(D) Display. Every license shall be conspicuously posted and displayed at the place for which the license is issued and shall be exhibited to any person upon request.

(E) Moveable place of business. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.

(F) Youth-orientated facility. No new license will be granted to any person for a retail establishment location not already established as of the date of this ordinance that is within 500 feet of a youth-orientated facility, as measured by the shortest line from the property line of the space to be occupied by the proposed licensee to the nearest property line of the school or playground.

(G) Transfers. All licenses shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of the license to another location or person shall be allowed.

(H) Revocation or suspension. Any license issued under this section may be revoked or suspended as provided in this ordinance. No new retail tobacco licenses shall be issued to a licensee while said licensee's previous or current license is under suspension, revocation, cancellation, or other period of limitation by the county.

(I) Issuance as a privilege and not a right. The issuance of a license issued under this section shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

(J) Smoking prohibited. Smoking shall not be permitted and no person shall smoke within the indoor area of any establishment with a retail tobacco license. Smoking for the purposes of sampling licensed products is prohibited.

(K) Samples prohibited. No person shall distribute samples of any licensed product free of charge or at a nominal cost. The distribution of licensed products as a free donation is prohibited.

#### Section 4. Basis for Denial of License

(A) Grounds for the County Board to deny the issuance or renewal of a license under this ordinance include, but are not limited to the following:

- (1) The applicant is under the age of Twenty-one (21) years.
- (2) The applicant has been convicted within the past five years of any violation of a federal, state, or local law, Ordinance provision, or other regulation relating to licensed products.
- (3) The applicant has had a license to sell licensed products suspended or revoked within the preceding 12 months of the date of application.
- (4) The applicant fails to provide any information required on the application, or provides false or misleading information.
- (5) The applicant is prohibited by federal, state, or other local law, Ordinance, or other regulation, from holding a license.
- (6) The business for which the license is requested is a moveable place of business. Only fixed location retail establishments shall be eligible to be licensed under this Ordinance.
- (7) The applicant is delinquent in payment of federal, state, or local taxes, fines and fees.
- (8) The applicant, or employee or agent of the applicant, has interfered with a compliance check.
- (9) The applicant has failed to pay an administrative penalty.

(10) Any other suitable reason that the granting of a license to the applicant is inconsistent with public health, safety, and welfare, including the applicant's history of noncompliance with this ordinance and other laws relating to the sale of licensed products.

(B) If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this section. The licensee is entitled to a hearing with the Tobacco Hearing Board as outlined in Section 8 of this ordinance.

## Section 5. Prohibited Sales and Acts

(A) It shall be a violation of this ordinance for any person to sell or offer to sell any licensed product:

- (1) To any person under the age of twenty-one (21) years;
- (2) By means of self-service display. All licensed products shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public;
- (3) Vending machine. By means of any type of vending machine, unless premise cannot be entered at any time by persons younger than twenty-one (21) years of age;
- (4) By means of "loosies" as defined in this ordinance;
- (5) Containing opium, morphine, jimsonweed, belladonna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process;
- (6) By any other means, to any other person, or in any other manner or form prohibited by Federal, State, County, or other local law, ordinance, or other regulation;
- (7) Liquid packaging. It shall be a violation of this Ordinance to sell any liquid, whether or not such liquid contains nicotine, intended for human consumption and use in an electronic delivery device, in packaging that is not child-resistant. Upon request, a licensee shall provide a copy of the certificate of compliance or full laboratory testing report for the packaging used;
- (8) Licensees are required to follow any federal and state requirements regarding minimum pack pricing on any licensed product;

~~(9) Flavored products. No person shall sell or offer for sale any flavored products. Any communication by, or on behalf of, the manufacturer or retailer of a tobacco product that indicates that the product imparts: a taste or smell other than the taste or smell of tobacco; or a cooling or numbing sensation, constitutes presumptive evidence of a violation of this section. Presumptive evidence may include but is not limited to the use of terms such as "cool," "chill," "ice," "fresh," "arctic," or "frost" to describe the product.~~

(B) Legal age. No person shall sell, give, or furnish, any licensed product to any person under the age of Twenty-one (21).

(1) Licensees must verify by means of government-issued photographic identification containing the bearer's date of birth that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appeared to be 30 years of age or older does not constitute a defense to a violation of this subsection.

(2) Notice of the legal sales age, age verification requirement, and possible penalties for underage sales must be posted prominently and in plain view at all times at each location where licensed products are offered for sale. The required signage, must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

(3) It is a violation of this Ordinance for any person 21 years of age or older to purchase or otherwise obtain any licensed product on behalf of a person under the age of 21. It is also a violation for any person 21 years of age and older to coerce or attempt to coerce a person under the age of 21 to purchase or attempt to purchase any licensed product.

(4) It shall be a violation of this Ordinance for any person to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person. A licensee may seize a form of identification, if the licensee has reasonable grounds to believe that the form of identification has been altered or falsified or is being used to violate any law. A licensee who seizes a form of identification as authorized under this subdivision shall deliver it to a law enforcement agency within 24 hours of seizing it.

(C) Possession. It shall be a violation of this ordinance for any person under age 21 to have in his or her possession any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product. This subdivision shall not apply to minors lawfully involved in a compliance check.

#### Section 6. Responsibility

All licensees are responsible for the actions of their employees regarding the sale, offer to sell, and furnishing of licensed products on the licensed premises. The sale, offer to sell, or furnishing of any licensed product by an employee shall be considered an act of the licensee.

#### Section 7. Compliance Checks and Inspections

All licensed premises shall be open to inspection by authorized County officials during regular business hours. From time to time, the County will conduct compliance checks to ensure compliance with all provisions of this ordinance. In accordance with state law, the county will conduct a compliance check that involves the participation of a person at least 17 years of age, but under the age of 21, to enter the licensed premises to attempt to purchase licensed products. Prior written consent from a parent or guardian is required for any person under the age of 18 to participate in a compliance check. Persons used for the purpose of compliance checks will be supervised by law enforcement or other designated personnel.

## Section 8. Violations

(A) Notice. Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail:

- (1) A citation that sets forth the alleged violation; and
- (2) Notice of the administrative penalty including the dates of license suspension; and
- (3) Notice which shall inform the alleged violator of his/her right to be heard on the accusation.

(B) Hearings. The alleged violator shall have ten (10) calendar days from the date the citation was mailed or if the citation was issued personally, ten (10) calendar days from receipt, to provide a written request for a hearing before the hearing officer. If a person accused of violating this ordinance so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator. The requested hearing shall be held within thirty (30) days upon receipt of the written request for a hearing. If good cause is shown, the hearing officer may extend the time for the hearing for up to an additional thirty (30) days. The hearing officer must give reasonable notice for the hearing to the alleged violator and the public.

(C) Hearing Officer. The Aitkin County Board of Commissioners shall serve as the hearing officer.

(D) Decision. If the hearing officer determines that a violation of this ordinance did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed under this ordinance, shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, such findings shall be recorded in writing and a copy provided to the acquitted-accused violator.

(E) Appeals. All decisions of the hearing officer shall be final, except that any person or entity with the right to appeal may appeal the hearing officer's decision within thirty (30) days to the district court for the County in which the alleged violation occurred. The licensee, other aggrieved persons, any municipality, county or state and any officer, department or subdivision thereof shall have the right to appeal the hearing officer's decision. An appeal to the district court stays all proceedings in furtherance of the action appealed from, unless the hearing officer certifies that a stay would cause imminent peril to the public health, safety, and general welfare.

(F) Continued Violation. Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

(G) Effect of Minnesota Statutes. Pursuant to Minnesota Statutes section 609.685, subdivision 4, in determining what law shall be followed the more stringent law shall be followed in all cases. A criminal prosecution is deemed to be more stringent than an administrative sanction in all cases.

## Section 9. Administrative Penalties

(A) Licensees

- (1) First Violation. Any licensee found to have violated this ordinance, or whose employee shall have violated this ordinance, shall be charged an administrative penalty of \$300.00 for a first

violation of this ordinance. Upon a first violation, proof the licensee has completed an instructional program regarding the requirements of tobacco retail licensing and sales must be submitted to the Aitkin County Public Health Department within 10 calendar days.

(2) Second Violation. Penalties will increase if a second offense occurs at the same licensed premises within a 36-month period to \$600. In addition, for the second offense, the license shall be suspended for 7 calendar days, and proof the licensee and all staff have completed an instructional program regarding the requirements of tobacco retail licensing and sales must be submitted to the Aitkin County Public Health Department within 10 calendar days.

(3) Third and Subsequent Violation. Penalties will increase again for a third or subsequent offense at the same location within a 36-month period to \$1000. In addition, for the third offense, the license shall be suspended for 30 consecutive days and may be revoked. The licensee and all staff must complete an instructional program regarding the requirements of tobacco retail licensing and sales and proof of such training shall be submitted to the Aitkin County Public Health Department within 10 calendar days. Furthermore, for the fourth offense and subsequent offenses, the license shall be suspended for 90 calendar days and may be revoked.

(4) All penalties shall run consecutively.

(5) Dates of license suspension or revocation shall be determined by the County Auditor unless a hearing is requested. If a hearing is requested, the dates of license suspension or revocation shall be determined by the hearing officer.

(B) Employees of licensee

Employees of licensee found to be in violation of this ordinance will, within 10 calendar days, be required to provide proof of completion for an instructional program regarding the requirements of tobacco retail licensing and sales to the Aitkin County Public Health Department and may be charged an administrative fine of no more than \$50.

(C) Other individuals

Other individuals, other than individuals under the age of 21 regulated by Subd. E of this section, found to be in violation of this ordinance shall be charged an administrative penalty of no more than \$50.

(D) Misdemeanor

Nothing in this Section shall prohibit the County from seeking prosecution as a misdemeanor for a second violation of this ordinance within five years of a first violation or any Federal, State, County, or local law, statute, rule, or regulation.

(E) Persons under the age of 21.

(1) Persons under the age of 21 who use false identification to purchase or attempt to purchase licensed products may only be subject to non-criminal, non-monetary civil penalties or remedies such as tobacco-related education classes, diversion programs, community services, or another non-monetary, civil penalty that the legal and licensing authority

determine to be appropriate. Law Enforcement, Court System, and Public Health representatives may consult, as applicable, with interested persons, including, but not limited to, educators, parents, guardians, persons under the age of 21, public health officials, court personnel, and other interested parties to determine an appropriate remedy for persons under the age of 21 in the county in the best interest of the underage person.

- (2) Persons under the age of 21 who has in his or her possession any tobacco, tobacco-related devices, electronic delivery device, nicotine or lobelia delivery product may be subject to non-criminal, non-monetary civil penalties or remedies such as tobacco-related education classes, diversion programs, community services, another non-monetary, civil penalty or may be charged with an administrative penalty of no more than \$50, whichever the legal authority determines to be appropriate. Law Enforcement, Court System, and Public Health representatives may consult, as applicable, with interested persons, including, but not limited to, educators, parents, guardians, persons under the age of 21, public health officials, court personnel, and other interested parties to determine an appropriate remedy for persons under the age of 21 in the county and is in the best interest of the underage person.

#### (F) Payment of Penalty

The administrative penalty must be paid by a person and/or the licensee within 10 calendar days from mailing or personal delivery of the notice of violation unless a hearing is requested as provided in Section 8(B). If an administrative penalty is not paid and no hearing is requested within the time limits provided, the person or licensee will then have 10 calendar days to pay the fine plus a late fee established by the County Board. If payment is not received after the second notification deadline, this would constitute the basis for denial of license under Section 4(A) of this ordinance.

#### Section 10. Exceptions and Defenses

(A) Religious, spiritual, or cultural ceremonies or practices. Nothing in this ordinance shall prevent the providing of tobacco or tobacco-related devices to any person as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony as defined in Minnesota Statutes, section 609.685, subdivision 5.

(B) Reasonable reliance. It shall be an affirmative defense to the violation of this ordinance for a person to have a reasonably relied on proof of age as described by State law.

#### Section 11. Terms

Severability. The terms and provisions of this ordinance are severable. If any provision of this ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

## Section 12. Effective Date

Effective date. This ordinance shall be referred to as the Aitkin County Ordinance Regulating the Sale, Procurement, and Possession of Tobacco and Related Devices. This ordinance becomes effective on the ~~1<sup>st</sup> day of September, 2024 and will be published as provided by Minn. Stat. § 375.51~~date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat. § 375.51, subd. 3, as it may be amended from time to time, ~~or in summary~~ which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

Adopted by the Aitkin County Board of Commissioners this ~~11<sup>th</sup>~~XX<sup>th</sup> day of ~~June~~August, 2024.

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Chairperson  
Aitkin County Board of Commissioners

Attest:

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Jessica Seibert  
Aitkin County Administrator

Approved as to Form:

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Jim Ratz  
Aitkin County Attorney





# Board of County Commissioners Agenda Request

## 4B

Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** Public Hearing - Tobacco Ordinance Amendment

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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 checked="" type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Paula Arimborgo		<b>Department:</b> Health & Human Services Administration
<b>Presenter (Name and Title):</b> Erin Melz, H&HS Public Health Supervisor		<b>Estimated Time Needed:</b> 10 Min
<b>Summary of Issue:</b> <p>MS 375.51, Sub 2, no county ordinance shall be enacted unless a notice of the intention to enact it has been published in the official newspaper of the county not less than ten days before the meeting or public hearing. The notice shall state the subject matter and the general purpose of the proposed ordinance. At the July 9, 2024 County Board meeting, the date and time for the public hearing was set for August 13, 2024 at 9:30 a.m. As of this date, we have not received any comments or recommendations on the revisions prior to the public hearing. Attached is the notice of the public hearing.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p>		



EAST CENTRAL MINNESOTA

## -Public Notice Ad Proof-

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

Date: 07/12/24

Account #: 483452

Customer: AITKIN COUNTY HEALTH & HUMAN  
SERVICES

Address: 204 1st St. NW  
AITKIN

Telephone: (218) 927-7200

Fax:

Ad ID: 1408531

Copy Line: Aug 13 PH Tobacco Ordinance

PO Number:

Start: 07/17/24

Stop: 07/17/2024

Total Cost: \$108.45

# of Lines: 77

Total Depth: 8.556

# of Inserts: 1

Ad Class: 150

Phone # (763) 691-6000

Email: [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com)

Rep No: MA700

### Publications:

Aitkin Independent Age

## Ad Proof

Not Actual Size

### AITKIN COUNTY NOTICE OF PUBLIC HEARING

#### ORDINANCE REGULATING THE SALE, PROCUREMENT, AND POSSESSION OF TOBACCO AND RELATED DEVICES

**WHEREAS**, Under Minn. Stat. § 461.19, a county is required to give retailers notice that it is considering adopting or substantially amending a retail tobacco licensing ordinance. The county must take reasonable steps to send notice by mail at least 30 days prior to the meeting, to the last known address of each licensee or person required to hold a license.

**WHEREAS**, Under Minn. Stat. 375.51, Sub 2, no county ordinance shall be enacted unless a notice of the intention to enact it has been published in the official newspaper of the county not less than ten days before the meeting or public hearing. The notice shall state the subject matter and the general purpose of the proposed ordinance

**WHEREAS**, Minn. Stat. §13D.01, states that meetings must be open to the public.

**WHEREAS**, a public hearing provides a meaningful opportunity for local officials to receive public input on an issue. A public hearing is not required to adopt a tobacco retail-licensing ordinance unless specifically required by a charter.

**THEREFORE, BE IT RESOLVED**, the Aitkin County Board of Commissioners hereby sets a public hearing for **August 13, 2024 at 9:30 a.m.** at the Aitkin County Board of Commissioners Meeting to be held in the Government Center Board Meeting Room for the following proposed changes to the Ordinance Regulating the Sale, Procurement, and Possession of Tobacco and Related Devices in Aitkin County.

Proposed ordinance revision:

- Removal of Section 5, subsection A (9): Prohibiting the sale of any flavored product.

All other provisions adopted on June 11th will remain unchanged.

Written comments can be sent to Erin Melz at [erin.melz@co.aitkin.mn.us](mailto:erin.melz@co.aitkin.mn.us). A copy of the proposed ordinance is available at the Aitkin County Auditor's office.

Published in the  
Aitkin Independent Age  
July 17, 2024  
1408531



# Board of County Commissioners Agenda Request

## 4C

Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** Aitkin County Tobacco Ordinance

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Paula Arimborgo		<b>Department:</b> Health & Human Service Administration
<b>Presenter (Name and Title):</b> Erin Melz, H&HS Public Health Supervisor		<b>Estimated Time Needed:</b> 5 min
<b>Summary of Issue:</b> <p>At the July 9, 2024 County Board meeting, the date and time for a Public Hearing was set for August 13, 2024. A public notice was published in the Aitkin Age on July 17th. On August 13, 2024 before the Public Hearing takes place the 1st reading of the amended tobacco ordinance will take place before the Board of Commissioners.</p> <p>The resolution and proposed draft are attached.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to approve the Aitkin County Tobacco Ordinance "as amended" and adopt resolution with an effective date of August 13, 2024.		
<b>Financial Impact:</b> <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>		

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

**ADOPTED August 13, 2024**

By Commissioner: xxx

**20240813-xxx**

**AITKIN COUNTY ORDINANCE REGULATING THE SALE, PROCUREMENT, AND POSSESSION OF TOBACCO AND RELATED DEVICES**

**WHEREAS**, the Aitkin County Board of Commissioners recognizes that the sale of commercial tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products to persons under the age of 21 years are violations of both State and Federal laws; and

**WHEREAS**, studies have shown that 90% of people who smoke begin smoking before they have reached the age of 18 years, and that almost no one starts smoking after age 25; and

**WHEREAS**, because marketing analysis, public health research, and commercial tobacco industry documents reveal that tobacco companies have used menthol, mint, fruit, candy, and alcohol flavors as a way to target youth and young adults and that the presence of such flavors can make it more difficult to quit; and because studies show that youth and young adults are especially susceptible to commercial tobacco product availability, advertising, and price promotions at tobacco retail environments; and

**WHEREAS**, smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; and

**WHEREAS**, this ordinance is intended to regulate the sale, procurement, and possession of commercial tobacco, tobacco-related devices, electronic delivery devices, nicotine, or lobelia delivery products for the purpose of enforcing and further existing laws, to protect youth and young adults against the serious effects associated with use and initiation, to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn. Stat. Sec., 144.391 as it may be amended from time to time.

**NOW THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners does hereby authorize the amendments to the Aitkin County Ordinance Regulating the Sale, Procurement, and Possession of Tobacco and Related Devices.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

**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 13<sup>th</sup> day of August 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 13<sup>th</sup> day of August 2024**

\_\_\_\_\_  
Jessica Seibert  
County Administrator

# AITKIN COUNTY ORDINANCE REGULATING THE SALE, PROCUREMENT, AND POSSESSION OF TOBACCO AND RELATED DEVICES

AN ORDINANCE RELATING TO THE SALE, PROCUREMENT, AND POSSESSION OF COMMERCIAL TOBACCO, AND RELATED DEVICES AND PRODUCTS IN THE COUNTY OF AITKIN, MINNESOTA

**WHEREAS**, the Aitkin County Board of Commissioners recognizes that the sale of commercial tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products to persons under the age of 21 years are violations of both State and Federal laws; and

**WHEREAS**, studies have shown that 90% of people who smoke begin smoking before they have reached the age of 18 years, and that almost no one starts smoking after age 25; and

**WHEREAS**, because marketing analysis, public health research, and commercial tobacco industry documents reveal that tobacco companies have used menthol, mint, fruit, candy, and alcohol flavors as a way to target youth and young adults and that the presence of such flavors can make it more difficult to quit; and because studies show that youth and young adults are especially susceptible to commercial tobacco product availability, advertising, and price promotions at tobacco retail environments; and

**WHEREAS**, smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; and

**WHEREAS**, this ordinance is intended to regulate the sale, procurement, and possession of commercial tobacco, tobacco-related devices, electronic delivery devices, nicotine, or lobelia delivery products for the purpose of enforcing and furthering existing laws, to protect youth and young adults against the serious effects associated with use and initiation, to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn. Stat. Sec., 144.391 as it may be amended from time to time.

Now, Therefore,

THE BOARD OF COMMISSIONERS OF THE COUNTY OF AITKIN, MINNESOTA, HEREBY ORDAINS:

## Section 1. Applicability and Jurisdiction

This ordinance governs the licensing and regulation of the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products in the unorganized territory of Aitkin County and in any city or town located in Aitkin County that does not license and regulate retail sales of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products in conformance with the minimum requirements of Minn. Stat. § 461. Retail establishments licensed by a city or town are not required to obtain a second license for the same location under this ordinance.

## Section 2. Definitions and Interpretations in this Ordinance

Except as may otherwise be provided or clearly implied by context, all terms are given their commonly accepted definitions. For the purpose of this ordinance, the following definitions apply unless the context clearly indicates or requires a different meaning:

**ADMINISTRATIVE FEE.** The license and service fees that are assessed to individuals, as authorized by the Ordinance. Administrative fees are not penalties assigned in a criminal court.

**ADMINISTRATIVE PENALTY.** The fees that are assessed to individuals for violation of the Ordinance as authorized by the Ordinance.

**CHILD-RESISTANT PACKAGING.** Packaging that meets the definition set forth in Code of Federal Regulations, title 16, section 1700.15(b), as in effect on January 1, 2015, and was tested in accordance with the method described in Code of Federal Regulations, title 16, section 1700.20, as in effect on January 1, 2015.

**CIGAR.** Any roll of tobacco that is wrapped in tobacco leaf or in any other substance containing tobacco, with or without a tip or mouthpiece, which is not a cigarette as defined in Minn. Stat. § 297F.01, subd. 3, as it may be amended from time to time.

**COMPLIANCE CHECKS.** The system the county uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this ordinance. COMPLIANCE CHECKS may also be conducted by the county or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations relating to licensed products.

**COUNTY BOARD.** The Aitkin County Board of Commissioners.

**ELECTRONIC DELIVERY DEVICE.** Any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. ELECTRONIC DELIVERY DEVICE includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, or under any other product name or descriptor. ELECTRONIC DELIVERY DEVICE includes any component part of a product, whether or not marketed or sold separately. ELECTRONIC DELIVERY DEVICE does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as defined in the Federal Food, Drug, and Cosmetic Act.

**FLAVORED PRODUCT.** Any licensed product that contains a taste or smell, other than the taste or smell of tobacco, that is distinguishable by an ordinary consumer either prior to or during the consumption of the product, including, but not limited to, any taste or smell relating to chocolate, cocoa, menthol, mint, wintergreen, vanilla, honey, fruit, or any candy, dessert, alcoholic beverage, herb, or spice; or a cooling or numbing sensation distinguishable by an ordinary consumer either prior to or during the consumption of such tobacco product.

**INDOOR AREA.** All space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

**LICENSED PRODUCTS.** The term that collectively refers to any tobacco, tobacco-related device, electronic delivery device, or nicotine, synthetic or from any source, or lobelia delivery product.

**LOOSIES.** The common term used to refer to single cigarettes, cigars, and any other licensed products that have been removed from their original retail packaging and offered for sale.

**LOOSIES** does not include premium cigars that are hand-constructed, have a wrapper made entirely from whole tobacco leaf, and have a filler and binder made entirely of tobacco, except for adhesives or other materials used to maintain size, texture, or flavor.

**MOVEABLE PLACE OF BUSINESS.** Any form of business that is operated out of a kiosk, truck, van, automobile or other type of vehicle or transportable shelter and that is not a fixed address or other permanent type of structure licensed for over-the-counter sales transactions.

**NICOTINE OR LOBELIA DELIVERY PRODUCT.** Any product containing or delivering nicotine or lobelia intended for human consumption, whether natural or synthetic, or any part of such a product, that is not tobacco or an electronic delivery device as defined in this section.

**NICOTINE OR LOBELIA DELIVERY PRODUCT** does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as defined in the Federal Food, Drug, and Cosmetic Act.

**RETAIL ESTABLISHMENT.** Any place of business where licensed products are available for sale to the general public. **RETAIL ESTABLISHMENT** includes but is not limited to grocery stores, tobacco products shops, convenience stores, liquor stores, gasoline service stations, bars, and restaurants.

**SALE.** Any transfer of goods for money, trade, barter, or other consideration.

**SELF-SERVICE DISPLAY.** The open display of licensed products in a retail establishment in any manner where any person has access to the licensed products without the assistance or intervention of the licensee or the licensee's employee and where a physical exchange of the licensed product from the licensee or the licensee's employee to the customer is not required in order to access the licensed products.

**SMOKING.** Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation.

**SMOKING** also includes carrying or using an activated electronic delivery device.

**SYNTHETIC NICOTINE PRODUCT.** Any product containing, made, or derived from non-tobacco nicotine that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. **SYNTHETIC NICOTINE**

PRODUCT does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as defined in the Federal Food, Drug, and Cosmetic Act.

TOBACCO PRODUCT. Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. TOBACCO PRODUCT does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as defined in the Federal Food, Drug, and Cosmetic Act.

TOBACCO-RELATED DEVICE. Any rolling papers, wraps, pipes, or other device intentionally designed or intended to be used with tobacco products. TOBACCO-RELATED DEVICE includes components of tobacco-related devices or tobacco products, which may be marketed or sold separately. TOBACCO-RELATED DEVICES may or may not contain tobacco.

VENDING MACHINE. Any mechanical, electric or electronic, or other type of device that dispenses licensed products upon payment by any form by the person seeking to purchase the licensed product.

YOUTH-ORIENTED FACILITY. Any facility with residents, customers, visitors, or inhabitants of which 25 percent or more are regularly under the age of 21 or that primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21. Youth-oriented facility includes, but is not limited to, schools, playgrounds, recreation centers, and parks.

### Section 3. License Provisions

(A) License required. No person shall sell or offer to sell any licensed product at any place in the County without first obtaining a license from County Auditor's Office, unless the applicable township or other municipality has assumed jurisdiction of retail tobacco licenses within said township or municipality.

(B) Fees. No license will be issued until the proper license fee is paid in full. The fees will be established by the County's fee schedule and may be amended from time to time.

(C) Term. All retail tobacco licenses shall be valid for one calendar year from the date that the license is issued unless said license is suspended, revoked, canceled, or otherwise limited by the county.

(D) Display. Every license shall be conspicuously posted and displayed at the place for which the license is issued and shall be exhibited to any person upon request.

(E) Moveable place of business. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.



(F) Youth-orientated facility. No new license will be granted to any person for a retail establishment location not already established as of the date of this ordinance that is within 500 feet of a youth-orientated facility, as measured by the shortest line from the property line of the space to be occupied by the proposed licensee to the nearest property line of the school or playground.

(G) Transfers. All licenses shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of the license to another location or person shall be allowed.

(H) Revocation or suspension. Any license issued under this section may be revoked or suspended as provided in this ordinance. No new retail tobacco licenses shall be issued to a licensee while said licensee's previous or current license is under suspension, revocation, cancellation, or other period of limitation by the county.

(I) Issuance as a privilege and not a right. The issuance of a license issued under this section shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

(J) Smoking prohibited. Smoking shall not be permitted and no person shall smoke within the indoor area of any establishment with a retail tobacco license. Smoking for the purposes of sampling licensed products is prohibited.

(K) Samples prohibited. No person shall distribute samples of any licensed product free of charge or at a nominal cost. The distribution of licensed products as a free donation is prohibited.

#### Section 4. Basis for Denial of License

(A) Grounds for the County Board to deny the issuance or renewal of a license under this ordinance include, but are not limited to the following:

- (1) The applicant is under the age of Twenty-one (21) years.
- (2) The applicant has been convicted within the past five years of any violation of a federal, state, or local law, Ordinance provision, or other regulation relating to licensed products.
- (3) The applicant has had a license to sell licensed products suspended or revoked within the preceding 12 months of the date of application.
- (4) The applicant fails to provide any information required on the application, or provides false or misleading information.
- (5) The applicant is prohibited by federal, state, or other local law, Ordinance, or other regulation, from holding a license.
- (6) The business for which the license is requested is a moveable place of business. Only fixed location retail establishments shall be eligible to be licensed under this Ordinance.
- (7) The applicant is delinquent in payment of federal, state, or local taxes, fines and fees.
- (8) The applicant, or employee or agent of the applicant, has interfered with a compliance check.
- (9) The applicant has failed to pay an administrative penalty.

(10) Any other suitable reason that the granting of a license to the applicant is inconsistent with public health, safety, and welfare, including the applicant's history of noncompliance with this ordinance and other laws relating to the sale of licensed products.

(B) If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this section. The licensee is entitled to a hearing with the Tobacco Hearing Board as outlined in Section 8 of this ordinance.

#### Section 5. Prohibited Sales and Acts

(A) It shall be a violation of this ordinance for any person to sell or offer to sell any licensed product:

- (1) To any person under the age of twenty-one (21) years;
- (2) By means of self-service display. All licensed products shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public;
- (3) Vending machine. By means of any type of vending machine, unless premise cannot be entered at any time by persons younger than twenty-one (21) years of age;
- (4) By means of "loosies" as defined in this ordinance;
- (5) Containing opium, morphine, jimsonweed, belladonna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process;
- (6) By any other means, to any other person, or in any other manner or form prohibited by Federal, State, County, or other local law, ordinance, or other regulation;
- (7) Liquid packaging. It shall be a violation of this Ordinance to sell any liquid, whether or not such liquid contains nicotine, intended for human consumption and use in an electronic delivery device, in packaging that is not child-resistant. Upon request, a licensee shall provide a copy of the certificate of compliance or full laboratory testing report for the packaging used;
- (8) Licensees are required to follow any federal and state requirements regarding minimum pack pricing on any licensed product;

(B) Legal age. No person shall sell, give, or furnish, any licensed product to any person under the age of Twenty-one (21).

- (1) Licensees must verify by means of government-issued photographic identification containing the bearer's date of birth that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appeared to be 30 years of age or older does not constitute a defense to a violation of this subsection.
- (2) Notice of the legal sales age, age verification requirement, and possible penalties for underage sales must be posted prominently and in plain view at all times at each location where licensed

products are offered for sale. The required signage, must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

(3) It is a violation of this Ordinance for any person 21 years of age or older to purchase or otherwise obtain any licensed product on behalf of a person under the age of 21. It is also a violation for any person 21 years of age and older to coerce or attempt to coerce a person under the age of 21 to purchase or attempt to purchase any licensed product.

(4) It shall be a violation of this Ordinance for any person to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person. A licensee may seize a form of identification, if the licensee has reasonable grounds to believe that the form of identification has been altered or falsified or is being used to violate any law. A licensee who seizes a form of identification as authorized under this subdivision shall deliver it to a law enforcement agency within 24 hours of seizing it.

(C) Possession. It shall be a violation of this ordinance for any person under age 21 to have in his or her possession any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product. This subdivision shall not apply to minors lawfully involved in a compliance check.

#### Section 6. Responsibility

All licensees are responsible for the actions of their employees regarding the sale, offer to sell, and furnishing of licensed products on the licensed premises. The sale, offer to sell, or furnishing of any licensed product by an employee shall be considered an act of the licensee.

#### Section 7. Compliance Checks and Inspections

All licensed premises shall be open to inspection by authorized County officials during regular business hours. From time to time, the County will conduct compliance checks to ensure compliance with all provisions of this ordinance. In accordance with state law, the county will conduct a compliance check that involves the participation of a person at least 17 years of age, but under the age of 21, to enter the licensed premises to attempt to purchase licensed products. Prior written consent from a parent or guardian is required for any person under the age of 18 to participate in a compliance check. Persons used for the purpose of compliance checks will be supervised by law enforcement or other designated personnel.

#### Section 8. Violations

(A) Notice. Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail:

(1) A citation that sets forth the alleged violation; and

(2) Notice of the administrative penalty including the dates of license suspension; and

(3) Notice which shall inform the alleged violator of his/her right to be heard on the accusation.

(B) Hearings. The alleged violator shall have ten (10) calendar days from the date the citation was mailed or if the citation was issued personally, ten (10) calendar days from receipt, to provide a written request for a hearing before the hearing officer. If a person accused of violating this ordinance so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator. The requested hearing shall be held within thirty (30) days upon receipt of the written request for a hearing. If good cause is shown, the hearing officer may extend the time for the hearing for up to an additional thirty (30) days. The hearing officer must give reasonable notice for the hearing to the alleged violator and the public.

(C) Hearing Officer. The Aitkin County Board of Commissioners shall serve as the hearing officer.

(D) Decision. If the hearing officer determines that a violation of this ordinance did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed under this ordinance, shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, such findings shall be recorded in writing and a copy provided to the acquitted-accused violator.

(E) Appeals. All decisions of the hearing officer shall be final, except that any person or entity with the right to appeal may appeal the hearing officer's decision within thirty (30) days to the district court for the County in which the alleged violation occurred. The licensee, other aggrieved persons, any municipality, county or state and any officer, department or subdivision thereof shall have the right to appeal the hearing officer's decision. An appeal to the district court stays all proceedings in furtherance of the action appealed from, unless the hearing officer certifies that a stay would cause imminent peril to the public health, safety, and general welfare.

(F) Continued Violation. Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

(G) Effect of Minnesota Statutes. Pursuant to Minnesota Statutes section 609.685, subdivision 4, in determining what law shall be followed the more stringent law shall be followed in all cases. A criminal prosecution is deemed to be more stringent than an administrative sanction in all cases.

## Section 9. Administrative Penalties

### (A) Licensees

(1) First Violation. Any licensee found to have violated this ordinance, or whose employee shall have violated this ordinance, shall be charged an administrative penalty of \$300.00 for a first violation of this ordinance. Upon a first violation, proof the licensee has completed an instructional program regarding the requirements of tobacco retail licensing and sales must be submitted to the Aitkin County Public Health Department within 10 calendar days.

(2) Second Violation. Penalties will increase if a second offense occurs at the same licensed premises within a 36-month period to \$600. In addition, for the second offense, the license shall be suspended for 7 calendar days, and proof the licensee and all staff have completed an

instructional program regarding the requirements of tobacco retail licensing and sales must be submitted to the Aitkin County Public Health Department within 10 calendar days.

(3) Third and Subsequent Violation. Penalties will increase again for a third or subsequent offense at the same location within a 36-month period to \$1000. In addition, for the third offense, the license shall be suspended for 30 consecutive days and may be revoked. The licensee and all staff must complete an instructional program regarding the requirements of tobacco retail licensing and sales and proof of such training shall be submitted to the Aitkin County Public Health Department within 10 calendar days. Furthermore, for the fourth offense and subsequent offenses, the license shall be suspended for 90 calendar days and may be revoked.

(4) All penalties shall run consecutively.

(5) Dates of license suspension or revocation shall be determined by the County Auditor unless a hearing is requested. If a hearing is requested, the dates of license suspension or revocation shall be determined by the hearing officer.

(B) Employees of licensee

Employees of licensee found to be in violation of this ordinance will, within 10 calendar days, be required to provide proof of completion for an instructional program regarding the requirements of tobacco retail licensing and sales to the Aitkin County Public Health Department and may be charged an administrative fine of no more than \$50.

(C) Other individuals

Other individuals, other than individuals under the age of 21 regulated by Subd. E of this section, found to be in violation of this ordinance shall be charged an administrative penalty of no more than \$50.

(D) Misdemeanor

Nothing in this Section shall prohibit the County from seeking prosecution as a misdemeanor for a second violation of this ordinance within five years of a first violation or any Federal, State, County, or local law, statute, rule, or regulation.

(E) Persons under the age of 21.

(1) Persons under the age of 21 who use false identification to purchase or attempt to purchase licensed products may only be subject to non-criminal, non-monetary civil penalties or remedies such as tobacco-related education classes, diversion programs, community services, or another non-monetary, civil penalty that the legal and licensing authority determine to be appropriate. Law Enforcement, Court System, and Public Health representatives may consult, as applicable, with interested persons, including, but not limited to, educators, parents, guardians, persons under the age of 21, public health officials, court personnel, and other interested parties to determine an appropriate remedy for persons under the age of 21 in the county in the best interest of the underage person.

- (2) Persons under the age of 21 who has in his or her possession any tobacco, tobacco-related devices, electronic delivery device, nicotine or lobelia delivery product may be subject to non-criminal, non-monetary civil penalties or remedies such as tobacco-related education classes, diversion programs, community services, another non-monetary, civil penalty or may be charged with an administrative penalty of no more than \$50, whichever the legal authority determines to be appropriate. Law Enforcement, Court System, and Public Health representatives may consult, as applicable, with interested persons, including, but not limited to, educators, parents, guardians, persons under the age of 21, public health officials, court personnel, and other interested parties to determine an appropriate remedy for persons under the age of 21 in the county and is in the best interest of the underage person.

#### (F) Payment of Penalty

The administrative penalty must be paid by a person and/or the licensee within 10 calendar days from mailing or personal delivery of the notice of violation unless a hearing is requested as provided in Section 8(B). If an administrative penalty is not paid and no hearing is requested within the time limits provided, the person or licensee will then have 10 calendar days to pay the fine plus a late fee established by the County Board. If payment is not received after the second notification deadline, this would constitute the basis for denial of license under Section 4(A) of this ordinance.

#### Section 10. Exceptions and Defenses

(A) Religious, spiritual, or cultural ceremonies or practices. Nothing in this ordinance shall prevent the providing of tobacco or tobacco-related devices to any person as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony as defined in Minnesota Statutes, section 609.685, subdivision 5.

(B) Reasonable reliance. It shall be an affirmative defense to the violation of this ordinance for a person to have a reasonably relied on proof of age as described by State law.

#### Section 11. Terms

Severability. The terms and provisions of this ordinance are severable. If any provision of this ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

#### Section 12. Effective Date

Effective date. This ordinance shall be referred to as the Aitkin County Ordinance Regulating the Sale, Procurement, and Possession of Tobacco and Related Devices. This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat.

§ 375.51, subd. 3, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

Adopted by the Aitkin County Board of Commissioners this 13<sup>th</sup> day of August, 2024.

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Chairperson  
Aitkin County Board of Commissioners

Attest:

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Jessica Seibert  
Aitkin County Administrator

Approved as to Form:

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Jim Ratz  
Aitkin County Attorney



# Board of County Commissioners Agenda Request

# 5A

Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** Wetland Banks and the Wetland Conservation Act

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Dennis (DJ) Thompson		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner		<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b> <p>Enacted in 1991, the Wetland Conservation Act (WCA) regulates the filling, excavation, and drainage of wetlands. It is administered by a local government unit (LGU). The WCA requires project proponents complete a sequencing analysis before proposing to drain, fill, or excavate wetlands. If wetland impacts are unavoidable, they need to be "replaced". This involves purchasing wetland "credits" from a wetland bank - an area where someone has created wetlands for that purpose.</p> <p>Aitkin County's history of ditching and installing drain tile on agricultural lands resulted in land that was relatively inexpensive and easy to convert into wetland banks. Once established, tax on land in a wetland bank goes from ag non-tillable to swamp, which is about a 75% reduction. In some cases, wetland banks have gone tax-forfeit once all the credits have been sold.</p> <p>Discussion on what changes could be made to the WCA and the wetland banking program so that it does not disproportionately and negatively affect Aitkin County and the potential tax base.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <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>		





# Board of County Commissioners Agenda Request

6A

Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** Donation to LLCC from Donald H. Nelson Trust

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Dennis (DJ) Thompson		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Dave McMillan, LLCC Manager		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b> Long Lake Conservation Center (LLCC) is a named beneficiary in the Donald H. Nelson Trust which has released a check in the amount of \$35,624.10 to LLCC. All of the Environmental Learning Centers in the state received an award from the trust.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution for Long Lake Conservation Center to accept a donation from the Donald H. Nelson Trust.		
<b>Financial Impact:</b> 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.

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

**ADOPTED August 13, 2024**

By Commissioner: xxx

**20240813-xxx**

**Donald H. Nelson Trust 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:

Donor - Donald H. Nelson Trust	Amount - \$35,624.10
--------------------------------	----------------------

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

Long Lake Conservation Center (LLCC) is a named beneficiary in the Donald H Nelson Trust which has released a check in the amount of \$35,624.10 to LLCC. The money is not designated for any particular project.

**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 seconded the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting xxx**

**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 13<sup>th</sup> day of August 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 13<sup>th</sup> day of August 2024**

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Jessica Seibert  
County Administrator



## Board of County Commissioners Agenda Request



Requested Meeting Date: 08/13/2024

Title of Item: 2025 Budget

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Sheriff Dan Guida		<b>Department:</b> Sheriff
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b>  Present 2025 Sheriff's Office Budget		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <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

8A

Agenda Item #

Requested Meeting Date: 8-13-24

Title of Item: BNSF Agreement

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> <p>BNSF Railway Company has proposed the attached agreement to replace the concrete crossing surface at their railroad crossing of CSAH 28 west of Aitkin. This crossing was last replaced in 2000 and has met it's 25-year design life. As part of the agreement, BNSF Crews will be responsible for removing and replacing the concrete crossing material and Aitkin County Highway Department will be responsible for traffic control, detour signing, and pavement patching adjacent to the new crossing. In addition, Aitkin County would pay \$1000 per foot of the 40-foot length of the crossing for a total of \$40,000. This represents approximately 50% of the cost to replace the crossing.</p> <p>The County Attorney has reviewed the Agreement and its Exhibits, and found them to be proper as to form.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend motion to authorize Aitkin County Engineer to enter into Agreement BF-20510201.		
<b>Financial Impact:</b> <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ 40,000</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		



## CROSSING SURFACE INSTALLATION AGREEMENT

**BNSF File No.: BF-20510201**  
**Mile Post 94.532**  
**Line Segment 27**  
**U.S. DOT Number 076174H**  
**Brainerd Subdivision**

This Crossing Surface Installation Agreement (hereinafter called, this "Agreement") is entered into effective as of \_\_\_\_\_, by and between **AITKIN COUNTY** (hereinafter called, "**AGENCY**") and BNSF Railway Company (hereinafter called, "**BNSF**").

WHEREAS, BNSF operates a freight transportation system by rail with operations throughout the United States and Canada; and

WHEREAS, AGENCY desires to replace the existing concrete crossing surface at CSAH 28 with a new concrete crossing surface;

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1) **BNSF Work.** The Company will install a new concrete crossing surface for a width of 40 feet from the edge of the pavement on the East side of the tracks to the edge of the pavement on the West side of the tracks. The new crossing surface will adequately cover all vehicular driving lanes at CSAH 28. The Company will perform all necessary track upgrades to accommodate the new crossing surface.
- 2) **AGENCY Work.** AGENCY must construct the Project as shown on the attached Exhibit A and do all work ("AGENCY's Work") provided for in the plans and specifications for the Project, except railroad work that will be performed by BNSF hereunder. AGENCY must furnish all labor, materials, tools and equipment for the performance of AGENCY's Work. The principal elements of AGENCY's Work are as follows:
  - A. Design and Construction of CSAH 28;
  - B. Installation of a pavement marking stop bar in accordance with the Manual on Uniform Traffic Control Devices (hereinafter called, "MUTCD");
  - C. Installation of advance warning signs in accordance with the MUTCD;



- D. Perform all necessary grading and paving, including backfill of excavations and restoration of disturbed vegetation on BNSF's right-of-way;
- E. Provide suitable drainage, both temporary and permanent;
- F. Provide all barricades, lights, flagmen or traffic control devices as necessary, during the installation of the concrete pedestrian crossing surfaces;
- G. Construct concrete sidewalk surface on approaches to each track, if desired; and
- H. Job site cleanup including removal of all construction materials, concrete debris, surplus soil, refuse, contaminated soils, asphalt debris, litter and other waste materials to the satisfaction of BNSF.

- 3) **Payment; Invoicing.** Upon execution of this Agreement by both parties hereto, Company will send Agency an invoice detailing the total amount owed by Agency for the new crossing surface. Company shall send to Agency a final invoice upon completion and Agency shall pay the final invoice within 30 days of receipt.

Agency agrees to pay Company One Thousand and No/100 Dollars (\$1,000.00) per foot for the new crossing surface. Agency's **ESTIMATED** total cost for the new crossing surface is Forty Thousand and No/100 Dollars (\$40,000.00).

- 4) **Maintenance of the Crossing Surface.** After installation of the new crossing surface is completed, BNSF will maintain, at its own cost and expense, the crossing surface, against normal wear and tear, in a satisfactory manner for the expected life of the crossing surface. Notwithstanding the preceding sentence, BNSF shall be entitled to receive any contribution toward the cost of such maintenance made available by reason of any existing or future laws, ordinances, regulations, orders, grants, or other means or sources.
- 5) **Vehicular Traffic during Installation.** The AGENCY shall provide, at its own cost and expense, all necessary barricades, lights or traffic control devices for detouring vehicular/pedestrian traffic at the CSAH 28 crossing during installation of the new crossing surface.
- 6) **Drainage.** The AGENCY agrees to allow BNSF to drain water from the CSAH 28 Street crossing area into existing AGENCY storm sewers, if such storm sewers are available. Drain pipes and filter fabric necessary for such drainage will be furnished and installed by BNSF.
- 7) **Roadway Surfacing Work.** The AGENCY agrees to provide, at its sole cost and expense, enough asphalt to cover the distance between the existing roadway surface at CSAH 28 and the new crossing surface on both sides of the track as well as the area between the tracks.



- 8) **Contractor Requirements:** AGENCY must require its contractor to comply with the obligations set forth in this Agreement, including Exhibit C and Exhibit C-1, and incorporate in each prime contract for construction of the Project, or the specifications therefor, the provisions set forth in Exhibit C and Exhibit C-1, attached hereto and by reference made a part hereof.

No work shall be commenced within BNSF's right of way until the AGENCY's contractor shall have (i) executed and delivered to BNSF an agreement in the form of said Exhibit C-1 and (ii) delivered to and secured BNSF's approval of the required insurance.

- 9) **Term.** This Agreement begins on the effective date set forth above and remains in effect until completion of all work contemplated in this Agreement and AGENCY's payment of the amounts set forth in Section 3 above.



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by its duly qualified and authorized officials as of the day and year first written above.

**BNSF Railway Company:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**AGENCY:**

**AITKIN COUNTY**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_





## Exhibit A



## **EXHIBIT "C"**

### **CONTRACTOR REQUIREMENTS**

#### **1.01 General:**

- **1.01.01** The Contractor must cooperate with **BNSF RAILWAY COMPANY**, hereinafter referred to as "**Railway**" where work is over or under on or adjacent to Railway property and/or right-of-way, hereafter referred to as "Railway Property", during the reconstruction of the railroad crossing surface approaches and associated traffic control at CSAH 28 (DOT 076174H) in Aitkin, MN.
- **1.01.02** The Contractor must execute and deliver to the Railway duplicate copies of the Exhibit "C-1" Agreement, in the form attached hereto, obligating the Contractor to provide and maintain in full force and effect the insurance called for under Section 3 of said Exhibit "C-1". Questions regarding procurement of the Railroad Protective Liability Insurance should be directed to Rosa Martinez at Marsh, USA, 214-303-8519.
- **1.01.03** The Contractor must plan, schedule and conduct all work activities so as not to interfere with the movement of any trains on Railway Property.
- **1.01.04** The Contractor's right to enter Railway's Property is subject to the absolute right of Railway to cause the Contractor's work on Railway's Property to cease if, in the opinion of Railway, Contractor's activities create a hazard to Railway's Property, employees, and/or operations. Railway will have the right to stop construction work on the Project if any of the following events take place: (i) Contractor (or any of its subcontractors) performs the Project work in a manner contrary to the plans and specifications approved by Railway; (ii) Contractor (or any of its subcontractors), in Railway's opinion, prosecutes the Project work in a manner which is hazardous to Railway property, facilities or the safe and expeditious movement of railroad traffic; (iii) the insurance described in the attached Exhibit C-1 is canceled during the course of the Project; or (iv) Contractor fails to pay Railway for the Temporary Construction License or the Easement. The work stoppage will continue until all necessary actions are taken by Contractor or its subcontractor to rectify the situation to the satisfaction of Railway's Division Engineer or until additional insurance has been delivered to and accepted by Railway. In the event of a breach of (i) this Agreement, (ii) the Temporary Construction License, or (iii) the Easement, Railway may immediately terminate the Temporary Construction License or the Easement. Any such work stoppage under this provision will not give rise to any liability on the part of Railway. Railway's right to stop the work is in addition to any other rights Railway may have including, but not limited to, actions or suits for damages or lost profits. In the event that Railway desires to stop construction work on the Project, Railway agrees to immediately notify the following individual in writing:

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- **1.01.05** The Contractor is responsible for determining and complying with all Federal, State and Local Governmental laws and regulations, including, but not limited to environmental laws and regulations (including but not limited to the Resource Conservation and Recovery Act, as amended; the Clean Water Act, the Oil Pollution Act, the Hazardous Materials Transportation Act, CERCLA), and health and safety laws and regulations. The Contractor hereby indemnifies, defends and holds harmless Railway for, from and against all fines or penalties imposed or assessed by Federal, State and Local Governmental Agencies against the Railway which arise out of Contractor's work under this Agreement.
- **1.01.06** The Contractor must notify Aitkin County and Railway's Manager Public Projects, telephone number 763-782-3476 at least thirty (30) calendar days before commencing any work on Railway Property. Contractor's notification to Railway must refer to Railway's file BF-20510201.
- **1.01.07** For any bridge demolition and/or falsework above any tracks or any excavations located with any part of the excavations located within, whichever is greater, twenty-five (25) feet of the nearest track or intersecting a slope from the plane of the top of rail on a 2 horizontal to 1 vertical slope beginning at eleven (11) feet from centerline of the nearest track, both measured perpendicular to center line of track, the Contractor must furnish the Railway five sets of working drawings showing details of construction affecting Railway Property and tracks. The working drawing must include the proposed method of installation and removal of falsework, shoring or cribbing, not included in the contract plans and two sets of structural calculations of any falsework, shoring or cribbing. For all excavation and shoring submittal plans, the current "BNSF-UPRR Guidelines for Temporary Shoring" must be used for determining the design loading conditions to be used in shoring design, and all calculations and submittals must be in accordance with the current "BNSF-UPRR Guidelines for Temporary Shoring". All submittal drawings and calculations must be stamped by a registered professional engineer licensed to practice in the state the project is located. All calculations must take into consideration railway surcharge loading and must be designed to meet American Railway Engineering and Maintenance-of-Way Association (previously known as American Railway Engineering Association) Coopers E-80 live loading standard. All drawings and calculations must be stamped by a registered professional engineer licensed to practice in the state the project is located. The Contractor must not begin work until notified by the Railway that plans have been approved. The Contractor will be required to use lifting devices such as, cranes and/or winches to place or to remove any falsework over Railway's tracks. In no case will the Contractor be relieved of responsibility for results obtained by the implementation of said approved plans.
- **1.01.08** Subject to the movement of Railway's trains, Railway will cooperate with the Contractor such that the work may be handled and performed in an efficient manner. The Contractor will have no claim whatsoever for any type of damages or for extra or additional compensation in the event his work is delayed by the Railway.

## **1.02 Contractor Safety Orientation**

- **1.02.01** No employee of the Contractor, its subcontractors, agents or invitees may enter Railway Property without first having completed Railway's Engineering Contractor Safety Orientation, found on the web site [www.BNSFContractor.com](http://www.BNSFContractor.com). The Contractor



must ensure that each of its employees, subcontractors, agents or invitees completes Railway's Engineering Contractor Safety Orientation through internet sessions before any work is performed on the Project. Additionally, the Contractor must ensure that each and every one of its employees, subcontractors, agents or invitees possesses a card certifying completion of the Railway Contractor Safety Orientation before entering Railway Property. The Contractor is responsible for the cost of the Railway Contractor Safety Orientation. The Contractor must renew the Railway Contractor Safety Orientation annually. Further clarification can be found on the web site or from the Railway's Representative.

### 1.03 Railway Requirements

- **1.03.01** The Contractor must take protective measures as are necessary to keep railway facilities, including track ballast, free of sand, debris, and other foreign objects and materials resulting from his operations. Any damage to railway facilities resulting from Contractor's operations will be repaired or replaced by Railway and the cost of such repairs or replacement must be paid for by the Agency.
- **1.03.02** The Contractor must notify the Railway's Division Engineer Tyrel Antonich at (309) 345-6090 and provide blasting plans to the Railway for review seven (7) calendar days prior to conducting any blasting operations adjacent to or on Railway's Property.
- **1.03.03** The Contractor must abide by the following temporary clearances during construction:
  - 15'-0" Horizontally from centerline of nearest track
  - 21'-6" Vertically above top of rail
  - 27'-0" Vertically above top of rail for electric wires carrying less than 750 volts
  - 28'-0" Vertically above top of rail for electric wires carrying 750 volts to 15,000 volts
  - 30'-0" Vertically above top of rail for electric wires carrying 15,000 volts to 20,000 volts
  - 34'-0" Vertically above top of rail for electric wires carrying more than 20,000 volts
- **1.03.04** Upon completion of construction, the following clearances shall be maintained:
  - 25' Horizontally from centerline of nearest track
  - 23' 6" Vertically above top of rail
- **1.03.05** Any infringement within State statutory clearances due to the Contractor's operations must be submitted to the Railway and to **Aitkin County** and must not be undertaken until approved in writing by the Railway, and until **Aitkin County** has obtained any necessary authorization from the State Regulatory Authority for the infringement. No extra compensation will be allowed in the event the Contractor's work is delayed pending Railway approval, and/or the State Regulatory Authority's approval.
- **1.03.06** In the case of impaired vertical clearance above top of rail, Railway will have the option of installing tell-tales or other protective devices Railway deems necessary for





protection of Railway operations. The cost of tell-tales or protective devices will be borne by the Agency.

- **1.03.07** The details of construction affecting the Railway's Property and tracks not included in the contract plans must be submitted to the Railway by Aitkin County for approval before work is undertaken and this work must not be undertaken until approved by the Railway.
- **1.03.08** At other than public road crossings, the Contractor must not move any equipment or materials across Railway's tracks until permission has been obtained from the Railway. The Contractor must obtain a "Temporary Construction Crossing Agreement" from the Railway prior to moving his equipment or materials across the Railways tracks. The temporary crossing must be gated and locked at all times when not required for use by the Contractor. The temporary crossing for use of the Contractor will be constructed and, at the completion of the project, removed at the expense of the Contractor.
- **1.03.09** Discharge, release or spill on the Railway Property of any hazardous substances, oil, petroleum, constituents, pollutants, contaminants, or any hazardous waste is prohibited and Contractor must immediately notify the Railway's Resource Operations Center at 1(800) 832-5452, of any discharge, release or spills in excess of a reportable quantity. Contractor must not allow Railway Property to become a treatment, storage or transfer facility as those terms are defined in the Resource Conservation and Recovery Act or any state analogue.
- **1.03.10** The Contractor upon completion of the work covered by this contract, must promptly remove from the Railway's Property all of Contractor's tools, equipment, implements and other materials, whether brought upon said property by said Contractor or any Subcontractor, employee or agent of Contractor or of any Subcontractor, and must cause Railway's Property to be left in a condition acceptable to the Railway's representative.

#### **1.04 Contractor Roadway Worker on Track Safety Program and Safety Action Plan:**

- **1.04.01** Each Contractor that will perform work within 25 feet of the centerline of a track must develop and implement a Roadway Worker Protection/On Track Safety Program and work with Railway Project Representative to develop an on track safety strategy as described in the guidelines listed in the on track safety portion of the Safety Orientation. This Program must provide Roadway Worker protection/on track training for all employees of the Contractor, its subcontractors, agents or invitees. This training is reinforced at the job site through job safety briefings. Additionally, each Contractor must develop and implement the Safety Action Plan, as provided for on the web site [www.BNSFContractor.com](http://www.BNSFContractor.com), which will be made available to Railway prior to commencement of any work on Railway Property. During the performance of work, the Contractor must audit its work activities. The Contractor must designate an on-site Project Supervisor who will serve as the contact person for the Railway and who will maintain a copy of the Safety Action Plan, safety audits, and Material Safety Datasheets (MSDS), at the job site.
- **1.04.02** Contractor shall have a background investigation performed on all of its employees, subcontractors and agents who will be performing any services for Railroad under this Agreement which are determined by Railroad in its sole discretion a) to be on Railroad's property, or b) that require access to Railroad Critical Infrastructure, Railroad Critical



Information Systems, Railroad's Employees, Hazardous Materials on Railroad's property or is being transported by or otherwise in the custody of Railroad, or Freight in Transit involving Railroad.

The required background screening shall at a minimum meet the rail industry background screening criteria defined by the e-RAILSAFE Program as outlined at [www.eRailsafe.com](http://www.eRailsafe.com), in addition to any other applicable regulatory requirements.

Contractor shall obtain written consent from all its employees, subcontractors or agents screened in compliance with the e-RAILSAFE Program to participate in the Program on their behalf and to release completed background information to Railroad's designee. Contractor shall be subject to periodic audit to ensure compliance.

Contractor subject to the e-RAILSAFE Program hereunder shall not permit any of its employees, subcontractors or agents to perform services hereunder who are not first approved under e-RAILSAFE Program standards. Railroad shall have the right to deny entry onto its premises or access as described in this section above to any of Contractor's employees, subcontractors or agents who do not display the authorized identification badge issued by a background screening service meeting the standards set forth in the e-RAILSAFE Program, or who in Railroad's opinion, which may not be unreasonable, may pose a threat to the safety or security of Railroad's operations, assets or personnel.

Contractors shall be responsible for ensuring that its employees, subcontractors and agents are United States citizens or legally working in the United States under a lawful and appropriate work VISA or other work authorization.

## **1.05 Railway Flagger Services:**

- **1.05.01** The Contractor must give Railway's **Roadmaster Ben Peterson (telephone 218-828-7286)** a minimum of thirty (30) calendar days advance notice when flagging services will be required so that the Roadmaster can make appropriate arrangements (i.e., bulletin the flagger's position). If flagging services are scheduled in advance by the Contractor and it is subsequently determined by the parties hereto that such services are no longer necessary, the Contractor must give the Roadmaster five (5) working days advance notice so that appropriate arrangements can be made to abolish the position pursuant to union requirements.
- **1.05.02** Unless determined otherwise by Railway's Project Representative, Railway flagger will be required and furnished when Contractor's work activities are located over, under and/or within twenty-five (25) feet measured horizontally from centerline of the nearest track and when cranes or similar equipment positioned beyond 25-feet from the track centerline could foul the track in the event of tip over or other catastrophic occurrence, but not limited thereto for the following conditions:
  - **1.05.02a** When, upon inspection by Railway's Representative, other conditions warrant.



- **1.05.02b** When any excavation is performed below the bottom of tie elevation, if, in the opinion of Railway's representative, track or other Railway facilities may be subject to movement or settlement.
- **1.05.02c** When work in any way interferes with the safe operation of trains at timetable speeds.
- **1.05.02d** When any hazard is presented to Railway track, communications, signal, electrical, or other facilities either due to persons, material, equipment or blasting in the vicinity.
- **1.05.02e** Special permission must be obtained from the Railway before moving heavy or cumbersome objects or equipment which might result in making the track impassable.
- **1.05.03** Flagging services will be performed by qualified Railway flaggers.
  - **1.05.03a** Flagging crew generally consists of one employee. However, additional personnel may be required to protect Railway Property and operations, if deemed necessary by the Railways Representative.
  - **1.05.03b** Each time a flagger is called, the minimum period for billing will be the eight (8) hour basic day.
  - **1.05.03c** The cost of flagger services provided by the Railway will be borne by Aitkin County. The estimated cost for one (1) flagger is approximately between \$1,200.00-\$2,000.00 for an eight (8) hour basic day with time and one-half or double time for overtime, rest days and holidays. The estimated cost for each flagger includes vacation allowance, paid holidays, Railway and unemployment insurance, public liability and property damage insurance, health and welfare benefits, vehicle, transportation, meals, lodging, radio, equipment, supervision and other costs incidental to performing flagging services. Negotiations for Railway labor or collective bargaining agreements and rate changes authorized by appropriate Federal authorities may increase actual or estimated flagging rates. **THE FLAGGING RATE IN EFFECT AT THE TIME OF PERFORMANCE BY THE CONTRACTOR HEREUNDER WILL BE USED TO CALCULATE THE ACTUAL COSTS OF FLAGGING PURSUANT TO THIS PARAGRAPH.**
  - **1.05.03d** The average train traffic on this route is 2 freight trains per 24-hour period at a timetable speed 35 MPH and N/A passenger trains at a timetable speed of N/A MPH.

## **1.06 Contractor General Safety Requirements**

- **1.06.01** Work in the proximity of railway track(s) is potentially hazardous where movement of trains and equipment can occur at any time and in any direction. All work performed by contractors within 25 feet of any track must be in compliance with FRA Roadway Worker Protection Regulations.



- **1.06.02** Before beginning any task on Railway Property, a thorough job safety briefing must be conducted with all personnel involved with the task and repeated when the personnel or task changes. If the task is within 25 feet of any track, the job briefing must include the Railway's flagger, as applicable, and include the procedures the Contractor will use to protect its employees, subcontractors, agents or invitees from moving any equipment adjacent to or across any Railway track(s).
- **1.06.03** Workers must not work within 25 feet of the centerline of any track without an on track safety strategy approved by the Railway's Project Representative. When authority is provided, every contractor employee must know: (1) who the Railway flagger is, and how to contact the flagger, (2) limits of the authority, (3) the method of communication to stop and resume work, and (4) location of the designated places of safety. Persons or equipment entering flag/work limits that were not previously job briefed, must notify the flagger immediately, and be given a job briefing when working within 25 feet of the center line of track.
- **1.06.04** When Contractor employees are required to work on the Railway Property after normal working hours or on weekends, the Railway's representative in charge of the project must be notified. A minimum of two employees must be present at all times.
- **1.06.05** Any employees, agents or invitees of Contractor or its subcontractors under suspicion of being under the influence of drugs or alcohol, or in the possession of same, will be removed from the Railway's Property and subsequently released to the custody of a representative of Contractor management. Future access to the Railway's Property by that employee will be denied.
- **1.06.06** Any damage to Railway Property, or any hazard noticed on passing trains must be reported immediately to the Railway's representative in charge of the project. Any vehicle or machine which may come in contact with track, signal equipment, or structure (bridge) and could result in a train derailment must be reported immediately to the Railway representative in charge of the project and to the Railway's Resource Operations Center at 1(800) 832-5452. Local emergency numbers are to be obtained from the Railway representative in charge of the project prior to the start of any work and must be posted at the job site.
- **1.06.07** For safety reasons, all persons are prohibited from having pocket knives, firearms or other deadly weapons in their possession while working on Railway's Property.
- **1.06.08** All personnel protective equipment (PPE) used on Railway Property must meet applicable OSHA and ANSI specifications. Current Railway personnel protective equipment requirements are listed on the web site, [www.BNSFContractor.com](http://www.BNSFContractor.com), however, a partial list of the requirements include: a) safety glasses with permanently affixed side shields (no yellow lenses); b) hard hats; c) safety shoe with: hardened toes, above-the-ankle lace-up and a defined heel; and d) high visibility retro-reflective work wear. The Railway's representative in charge of the project is to be contacted regarding local specifications for meeting requirements relating to hi-visibility work wear. Hearing protection, fall protection, gloves, and respirators must be worn as required by State and Federal regulations. **(NOTE – Should there be a discrepancy between the information contained on the web site and the information in this paragraph, the web site will govern.)**
- **1.06.09** THE CONTRACTOR MUST NOT PILE OR STORE ANY MATERIALS,

**MACHINERY OR EQUIPMENT CLOSER THAN 25'-0" TO THE CENTER LINE OF THE NEAREST RAILWAY TRACK. MATERIALS, MACHINERY OR EQUIPMENT MUST NOT BE STORED OR LEFT WITHIN 250 FEET OF ANY HIGHWAY/RAIL AT-GRADE CROSSINGS OR TEMPORARY CONSTRUCTION CROSSING, WHERE STORAGE OF THE SAME WILL OBSTRUCT THE VIEW OF A TRAIN APPROACHING THE CROSSING. PRIOR TO BEGINNING WORK, THE CONTRACTOR MUST ESTABLISH A STORAGE AREA WITH CONCURRENCE OF THE RAILWAY'S REPRESENTATIVE.**

- **1.06.10** Machines or vehicles must not be left unattended with the engine running. Parked machines or equipment must be in gear with brakes set and if equipped with blade, pan or bucket, they must be lowered to the ground. All machinery and equipment left unattended on Railway's Property must be left inoperable and secured against movement. (See internet Engineering Contractor Safety Orientation program for more detailed specifications)
- **1.06.11** Workers must not create and leave any conditions at the work site that would interfere with water drainage. Any work performed over water must meet all Federal, State and Local regulations.
- **1.06.12** All power line wires must be considered dangerous and of high voltage unless informed to the contrary by proper authority. For all power lines the minimum clearance between the lines and any part of the equipment or load must be; 200 KV or below - 15 feet; 200 to 350 KV - 20 feet; 350 to 500 KV - 25 feet; 500 to 750 KV - 35 feet; and 750 to 1000 KV - 45 feet. If capacity of the line is not known, a minimum clearance of 45 feet must be maintained. A person must be designated to observe clearance of the equipment and give a timely warning for all operations where it is difficult for an operator to maintain the desired clearance by visual means.

## **1.07 Excavation:**

- **1.07.01** Before excavating, the Contractor must determine whether any underground pipe lines, electric wires, or cables, including fiber optic cable systems are present and located within the Project work area. The Contractor must determine whether excavation on Railway's Property could cause damage to buried cables resulting in delay to Railway traffic and disruption of service to users. Delays and disruptions to service may cause business interruptions involving loss of revenue and profits. Before commencing excavation, the Contractor must contact BNSF's Field Engineering Representative Ben Peterson (218-828-7286). All underground and overhead wires will be considered HIGH VOLTAGE and dangerous until verified with the company having ownership of the line. **It is the Contractor's responsibility to notify any other companies that have underground utilities in the area and arrange for the location of all underground utilities before excavating.**
- **1.07.02** The Contractor must cease all work and notify the Railway immediately before continuing excavation in the area if obstructions are encountered which do not appear on drawings. If the obstruction is a utility and the owner of the utility can be identified, then the Contractor must also notify the owner immediately. If there is any doubt about the location of underground cables or lines of any kind, no work must be performed until the exact location has been determined. There will be no exceptions to these instructions.
- **1.07.03** All excavations must be conducted in compliance with applicable OSHA



regulations and, regardless of depth, must be shored where there is any danger to tracks, structures or personnel.

- **1.07.04** Any excavations, holes or trenches on the Railway's Property must be covered, guarded and/or protected when not being worked on. When leaving work site areas at night and over weekends, the areas must be secured and left in a condition that will ensure that Railway employees and other personnel who may be working or passing through the area are protected from all hazards. All excavations must be back filled as soon as possible.

## **1.08 Hazardous Waste, Substances and Material Reporting:**

- **1.08.01** If Contractor discovers any hazardous waste, hazardous substance, petroleum or other deleterious material, including but not limited to any non-containerized commodity or material, on or adjacent to Railway's Property, in or near any surface water, swamp, wetlands or waterways, while performing any work under this Agreement, Contractor must immediately:  
(a) notify the Railway's Resource Operations Center at 1(800) 832-5452, of such discovery;  
(b) take safeguards necessary to protect its employees, subcontractors, agents and/or third parties; and (c) exercise due care with respect to the release, including the taking of any appropriate measure to minimize the impact of such release.

## **1.09 Personal Injury Reporting**

- **1.09.01** The Railway is required to report certain injuries as a part of compliance with Federal Railroad Administration (FRA) reporting requirements. Any personal injury sustained by an employee of the Contractor, subcontractor or Contractor's invitees while on the Railway's Property must be reported immediately (by phone mail if unable to contact in person) to the Railway's representative in charge of the project. The Non-Employee Personal Injury Data Collection Form contained herein is to be completed and sent by Fax to the Railway at 1(817) 352-7595 and to the Railway's Project Representative no later than the close of shift on the date of the injury.



## NON-EMPLOYEE PERSONAL INJURY DATA COLLECTION

(If injuries are in connection with rail equipment accident/incident, highway rail grade crossing accident or automobile accident, ensure that appropriate information is obtained, forms completed and that data entry personnel are aware that injuries relate to that specific event.)

Injured Person Type:

- ☐ Passenger on train (C)      ☐ Non-employee (N)  
*(i.e., emp of another railroad, or, non-BNSF emp involved in vehicle accident, including company vehicles)*
- ☐ Contractor/safety sensitive (F)      ☐ Contractor/non-safety sensitive (G)
- ☐ Volunteer/safety sensitive (H)      ☐ Volunteer/other non-safety sensitive (I)
- ☐ Non-trespasser (D) - to include highway users involved in highway rail grade crossing accidents who did not go around or through gates
- ☐ Trespasser (E) - to include highway users involved in highway rail grade crossing accidents who went around or through gates
- ☐ Non-trespasser (J) - Off railroad property

If train involved, Train ID:

\_\_\_\_\_

Transmit attached information to Accident/Incident Reporting Center by:

Fax 1-817-352-7595

or by Phone 1-800-697-6736

or email to: [Accident-Reporting.Center@BNSF.com](mailto:Accident-Reporting.Center@BNSF.com)

Officer Providing Information:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Employee No.)

\_\_\_\_\_  
(Phone #)

**REPORT PREPARED TO COMPLY WITH FEDERAL ACCIDENT REPORTING REQUIREMENTS AND PROTECTED FROM  
DISCLOSURE PURSUANT TO 49 U.S.C. 20903 AND 83 U.S.C. 490**



## NON-EMPLOYEE PERSONAL INJURY DATA COLLECTION

INFORMATION REQUIRED TO BE COLLECTED PURSUANT TO FEDERAL REGULATION. IT SHOULD BE USED FOR COMPLIANCE WITH FEDERAL REGULATIONS ONLY AND IT IS NOT INTENDED TO PRESUME ACCEPTANCE OF RESPONSIBILITY OR LIABILITY.

1. Accident City/St:	_____	2. Date:	_____	Time:	_____
County:	_____	3. Temperature:	_____	4. Weather:	_____
(if non BNSF location)					
Mile Post / Line Segment: _____					
5. Driver's License No (and state) or other ID:			SSN (required): _____		
6. Name (last, first, mi): _____					
7. Address:	_____	City:	_____	St:	_____
				Zip:	_____
8. Date of Birth:	_____	and/or Age:	_____	Gender:	_____
		(if available)			
Phone Number:	_____	Employer:	_____		
9. Injury:	_____		10. Body Part:	_____	
	(i.e., Laceration, etc.)			(i.e., Hand, etc.)	
11. Description of Accident (To include location, action, result, etc.):					
_____					
_____					
_____					
12. Treatment:					
<input type="checkbox"/>	First Aid Only	_____			
<input type="checkbox"/>	Required Medical Treatment	_____			
<input type="checkbox"/>	Other Medical Treatment	_____			
13. Dr. Name: _____ Date: _____					
14. Dr. Address:					
Street:	_____	City:	_____	St:	_____
				Zip:	_____
15. Hospital Name: _____					
16. Hospital Address:					
Street:	_____	City:	_____	St:	_____
				Zip:	_____
17. Diagnosis: _____					



## EXHIBIT "C-1"

### Agreement Between BNSF RAILWAY COMPANY and the CONTRACTOR

Railway File: \_\_\_\_\_

Agency Project: \_\_\_\_\_

\_\_\_\_\_(hereinafter called "Contractor"), has entered into an agreement (hereinafter called "Agreement") dated \_\_\_\_\_, with **AITKIN COUNTY** for the performance of certain work in connection with the following project: reconstruction of the railroad crossing surface approaches and associated traffic control at CSAH 28 (DOT 076174H) in Aitkin, MN. Performance of such work will necessarily require Contractor to enter **BNSF RAILWAY COMPANY** (hereinafter called "Railway") right of way and property (hereinafter called "Railway Property"). The Agreement provides that no work will be commenced within Railway Property until the Contractor employed in connection with said work for **AITKIN COUNTY** (i) executes and delivers to Railway an Agreement in the form hereof, and (ii) provides insurance of the coverage and limits specified in such Agreement and Section 3 herein. If this Agreement is executed by a party who is not the Owner, General Partner, President or Vice President of Contractor, Contractor must furnish evidence to Railway certifying that the signatory is empowered to execute this Agreement on behalf of Contractor.

Accordingly, in consideration of Railway granting permission to Contractor to enter upon Railway Property and as an inducement for such entry, Contractor, effective on the date of the Agreement, has agreed and does hereby agree with Railway as follows:

#### 1) RELEASE OF LIABILITY AND INDEMNITY

Contractor hereby waives, releases, indemnifies, defends and holds harmless Railway for all judgments, awards, claims, demands, and expenses (including attorneys' fees), for injury or death to all persons, including Railway's and Contractor's officers and employees, and for loss and damage to property belonging to any person, arising in any manner from Contractor's or any of Contractor's subcontractors' acts or omissions or any work performed on or about Railway's property or right-of-way. **THE LIABILITY ASSUMED BY CONTRACTOR WILL NOT BE AFFECTED BY THE FACT, IF IT IS A FACT, THAT THE DESTRUCTION, DAMAGE, DEATH, OR INJURY WAS OCCASIONED BY OR CONTRIBUTED TO BY THE NEGLIGENCE OF RAILWAY, ITS AGENTS, SERVANTS,**



EMPLOYEES OR OTHERWISE, EXCEPT TO THE EXTENT THAT SUCH CLAIMS ARE PROXIMATELY CAUSED BY THE INTENTIONAL MISCONDUCT OR GROSS NEGLIGENCE OF RAILWAY.

THE INDEMNIFICATION OBLIGATION ASSUMED BY CONTRACTOR INCLUDES ANY CLAIMS, SUITS OR JUDGMENTS BROUGHT AGAINST RAILWAY UNDER THE FEDERAL EMPLOYEE'S LIABILITY ACT, INCLUDING CLAIMS FOR STRICT LIABILITY UNDER THE SAFETY APPLIANCE ACT OR THE LOCOMOTIVE INSPECTION ACT, WHENEVER SO CLAIMED.

Contractor further agrees, at its expense, in the name and on behalf of Railway, that it will adjust and settle all claims made against Railway, and will, at Railway's discretion, appear and defend any suits or actions of law or in equity brought against Railway on any claim or cause of action arising or growing out of or in any manner connected with any liability assumed by Contractor under this Agreement for which Railway is liable or is alleged to be liable. Railway will give notice to Contractor, in writing, of the receipt or dependency of such claims and thereupon Contractor must proceed to adjust and handle to a conclusion such claims, and in the event of a suit being brought against Railway, Railway may forward summons and complaint or other process in connection therewith to Contractor, and Contractor, at Railway's discretion, must defend, adjust, or settle such suits and protect, indemnify, and save harmless Railway from and against all damages, judgments, decrees, attorney's fees, costs, and expenses growing out of or resulting from or incident to any such claims or suits.

In addition to any other provision of this Agreement, in the event that all or any portion of this Article shall be deemed to be inapplicable for any reason, including without limitation as a result of a decision of an applicable court, legislative enactment or regulatory order, the parties agree that this Article shall be interpreted as requiring Contractor to indemnify Railway to the fullest extent permitted by applicable law. **THROUGH THIS AGREEMENT THE PARTIES EXPRESSLY INTEND FOR CONTRACTOR TO INDEMNIFY RAILWAY FOR RAILWAY'S ACTS OF NEGLIGENCE.**

It is mutually understood and agreed that the assumption of liabilities and indemnification provided for in this Agreement survive any termination of this Agreement.

2) **TERM**

This Agreement is effective from the date of the Agreement until (i) the completion of the project set forth herein, and (ii) full and complete payment to Railway of any and all sums or other amounts owing and due hereunder.

3) **INSURANCE**



Contractor shall, at its sole cost and expense, procure and maintain during the life of this Agreement the following insurance coverage:

A. Commercial General Liability insurance. This insurance shall contain broad form contractual liability with a combined single limit of a minimum of \$2,000,000 each occurrence and an aggregate limit of at least \$4,000,000 but in no event less than the amount otherwise carried by the Contractor. Coverage must be purchased on a post 2004 ISO occurrence form or equivalent and include coverage for, but not limit to the following:

- ◆ Bodily Injury and Property Damage
- ◆ Personal Injury and Advertising Injury
- ◆ Fire legal liability
- ◆ Products and completed operations

This policy shall also contain the following endorsements, which shall be indicated on the certificate of insurance:

- ◆ The definition of insured contract shall be amended to remove any exclusion or other limitation for any work being done within 50 feet of railroad property.
- ◆ Waiver of subrogation in favor of and acceptable to Railway.
- ◆ Additional insured endorsement in favor of and acceptable to Railway.
- ◆ Separation of insureds.
- ◆ The policy shall be primary and non-contributing with respect to any insurance carried by Railway.

It is agreed that the workers' compensation and employers' liability related exclusions in the Commercial General Liability insurance policy(s) required herein are intended to apply to employees of the policy holder and shall not apply to **Railway** employees.





No other endorsements limiting coverage as respects obligations under this Agreement may be included on the policy with regard to the work being performed under this agreement.

B. Business Automobile Insurance. This insurance shall contain a combined single limit of at least \$1,000,000 per occurrence, and include coverage for, but not limited to the following:

- ◆ Bodily injury and property damage
- ◆ Any and all vehicles owned, used or hired

The policy shall also contain the following endorsements or language, which shall be indicated on the certificate of insurance:

- ◆ Waiver of subrogation in favor of and acceptable to Railway.
- ◆ Additional insured endorsement in favor of and acceptable to Railway.
- ◆ Separation of insureds.
- ◆ The policy shall be primary and non-contributing with respect to any insurance carried by Railway.

C. Workers Compensation and Employers Liability insurance including coverage for, but not limited to:

- ◆ Contractor's statutory liability under the worker's compensation laws of the state(s) in which the work is to be performed. If optional under State law, the insurance must cover all employees anyway.
- ◆ Employers' Liability (Part B) with limits of at least \$500,000 each accident, \$500,000 by disease policy limit, \$500,000 by disease each employee.

This policy shall also contain the following endorsements or language, which shall be indicated on the certificate of insurance:

- ◆ Waiver of subrogation in favor of and acceptable to Railway.



A. Railroad Protective Liability insurance naming only the **Railway** as the Insured with coverage of at least \$2,000,000 per occurrence and \$6,000,000 in the aggregate. The policy Must be issued on a standard ISO form CG 00 35 12 04 and include the following:

- ◆ Endorsed to include the Pollution Exclusion Amendment
- ◆ Endorsed to include the Limited Seepage and Pollution Endorsement.
- ◆ Endorsed to remove any exclusion for punitive damages.
- ◆ No other endorsements restricting coverage may be added.
- ◆ The original policy must be provided to the **Railway** prior to performing any work or services under this Agreement
- ◆ Definition of "Physical Damage to Property" shall be endorsed to read: "means direct and accidental loss of or damage to all property owned by any named insured and all property in any named insured' care, custody, and control arising out of the acts or omissions of the contractor named on the Declarations.

In lieu of providing a Railroad Protective Liability Policy, Licensee may participate (if available) in Railway's Blanket Railroad Protective Liability Insurance Policy.

**Other Requirements:**

Where allowable by law, all policies (applying to coverage listed above) shall contain no exclusion for punitive damages.

Contractor agrees to waive its right of recovery against **Railway** for all claims and suits against **Railway**. In addition, its insurers, through the terms of the policy or policy endorsement, waive their right of subrogation against **Railway** for all claims and suits. Contractor further waives its right of recovery, and its insurers also waive their right of subrogation against **Railway** for loss of its owned or leased property or property under Contractor's care, custody or control.

Allocated Loss Expense shall be in addition to all policy limits for coverages referenced above.



Contractor is not allowed to self-insure without the prior written consent of **Railway**. If granted by **Railway**, any self-insured retention or other financial responsibility for claims shall be covered directly by Contractor in lieu of insurance. Any and all **Railway** liabilities that would otherwise, in accordance with the provisions of this Agreement, be covered by Contractor's insurance will be covered as if Contractor elected not to include a deductible, self-insured retention or other financial responsibility for claims.

Prior to commencing services, Contractor shall furnish to **Railway** an acceptable certificate(s) of insurance from an authorized representative evidencing the required coverage(s), endorsements, and amendments. The certificate should be directed to the following address:

BNSF Railway Company  
c/o CertFocus  
P.O. Box 140528  
Kansas City, MO 64114  
Toll Free: 877-576-2378  
Fax number: 817-840-7487  
Email: BNSF@certfocus.com  
[www.certfocus.com](http://www.certfocus.com)

Contractor shall notify **Railway** in writing at least 30 days prior to any cancellation, non-renewal, substitution or material alteration.

Any insurance policy shall be written by a reputable insurance company acceptable to **Railway** or with a current Best's Guide Rating of A- and Class VII or better, and authorized to do business in the state(s) in which the service is to be provided.

If coverage is purchased on a "claims made" basis, Contractor hereby agrees to maintain coverage in force for a minimum of three years after expiration, cancellation or termination of this Agreement. Annually Contractor agrees to provide evidence of such coverage as required hereunder.

Contractor represents that this Agreement has been thoroughly reviewed by Contractor's insurance agent(s)/broker(s), who have been instructed by Contractor to procure the insurance coverage required by this Agreement.

Not more frequently than once every five years, **Railway** may reasonably modify the required insurance coverage to reflect then-current risk management practices in the railroad industry and underwriting practices in the insurance industry.



If any portion of the operation is to be subcontracted by Contractor, Contractor shall require that the subcontractor shall provide and maintain insurance coverage(s) as set forth herein, naming **Railway** as an additional insured, and shall require that the subcontractor shall release, defend and indemnify **Railway** to the same extent and under the same terms and conditions as Contractor is required to release, defend and indemnify **Railway** herein.

Failure to provide evidence as required by this section shall entitle, but not require, **Railway** to terminate this Agreement immediately. Acceptance of a certificate that does not comply with this section shall not operate as a waiver of Contractor's obligations hereunder.

The fact that insurance (including, without limitation, self-insurance) is obtained by Contractor shall not be deemed to release or diminish the liability of Contractor including, without limitation, liability under the indemnity provisions of this Agreement. Damages recoverable by **Railway** shall not be limited by the amount of the required insurance coverage.

In the event of a claim or lawsuit involving **Railway** arising out of this agreement, Contractor will make available any required policy covering such claim or lawsuit.

These insurance provisions are intended to be a separate and distinct obligation on the part of the Contractor. Therefore, these provisions shall be enforceable and Contractor shall be bound thereby regardless of whether or not indemnity provisions are determined to be enforceable in the jurisdiction in which the work covered hereunder is performed.

For purposes of this section, **Railway** shall mean "Burlington Northern Santa Fe LLC", "BNSF Railway Company" and the subsidiaries, successors, assigns and affiliates of each.

#### **4) SALES AND OTHER TAXES**

In the event applicable sales taxes of a state or political subdivision of a state of the United States are levied or assessed in connection with and directly related to any amounts invoiced by Contractor to Railway ("Sales Taxes"), Railway shall be responsible for paying only the Sales Taxes that Contractor separately states on the invoice or other billing documents provided to Railway; *provided, however*, that (i) nothing herein shall preclude Railway from claiming whatever Sales Tax exemptions are applicable to amounts Contractor bills Railway, (ii) Contractor shall be responsible for all sales, use, excise, consumption, services and other taxes which may accrue on all services, materials, equipment, supplies or fixtures that Contractor and its subcontractors use or consume in the performance of this Agreement, (iii) Contractor shall be responsible for Sales Taxes



(together with any penalties, fines or interest thereon) that Contractor fails to separately state on the invoice or other billing documents provided to Railway or fails to collect at the time of payment by Railway of invoiced amounts (except where Railway claims a Sales Tax exemption), and (iv) Contractor shall be responsible for Sales Taxes (together with any penalties, fines or interest thereon) if Contractor fails to issue separate invoices for each state in which Contractor delivers goods, provides services or, if applicable, transfers intangible rights to Railway.

Upon request, Contractor shall provide Railway satisfactory evidence that all taxes (together with any penalties, fines or interest thereon) that Contractor is responsible to pay under this Agreement have been paid. If a written claim is made against Contractor for Sales Taxes with respect to which Railway may be liable for under this Agreement, Contractor shall promptly notify Railway of such claim and provide Railway copies of all correspondence received from the taxing authority. Railway shall have the right to contest, protest, or claim a refund, in Railway's own name, any Sales Taxes paid by Railway to Contractor or for which Railway might otherwise be responsible for under this Agreement; provided, however, that if Railway is not permitted by law to contest any such Sales Tax in its own name, Contractor shall, if requested by Railway at Railway's sole cost and expense, contest in Contractor's own name the validity, applicability or amount of such Sales Tax and allow Railway to control and conduct such contest.

Railway retains the right to withhold from payments made under this Agreement amounts required to be withheld under tax laws of any jurisdiction. If Contractor is claiming a withholding exemption or a reduction in the withholding rate of any jurisdiction on any payments under this Agreement, before any payments are made (and in each succeeding period or year as required by law), Contractor agrees to furnish to Railway a properly completed exemption form prescribed by such jurisdiction. Contractor shall be responsible for any taxes, interest or penalties assessed against Railway with respect to withholding taxes that Railway does not withhold from payments to Contractor.

#### 1) **EXHIBIT "C" CONTRACTOR REQUIREMENTS**

The Contractor must observe and comply with all provisions, obligations, requirements and limitations contained in the Agreement, and the Contractor Requirements set forth on Exhibit "C" attached to the Agreement and this Agreement, including, but not be limited to, payment of all costs incurred for any damages to Railway roadbed, tracks, and/or appurtenances thereto, resulting from use, occupancy, or presence of its employees, representatives, or agents or subcontractors on or about the construction site. Contractor shall execute a Temporary Construction Crossing Agreement or Private Crossing Agreement (<http://www.bnsf.com/communities/faqs/permits-real-estate/>), for any temporary crossing requested to aid in the construction of this Project, if approved by BNSF.



## 2) TRAIN DELAY

Contractor is responsible for and hereby indemnifies and holds harmless Railway (including its affiliated railway companies, and its tenants) for, from and against all damages arising from any unscheduled delay to a freight or passenger train which affects Railway's ability to fully utilize its equipment and to meet customer service and contract obligations. Contractor will be billed, as further provided below, for the economic losses arising from loss of use of equipment, contractual loss of incentive pay and bonuses and contractual penalties resulting from train delays, whether caused by Contractor, or subcontractors, or by the Railway performing work under this Agreement. Railway agrees that it will not perform any act to unnecessarily cause train delay.

For loss of use of equipment, Contractor will be billed the current freight train hour rate per train as determined from Railway's records. Any disruption to train traffic may cause delays to multiple trains at the same time for the same period.

Additionally, the parties acknowledge that passenger, U.S. mail trains and certain other grain, intermodal, coal and freight trains operate under incentive/penalty contracts between Railway and its customer(s). Under these arrangements, if Railway does not meet its contract service commitments, Railway may suffer loss of performance or incentive pay and/or be subject to penalty payments. Contractor is responsible for any train performance and incentive penalties or other contractual economic losses actually incurred by Railway which are attributable to a train delay caused by Contractor or its subcontractors.

The contractual relationship between Railway and its customers is proprietary and confidential. In the event of a train delay covered by this Agreement, Railway will share information relevant to any train delay to the extent consistent with Railway confidentiality obligations. The rate then in effect at the time of performance by the Contractor hereunder will be used to calculate the actual costs of train delay pursuant to this agreement.

Contractor and its subcontractors must give Railway's representative Ben Peterson 218-828-7286 (4) weeks advance notice of the times and dates for proposed work windows. Railway and Contractor will establish mutually agreeable work windows for the project. Railway has the right at any time to revise or change the work windows due to train operations or service obligations. Railway will not be responsible for any additional costs or expenses resulting from a change in work windows. Additional costs or expenses resulting from a change in work windows shall be accounted for in Contractor's expenses for the project.

Contractor and subcontractors must plan, schedule, coordinate and conduct all Contractor's work so as to not cause any delays to any trains.



IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed by its duly authorized officer the day and year first above written.

\_\_\_\_\_  
Contractor Legal Name

**BNSF Railway Company**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name: \_\_\_\_\_

Manager Public Projects

Title: \_\_\_\_\_

Accepted and effective this \_\_\_\_\_ day of 20\_\_.

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_



# Board of County Commissioners Agenda Request

# 9A

Agenda Item #

**Requested Meeting Date:** August 13,2024

**Title of Item:** Furniture



REGULAR AGENDA



CONSENT AGENDA



INFORMATION ONLY

**Action Requested:**



Approve/Deny Motion



Adopt Resolution (attach draft)



Direction Requested



Discussion Item



Hold Public Hearing\*

*\*provide copy of hearing notice that was published*

**Submitted by:**

Jim Bright

**Department:**

Maintenance

**Presenter (Name and Title):**

Jim Bright Facilities Coordinator

**Estimated Time Needed:**

5 Min

**Summary of Issue:**

There are several areas that need furniture to make their spaces more efficient and customer friendly. We are purchasing furniture for Courts, Recorders, Auditors, License Center, Training Room and Admin.

I received 2 quotes:

The Office Shop - \$35,762.90

Henricksen - 37,206.00

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve the quote of \$35,762.90 from The Office Shop for the purchase of furniture.

**Financial Impact:**

*Is there a cost associated with this request?*



Yes



No

*What is the total cost, with tax and shipping?* \$ 35,762.90

*Is this budgeted?*



Yes



No

*Please Explain:*

There is \$36,000 of Fiscal Recovery Funds set aside for this project.





# Board of County Commissioners Agenda Request

## 9B

Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** Fiscal Recover Funds For Furniture



REGULAR AGENDA



CONSENT AGENDA



INFORMATION ONLY

**Action Requested:**



Approve/Deny Motion



Adopt Resolution (attach draft)



Direction Requested



Discussion Item



Hold Public Hearing\*

*\*provide copy of hearing notice that was published*

**Submitted by:**

Jim Bright

**Department:**

Maintenance

**Presenter (Name and Title):**

Jim Bright Facilities Coordinator

**Estimated Time Needed:**

5 Min

**Summary of Issue:**

Request the use of \$35,762.90 for the purchase of furniture.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve Request

**Financial Impact:**

*Is there a cost associated with this request?*



Yes



No

*What is the total cost, with tax and shipping? \$ 35,762.90*

*Is this budgeted?*



Yes



No

*Please Explain:*

There is \$36,000 of Fiscal Recovery Funds set aside for this project.

# Aitkin County Fiscal Recovery Funds

## **Strategic Investment Project**

Project Identification:

Funding amount:

Project Expenditure Category: [Category number, Category Name]

### Project overview

- *A description of the project that includes an overview of the main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable, intended outcomes and briefly describe the goals of the project:  
There is a need to add furniture in some areas to help make work spaces more efficient and make some customer areas more user friendly. There is furniture for courts, Auditors, Recorder, License Center, training room/boardroom and Admin.*

- *Identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), Services to Disproportionately Impacted Communities (EC 3), Infrastructure (EC 5) Revenue Replacement (EC 6) and Administrative (EC 7) Expenditure Categories. Attach all quotes, invoices, etc  
There is \$36,000 set aside for the purchase of furniture.  
The Office Shop - \$35,762.90 includes shipping  
Henricksen - \$37,206.00 not including shipping*

**Table of Expenses by Expenditure Category**

	Category	Funding Requested for Project	Funding Approved for Project
1	Expenditure Category: Public Health		
1.1	COVID-19 Vaccination		
1.2	COVID-19 Testing		
1.3	COVID-19 Contact Tracing		
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
1.5	Personal Protective Equipment		
1.6	Medical Expenses (including Alternative Care Facilities)		
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19		
1.10	Mental Health Services		
1.11	Substance Use Services		
1.12	Other Public Health Services		
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance: Food Programs		
2.2	Household Assistance: Rent, Mortgage, and Utility Aid		
2.3	Household Assistance: Cash Transfers		
2.4	Household Assistance: Internet Access Programs		
2.5	Household Assistance: Eviction Prevention		
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers		
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
2.8	Contributions to UI Trust Funds*		
2.9	Small Business Economic Assistance (General)		
2.10	Aid to nonprofit organizations		
2.11	Aid to Tourism, Travel, or Hospitality		
2.12	Aid to Other Impacted Industries		
2.13	Other Economic Support		

Category		Funding Requested for Project	Funding Approved for Project
2.14	Rehiring Public Sector Staff		
3	Expenditure Category: Services to Disproportionately Impacted Communities		
3.1	Education Assistance: Early Learning		
3.2	Education Assistance: Aid to High-Poverty Districts		
3.3	Education Assistance: Academic Services		
3.4	Education Assistance: Social, Emotional, and Mental Health Services		
3.5	Education Assistance: Other		
3.6	Healthy Childhood Environments: Child Care		
3.7	Healthy Childhood Environments: Home Visiting		
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System		
3.9.	Healthy Childhood Environments: Other		
3.10	Housing Support: Affordable Housing		
3.11	Housing Support: Services for Unhoused persons		
3.12	Housing Support: Other Housing Assistance		
3.13	Social Determinants of Health: Other		
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators		
3.15	Social Determinants of Health: Lead Remediation		
3.16	Social Determinants of Health: Community Violence Interventions		
4	Expenditure Category: Premium Pay		
4.1	Public Sector Employees		
4.2	Private Sector: Grants to other employers		
5	Expenditure Category: Infrastructure		
5.1	Clean Water: Centralized wastewater treatment		
5.2	Clean Water: Centralized wastewater collection and conveyance		
5.3	Clean Water: Decentralized wastewater		
5.4	Clean Water: Combined sewer overflows		
5.5	Clean Water: Other sewer infrastructure		
5.6	Clean Water: Stormwater		
5.7	Clean Water: Energy conservation		
5.8	Clean Water: Water conservation		
5.9	Clean Water: Nonpoint source		
5.10	Drinking water: Treatment		
5.11	Drinking water: Transmission & distribution		



Category		Funding Requested for Project	Funding Approved for Project
5.12	Drinking water: Transmission & distribution: lead remediation		
5.13	Drinking water: Source		
5.14	Drinking water: Storage		
5.15	Drinking water: Other water infrastructure		
5.16	Broadband: "Last Mile" projects		
5.17	Broadband: Other projects		
6	Expenditure Category: Revenue Replacement		
6.1	Provision of Government Services		
7	Administrative and Other		
7.1	Administrative Expenses	\$35,762.90	
7.2	Evaluation and data analysis		
7.3	Transfers to Other Units of Government		
7.4	Transfers to Nonentitlement Units (States and Territories only)		

Signature of Applicant; \_\_\_\_\_

Date; 8-7-24

Reviewed by Economic Development Coordinator;

Signature; \_\_\_\_\_

Date; 8/7/2024

Approval by County Administrator;

Signature; \_\_\_\_\_

Date; 8-8-24

*(Approval by County Administrator allows request to be presented to the Board of Commissioners for final approval.)*



# Board of County Commissioners Agenda Request

**10A**  
Agenda Item #

**Requested Meeting Date:** August 13, 2025

**Title of Item:** 2025 Appropriations Review

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 10 Min.
<b>Summary of Issue:</b>  Attached are the 2025 appropriations request received to date. For those organizations that we have not yet received requests, 2024 amounts have been included as a placeholder.  The County Board will formally approve requests in December with the budget.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## Aitkin County Budget Appropriations and Dues

	2020	2021	2022	2023	2024	2025	Percent Increase	Comments	Other Agreement/ Statute
<b>Dues</b>									
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	0.0%	*Per Land Budget	
MN Rural Counties Caucus (MRCC) (01-44.6844)	\$2,700	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	0.0%	*Per Budget	
Association of MN Counties (AMC) (01-44.6845)	\$10,696	\$10,960	\$11,042	\$11,142	\$11,142	\$11,614	4.2%	*Per Budget	
Arrowhead Counties (01-44.6846)	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	0.0%	*Per Budget	
Joint Counties Natural Resource Board (10-921.6240)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	0.0%	*Per Land Budget	
<b>Joint Powers</b>									
East Central Regional Library (Dept 500-500.6801)	\$236,698	\$233,577	\$242,535	\$252,236	\$252,236	\$252,236	0.0%	*Budget Amt 07.16.24	
Airport-McGregor (Dept 700-903.6801)	\$14,600	\$14,600	\$14,600	\$14,600	\$15,600	\$15,600	0.0%		
Snake River Watershed (Dept 600-552.6836)	\$10,079	\$10,079	\$10,079	\$10,079	\$10,079	\$0	-100.0%		
Airport-Aitkin (Dept 700-903.6800)	\$14,107	\$14,107	\$20,000	\$30,000	\$30,000	\$60,000	100.0%		
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$3,000	100.0%		
<b>Appropriations</b>									
Soil and Water (Dept 600-552.6801)	\$81,034	\$76,549	\$81,349	\$81,349	\$81,549	\$81,549	0.0%	\$68,849 County Allocation \$7,700 LCWP \$5,000 Ag Inspector	MS 103C
C.A.R.E. (Dept 500-502.6848)	\$37,900	\$37,900	\$37,900	\$37,900	\$37,900	\$75,800	100.0%		
Historical Society (Dept 500-501.6801)	\$18,500	\$18,500	\$19,000	\$19,000	\$25,000	\$26,250	5.0%		MS 138.052
Historical Society Insurance (Dept 500)	\$3,200	\$3,200	\$4,050	\$4,455	\$5,435	\$5,978	10.0%		MS 138.052
Ag Society (Dept 600-550.6801)	\$10,000	\$10,000	\$12,000	\$12,000	\$14,000	\$14,000	0.0%		MS 38.14
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	0.0%		
Ag Society Insurance (Dept 600)	\$4,500	\$5,000	\$6,074	\$6,681	\$7,349	\$10,206	38.9%	10% increase, bldg assess	
ANGELS	\$0	\$1,685	\$3,631	\$0	\$0	\$0	0.0%		
Dues & Appropriations	\$461,264	\$455,707	\$481,810	\$498,992	\$509,840	\$574,283	12.6%		
<b>Additional Organizations</b>									
Support Within Reach (01-44.6847)	\$1,500	\$1,500	\$1,500	\$2,000	\$2,000	\$3,000	50.0%		
AEOA Rural Rides Program (01-44.6848)	\$2,500	\$0	\$0	\$0	\$0	\$0	0.0%		
Total Dues & Appropriations	\$465,264	\$455,522	\$483,310	\$500,992	\$511,840	\$577,283	12.8%		

**Isedor Iverson Airport  
PO Box 100  
McGregor, MN 55760**

June 29, 2024

Jessica Seibert  
Aitkin County Administrator  
Aitkin County Courthouse  
307 2<sup>nd</sup> Street, Room 310  
Aitkin, MN 56431

Dear MS Seibert:

In response to your letter dated May 7, 2024 regarding the Isedor Iverson Airport request for funds for 2025, after much discussion, the Isedor Iverson Airport Commission, in an effort to help the county in a tight fiscal year, will not be asking for an increase in the annual appropriation for the airport. The amount requested will remain \$15,600.

As you know, the airport, by agreement with the county and the City of McGregor, also receives an additional 1/3 portion from the City. That amount will also remain \$7,800. Since the airport is not a Federally funded airport, the additional source of funds comes from the State of Minnesota Dept. of Aeronautics in two forms. First, much of the operating expenses of the airport are funded by the State at a 75% level. Other major projects, if approved by the State, are currently funded at a 95% level. In the past year, only one project, runway crack filling, was funded. An additional amount of \$2500 is also received as hangar land leases and approximately \$3000 profit from the sale of fuel. Much of that is required to pay credit card fees, fuel system operating costs, and amortization of the equipment.

The McGregor Airport provides essential air facilities to the McGregor area in support of local businesses, recreation, emergency services, and future economic development. As a MNDOT registered and supported airport, we provide aviation infrastructure for local aircraft owners and a destination point for air traffic moving to and from the area including the large recreation area centered on two of the larger lakes in Aitkin County, Big Sandy and Minnewawa. In addition, the Isedor Iverson Airport will be the air traffic destination in support of the Talon Metals mining project. We support the Aitkin County Sheriff by providing air capability in the McGregor area for law enforcement and a site for the sheriff's emergency vehicle training each year.

The airport also provided air evac capability for medical emergencies. As an example, recently, a young girl, struck by a vehicle while on a snowmobile, was evacuated from our airport. That service has been widely credited with her survival.

In addition to future support for Talon Metals, the airport also provided air support for other businesses such as Savanna Pallets, Floe International and the Minnesota National Golf Course.

Our current account balance is \$169,791. The airport's long range plan includes the extension of the hard surface runway by 600 feet to 4000 feet and the construction of a turf crosswind



**Isedor Iverson Airport  
PO Box 100  
McGregor, MN 55760**

runway. Both are dependent on additional funding from outside sources. However, the airport is saving money in anticipation of these projects being approved. We are keeping a high balance to pay the local share of the cost.

Our total operating budget for the year is \$27,600. However, this could increase if several projects in the Capital Improvement Plan are approved by the State, requiring the airport to pay a local 5% share of the cost.

We hope the information we have provided will help in the county's budgeting process and look forward to continued support. We believe the airport is a valuable asset in the county and an essential resource for county future development. If additional information is required, please feel free to contact me. I will do my best to help in any way.

Best Regards,



William L. Bedor

Chairman, Airport Commission

bedorb1@gmail.com

(612)810-7219



7/29/2024

Aitkin County Board of Commissioners  
c/o Jessica Seibert, County Administrator  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

SENT VIA EMAIL

Dear Administrator Seibert,

On behalf of the Aitkin Airport Commission, I am writing to request a funding increase for the Aitkin Municipal Airport, highlighting challenges and opportunities that necessitate increased financial support.

**Expenditure/Revenue Pressure:**

1. **Runway 16/34 Reconstruction:** The FAA's revised approach to funding runway projects based on current operational data has resulted in a shortfall for the Aitkin Airport. While historical funding models typically covered reconstruct projects at a 90/5/5 cost share, current operations justify funding for only 3,400' by 60' of the existing 4,000' x 75' runway. Additionally, the FAA mandates the construction of taxiway turnarounds alongside the reconstruct, compounding financial needs.
2. **Increased Costs:** Operational expenses are escalating in general, notably with a \$3,600 annual increase in the contracted field management (maintenance) agreement. These rising costs strain the airport's ability to maintain service levels and comply with regulatory requirements.
3. **Aging Infrastructure:** The airport's infrastructure requires proactive maintenance and upgrades to sustain operational efficiency and safety standards. Enhancing cash reserves is crucial for maintenance needs and to position the airport favorably for federal and state infrastructure grants.

**Additional Considerations:**

1. **Potential Business Expansion:** There has been interest expressed in expanding operations at Aitkin Airport, concerns about the maintenance of the 4,000-foot runway and financial constraints are hindering this growth opportunity. It is important to demonstrate financial commitment from the city and county to reassure businesses and pilots that Aitkin Airport remains a viable and supportive location. This support is vital for sustaining airport operations and preventing potential business relocation.

**Funding Request:**

The Airport Commission is formally requesting a 2025 appropriation from Aitkin County in the amount of \$60,000 (\$30,000 increase over 2024). Additionally, the Commission plans to request \$30,000 (\$15,000

[www.ci.aitkin.mn.us](http://www.ci.aitkin.mn.us)

130 Southgate Drive – Suite 200 • Aitkin, MN 56431  
• 218/927-2527 • Fax 218/927-1834



increase over 2024) from the Aitkin City Council. These funds are critical to address infrastructure needs, rising operational costs, to capitalize on growth opportunities at the Aitkin Airport, and build cash reserves.

**Impact of Funding Increase:**

1. **Enhanced Operational Capabilities:** Securing additional funding will help facilitate the runway and taxiway improvements, ensuring compliance and safety for all airport users.
2. **Stimulated Economic Growth:** By addressing financial uncertainties and infrastructure needs, the Aitkin Airport can attract and retain businesses, promote economic growth within the region and strengthen its position as a transportation hub.

I appreciate your consideration of this request.

Respectfully,

Jennifer Thompson  
City Administrator

Cc: Aitkin Airport Commission





## Mississippi Headwaters Board

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

Web Site: [www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)

5/13/2024

To: Aitkin County

RE: 2024 budget request

Dear Administrator Seibert,

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

- **The amount of money you are requesting from Aitkin County and a budget of how the money will be used?** The MHB is requesting \$1500 from Aitkin county to help support the operational needs of the MHB.
- **A narrative that includes the services you provide to the taxpayers of Aitkin County?** The Miss. Headwaters Board works in Aitkin county to help promote the values and objectives of the Aitkin County Water Plan.
- **A list of who these services are rendered to and approximately how many people are served.** Specifically the MHB is working in Aitkin county to help purchase easements to protect the water quality and habitat which will serve willing landowners in Aitkin county; implement recreational signage on stretches of the Miss. River to promote recreational awareness and activities on the River in which approximately 100 people will be served in an event being held on June 15<sup>th</sup>; and help with AIS awareness and prevention through the Minnesota Traditions social media program in which thousands of people are being reached statewide.
- **Three pieces of information that the county board believes is necessary.**
  - Annual Planning Operating budget- \$321,565
  - What is your year end fund balance- \$270,517 according to audit ending 6/30/2023.
  - Where else does your funding come from- Dept. of Natural Resources, Enbridge, local grants, Outdoor Heritage Council, and other state and local grants.

Sincerely,

Tim Terrill  
Executive Director

## **Mississippi Headwaters Board**

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

**Web Site: [www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)**

Date: May 1, 2024

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

RE: 2024 Appropriation

Dear Jessica Seibert,

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

The reason for this letter is to remind you that you will need to include in your '25 budget the annual appropriation for the Mississippi Headwaters Board as per the Joint Powers Agreement.

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

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

Sincerely,

Tim Terrill

Mississippi Headwaters Board Executive Director

**From:** Tim Terrill <[Timt@mississippiheadwaters.org](mailto:Timt@mississippiheadwaters.org)>

**Sent:** Monday, July 8, 2024 11:44 AM

**To:** Brett Skyles <[brett.skyles@co.itasca.mn.us](mailto:brett.skyles@co.itasca.mn.us)>; Jeff Cadwell <[jeff.cadwell@co.hubbard.mn.us](mailto:jeff.cadwell@co.hubbard.mn.us)>; Jessica Seibert <[jessica.seibert@co.aitkin.mn.us](mailto:jessica.seibert@co.aitkin.mn.us)>; Josh Stevenson <[josh.stevenson@co.cass.mn.us](mailto:josh.stevenson@co.cass.mn.us)>; Matt LeBlanc <[mattl@co.morrison.mn.us](mailto:mattl@co.morrison.mn.us)>; Deborah Erickson- crowwing auditor <[debby.erickson@crowwing.us](mailto:debby.erickson@crowwing.us)>; Tom Barry <[tom.barry@co.beltrami.mn.us](mailto:tom.barry@co.beltrami.mn.us)>; Amie Jordan <[amie.jordan@co.clearwater.mn.us](mailto:amie.jordan@co.clearwater.mn.us)>

**Cc:** Bobby Kasper <[BobbyK@co.morrison.mn.us](mailto:BobbyK@co.morrison.mn.us)>; Cory Smith <[Cory.smith@co.itasca.mn.us](mailto:Cory.smith@co.itasca.mn.us)>; Craig Gaasvig <[cgaasvig@paulbunyan.net](mailto:cgaasvig@paulbunyan.net)>; Dean Newland <[deannewland10@gmail.com](mailto:deannewland10@gmail.com)>; Michael Kearney <[michael.kearney@co.aitkin.mn.us](mailto:michael.kearney@co.aitkin.mn.us)>; Scott Bruns <[scott.bruns@co.cass.mn.us](mailto:scott.bruns@co.cass.mn.us)>; Steve Barrows <[Steve.Barrows@crowwing.us](mailto:Steve.Barrows@crowwing.us)>; Ted Van Kempen <[ted.vankempen@co.hubbard.mn.us](mailto:ted.vankempen@co.hubbard.mn.us)>

**Subject:** MHB County Contribution request

[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hello MHB County Administrator's,

The **Mississippi Headwaters Board (MHB)** is an eight-county (Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, and Morrison) joint-powers board which was created in 1980 with the signing of the Joint-Powers Agreement (Appendix 5). In 1981, the Minnesota legislature duly authorized MHB to preserve and protect the outstanding and unique natural, scientific, historical, recreational, and cultural values of the first 400 miles of the Mississippi River. (See Minn. Stat. § 103F.361, Subd. (1) and (2); Minn. Stat. § 103F.361-377, Appendix 6.). The MHB's mission is to enhance and protect outstanding and unique natural, scientific, historical, recreational, and cultural values in the first 400 miles of the Mississippi River from its source at Lake Itasca in Clearwater County to the southerly boundary of Morrison County.

The Mississippi river is a nationally recognized natural resource that you enjoy and recreate on. This resource is sometimes overlooked because of the lake country focus, but many of your residents, Minnesotans, and out of state tourists enjoy this river for the recreational and natural resource amenities and have chosen to live on the Mississippi because of its aesthetic beauty.

You may remember that the MHB sent you an appropriation request letter on May 2, 2024 requesting you plan to add \$1,500 to your 2025 county budget to match legislative funds that are biennially appropriated. The MHB is requesting you raise that match level to \$3000 annually because the MHB is working with the Dept. of Natural Resources and the legislature to increase our base funding from \$248,000 to \$350,000 biennially to help us achieve our mission. The small increase will be used to help us fund current administrative expenses along with funding for environmental grant projects that protect water quality and habitat. Some specific projects we have helped with in the past are Street Rain Gardens (Morrison), Whiskey Creek Project (Crow Wing), Recreational signage (Aitkin), Stormwater Analysis (Itasca), Stormwater Analysis (Cass), Lake Irving Project (Beltrami), Water Testing Analysis (Clearwater), and Sheep Ranch acquisition (Hubbard). While this is just a small subset of projects we have done, your increased funding will ensure that MHB can continue our legislative mandate to protect the Mississippi river and the Headwaters Lakes. We are not requesting the funds from you now, only that you plan on this amount next year contingent on an increase in legislative funding. For now, a letter of support from your county supporting an increase to \$3000 contingent upon a legislative increase is all that is needed.

If you have any questions please do not hesitate to call our Executive Director at (218) 824-1189 or email at [timt@mississippiheadwaters.org](mailto:timt@mississippiheadwaters.org).

Best,

*Tim Terrill*

Mississippi Headwaters Board

Office: 218.824.1189

Work Cell: 218.838.8563

[www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)





**MINNESOTA  
SOIL AND WATER CONSERVATION DISTRICTS**

**AITKIN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT**

307 2<sup>nd</sup> St NW Rm 216  
Aitkin, MN 56431  
Telephone (218) 927-7284

July 11, 2024

Jessica Seibert  
Aitkin County Administrator

Dear Jessica:

The Aitkin County SWCD receives funding from Aitkin County in order to provide necessary services to Aitkin County residents. We are requesting \$106,549 from Aitkin County for 2025. This is the same allocation that was received in 2024. I have enclosed a copy of our SWCD budget for 2025.

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

- a. Coordination the Comprehensive Local Water Management Plan on behalf of Aitkin County
- b. One Watershed One Plan (1W1P) participation and technical assistance
  - Rum River 1W1P Implementation
  - Mississippi River Brainerd 1W1P Fiscal Agent, Implementation
  - Mississippi Grand Rapids 1W1P Outreach Coordinator / Recorder
  - Snake River Watershed 1W1P Reporter
- c. Aquatic Invasive Species Administration (AIS) (incl. watercraft inspections and education)
- d. Cooperation with Aitkin County Environmental Services to complete select Zoning Inspection services (Shoreland Restoration, Bluff Determination, Stormwater Management)
- e. A wide range of forest management assistance to private landowners (Forest Stewardship, Sustainable Forest Incentive Act Program Enrollment, Pest and Disease Identification)
- f. Surface Water quality monitoring
- g. Financial & Technical assistance for cost-share projects for stormwater management, erosion control, and shoreland management
- h. Drone video footage and assistance to various county departments, townships, and partners
- i. County Weed Inspector services, Noxious Weed Identification and Eradication
- j. Big Sandy Watershed, Mille Lacs Watershed, and other watershed and lake association assistance
- k. 1/2 hour radio show each month for outreach regarding natural resources in Aitkin County
- l. Assistance to agricultural producers, include Ag. Water Quality Certification.
- m. Administration of the water quality buffer program on behalf of Aitkin County

**AN EQUAL OPPORTUNITY EMPLOYER**

- n. Participation in the Aitkin County Wetland Conservation Act (WCA) Technical Evaluation Panel
- o. Conducting culvert inventories to guide management decisions and assist road authorities
- p. Bring approximately \$ 500,000 annually into Aitkin County through various State, federal, and private grants
- q. Project design, and cost-share programs supporting agricultural producers
- r. Education & Outreach Opportunities including the Aitkin County Rivers & Lakes Fair, Starry Trek, Woodland Tours, Contractor Workshops, Realtor Workshops, etc..
- s. Other services provided

We provide services that protect natural resources - water quality, forests, and wildlife - throughout the county. Our budget strives to provide funds for jobs and projects beyond our office (AIS Inspectors, contractors, cost-share assistance for landowners). Our services benefit all Aitkin County residents, seasonal property owners, and others who visit here to enjoy our natural resources. We have increased staff and services in the last year to better implement our projects and serve landowners, townships, and the County.

The County appropriation is important to our budget, as it provides local funding and support which is vital to leverage state and federal grant funds. In addition to County funds, we receive funding from the State and through various competitive grants. We are excited to work on the One Watershed One Plan efforts that will bring new funds into the County and allow us to provide additional assistance to those looking to protect and restore our waters.

We would like to achieve a 3 month operating fund balance (approximately \$300,000) to balance out cash flow highs and lows throughout the year. Our balance on December 31, 2023 was \$678,274 of which \$340,000 was encumbered for the AIS program and \$ 58,000 encumbered to other projects. This leaves us \$20,000 short of our 3-month fund balance goal.

Please contact me if you have questions or need any further information. We appreciate your support.

Sincerely,



Janet Smude  
District Manager

Attachment: 2025 SWCD budget



Aitkin County SWCD 2025 Budget									
Revenue	2024 Budget	2025 Budget	Notes						
County Allocation	\$ 68,849.00	\$ 68,849.00							
County - Local Comprehensive Water Mgt Plan	\$ 7,700.00	\$ 7,700.00							
2021 Con Con Funding	\$ 50,000.00	\$ 25,000.00							
Ag Inspector	\$ 5,000.00	\$ 5,000.00							
Total From County (All Sources)	\$ 131,549.00	\$ 106,549.00							
State Local Comprehensive Water Mgt Plan	\$ 18,957.00	\$ 18,957.00	All WPTF Funds	Second year of NRBG Increase					
State WCA	\$ 11,343.00	\$ 11,343.00	1/4 of WCA Funds	Second year of NRBG Increase					
SWCD Capacity	\$ -								
SWCD Aid	\$ 167,180.55	\$ 167,180.00							
BWSR Projects Grants	\$ 4,141.00	\$ -	2025 Funds were received in 2024						
BWSR Conservation Delivery	\$ 20,212.00	\$ 20,212.00							
State Riparian Aid	\$ 30,000.00	\$ 30,000.00							
Ag Buffer Program	\$ 8,500.00	\$ 8,500.00							
Soil Health Staffing Grant		\$ 53,750.00							
Soil Health Delivery Grant		\$ 8,000.00							
Conservation Easements - BWSR Funded	\$ 16,000.00	\$ 4,500.00	3 Easements @ \$ 2,500						
Aquatic Invasive Species (AIS)									
AIS Education Prevention	\$ 27,000.00	\$ 27,000.00							
AIS Inspections									
AIS Inspection, Materials, Services	\$ 160,808.75	\$ 160,808.75							
AIS Enforcement	\$ 40,000.00	\$ 40,000.00							
AIS Emergency Response									
AIS Decontamination	\$ 8,100.00	\$ 8,100.00							
AIS Maintenance Fund									
AIS Adminstration / Coordination	\$ 33,701.25	\$ 33,701.25	\$ 269,610 Total AIS \$						
Snake River 1W1P	\$ 5,000.00	\$ 2,500.00							
Rum River 1W1P	\$ 19,000.00	\$ 60,000.00	Implementation Funds						

Upper Miss Brainerd 1W1P	\$ 113,300.00	\$ 597,062.00	Implementation Funds		
Upper Miss Grand Rapids 1W1P	\$ 5,000.00	\$ 25,000.00	Implementation Funds		
MPCA 319 Grant	\$ 65,000.00	\$ 55,000.00	Competitive Grant		
HELP Grant	\$ 7,000.00		Grant Completed in 2024		
CPL Grant	\$ 9,802.00	\$ 300.00	Competitive Grant		
CCFFC Grant	\$ 80,000.00	\$ 10,000.00	Competitive Grant		
Observation Wells	\$ 960.00	\$ 2,160.00	State Contract		
Groundwater Protection Initiative Grant		\$ 45,000.00	Competitive Grant		
Forest Stewardship	\$ 13,500.00	\$ 10,000.00			
Mn Ag Water Quality Certification Program	\$ 2,000.00	\$ 500.00			
Tree Sales	\$ 8,900.00	\$ 5,000.00			
Tree Planter	\$ 100.00	\$ 100.00			
Native Plant Sales	\$ 1,500.00	\$ 1,500.00			
Truax Drill	\$ 1,700.00	\$ 800.00			
Drone Seeder		\$ 500.00			
Interest Earnings	\$ 200.00	\$ 400.00			
Subtotal	\$ 878,905.55	\$ 1,407,874.00			
TOTAL =	\$ 1,010,454.55	\$ 1,514,423.00			

<b>Expenses</b>	<b>Spent in 2023</b>	<b>2025</b>								
Supervisor's Compensation	21,875.00	22,000.00								
Employee Salary	364,286.65	450,000.00								
Employers FICA and Medicare	28,566.69	30,000.00								
Employers PERA Contribution	27,321.72	28,000.00								
Employers DCP Contribution	775.00	800.00								
Supervisor's Expenses	13,928.31	13,000.00								
Employee Expenses	5,805.58	8,500.00								
Professional Services	9,333.00	12,000.00								
Farm Bill Biologist		3,250.00								
Insurance	8,550.55	9,000.00								
Fees and Dues	6,929.54	7,000.00								
Vehicle Expenses	5,711.05	6,000.00								
Education and Promotion	1,398.05	1,500.00								
Office Supplies & Maintenance	5,354.99	7,000.00								
Postage	894.03	1,100.00								
Website		500.00								
State Cost share Projects		3,000.00	Allocated for Projects							
Local Comp. Water Mgmt. Plan	22,035.57	12,000.00	Allocated for Projects / Outreach							
Dist Capacity Cost Share Funding		-								
SWCD Aid		\$ 20,000.00	Allocated for Projects							
Soil Health Staffing Grant		53,750.00								
Soil Health Delivery Grant		8,000.00	Allocated for Projects							
Aquatic Invasive Species (AIS)										
AIS education/prevention	28,632.81	27,000.00								
AIS inspections	201,425.05									
AIS Inspections, Materials, Services		160,808.75								
AIS enforcement	-	40,000.00								
AIS emergency response	-	-								
AIS decontamination	8,790.22	8,100.00								
AIS maintenance fund	-	-								
AIS admin/coordination/rent										
AIS Administration	26,961.00	33,701.25								
MPCA 319 Grant	62,702.62	45,000.00	Allocated for Projects / Outreach							



## Request for 2025 Appropriation for Aitkin County CARE, Inc.

Amount of money requesting: \$75,800.00

Historical context: In 2010, Aitkin County adopted \$30,562,851.00 in expenditures. \*  
Aitkin County CARE, Inc. [CARE] was appropriated \$37,900.00.  
This equates to .124% of the allocated expenditures.

*\*Data provided by Kathy Ryan*

The services CARE provides assist with keeping older neighbors in their homes and communities for as long as possible. People staying in their homes longer reduces the need to utilize taxpayer funded programs. CARE has a hands-on approach and is the eyes & ears for Aitkin County Home & Community-Based Services. CARE holds a State of Minnesota Home and Community-Based 245D License and Aitkin County Case Managers refer clients who are on waivers to CARE for services. Currently we employ 9 Professional Caregivers who provide homemaking and respite services. We submit reimbursement for waivers to BlueCross BlueShield, Medica, UCare, Minnesota Medicaid and the Veterans Administration. We need to hire more staff because the demand for services has and continues to increase.



*Regular contact, care, connection AND communication with our clients!  
CARE communicates with Aitkin County Case Managers about the needs of clients.  
The consistent communication can and has prevented crisis mode situations.*

The services we provide are light housekeeping tasks including dusting, vacuuming, mopping, making beds, cleaning the bathroom [vanity, sink, tub and floors] and kitchen [counters, floor, refrigerator, microwave and oven.] We do laundry [linen and clothing], meal preparation and cleanup, shopping for necessities and home management tasks such as paying bills, completing paperwork [including the need for a notary public] and ordering groceries on-line.

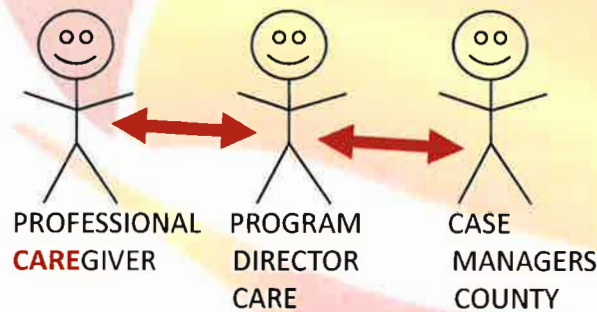
We also provide respite services which are a break for the caregiver. CARE provides a care receiver with the care they need to allow them to live at home, while the caregiver gets time to run errands, visit friends or family or even take a nap. CARE's Professional Respite Workers

prepare meals, provide stand-by assist with showers, help clients with transfers from sitting to standing etc, give reminders to take medications, perform light housekeeping, visit and play games, read or whatever the care receiver would like to do. This helps combat social isolation and loneliness for our clients.

CARE is currently in the enrollment process with the MN Department of Human Services to add Adult Companion and Individual Community Living Support to our license to provide additional supports and services to individuals in their own homes and to facilitate community access.

We provide services several times a week to once a month to our clients. Our services help prevent clients from having to move to a more structured setting because we have a relationship with our clients and understand their current reality. As our clients continue their aging journey, and more assistance is required, CARE communicates with the case managers at AC to work collaboratively in planning next steps.

CARE has a large number of private pay clients who pay for their services on a sliding fee scale. Again, as our clients' aging process progresses and health and independence become more limited, CARE informs clients and their families of options so that crisis situations can be avoided. Planning for aging can prolong the need for taxpayer funded programs. CARE is integral to this formula.



*Regular contact, care, connection AND communication with our clients!*

Q. What typically happens when older people who are living on low and/or fixed incomes AND begin to need assistance at home do not connect with CARE or Aitkin County for help?

A. They end up in crisis situations and may end up hospitalized. Often, in these scenarios, people are moved to a more restricted setting such as customized living [CL] and/or nursing homes [NH].



This type of scenario is difficult for the individual and requires a great deal of Aitkin County's Case Managers' time. These types of changes take anywhere from 10 to 80 hours per client, depending upon the complexity of the situation and needs.

What does a situation like this look like for the County?

Aitkin County Case Managers/Assessors & Eligibility Workers must determine if the client is eligible for a waiver, which is funded by taxpayers. Considerations include determining assessed needs, assets & income for Medical Assistance eligibility determination, if the individual is capable of making sound decisions, discovering what the client would like to have happen, and collaborating with other important individuals involved in the client's life. This process takes time & people power which translates into costs for the case managers, assessor, the Aitkin County financial team and sometimes may involve the Aitkin County Attorney's Office. Once eligibility is determined based on assessed level of care and financial determination, County Case Managers are tasked with finding a placement, setting up tours, coordinating the move, meeting with the client and family, meeting with the provider and documentation for every step along the way. It can be a costly process for the taxpayers.

When a disabled or elderly person is deemed eligible for a Medical Assistance Home and Community Based Waiver and moves into a customized living or community residential setting, Minnesota taxpayers could pay up to \$1,170 per month [based on an individual's monthly income] for room and board alone. All waiver services paid through Medical Assistance is an additional cost based on need. This rate is effective from 7/1/2024-6/30/2025.

What about if the person requires more skilled care from a nursing home? Medical Assistance pays an average of \$10,620 per month which is the statewide average payment for skilled nursing facility care from 7/1/2024-6/30/2025. This cost is per person based on level of care and an individual's monthly income.

CARE helps to keep people in their own homes and out of placement. Clearly, investing in the CARE organization and services is cost savings for the County.

[AARP research](#) shows that the majority of people *want* to stay living in their homes and in their communities. 75% of people 50+ say that want to remain living in their current home or community, as compared to half of those age 18-49. Furthermore, 78% of rural residents want to stay in the same type of community, as compared to urbanites being more open to going to suburbs or rural areas.

FACT: There is a provider shortage. In Aitkin County, a group home closed in the last 2 years. There is a provider who wants to open but cannot find staff. Providers outside the county lines do not know Aitkin County like CARE does.

**How many Aitkin County people has CARE served from January to June of this year?**

<b>Year to Date</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>ANNUAL</b>
Rural Delivery Clients-unduplicated [und]	21	0	1	3	3	0	28
Rural Meal Count	422	370	325	385	397	0	1899
Memory Loss Support Group Clients-und	10	1	0	0	0		11
Adult Companion Clients	9	10	9	4	1	0	33
Adult Companion Hours	129.5	128	109	71.5	20	0	458
Unduplicated Clients (CSFP)	71	2	1	2	0	2	78
Nutrition Assist Program (CSFP)	71	66	69	67	66	66	405
Unduplicated III D participants	46	0	1	0	3	1	51
<b>S.A.I.L.-READ ABOUT IT*</b>	28	24	26	25	29	24	156
Duplicated Rides for Health	60	35	40	39	30	29	233
Unduplicated Rides for health	22	8	6	9	5	2	52
Rides for Health (miles)	1594	1091	1116	1702	1341		6844
Grand Friend Program Clients	69	69	69	69	69	0	345
MOW unduplicated clients	17	0	1	0	0	1	19
Hot Meal Count	334	275	239	269	272	250	1639
IIIB Transportation Clients	9	9	11	5	2	1	37
IIIB Transportation Clients-und	9	0	3	0	0	0	12
IIIB Transportation Units	86	86	78	50	20	6	326
IIIB Chore Clients-und	1	0	1	1	2	1	6
IIIB Chore Clients	1	1	2	2	2	2	10
IIIB Chore Hours	1	1	5	6	4	4	21
IIIE Caregiver Counseling Clients	5	5	6	6	8	7	37
IIIB Counseling Clients	51	45	45	44	48	43	276
IIIB Counseling Hours	51	45	45	44	60	70	315
Respite Clients	5	4	6	6	6	7	34
Respite Hours	97.5	84.5	84.25	118	139.75	118.75	642.75
Homemaking Clients	51	50	45	44	48	43	281
Homemaking Hours	404	366.75	320	351.91	396	308.5	2147.16
New Clients / Homemaking	2	2	1	0	6	6	17
New Clients/ Respite	5	1	1	0	2	3	12
Toenail Clinic	21	16	15	20	19	19	110
Toenail Clinic Unduplicated	2	4	2	3	2	3	16
IIIE Caregiver Counseling Clients-und	5	1	1	0	2	1	10
IIIB Counseling Clients-und	51	2	1	0	6	6	66
IIIB Home Visitor	3	0	1	3	2	2	11



IIIB Home Visitor-und	3	0	0	2	0	0	5
Outreach	138	134	150	139	0	0	561
Outreach-und	138	4	12	6	0	0	160

\*CARE is also committed to prevention & health enhancement as we age by offering *SAIL Classes (Stay Active and Independent for Life)* in Aitkin, Malmo and McGregor. SAIL Classes are available to anyone free of charge. CARE absorbs the cost of instructor training. The class is typically a 24-session class with each one lasting 1 hour twice a week. SAIL is an evidence-based exercise class that helps increase strength, balance and fitness which helps incorporate movement into your everyday life and reduces the risk of falls. SAIL participants save on average \$2,425\* in health care costs associated with prevented falls because of participating in the class! CARE incurs an administrative cost per class as required by the licensing organization, Juniper.

### **STATE OF THE WORKPLACE**

CARE is striving to be the employer of choice to care for our aging population in Aitkin County. To be this, we need to offer competitive compensation and benefits packages to all employees of the organization. Currently, we are being undercut from the caliber of talent we want because we cannot compete with similar organizations providing services in the healthcare field or other area employers. **The table below illustrates the reality we are facing with our Professional Caregiver staff.**

<b>CARE Professional Caregiver</b>	Cardinal Comfort Care Cooperative Two Harbors	Rivers Edge Aitkin	Aicota Aide to a CAN Aitkin	Golden Horizons Aitkin	Aitkin Health Services Aitkin	CRMC Home Services Crosby
\$14 - \$15	\$20	\$17	\$15 then \$25	\$13 - \$17	\$25 CNA	Starts at \$17
PTO			EAP	401K Matching	401K Matching	401K
Holiday Pay IF full-time			Full benefits	Dental Insurance	Health Insurance	Comprehensive Insurance
			\$16.01 - \$18.03 for Social Wellness/Restorative Aide	Vision Insurance		Health Savings Account
				PTO		Gym Discount
				Continuous raises		PTO

The table below illustrates the reality we are facing with our **executive leadership** staff:

CARE Executive Director	Lakes & Pines ED	LSS Assistant Director of Grants
\$48K - \$58K	\$72K - \$130K	\$89K
\$600 monthly	Health Insurance	Flex Schedule & PTO
PTO	Dental Insurance	Affordable Medical, Dental & Vision Plans
5 paid holidays	Life Insurance	HSA
	Retirement Plan with Match	403B
		Disability Insurance

The table below illustrates the reality we are facing with our **program director** staff:

CARE Program Directors	Cardinal Comfort Care Cooperative Two Harbors	Aitkin County Office Support Specialist	Program Manager Help At Your Door Nonprofit Golden Valley
\$17.00 - \$20.00	Starting \$65,000	\$17.38 - \$25.73	\$27.88
\$600 monthly stipend	\$31.25	County benefits	Health Insurance
PTO			Vision Insurance
5 paid holidays			Dental Insurance
			401K up to 2% Match
			PTO
			Paid Holidays

Clearly, CARE is unable to compete for the top talent in the area.

In 2024, we are seeing an increase in demand for our services.

CARE has started a waiting list of clients because we do not have enough Professional Caregivers and we need to hire and retain more staff.

Additionally, we must focus on developing our capacity to serve in all five districts of Aitkin County.

We need additional funding to be able to serve more older adults by increasing our ability to be the premier service provider AND an employer of choice in Aitkin County.

THE FINANCIALS OF CARE's CARING FOR AITKIN COUNTY'S OLDER ADULTS

**CARE's Total Annual Operating Budget**

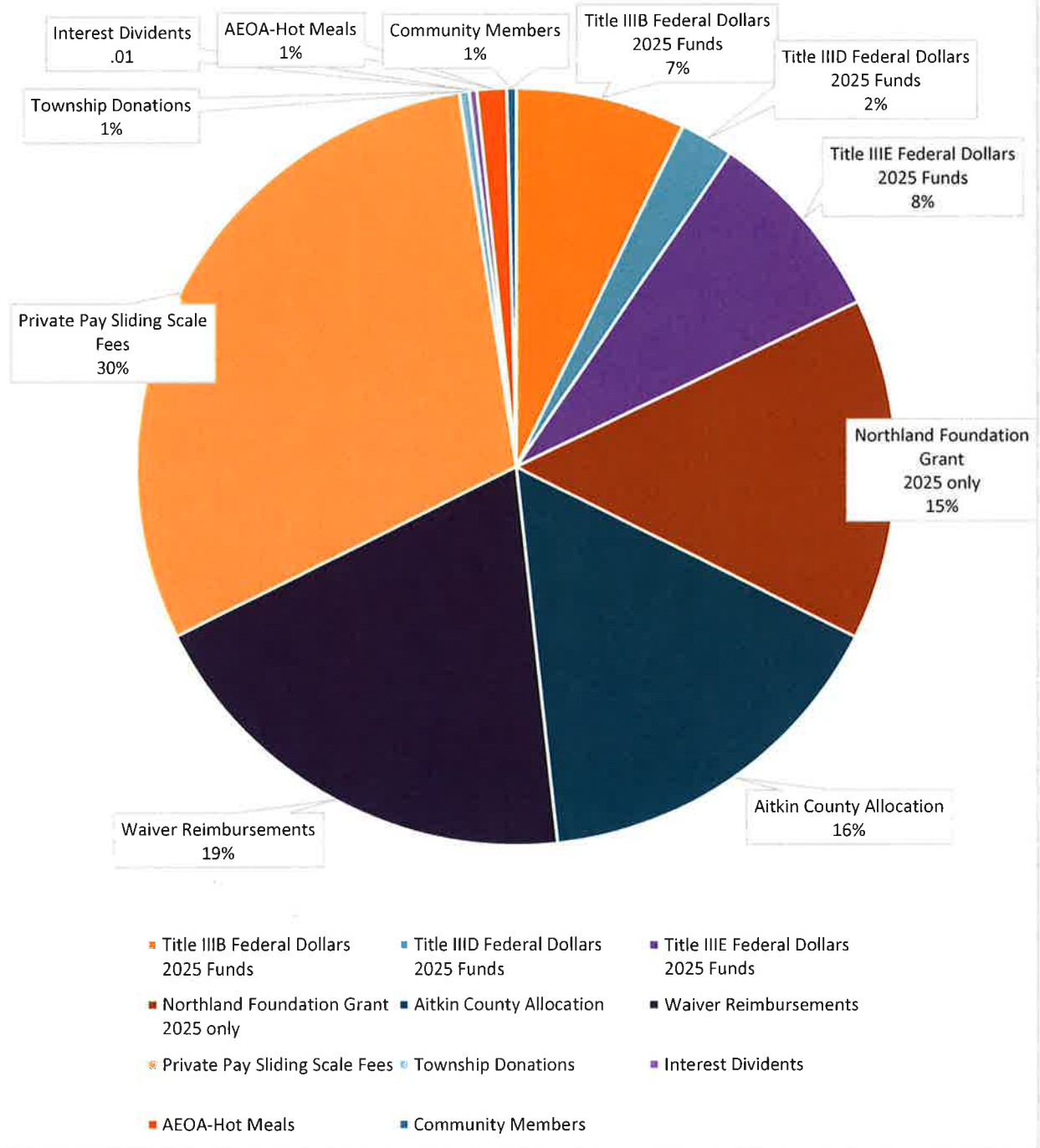
YEAR	Total Revenue Reported on 990	Allocation from Aitkin County
2023	\$454,825	\$37,900
2022	\$369,253	\$37,900
2021	\$414,189	\$37,900
2020	\$379,747	\$37,900
2019	\$291,616	\$37,900
2018	\$260,554	\$45,900

**CARE's Year End Fund Balances**

Year	Beginning of the Year	End of the Year
2023	\$146,991	\$204,858
2022	\$214,733	\$146,991
2021	\$147,368	\$214,733
2020	\$86,898	\$147,368
2019	\$59,446	\$86,898
2018	\$41,685	\$59,446

## CARE Funding

### Data used from 2023 Tax Return & 2024 QuickBooks





## AITKIN COUNTY AGING ADULTS & VETERANS

*CARE's Vision is to be the leader in providing innovative and quality services to older adults and adults managing disabilities living in Aitkin County.*

*CARE's Mission is to enhance and promote the **independence, dignity, value and well-being** of older adults & adults managing disabilities and those who care for them.*

*CARE's Strategy is to partner with local government, businesses, nonprofits and the communities we serve to become a **"County for a Lifetime."***

### **WHERE DO OUR OLDER ADULTS & VETERANS LIVE IN AITKIN COUNTY?**

About the data: Data presented in Census Reporter is collected by the U.S. Census Bureau. In general, the data is from the most recently released American Community Survey (ACS). At this time, the data is from the **2018-2022 5-year ACS** and the **2022 1-year ACS**. In general, 1-year ACS data is released in September of the year following its collection, and the 5-year ACS data is released in December. See the [ACS data releases page](#) for more information. Our [2020 Census Data for Your Neighborhood](#) service is built on data from the 2020 Decennial Census redistricting data release. This data is based on Aitkin County's population being at 15,859 people.

#### Aitkin County Commissioner Districts

##### **District #1 Zip Code: 56431 [Aitkin]**

**Mr. Mark Wedel**

Neighbors aged 60 to aged 69	1,792	11% of aged 65+ are living in poverty
Neighbors aged 70 to aged 79	1,344	<b>776 Veterans</b>
Neighbors aged 80+	538	
Total neighbors who are older adults	3,674	23% of the County's population

##### **District #2 Zip Code: 56432 [Malmo]**

**Mrs. Laurie Westerlund**

*Also serves 56431*

Neighbors aged 60 to aged 69	620	7% of aged 65+ are living in poverty
Neighbors aged 70 to aged 79	350	<b>268 Veterans</b>
Neighbors aged 80+	162	
Total neighbors who are older adults	1,132	7% of the County's population



**District #3 Zip Code: 56350 [McGrath]****Mr. Travis Leiviska***Also serves 56431, 55760*

Neighbors aged 60 to aged 69	55	15% of aged 65+ are living in poverty
Neighbors aged 70 to aged 79	71	<b>33 Veterans</b>
Neighbors aged 80+	40	
Total neighbors who are older adults	166	1% of the County's population

**District #4 Zip Code: 55760 [McGregor]****Mr. Brett Sample***Also serves 56469*

Neighbors aged 60 to aged 69	597	12% of aged 65+ are living in poverty
Neighbors aged 70 to aged 79	448	<b>265 Veterans</b>
Neighbors aged 80+	209	
Total neighbors who are older adults	1,254	8% of the County's population

**District #4 Zip Code: 55787 [Tamarak]****Mr. Brett Sample**

Neighbors aged 60 to aged 69	167	7% of aged 65+ are living in poverty
Neighbors aged 70 to aged 79	62	<b>52 Veterans</b>
Neighbors aged 80+	25	
Total neighbors who are older adults	254	2% of the County's population

**District #5 Zip Code: 56469 [Palisade]****Mr. Michael Kearney**

Neighbors aged 60 to aged 69	295	8% of aged 65+ are living in poverty
Neighbors aged 70 to aged 79	152	<b>130 Veterans</b>
Neighbors aged 80+	57	
Total neighbors who are older adults	504	3% of the County's population

**District #5 Zip Code: 55785 [Swatara]****Mr. Michael Kearney**

Neighbors aged 60 to aged 69	69	6% of aged 65+ are living in poverty
Neighbors aged 70 to aged 79	26	<b>25 Veterans</b>
Neighbors aged 80+	26	
Total neighbors who are older adults	121	.8% of the County's population

**District #5 Zip Code: 55748 [Hill City]****Mr. Michael Kearney**

Neighbors aged 60 to aged 69	289	10% of aged 65+ are living in poverty
Neighbors aged 70 to aged 79	138	<b>133 Veterans</b>
Neighbors aged 80+	55	
Total neighbors who are older adults	482	3% of the County's population

**District #5 Zip Code: 55752 [Jacobson]****Mr. Michael Kearney**

Neighbors aged 60 to aged 69	87	2% of aged 65+ are living in poverty
Neighbors aged 70 to aged 79	70	<b>50 Veterans</b>
Neighbors aged 80+	35	
Total neighbors who are older adults	192	1 % of the County's population

The 50+ Minnesotans contributed \$2 billion in volunteering activities and \$7 billion in unpaid caregiving in 2018. These are the people who pay taxes, shop in local stores, etc. The 50+ population accounts for 57 cents to every dollar spent in Minnesota. In order to retain this crucial population and avoid further population decline, Aitkin County needs to be sure that there is the support infrastructure in place. CARE provides volunteer opportunities which keep older people engaged and connected to our communities. Currently, there are 33 active volunteers providing valuable services to our neighbors including delivering hot meals 5 days a week in the city of Aitkin and providing rides for health and medical related appointments.

**Goals during 2025: Increase & Retain our Professional Caregiving Staff****Offer a competitive salary and benefits package at all levels****Build service capacity in all five commissioner districts****Increase our services to Veterans**

Thank you for your consideration in supporting an allocation of \$75,800.00 for Aitkin County CARE, Inc. for 2025.

## Who We Are



### VISION:

To be the leader in providing innovative & quality services to older adults in Aitkin County

### MISSION:

To enhance & promote the independence, dignity, value and well-being of older adults and those who care for them



**Amy M. Wyant**

**Executive Director**

218-927-1383 ext. 3  
aitkincountycares@gmail.com

aitkincountycare.com  
PO Box 212 · 20 Third Street NE  
Aitkin, MN 56431

Administrative Duties  
Aitkin County Health & Human Services Advisory Board  
Board of Directors Engagement  
Chief Financial Officer  
Fundraising & Grant Writing  
Liaison to Community Coalitions  
Legal Kiosk Client Assistant  
Marketing  
Public Relations  
Volunteer Recruitment



**Kim Nutting**

**Program Director**

218-927-1383 ext. 2  
kimprogramdirector@gmail.com

Caregiving Consulting Services  
Community Resources  
Educational Trainer  
End of Life Doula Program Referral  
Facilitator of Support Group  
Grant Reporting  
Homemaker Services  
IdentoGO Background Check Officer  
Medical Records & Processing  
Respite Care Services  
Supervisor of Caregiver Paid Staff [11+]  
Toenail Clinic Coordinator  
Veterans Services Liaison



**Ann Gile**

**Program Director**

218-927-1383 ext. 1  
annprogramdirector@gmail.com

Adult Companion Service  
Aitkin Farm Fresh Coordinator  
Chore & Transportation Service  
Commodity Supplemental Food Program  
Evidenced Based Exercise Classes  
Grand Friends Program Coordinator  
Hot Meals on Wheels Aitkin Coordinator  
IdentoGO Background Check Officer  
Notary Public  
Pop Up Senior Center Coordinators  
Rides for Health Coordinator  
Seasons of Life Transition Service  
Supervisor of Volunteer Staff [25+]





**2024  
Board  
of  
Directors**



**Laurie Westerlund**  
**Chair**

Aitkin County Commissioner  
District # 2  
Term: March 2024 - 2027



aitkincountycare.com  
PO Box 212 -20 Third Street NE  
Aitkin, MN 56431



**Angie Kjelstrom**

**Vice-Chair**

Common Spirit Health Care  
Term: November 2021 - 2024  
Personnel Committee



**Tyler Ulseth**

**Treasurer**

Riverwood Healthcare Center  
Term: February 2023 - 2026  
Finance Committee



**Cindy Chuhanic**

**Secretary**

The Joint, Aitkin Chamber  
Term: February 2023 - 2026  
Term: February 2020 - 2023



**Laura Schlager**

**Board Member**

Bremer Bank  
Term: February 2021 - 2024  
Term: February 2024 - 2027



**Kim Larson**

**Board Member**

Aitkin County Human Services  
Term: August 2023 - 2026  
Personnel Committee



**Irmgard Boyer**

**Board Member**

Retired Nurse  
Community Member  
Term: January 2023 - 2026



**Professional  
Caregiving  
Staff**



**Kim Nutting**

**Supervisor**

End of Life Doula Service  
Homemaking Service  
Respite Care Service



aitkincountycare.com  
PO Box 212 -20 Third Street NE  
Aitkin, MN 56431



**Betsy**



**Blanche**



**Bri**



**Cass**



**Cindy**



**Daria**



**Dawn**



**Grace**



**Maggie**



**Mindy**



**Shirlene**



**Toni**

\*NOTE: Dawn & Toni are our Trained End of Life Doulas and provide this service to clients.

\*NOTE: Cindy is our RN who provides the Toenail Clinic CARE.

**Thank you to the following people who collaborated with me on ensuring that this proposal is accurate. It takes a village.**

*Athena Dunham*

Executive Administrative Assistant  
Aitkin County CARE, Inc Intern

*Georgia Lane*

Aging Services Planner  
Arrowhead Area Agency on Aging, ARDC

*Jessica Seibert, MPNA*

Aitkin County  
County Administrator

*Jessi Goble*

Financial Assistance Supervisor  
Aitkin County Health and Human Services

*Kathleen Ryan*

Chief Financial Officer  
Aitkin County

*Kim Nutting*

Program Director  
Aitkin County CARE, Inc.

*Kimberly Larson*

Adult Social Services Supervisor, Home and Community Based Programs  
Aitkin County Health and Human Services

*Susan Rosette*

Executive Director  
Cardinal Comfort Care Cooperative

**Thank you for your consideration,  
Amy M. Wyant  
Executive Director  
Aitkin County CARE, Inc.**



Aitkin County Care, Inc. <aitkincountycare@gmail.com>

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## Letter of Support

1 message

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oharmon@centurylink.net <oharmon@centurylink.net>  
To: Aitkincountycare@gmail.com

Sun, Jun 16, 2024 at 6:10 PM

Dear Amy

Please accept this letter of support for the upcoming budget request for Aitkin County Care.

My experience with Aitkin County Care has been very good. My parents have utilized services several times throughout the past number of years. My father passed in Feb of this year, but services such as housekeeping have helped them to remain living independently in an apartment. My mother still utilizes that service.

With our aging population in Aitkin County and economic situation of many of our seniors, I feel that programs like this are very important.

I support an increase in funding from the \$37,900 that has been in place for the last 14 years. These services cannot continue without financial support to go along with increased needs.

Liz and I are also sending a \$100 donation via mail.

Thank you

Rob Harmon

31158 456<sup>th</sup> Ave

Aitkin MN 56431



# Aitkin County Historical Society and Depot Museum

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

July 11, 2024

To: Jessica Seibert, MPNA  
Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

Subject: 2025 Aitkin County appropriation for Aikin County Historical Society

I am writing on behalf of the Aitkin County Historical Society to express our gratitude for your continued support and to request a modest funding increase for the upcoming fiscal year.

Last year's generous increase, coupled with a surge in visitor numbers and donations, has enabled our organization to begin to overcome the operating deficit of previous years. We are pleased to report an 18% increase in visitor numbers over the last 12 months. This growth can be attributed to our specialized displays that reflect the culture and interests of Aitkin County. Our winter fishing display last winter and our current Townball display have been particularly well-received by the community, drawing significant interest and engagement. Additionally, our hosting of special visitations, such as the recent visit by the Twin Cities Region of the Horseless Carriage Club of America, has also contributed to the increase in visitor numbers. The Townball display is now on exhibit at the Aitkin County Fair, further showcasing our rich local heritage.

In addition to our exhibits, we perform valuable services to the community by preserving and archiving county historical documents and artifacts. We also provide research support for individuals and local businesses seeking information on various subjects such as genealogy, local infrastructure, and historic locations throughout Aitkin County.

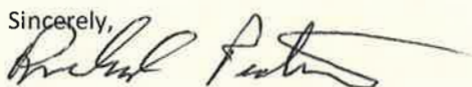
Considering these positive developments, we are moving ahead with much needed improvements to our Depot facility, and we will be submitting grant applications to help cover the costs of upgrading our technology and replacing the roof of our Depot Museum. These upgrades are crucial for enhancing our visitors' experience and preserving our exhibits.

To maintain our current momentum and continue providing high-quality services to our community, we are respectfully requesting a funding increase of \$1,250, or 5% over last year's funding. This increase reflects what we feel has been the rise in costs over the last year and will help us manage these inflating costs without needing to draw from our investments, which are vital as matching funds for our anticipated grant applications.

Enclosed you will find a copy of our proposed budget for 2025 and a balance sheet as of June 30, 2024

We believe that with your support, we can continue to enrich the cultural and historical fabric of Aitkin County. Thank you for your past and future support of our organization. We look forward to the possibility of continuing our partnership to benefit the community.

Sincerely,



Richard Peterson  
Administrator  
Aitkin County Historical Society

ACHS  
2025 PROPOSED BUDGET

Annual Appeal	\$1,000.00
Cookie Sale (December)	\$1,500.00
Donations	\$7,500.00
Garage Sale (August)	\$8,000.00
Membership Dues	\$3,500.00
Memorials	\$250.00
Museum Store Sales	\$550.00
Township/City/County *	<u>\$26,500.00</u>

*County Appropriation 25,000	<b>Totals</b>	<b>\$48,800.00</b>
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Accounting	\$1,750.00
Administrator's Salary	\$27,456.00
Asst. Administrator's Salary	\$7,200.00
Advertising	\$1,200.00
Archival materials	\$1,000.00
Bank Service/Safe Dep Box	\$50.00
Copier/office supplies	\$2,500.00
Dues/subscriptions	\$500.00
Fundraising Expenses	\$2,800.00
• <del>Occupancy</del> Heat/Cooling	\$8,000.00
Miscellaneous Expense	\$1,000.00
Museum Sales	\$550.00
✓ Occupancy/ <u>Landscape</u> /Janitorial/Garbage	\$1,000.00
Payroll Taxes	\$2,500.00
Pest Control	\$1,500.00
Postage	\$500.00
Rental	\$350.00
Repairs	\$5,000.00
Security	\$1,500.00
State Fees	\$100.00
Technology	\$7,500.00
Telephone	\$1,200.00
Utilities	<u>\$4,000.00</u>

<b>Totals</b>	<b>\$79,156.00</b>
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Net +/-	<b>-\$30,356.00</b>
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NOTE: Insurance is covered by County \$5,000.00

We have a safety deposit box at Bremer - \$20/annual

Grant Income and Expenses not listed - amount received is then disbursed

*accepted 2-24-24*



AITKIN COUNTY HISTORICAL SOCIETY  
TREASURER REPORT June 30, 2024

**Bremer Savings**

Beginning Balance	May 31, 2024	\$9,344.30
Income	June 30, 2024	\$1.54
Expense		\$0.00
<b>Ending Balance</b>	<b>June 30, 2024</b>	<b>\$9,345.84</b>

**Bremer CD**

Beginning Balance	opened 5/3/23	\$15,000.00
Interest/Dividend	June 30, 2024	\$449.63
Transfer to Ckg	June 3, 2024	\$15,449.63
<b>Ending Balance</b>	<b>June 3, 2024</b>	<b>\$0.00</b>

**MCCU Money Market**

<b>Beginning Balance</b>	<b>May 31, 2024</b>	<b>\$14,403.93</b>
Income	June 30, 2024	\$3.54
Expense		\$0.00
<b>Ending Balance</b>	<b>June 30, 2024</b>	<b>\$14,407.47</b>

**MCCU Savings**

<b>Beginning Balance</b>	<b>May 31, 2024</b>	<b>\$46.86</b>
	no activity	
<b>Ending Balance</b>	<b>June30, 2024</b>	<b>\$46.86</b>

**MCCU 12 Month CD**

Beginning Balance	May 31, 2024	\$10,464.87
withdrew to ckg	June 5, 2024	\$10,464.87
<b>Ending Balance</b>	<b>June 5, 2024</b>	<b>\$0.00</b>

**MidMN 13 mo. CD**

Opened 10/2/23	Opened account	\$14,695.82
12/30, 3/31, 6/30	Interest/Dividends	\$550.60
<b>Ending Balance</b>	<b>June 30, 2024</b>	<b>\$15,246.42</b>

**MidMN 13 mo. CD**

6/28/2024	Opened account	\$13,000.00
Interest/Dividends	June 30, 2024	\$5.23
<b>Ending Balance</b>	<b>June 30, 2024</b>	<b>\$13,005.23</b>

**MidMn 7 mo. CD**

6/28/2024	Opened account	\$13,000.00
Interest/Dividends	June 30, 2024	\$5.33
<b>Ending Balance</b>	<b>June 30, 2024</b>	<b>\$13,005.33</b>

Mid-MN Cr Union	<b>Savings</b>	\$5.00
Mid-MN Cr Union	13 mo. CD 10/23	\$15,246.42
Mid-MN Cr Union	13 mo. CD 6/24	\$13,005.23
Mid-MN Cr Union	7 mo. CD 6/24	\$13,005.33
MCCU Money Market		\$14,407.47
MCCU Savings		\$46.86
Bremer Savings		\$9,345.84
Bremer Checking		\$24,902.72
<b>Balance</b>	<b>6/30/2024</b>	<b>\$89,959.87</b>

**Bremer Checking**

Beginning Balance	May 31, 2024	\$27,471.65
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**INCOME**

<b>Donations</b>	Cash Box (Visitors)	\$119.00
	General	\$55.00
	Beaver Twnshp	\$200.00
	Libby Twnshp	\$100.00
<b>Membership</b>	Individuals	\$75.00
<b>Trsfrd CD's to ckg</b>	MCCU	\$10,464.81
	Bremer	\$15,449.63
	<b>Total Income</b>	<b>\$26,463.44</b>

**EXPENSES**

**Occupency:**

Telephone	June	\$49.59
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**Utilities:Electricity**

Depot		\$24.27
Bldg 2		\$14.89
Bld 3		\$79.94

**Utilities:Water/gas/**

Depot & Bldg 2		\$180.31
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Bldg 3		\$52.28
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<b>Admin Wages</b>	5/29-6/7; 6/12-21	\$1,481.82
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<b>Janitorial</b>	DAC cleaning May	\$17.45
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	Pest control	\$107.91
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<b>Supplies</b>	Resource room	\$2.18
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<b>Displays</b>	supplies	\$111.06
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<b>Technology</b>	Internet	\$99.99
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<b>Office Supplies</b>	Copier/contract	\$130.05
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<b>Acctg/Taxes</b>	Classen- Payroll 3	\$340.00
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<b>Repairs</b>	Front door	\$75.00
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	Window repair	\$252.33
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	Security lock	\$13.30
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<b>Trsfr Ckg to MidMN</b>	13 mo & 7 mos CD 13,000	\$26,000.00
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	<b>Total Expenses</b>	<b>\$29,032.37</b>
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<b>Ending Balance</b>	<b>June 30, 2024</b>	<b>\$24,902.72</b>
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6/31/24	Balanced bk stmt	
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<b>INFO:</b>	For June	
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<b>CD to Bremer Ckg</b>	MCCU 13 mo	\$10,464.87
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	Bremer 13 mo	\$15,449.68
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<b>transfer to Mid-MN</b>	amount decided at mtg	\$25,914.55
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# **Aitkin County Ag Society**

307 Second Street Northwest, Unit 121

Aitkin, Minnesota 56431

218.927.7354

July 11, 2024

To: Aitkin County Board of Commissioners

From: Aitkin County Fair Board

Leeann Moriarty, President

Kirk Peysar, Secretary/Treasurer

Sharon Dotzler

Sara Rian

Kate LaClair

Renee Kostick

Lenore Jackson

Jim Bright

Gabrea Anderson

Thomas Gustin

Vern Watters

Randeena Olson

Lacie Hietalati

Becky Koch

Lon Nicko

Re: 2025 Appropriation and Fiscal Recovery Funds

The Aitkin County Fair Board has received an annual \$10,000 appropriation from the County Board since 1986, Thirty-seven years. For 2025, the Aitkin County Fair Board is requesting no increase, to \$14,000 and therefore respectfully requests a \$24,000 appropriation (\$14,000 for operations and \$10,000 for capital items). Additionally, payment of the 2025 annual MCIT coverage premium estimated to be \$9,000. As you are aware the fairgrounds sustained a large amount of damage from the May 11<sup>th</sup>, 2022 storms. Two buildings were lost and a several others sustained damage and needed repairs. MCIT coverage will cover the repairs to those partially damaged structures. Ongoing facility improvements and repairs are greatly needed.

We held our 2024 fair July 10 – 13, the weather was warm and rains had permeated the soils causing vendor and carnival placement difficulties. None the less, crowds were strong, with attendees coming from throughout Minnesota to our fair. The 2025 fair, held July 9 - 12, 2025, is expected to be well attended.

## **About our county fair:**

- Amount of money requested and a budget of how it will be used:
  - The \$14,000 appropriation represents 10% of the Fair Board's budgeted revenues.
  - While revenues are not dedicated to specific expenditures, the Fair Board considers the county appropriation to be a portion of the \$30,000 that is budgeted for capital improvements and maintenance to the fairgrounds, which are county-owned. Having 31 structures on location, there is no end to the repairs needed.
- Narrative of services provided to the taxpayers of Aitkin County:
  - The Fair Board meets monthly throughout the year to plan the annual county fair.



- In 2025, the fair will celebrate its 136th annual fair.
- Early county fairs were held in the courthouse and on the courthouse grounds. Fresh garden produce was displayed in the court chambers along with fancy work. Competitions were held to determine who had the strongest horse and oxen teams.
- **Who we serve:**
- 4-H youth, FFA members, exhibitors of all ages and interests.
- The event is attended by thousands of county residents as well as visitors from other areas. The fair provides a wide variety education and entertainment for people of all ages.
- Community organizations such as the American Legion, VFW, Lions, Fire Department, 4-H, and other community organizations count on the fair for significant portions of their organization's annual income.
- Annual operating budget:  
Our total 2023/2024 budget is \$132,829 (\$96,329) for operations, attractions, midway and \$36,500 for facility maintenance).

We ended FY 2022/2023 with a balance of \$36,428 after the completion of large building projects and receipt of grant reimbursements.

- Other sources of funding:
  - Other revenues are collected through grandstand admissions, parking fees, building rentals, advertising, and donations. This year, fair sponsorship opportunities were also offered to local organizations and businesses. Grants are also sought for various projects. This year, a \$10,175 grant has been awarded from the County Fair Grant program, MN Department of Ag; those funds are restricted for use. Local community sponsorships totaling \$2,400. An additional, \$3,755 Heritage, Culture, and Arts grant also restricted for use has been approved for programing.
- The fairgrounds is made available to other community organizations and other needs, such as Aitkin County Historical Society Garage Sale, Mud Rhythm, Young Riders 4-H, Bit and Bridle, Aitkin Lions Sale, Aitkin Chamber of Commerce, and graduation parties.
- Capital projects/major costs underway or completed during the past year:

Addition to the Sheep, Pig, Goat,	
Livestock Show Arena	\$30,000
Poultry building concrete floor	\$11,000
Electrical upgrades/repairs	\$4,460
Grandstand inspection	\$1,650
Repairs to the Stone Arches	\$20,000
Total:	\$67,110

The receipt of Fiscal Recovery Funds under the American Rescue Plan Act allowed for the opportunity to make significant improvements to the fairgrounds facility over the course of the funding timelines. These projects were completed prior to the fair.

Outdoor security lighting on several buildings  
Replacement of the water system

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



Offices located in Aitkin, Bagley, Bemidji,  
Grand Rapids, Park Rapids, and Walker

9 Willow Lane  
Grand Rapids, MN 55744  
**218-326-5008**  
**1-866-747-5008**

[www.supportwithinreach.org](http://www.supportwithinreach.org)

July 1, 2024

ATTN: Jessica Seibert, MPNA  
Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

RE: 2025 Aitkin County Grant Proposal

Dear Ms. Seibert,

Support Within Reach extends to you this Request for Proposal to partner in furthering our cooperative efforts to ensure the communities of Aitkin County have quality, relevant victim/survivor centered services through our organization.

Support Within Reach seeks financial funding to further the work that Support Within Reach has begun in Aitkin County by meeting with victim/survivors of sexual violence and exploitation, providing supportive advocacy and resources, and ensuring that community partners and members alike are aware of and accessing Support Within Reach services when needed. Support Within Reach will further provide training and educational presentations to individuals of all ages within Aitkin County as preventative work is key in ending sexual violence.

By partnering with Support Within Reach, Aitkin County is partnering with an established and locally supported agency able to meet the unique and varied needs of victim/survivors of sexual violence and exploitation. Support Within Reach strongly promotes resource and referral gathering based on a strong network of system and community partners including within Aitkin County. Support Within Reach is able to further enhance services through collaboration and extended service networks. Support Within Reach is a trusted partner and will effectively use the funds provided by Aitkin County.

Support Within Reach respectfully submits this request for funds to continue providing supportive and educational services to Aitkin County communities and looks forward to partnering with Aitkin County in this important work.

Sincerely,

Katy Carpenter  
Executive Director

312 Minnesota Avenue, Suite 2009, Aitkin, MN 56431  
Phone: 218-766-9723 | 218-927-6226

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

REQUESTED AMOUNT: \$3,000.00

**AGENCY OVERVIEW**

Support Within Reach (SWR) is a private, non-profit sexual violence resource and advocacy organization. SWR is the second oldest and the largest stand-alone sexual violence resource center in Minnesota. SWR began providing services in 1977 as the Sexual Assault Program of Beltrami, Cass, Clearwater, and Hubbard Counties. It merged in 2014 to include Itasca and Aitkin Counties and took the name Support Within Reach. SWR provides services to primary and secondary victims of sexual violence. Primary victims are those who have directly experienced sexual violence and Secondary victims are those who provide support to primary victims i.e. friends and family.

SWR's service area covers six contiguous counties in north-central Minnesota. There are two main offices located in Grand Rapids and Bemidji with four outlying offices in Aitkin, Bagley, Park Rapids, and Walker. The organization has 20 total staff positions which include an Executive Director who presides over the six-county region, a program Supervisor at each main office that supervises various staff that provide programming and services, administrative and business staff, and four individual advocates staffing the outlying offices. SWR is governed by a volunteer Board of Directors from all across the six-county service area who work to develop and set agency policy and procedure. Board members provide continuing direction for planning and operations, program evaluation, as well as related organizational activities consistent with the mission and goals of the organization.

SWR's mission is to reduce the impact and harm of sexual violence in the communities we serve. This is done by providing services to men, women, and children who are primary and secondary victims of sexual violence. In the 2023 FY, SWR provided services to 214 individuals through various forms of advocacy and support. Additionally, SWR provides prevention and awareness outreach to educate the larger community about issues of sexual violence and risk-reduction strategies and provides educational presentations to all age groups. SWR is committed to raising public awareness around the issue of sexual violence.

In addition, SWR works with multi-disciplinary groups, health and human service agencies, tribal programs, law enforcement agencies (local, state, federal, and tribal), school districts, and professional businesses to best serve our clients and each unique community.

**AITKIN COUNTY OVERVIEW**

SWR seeks to continually enhance the quality of life for those in Aitkin County through three primary programs: 1) Victim Support & Advocacy Program, 2) Coordinated Community Response, and 3) Outreach Program. The term sexual violence includes a number of actions that are carried out in a manner intended to groom, control, intimidate, manipulate, humiliate, harm, and silence the victim. Unfortunately, sexual violence comes in many forms, including sexual

assault/rape, incest, child sexual abuse, sexual exploitation/trafficking of youth and adults, intimate partner sexual violence, date/acquaintance rape, and alcohol/drug facilitated sexual assault, sexual harassment, bullying, and stalking.

In order to address the issues of sexual violence victimization and its impact on victims' lives, SWR has developed multiple services such as: 24-hour crisis line, crisis intervention, ongoing support and encouragement, basic awareness and education, support groups, information/referral, medical advocacy, and individualized civil/criminal court advocacy and assistance. Being that SWR is the sole provider of sexual violence supportive services and prevention education programming within Aitkin County, we welcome collaborative opportunities in order to build a safety net of services for the clients and the community that we serve. For example, SWR works with all law enforcement agencies in Aitkin County, working with officers and investigators throughout the investigative process. SWR has found that in cases where a sexual violence advocate is involved, victims tend to stay involved and more active with the criminal justice system. SWR works closely with law enforcement, hospitals, health and human service professionals, and other non-profit organizations in order to coordinate valuable, comprehensive services. Service coordination is done through cross referrals, working together on cases when clients authorize it, cross training between the different organizations, establishing protocols and practices on how we as collaborating organizations will work together effectively with victims/survivors in mind.

The Aitkin County area has one hospital and three law enforcement agencies. Of the cases SWR worked on for the 2023 FY, 60% cases involved the criminal justice system in Aitkin County. Of all cases, 60% of them worked with law enforcement, 20% required assistance in developing safety/risk assessment plans, and 20% required assistance filing for a protective order. 20% of cases required a Sexual Assault Nurse Examiner (SANE) exam in 2023 FY. SWR's SANE program in Itasca County has extended their SANE services into Aitkin County providing services at Riverwood Hospital to assist victims of sexual violence to complete the evidentiary exam collection process with a specially trained SANE nurse. When a victim presents themselves to the Emergency Room, the hospital calls SWR's 24/7 crisis hotline to have a SANE nurse dispatched out. SWR and the multi-disciplinary team continue to address barriers victims face when needing to access medical exams and reporting aid.

Active collaboration between key community partners is imperative in Aitkin County to continue SWR's expertise in providing victim centered and trauma-informed work.

### **COMMUNITY IMPACT**

Through the service area, SWR has six offices to assist with daily staffing and 24/7 after-hours crisis line coverage.

In SWR's service area, aside from tribal communities, there are no other victim services that can provide services with privilege (meaning that advocates cannot be called to testify in court). This allows services to be done that meet clients' needs versus meeting specific mandates. Residents within our six-county service area, especially Aitkin due to its rural nature, are isolated at great distances from immediate supportive and advocacy services, preventative/awareness activities,

emergency medical care, and other services that those living in larger towns have more readily available. This oftentimes further traumatizes victims and creates barriers for victims to come forward. North Central Minnesota is oftentimes forgotten as the primary focus tends to be on larger more populated areas of the state, but SWR aims to make sure that no victim that comes forward feels forgotten or dismissed within the many systems they navigate.

All SWR's services are trauma-informed, and survivor centered. Current services include:

- 24-hour crisis lines (one crisis line per main office and surrounding areas)
- One-to-one peer support
- Crisis counseling / Interventions
- Risk assessment / Safety Planning
- Follow up – including case management, encouragement, and support
- Support Groups
- Emergency financial assistance
- Emergency Shelter / Safe House (specific to sexual violence survivors)
- Personal Advocacy – landlord, employer, school, interpreter services, childcare, immigration assistance, and transportation
- Referrals and Assistance to Community Agencies
- Medical Advocacy – Accompaniment to forensic evidentiary exams, medical advocacy, other emergency medical support
- Law Enforcement Advocacy – Information regarding investigation process, accompaniment during interviews, and law enforcement advocacy
- Child Protection Advocacy – information regarding child protection process, file mandated reports, and child protection court hearings
- Criminal Court Advocacy – information on the court process, providing information on crime victim rights, notification on criminal justice events, assistance writing victim impact statements, restitution, reparations, accompaniment to county attorney meetings, criminal court advocacy, probation assistance, and parole assistance
- Legal Advocacy – filing harassment restraining orders and orders for protection, hearing preparation, accompaniment to hearings, and accompaniment to civil attorney meetings

Over the past year, SWR has filled its Aitkin County Victim Services Coordinator position. Through our new Aitkin County advocate, a native to the area, SWR has been able to create deeper community partnerships, present more professional trainings and outreach presentations, and ultimately meet the needs of sexual violence victims within the County. SWR has already seen a 133% increase in new clients in Aitkin County from the 2022FY to 2023FY due to increased outreach and educational presentations to the area. SWR expects to see a continued increase in clients in Aitkin County as the outreach implemented reaches those in need with proper resources and support.

In 2023 FY, SWR assisted victim/survivors of sexual violence with over 115 hours of support and advocacy across 168 service types. In 2024 FY thus far, SWR assisted with over 320 hours of support and advocacy across 455 service types. In Aitkin County, SWR statistics reflect that 43% of our clients identify as American Indian or Alaska Native and 57% identify as White. Throughout all of SWR statistics, our numbers reflect that approximately three out of every four

incidents of sexual violence go unreported. These numbers come from cases reported to SWR and support the national average for cases that go unreported.

### **BUDGET/GOALS**

Attached is SWR's total annual operating budget including the specific entities that fund the work we are so privileged to provide. SWR is requesting an increase of funding totaling \$3,000.00. This increase will enable the fruition of a robust community awareness program and trauma-informed, client-focused victim services plan created by SWR Leadership and its Aitkin County Coordinator. The additional increase would help fund SWR's efforts in educating the community and youth about sexual violence, improving the capacity of law enforcement and the judicial system in response to sexual violence cases through sensitive, survivor-centered approach trainings, ensuring that healthcare providers offer trauma-informed care to survivors, establishing a strong network of support and resources for survivors within the community, and promoting a culture of zero tolerance for sexual violence, thereby reducing the incidences of these crimes from occurring. As our victim service coordinator in Aitkin County is currently a part-time position, this increase in funding would support their desire to engage the community at a larger capacity and to ultimately create a larger presence in the community bringing awareness to the available resources and victim services we provide. As SWR has witnessed time and time again, there will subsequently be an increase in client services provided as it directly correlates with the increase of outreach provided. The increase in funding will provide a support to current staff to provide the victim services and crisis support necessary with the rise of client work.

SWR is funded through federal, state, and local grants. Additionally, SWR is funded through individual donations via annual fundraising events SWR hosts. Similar to many non-profit organizations, SWR has faced financial pressures on the organization to remain competitive with our wages through the rising costs of living. Since the Covid-19 Pandemic and the residual effects through the following years, SWR has remained a steady resource to the communities we serve despite these pressures. SWR has remained serving the community at high capacities and to increasing numbers of victims and community member partnerships.

With the Aitkin County grant, at the increased requested amount of \$3,000, SWR has the staff capacity to engage the community at an even greater rate. Through this funding and a newly developed strategic plan in place for Aitkin County developed by our Aitkin County Coordinator and Leaderships staff, SWR expects to see a continued increase in client work out of Aitkin County as the outreach implemented reaches the community. SWR's Aitkin County Coordinator has begun conducting assessments of the current victim services available within the county by meeting regularly with various community partners. Within these meetings, we are able to identify existing services, current beneficial outreach, as well as, the gaps within our community when it comes to victim services and awareness. As we are able to identify several key barriers that prevent victims from accessing available services in Aitkin County, through community collaboration and increased funding we will be able to address these identified needs and successfully serve the community's sexual violence victims more effectively.

The primary focus of SWR will be to continue the foundational programming of victim support services in Aitkin County. This will allow victims to access SWR's free and confidential services 24/7, 365 no matter where they are located in Aitkin County. As we have seen by the increase of services in the area, Aitkin County has an ever-rising need for the wide range of services that SWR provides.

Outreach will be another focus for SWR as it is imperative to provide awareness campaigns through several different formats in order to reach the diverse populations present. An overarching goal of our program is to cultivate a community-wide understanding and proactive stance against sexual violence, ensuring a safe, supportive, and informed environment for all. SWR organizes its outreach in ways to ensure that we can effectively reach individuals of all different ages, backgrounds, and levels of understanding when it comes to the topic of sexual violence.

In the 2023 FY, SWR provided 13 prevention outreach awareness reaching 173 individuals in Aitkin County. So far, in the 2024 FY, SWR has provided 5 prevention outreach awareness reaching 125 individuals. SWR recognizes that alone we cannot reach all individuals within our service areas effectively, but through collaborative community partnerships we will be able to educate, prevent, serve, and support our community and sexual violence victims best.

SWR's strategy is to fulfill the mission of the organization and focus on providing victim centered trauma-informed services, maintain use of best practices and utilize outreach to ensure individuals are aware of and accessing services needed. With Aitkin County's support and funding, SWR will aim to impact the number of victimizations of sexual violence through expanded education and prevention and offer unique services in times of need for victims of sexual violence.

It is imperative to remember that anyone has the potential to become a victim of sexual violence. SWR sees individuals of all races, genders, ages, and abilities come through our doors from Aitkin County. With this additional funding, Aitkin County and SWR will be able to reach the people of Aitkin County where they are at, educate and support the community, and shine a light on this prevalent and urgent epidemic. Thank you for your consideration of Support Within Reach's request and your essential partnership over this past year. It is because of community partnerships like yours that together we can reduce the impact and harm of sexual violence from continuing in Aitkin County communities.

Respectfully submitted by,

A handwritten signature in cursive script, appearing to read "Katy Carpenter".

Katy Carpenter



# Support Within Reach

## Statement of Financial Position

As of June 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking-Wells Fargo SWR Acct	2,324.75
Deerwood Bank Checking Account	35,000.00
Edward Jones CD	10,895.09
Edward Jones Checking	1,630.23
Edward Jones-Corrective Checkng	12,259.05
Petty Cash - Aitkin	100.00
Petty Cash - Bagley	100.00
Petty Cash - Bemidji	100.00
Petty Cash - Grand Rapids	100.00
Petty Cash - Park Rapids	100.00
Petty Cash - Walker	100.00
Savings-Wells Fargo SWR Acct	69,194.69
<b>Total Bank Accounts</b>	<b>\$131,903.81</b>
Accounts Receivable	
11000 *Accounts Receivable	55,779.46
Facility Use Receivable	8,550.00
<b>Total Accounts Receivable</b>	<b>\$64,329.46</b>
Other Current Assets	
12000 Undeposited Funds	0.00
2120 Payroll Asset	0.00
In/Out Acct	0.00
Prepaid Expense	5,841.58
Prepaid Insurance	5,577.05
Prepaid Rent	4,680.44
Receivable (credit) from MN UI	0.00
<b>Total Other Current Assets</b>	<b>\$16,099.07</b>
<b>Total Current Assets</b>	<b>\$212,332.34</b>
Fixed Assets	
Accum Dep-Furniture & Equipment	-81,246.49
Furniture and Equipment	93,553.26
<b>Total Fixed Assets</b>	<b>\$12,306.77</b>
<b>TOTAL ASSETS</b>	<b>\$224,639.11</b>

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 *Accounts Payable	1,302.49
<b>Total Accounts Payable</b>	<b>\$1,302.49</b>
Other Current Liabilities	
2110 Direct Deposit Liabilities	0.00
24100 Accrued Leave and Payroll	23,618.86
Accrued Comp Absences	9,055.77
Accrued Expenses	12,047.67
Deferred Revenue	0.00
Direct Deposit Payable	0.00
Minnesota Department of Revenue Payable	0.00
Out Of Scope Agency Payable	0.00
Payroll Liabilities	0.00
Accrued 403B	0.00
Accrued Dental Insurance	232.20
Accrued Federal Withholding	0.00
Accrued FICA/Medicare	0.00
Accrued Garnishments	0.00
Accrued Life Insurance	3.43
Accrued Medical Insurance	-5.02
Accrued MN UC	855.53
Accrued Simple Plan	0.00
Accrued State Withholding	0.00
Accrued United Way Withholdings	120.00
AHoward-Itasca County Human Svs	0.00
Remittance ID 0014349973	0.00
<b>Total Payroll Liabilities</b>	<b>1,206.14</b>
<b>Total Other Current Liabilities</b>	<b>\$45,928.44</b>
<b>Total Current Liabilities</b>	<b>\$47,230.93</b>
<b>Total Liabilities</b>	<b>\$47,230.93</b>
Equity	
30000 Opening Balance Equity	0.16
32000 Unrestricted Net Assets	61,101.25
Funds Unapplied	0.00
Invest in Fixed Assets	0.00
With Donor Restrictions	108,090.00
Net Revenue	8,216.77
<b>Total Equity</b>	<b>\$177,408.18</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$224,639.11</b>



Support Within Reach  
Aitkin County Statement of Activity Detail  
January 1 - July 12, 2024

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Revenue/Expenditures								
Revenue								
Grants								
5791 Aitkin County								
01/02/2024	Pledge	871	Aitkin County 5791	60 Aitkin County	2024 Appropriation	11000 *Accounts Receivable	2,000.00	2,000.00
Total for 5791 Aitkin County							\$2,000.00	
Total for Grants							\$2,000.00	
Total for Revenue							\$2,000.00	
Expenditures								
7620 Rent/Lease								
01/31/2024	Journal Entry	0124-01		60 Aitkin County	Rent - KLK Foundation	-Split-	143.50	143.50
02/29/2024	Journal Entry	0224-01		60 Aitkin County	Rent - KLK Foundation	-Split-	143.50	287.00
03/31/2024	Journal Entry	0324-01		60 Aitkin County	Rent - KLK Foundation	-Split-	143.50	430.50
04/30/2024	Journal Entry	0424-01		60 Aitkin County	Rent - KLK Foundation	-Split-	143.50	574.00
05/31/2024	Journal Entry	0524-01		60 Aitkin County	Rent - KLK Foundation	-Split-	143.50	717.50
06/30/2024	Journal Entry	0624-01		60 Aitkin County	Rent - KLK Foundation	-Split-	143.50	861.00
Total for 7620 Rent/Lease							\$861.00	
Total for Expenditures							\$861.00	
Net Revenue							\$1,139.00	

# Support Within Reach - Sexual Violence Advocacy and Resource Center

Agency Budget October 1 2023 -September 30 2024

Grant Name	Revenue						Combined
	Beltrami	Cass	Clearwater	Hubbard	Aitkin	Itasca	Total
Aitkin County	0	0	0	0	2,000	0	2,000
Beltrami Child Abuse Prev	3,200	0	0	0	0	0	3,200
Beltrami County Cooperative	0	0	0	0	0	0	0
Blandin Foundation	0	0	0	0	0	50,000	50,000
Itasca Human Services - SANE	0	0	0	0	0	6,683	6,683
Itasca Human Services - SWR	0	0	0	0	0	6,683	6,683
Fines	966	0	988	0	675	2,200	4,829
Grand Rapids Area Community Foundation	0	0	0	0	0	5,000	5,000
Fundraising/Donations	10,000	500	100	250	250	12,500	23,600
Lake Country Power/Clearwater Polk/Round up	0	0	0	0	0	1,000	1,000
Mille Lacs Energy	0	0	0	0	0	0	0
MNCASA - Other	500	0	0	0	0	500	1,000
MN Department of Health	94,400	0	0	0	0	15,365	109,765
MN Department of Health-Supportive Services	12,907	0	19,360	0	0	8,066	40,333
MN Northwest Foundation	0	0	0	0	0	0	0
Program Income - SANE	0	0	0	0	500	2,000	2,500
Program Income - SWR	0	0	0	0	0	0	0
Otto Bremer Foundation	31,500	4,500	4,500	4,500	3,750	26,250	75,000
TOGO-DOC	0	0	0	0	0	5,000	5,000
Townships	750	1400	500	2300	500	3,650	9,100
United Way of Bemidji Area	17,000	0	1000	1000	0	0	19,000
United Way 1,000 Lakes	0	0	0	0	0	500	500
United Way NE MN	0	0	0	0	0	5,000	5,000
OJP-SART	13,000	0	0	0	0	13,000	26,000
OJP-FVSP	0	33,750	0	33,750	-	0	67,500
OJP-CVS	270,851	11,250	32,049	11,250	19,230	197,072	541,702
<b>Total Revenue</b>	<b><u>455,074</u></b>	<b><u>51,400</u></b>	<b><u>58,497</u></b>	<b><u>53,050</u></b>	<b><u>26,905</u></b>	<b><u>360,469</u></b>	<b><u>1,005,395</u></b>
<b>Percentage of Budget</b>	<b>42%</b>	<b>6%</b>	<b>6%</b>	<b>6%</b>	<b>5%</b>	<b>35%</b>	<b>1</b>

## Payroll Totals

Payroll Expense Type	Beltrami	Cass	Clearwater	Hubbard	Aitkin	Itasca	Combined Total
Total Payroll	307,771	40,394	34,840	36,608	23,517	248,689	691,819
Total Fringe	25,688	3,174	2,738	2,877	1,848	19,481	55,807
Total IRA	1,692	1,212	-	-	-	1,692	4,596
Total Payroll Fee	-	-	-	-	-	-	-
Total Life	306	36	36	36	36	234	684
Employee Assistance Program	570	-	-	-	-	-	570
Total Health/Dental Insurance	8,394	-	-	5,972	-	13,094	27,460
<b>Total Personnel</b>	<b>344,421</b>	<b>44,816</b>	<b>37,614</b>	<b>45,494</b>	<b>25,401</b>	<b>283,191</b>	<b>780,936</b>

## Expenses

Expense Type	Beltrami	Cass	Clearwater	Hubbard	Aitkin	Itasca	Combined Total
Accounting	8,000	650	650	650	200	2,925	13,075
Legal Fees	3,000	-	-	-	-	1,000	4,000
Bank Charges	-	-	-	-	-	-	-
Contract Services - SANE/Consultants, Grant Writers	-	-	-	-	-	2,000	2,000
Dispatch Services	1,898	271	271	271	226	1,582	4,520
Dues/Memberships - Dues, Bamboo HR	1,342	-	-	-	-	928	2,270
Client/Emergency Funds	600	200	200	200	200	400	1,800
Equipment Rental	2,820	-	-	-	-	1,880	4,700
Events/Exhibits	1,260	180	180	180	180	1,020	3,000
Fundraising Expense	400	-	-	-	-	200	600
Insurance	3,780	540	540	540	540	3,060	9,000
Workers Compensation	463	-	-	-	-	309	772
Maintenance/Repairs	500	844	70	70	60	400	1,944
Program Expenses (office supplies, etc)	2,994	428	428	428	428	2,423	7,128
Postage	210	30	30	30	30	170	500
Printing/Copying	1,611	252	252	252	202	1,241	3,810
Professional Development	1,200	300	300	300	300	900	3,300
Security Expense	2,304	329	329	329	280	1,914	5,485
Publicity (PSA's)	500	-	-	250	-	500	1,250
Recruitment/Recognition (staff, volunteers, board)	800	100	100	100	100	600	1,800
Rent/Lease	28,176	6,000	4,200	1,500	3,444	12,000	55,320
Small Equipment	1,500	-	-	-	-	1,000	2,500
Tech Support	18,504	-	-	-	-	12,336	30,840
Telephone/Internet/Staff Cell Phone Reimb.	12,096	1,728	1,728	1,728	1,728	9,792	28,800

Training/Conferences	-	-	-	-	-	-	-
Mileage	11,841	1,692	1,692	1,692	1,692	9,584	28,193
Lodging	840	120	120	120	120	680	2,000
Airfare	500	-	-	-	-	500	1,000
Food/Meals	420	60	60	60	60	340	1,000
Utilities	150	-	-	-	-	3,708	3,858
<b>Expense Totals</b>	<b>107,709</b>	<b>13,724</b>	<b>11,150</b>	<b>8,700</b>	<b>9,790</b>	<b>73,392</b>	<b>224,465</b>
<b>Personnel Totals from Above</b>	<b>344,421</b>	<b>44,816</b>	<b>37,614</b>	<b>45,494</b>	<b>25,401</b>	<b>283,191</b>	<b>780,936</b>
<b>Total Personnel/Expenses</b>	<b>452,130</b>	<b>58,539</b>	<b>48,764</b>	<b>54,194</b>	<b>35,191</b>	<b>356,583</b>	<b>1,005,401</b>
<b>Net Income/Loss</b>	<b>2,944.09</b>	<b>(7,139)</b>	<b>9,733</b>	<b>(1,144)</b>	<b>(8,286)</b>	<b>3,886</b>	<b>(7)</b>



# Board of County Commissioners Agenda Request

# 10B

Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** 2025 General Government Budget Review

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 20 Min.
<b>Summary of Issue:</b>  Attached is an overview of the current draft 2025 budget and detailed IFS report for the General Government departments. Staff will review and collect feedback from Commissioners. Separate presentations will be made for the Sheriff's Department, Health & Human Services, Road & Bridge and Land Department.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## AITKIN COUNTY ADMINISTRATION



Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

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

**TO: Aitkin County Board of Commissioners**  
**FROM: Jessica Seibert, Aitkin County Administrator**  
**RE: Proposed 2025 General Government Budgets**  
**DATE: August 13, 2024**

The proposed 2025 general government budget presentation will include budgets located within the General Fund. The sixteen budgets include:

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

A brief description of key changes to revenues and expenditures for each department follows. Four columns representing the 2024 budgeted amount, 2025 budgeted amount, change in budgeted amount, and percentage change in budgeted amount are reported. Also included are detailed IFS worksheets providing support for each budget.

### **General Overview**

The 2025 General Government budget was prepared by individual Department Heads and reviewed individually with the County Administrator. An overview has also been reviewed by the Budget Committee where discussions continue to be held.

Salary and benefit figures are based on previously approved contracts and estimated adjustments. Estimates have been made for insurance amounts due to the fact that final 2025 rates have not yet been received from MCIT or PEIP. An 8% increase in health insurance has been budgeted with the hope that this can be lowered some when the actual rate increase is received. In addition, we have budgeted a 5% increase in property/casualty insurance and 10% increase in worker's compensation costs.

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



**Administration:**

45 Motor Pool  
 52 Administration  
 120 Veterans Service Officer

Trade in and purchase of two replacement motor pool vehicles is planned. Reduction in HHS reimbursement revenue to Motor Pool. Reduction is labor attorney expenses.

REVENUE	(73,000.00)	(61,000.00)	(12,000.00)	-16.44%
EXPENDITURES	521,665.00	535,312.00	13,647.00	2.62%

**Assessor's Office:**

43 Assessor

Reduction in capital expenses (vehicle replacement). Planned grade increases as Appraisers move through training.

REVENUE	(175,902.00)	(181,375.00)	5,473	3.11%
EXPENDITURES	946,758.00	993,214.00	46,456.00	4.91%

**Attorney's Office:**

90 Attorney  
 255 Crime Victim Grant

Minimal expense increase due to large capital software purchase budgeted in 2024 now removed in 2025. Reduction in revenues primarily due to change in forfeiture statute making forfeiture sales less common.

REVENUE	(152,215.00)	(142,807.00)	(9,408.00)	-6.18%
EXPENDITURES	1,504,593.00	1,508,370.00	3,777.00	0.25%

**Auditor:**

40 Auditor (inc. License Center)  
 41 Internal Audit

Slight increase in data processing/computer service and postage costs. Request for one additional staff: 67 day temp. to assist in the License Center. Reduction in mortgage registry and liquor license revenues.

REVENUE	(347,715.00)	(324,330.00)	(23,385)	-6.73%
EXPENDITURES	1,000,790.00	1,069,377.00	68,587.00	6.85%

**60 Elections**

Increase in State grants/election reimbursement revenue. Reduction in expenses due to non-election year.

REVENUE	0.00	(6,000.00)	6,000.00	
EXPENDITURES	141,487.00	90,780.00	(56,707.00)	-35.84

**Commissioners:***01 Commissioners*

Budgeted increases in salary to be determined later by Board resolution. Slight increase in travel costs planning for national conference attendance.

REVENUE	0.00	0.00	0.00	0.00%
EXPENDITURES	311,972.00	325,521.00	13,549.00	4.34%

**Economic Development:***711 Economic Development*

Slight increase in staff training/development and membership dues.

REVENUE	0.00	0.00	0.00	0.00%
EXPENDITURES	126,979.00	135,148.00	8,169.00	6.43%

**Environmental Services:***122 Planning & Zoning**391 Solid Waste**392 Water Wells*

Planned use of Solid Waste fund balance - \$45,000. Request for one additional staff: 67 day temp. for recycling center. Capital expense for used vehicle purchase. Increase in permit revenue.

REVENUE	(482,416.00)	(502,116.00)	19,700.00	4.08%
EXPENDITURES	1,107,600.00	1,191,075.00	83,475.00	7.54%

**Extension Office:***601 Extension*

New contract begins in 2025. Significant increase in contract costs due to addressing staff recruitment/retention.

REVENUE	0.00	0.00	0.00	0.00%
EXPENDITURES	88,592.00	109,842.00	21,250.00	23.99%

**Human Resources:***53 Human Resources*

Slight reduction in labor attorney expenses and increase in staff training/development.

REVENUE	0.00	0.00	0.00	0.00%
EXPENDITURES	414,478.00	427,173.00	12,695.00	3.06%

**Information and Technology:**49 *Information and Technology*

Increase in contracts and service agreements for software providers. Previous planned use of fund balance from Recorder's Fund now being directly billed to that account.

REVENUE	(21,500.00)	(1,500.00)	(20,000.00)	-93.02%
EXPENDITURES	851,363.00	894,676.00	43,313.00	5.09%

**Library (ECRL):** Appropriation amount not yet received. State certified minimum level of support for 2025 is \$\_\_\_\_\_.

**Courthouse Maintenance:**110 *Courthouse Maintenance*111 *Buildings*

Slight increase in contracts and supplies.

REVENUE	0.00	0.00	0.00	0.00%
EXPENDITURES	697,647.00	734,067.00	36,420.00	5.22%

**Recorder:**100 *Recorder* (not inc. Compliance & Technology funds)

Significant reduction in health insurance costs due to election changes. Planned use of Recorder's fund balance for IT equipment - \$20,000.

REVENUE	(85,000.00)	(90,000.00)	5,000.00	5.88%
EXPENDITURES	318,860.00	317,808.00	(1,052.00)	-0.33%

**SWCD, AG & Watershed:**600 *Ag Society, Soil & Water, Ag Inspector*

Slight increase attributed to Ag Society insurance costs and increased Mississippi Headwaters appropriation request. \$25,000 reduction of Con-Con appropriation to SWCD.

REVENUE	0.00	0.00	0.00	0.00%
EXPENDITURES	116,377.00	118,810.00	2,433.00	2.09%

**Treasurer's Office:**42 *Treasurer*

Minimal changes in 2025.

REVENUE	(33,000.00)	(30,100.00)	(2,900.00)	-8.79%
EXPENDITURES	352,682.00	357,330.00	4,648.00	1.32%

**Additional Notes:**

- The full county budget, appropriations, and Capital Plan will be reviewed at the September 10, 2024 Board meeting. The Board will be asked to adopt the preliminary levy at the September 24, 2024 Board meeting. State law requires the County Board to adopt a preliminary levy prior to September 30<sup>th</sup>.
- The final levy cannot exceed the preliminary levy but may be lowered by year end.
- Fund Balance recommendations will be made according to the adopted Fund Balance Policy after the outside Auditor's complete financial statements.
- Based on current balances and the investment market, Interest Income was increased from \$300,000 to \$800,000. Current 2024 interest received through June was \$472,852.
- 2025 County Program Aid increased by \$537 from \$1,083,447 to \$1,083,984.



# Board of County Commissioners Agenda Request

**10C**  
Agenda Item #

**Requested Meeting Date:** August 13, 2024

**Title of Item:** Administrator Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> Administrator Updates.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<b>Financial Impact:</b> <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>		



## Aitkin County Board of Commissioners Committee Reports Forms

# 11A

Agenda Item #

Committee	Freq	Scheduled	Representative
<b>Association of MN Counties (AMC)</b>			
Environment & Natural Resources Policy			Sample
General Government			Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Laurie Westerlund
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Kearney
Age-Friendly Changemakers			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Westerlund
Aitkin County Community Corrections	Quarterly	Varies	Wedel and Westerlund
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Opioid Settlement Sub-committee	TBD	TBD	Sample
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Sample and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities	As needed		Wedel and Kearney
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Kearney
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
NE MN Office Job Training	As called		Leiviska
Northeast MN ATP	Quarterly	2nd Wednesday	Kearney (Leiviska, Alt.) and
Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Sample, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Leiviska and Wedel
Planning Commission	Monthly	3rd Monday	Kearney Alt. Westerlund
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P Policy			Leiviska Alt. Sample
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Wedel and Sample
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund