



Board of County Commissioners Agenda Request

3C
Agenda Item #

Requested Meeting Date: March 25, 2025

Title of Item: Adopt Resolution - Special Appropriation Application

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 minutes
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Summary of Issue:

The attached resolution is required to receive State Bonding appropriated to complete the Health & Human Services renovation project. Funds have previously been approved by the State legislature. The resolution is a State requirement to process payment of the funds.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt resolution - Special Appropriation Application

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

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

ADOPTED March 25, 2025

By Commissioner: xxx

20250325-xxx

Special Appropriation Application

BE IT RESOLVED that Aitkin County act as the legal sponsor for the project contained in Chapter 72, Article 2, Section 9, Subdivision 2 entitled Aitkin County Health & Human Services Building Renovation.

BE IT FURTHER RESOLVED that Aitkin County has the legal authority to receive financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the development proposal are committed to the project identified.

BE IT FURTHER RESOLVED that Aitkin County has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its development proposal by the state, Aitkin County may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that Aitkin County certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

BE IT FURTHER RESOLVED that the non-DEED source(s) of funds identified in the sources and uses outline in the application total the amount of \$3,764,804.57 and are committed and adequate to fully fund or provide the match for the project identified in the application.

BE IT FURTHER RESOLVED that any source(s) of the Applicant's fund(s) to fully fund the project shall be from the Aitkin County General Fund account which has an adequate amount of funds to cover the commitment.

NOW, THEREFORE BE IT RESOLVED that County Administrator is hereby authorized to execute such agreements as are necessary to implement the project(s) on behalf of Aitkin County. *Note: Do not include the proper name, only the title of the official.* **Pursuant to M.S. § 412.201, Statutory Cities must authorize both the Mayor and Clerk to execute all contracts.**

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 25th day of March 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25th day of March 2025

Jessica Seibert
County Administrator

Special Appropriation Application for Construction Projects

Application Cover Sheet

Project Name: Aitkin County Health & Human Services Building Renovation

Project Address or Location: 204 1st Street NW, Aitkin, MN 56431

County Where Project Is: Aitkin

Applicant/Grantee: Aitkin County

Project Contact Person: Jessica Seibert

Title: County Administrator

Address: 307 2nd Street NW, Room 310

City: Aitkin MN Zip 56431

Phone: 218-927-7276

E-Mail Address: jessica.seibert@aitkincountymn.gov

Minnesota SWIFT Vendor number: 0000197275

Grantee Type: Statutory City, Home Rule Charter City or Other (if other indicate type): County

NOTE: DEED will not provide funds to a title company or any other entity on behalf of the grantee. Funds will be provided directly to the grantee, preferably into a separate account that is created for the project.

Legislative Authorization

Legislative Citation that Authorizes Project: (Chapter #, Article #, section, subdivision):
Chapter 72, Article 2, Section 9, Subdivision 2

Legislative Language: (Paste full legislative language below or attach as a separate item):

Subd. 2. **Aitkin County; Health and Human Services**

2,000,000

Building

For a grant to Aitkin County for the construction of the renovation and expansion of the Aitkin County Health and Human Services building, including the replacement of heating and cooling systems; renovating and repurposing existing spaces to provide secure interview spaces, Americans with Disabilities Act accessible restrooms, meeting spaces, and convertible work areas; renovation of the lobby; and providing increased security measures, including adding badge access, panic buttons, and clear escape routes.

Project Narrative

Please provide a thorough narrative overview of the project. Include steps necessary for implementation, background and description of the work to be performed.

Include any work that may have already been performed such as land acquisition, pre-design or design, or other aspects of a larger or phased project.

Note: If construction has already started, inform DEED immediately.

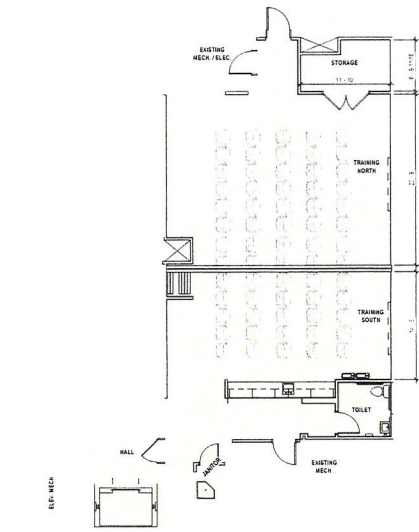
Each Special Appropriation project is unique and has different compliance areas. A detailed narrative is required as DEED can best assist with compliance and project success when it has a solid understanding of the project. Make sure that all elements and activities that are outlined in the legislation are accounted for in the narrative. Renderings or diagrams may be submitted as attachments to assist in describing the project.

Attach any community talking points or promotional information, background or application and/or information that was provided to the Legislature and the Minnesota Office of Management and Budget staff that outlined the project.

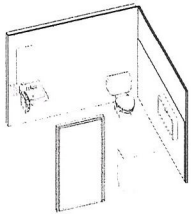
Provide Narrative Here: The current Aitkin County Health & Human Services building was constructed in 1973. A remodel and addition was completed in 1990 with boilers and pumps being upgraded in 2018. Due to the age of the building and systems, changes to State and Federal laws, and lack of accessibility and security, a substantial renovation is required.

As a condition of receiving Federal tax information and certain information from the Social Security Administration, Minnesota county human service agencies, as recipient agencies, are required to establish and maintain, to the satisfaction of these governing Federal authorities, certain safeguards designed to prevent unauthorized use and disclosure, and to protect the confidentiality of that information. Renovations to the layout of the building and secure access doors will be constructed to adhere to these requirements and increase the security of the building. Security will also be increased by creating public meeting spaces and interview rooms that are located separately from staff spaces and secure data.

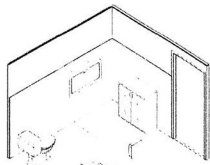
Additional improvements include, but are not limited to, replacement of outdated heating and cooling systems, replacement of windows, creation of accessible public restrooms and meeting spaces, and renovation of the lobby and building spaces to allow for future changes in operations and clear escape routes.



2 BASEMENT LEVEL FLOOR PLAN
1/2" = 1'-0"



UNISEX BATHROOM IMAGE



UNISEX BATHROOM IMAGE



1 FIRST LEVEL FLOOR PLAN
1/2" = 1'-0"

CONTROLLED ACCESS LEGEND

DOUBLE BUSINESS HOURS ONLY
 SINGLE PUBLIC ACCESSIBLE ONLY
 WITH STAFF ACCESS OR AT P.M.
 PROGRAMMED TIMES

STAFF ONLY
 CONTROLLED ACCESS EQUIP.
 ARROWS INDICATE THE
 DIRECTION OF TRAVEL THAT IS
 LIMITED

NOT FOR CONSTRUCTION

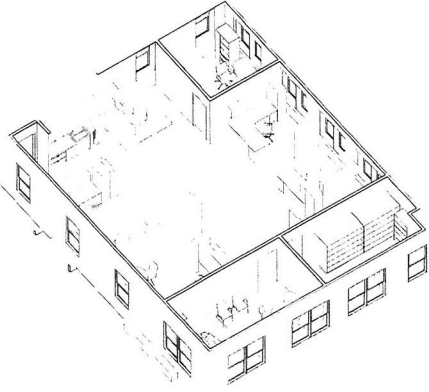
ATKIN COUNTY HUMAN SERVICES REMODEL
 CITY OF ATKIN, MN
 204 1ST ST NW, ATKIN, MN 56431

SHEET NO
SD1.0

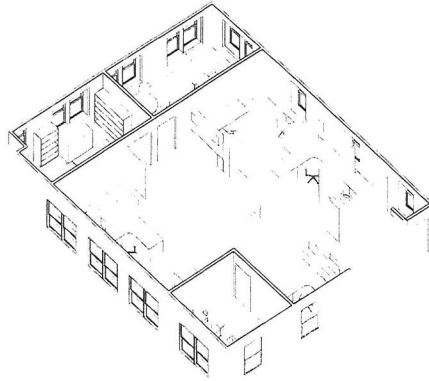
DATE: 01/13/2025
 SCALE: AS SHOWN
 DRAWN BY: JTB
 CHECKED BY: JTB

DATE	REV	DESCRIPTION

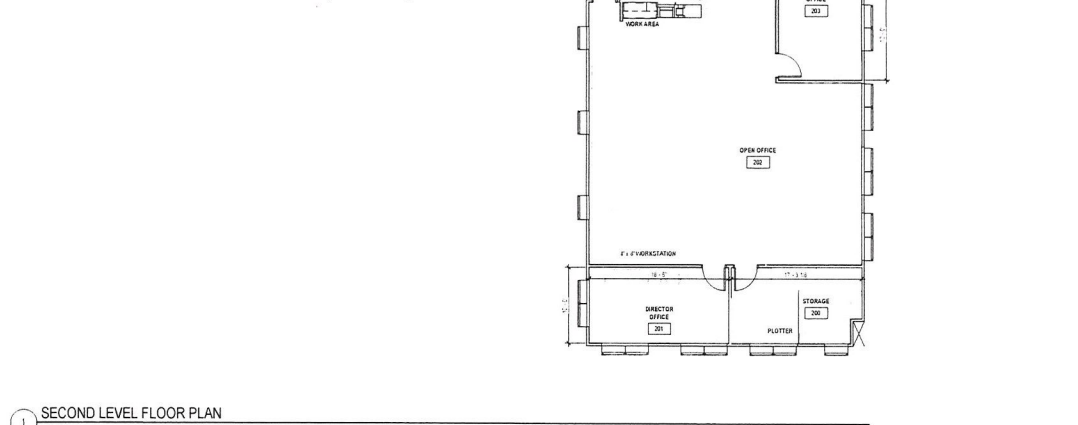
WIDSETH
 ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS



2ND FLOOR - PARTIAL IMAGE



2ND FLOOR - PARTIAL IMAGE



REPRODUCTION OF THIS DRAWING OR ANY PART THEREOF FOR ANY PURPOSES OTHER THAN THAT AUTHORIZED BY WIDSETH ARCHITECTS, ENGINEERS, SCIENTISTS & SURVEYORS IS STRICTLY PROHIBITED.

REVISION/DESCRIPTION	DATE	BY

DATE	07/17/2025
SCALE	AS NOTED
DRAWN BY	AM
CHECKED BY	CH
JOB NUMBER	2024-1121

ATKIN COUNTY HUMAN SERVICES REMODEL
CITY OF ATKIN, MN
204 1ST ST NW, ATKIN, MN 56431

FLOOR PLANS - SECOND FLOOR & ATTIC
SHEET NO
SD1.1

NOT FOR CONSTRUCTION

Ownership and Usage

Answer all questions below. If the question is not applicable, state such and why

Who is the current owner of the project's footprint: **Aitkin County**

Who is the current owner of the project (building, structure or facility), if not new construction: **Aitkin County**

How will ownership be transferred to the applying entity if the applying entity does not yet own the footprint, building, structure, or facility: **N/A**

Who will operate and maintain the property or facility (project) after project completion: **Aitkin County**

Will there be any other users or tenants of the facility other than the owner: (Yes/No): **No**

If so, will any of these tenants be frequent users or already have a lease/use agreement (Yes/No):
If unsure, please contact DEED

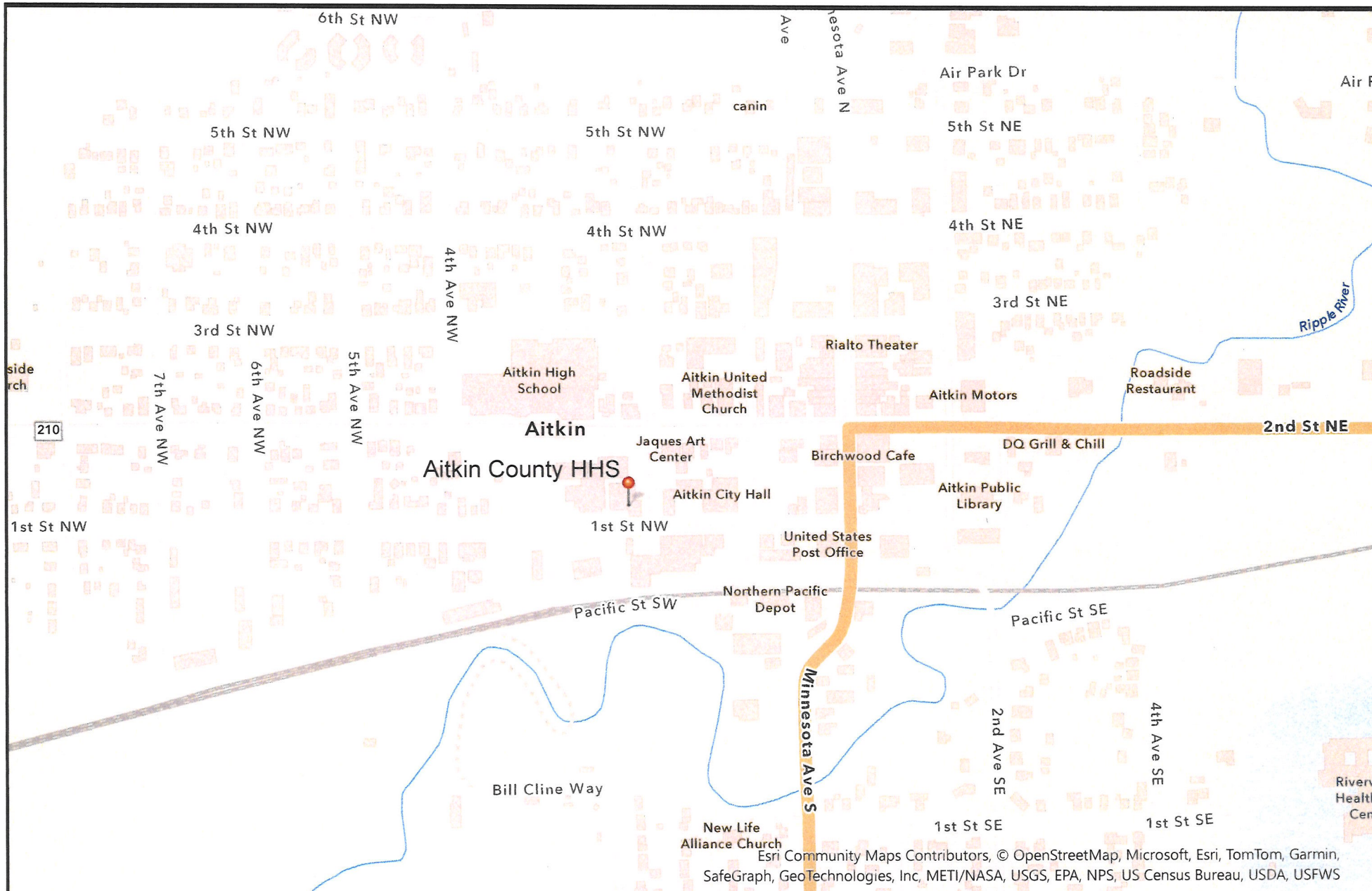
If so, name the users or tenants and how they would use the completed project:

Will the project involve executing a naming rights agreement with any entity (Yes/No): **No**

Describe who will own, operate and maintain the property and/or facility after project completion:
Aitkin County

Questions

1. If applicable, do any aspects of the project have historical significance? If so, which historical organizations will be consulted or need to approve any of the plans for improvements or demolition of or to any building? If so, please outline how these organizations will be involved. If they will not be involved, or their participation is not applicable, please outline why: **No aspects of historical significance**
2. Attach a map of the city with the location of the project indicated on the map: **See attached**
3. Attach engineering and/or architectural total project cost estimate documents. If not available, how do we know the projected costs are professionally estimated: **See attached estimates prepared by Contegrity Group, Inc.**
4. What is the useful life of the project after completion? *Note that the pending grant agreement and public ownership of the project will need to be maintained for 125% of the useful life of the project. So, for example, a project with a useful life of 30 years will have a grant agreement in effect for 37.5 years and need to be owned for the same amount of time. Any sale or any change of use not outlined in the enabling legislation would trigger repayment of a pro-rata share of grant funds back to the state.* **30 Years**

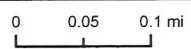


Map may not be valid at this scale. Data was mapped at an accuracy of 1:24000 so any representation of the data at a larger scale is not advised.

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.



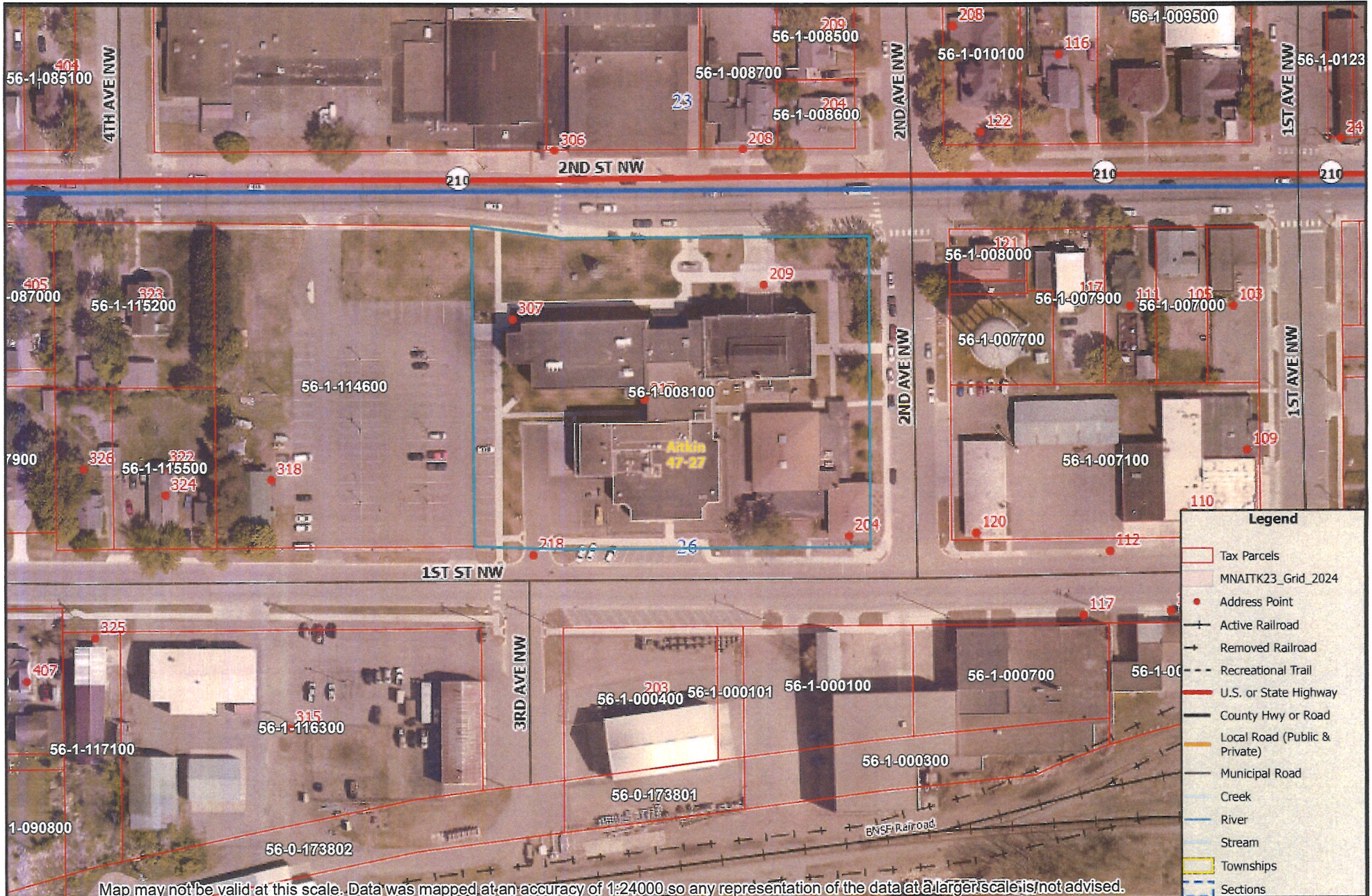
1:9,028



Aitkin County HHS



Date: 1/2/2025



Map may not be valid at this scale. Data was mapped at an accuracy of 1:24000 so any representation of the data at a larger scale is not advised.

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.



1:2,257

0 0.01 0.03 mi

AITKIN COUNTY



Date: 1/2/2025

- Legend**
- Tax Parcels
 - MNAITK23_Grid_2024
 - Address Point
 - + Active Railroad
 - + Removed Railroad
 - Recreational Trail
 - U.S. or State Highway
 - County Hwy or Road
 - Local Road (Public & Private)
 - Municipal Road
 - Creek
 - River
 - Stream
 - Townships
 - Sections

AITKIN COUNTY | HUMAN SERVICES REMODEL

Plans Dated: 7-16-24

DRAFT Concept Estimate Update: 7-22-24.v1



DIVISIONS OF WORK	CONCEPT TOTALS	Cost / SF (20,182)
Division 02 - Existing Conditions	162,744.00	8.06
Division 03 - Concrete	14,423.00	0.71
Division 04 - Masonry	31,600.00	1.57
Division 05 - Metals	27,000.00	1.34
Division 06 - Woods, Plastics and Composites	207,364.10	10.27
Division 07 - Thermal & Moisture Protection	60,364.00	2.99
Division 08 - Openings	318,350.00	15.77
Division 09 - Finishes	745,907.50	36.96
Division 10 - Specialties	67,600.00	3.35
Division 11 - Equipment	0.00	0.00
Division 12 - Furnishings	0.00	0.00
Division 13 - Special Construction	0.00	0.00
Division 14 - Conveying Equipment	0.00	0.00
Division 21 - Fire Suppression	90,819.00	4.50
Division 22 - Mech/Plumbing	348,630.00	17.27
Division 23 - Heating, Ventilating & Air Conditioning	554,601.36	27.48
Division 24 - Test and Balancing	10,091.00	0.50
Division 25 - Temperature Controls	131,183.00	6.50
Division 26 - Electrical	565,096.00	28.00
Division 27 - Communication	73,058.84	3.62
Division 28 - Electronic Safety and Security	61,500.00	3.05
Division 31 - Earthwork	0.00	0.00
Division 32 - Exterior Improvements	0.00	0.00
Division 33 - Utilities	0.00	0.00
Sub Total Construction	3,470,331.80	171.95
** General Requirements (Allowance of 8% Carried)	277,626.54	
Grant Funding - Cost Adjustment Modifier - Allowance	260,274.89	
Building Permitting / Plan Review	38,500.00	
WAC / SAC (Water and Sewer Access Fees) - Existing to Remain	n/a	
Design / Bid / Construction Contingency (Concept Allowance of 7.5% Carried)	281,096.88	
Construction Cost	4,327,830.10	
Professional Fees (Arch. / Eng. / Cx Agent / CM - Allowance of 15% Carried)	649,174.52	
Sub Total	4,977,004.62	
Owner Items		
Inflation / Escalation Factor - Midpoint of Const. (Allowance Consideration)	TBD	
Hazardous Materials - Report / Remediation (Anything Identified)	TBD	
Property Relocation Costs - Moving Expenses (Allowance)	50,000.00	
FF&E - Office Furnishings - Budget to be Confirmed (Allowance)	662,799.95	
FF&E - Signage (Allowance)	15,000.00	
FF&E - Window Treatments	20,000.00	
Residential Appliances (Refr. / Range / Etc...) Allowance	15,000.00	
White Noise System - Allowance	25,000.00	
Technology / AV / Projectors / Etc... - Improvements necessary	TBD	
Camera / Recording System - Interview Rooms	TBD	
Medical / Fitness Equipment	TBD	
Financing / Bond Costs / Interest Earnings	TBD	
TOTAL PROJECT COST*	5,764,804.57	
Other Items		
Alternate Pricing	TBD	

Notes

- * ESTIMATE DOES NOT INCLUDE ANY B3 REQUIREMENTS AT THIS POINT IN TIME.
- * ESTIMATE IS BASED ON AN OPEN COMPETITIVE BID MARKET.
- * ESTIMATE IS BASED ON HISTORICAL VALUES AND IS AN APPROXIMATION OF CONSTRUCTION COSTS FOR 2025
- * BASE PROJECT TOTAL DOES NOT INCLUDE COSTS FOR INCIDENTALS TO ONGOING COUNTY OPERATIONS THAT NEED TO BE ACCOUNTED FOR DURING PHASING AND DISRUPTION OF PROJECT IF NECESSARY.
- ** GENERAL REQUIRMENTS (Owner Budget) are for items such as; Surveying, Soil Borings, Site Fencing, Portable Toilets, Dumpsters, Office Trailer, Plan Reproduction, Mailing Fees, Temp Signage, Temp Power, Temp Heat/Cool, Special Inspections/Testing, Builders Risk Insurance, Temp Enclosures, Safety Barricades, Fire Protection, Moving Expense, Final Cleaning, Temp Storage, On Site Supervision, This Budget will be refined and established in conjunction with the owner and the architect based on the anticipated needs of the project.

AITKIN COUNTY
HUMAN SERVICES REMODEL
Concept Estimate 7-22-24



contegritygroup
 | Construction Management

Division 02 - Existing Conditions	Qty.	U/M	Unit Cost	Amount
Demo Concrete Floor	487	sf	10.00	4,870.00
Demo Block Wall for New Door - Not shown	13	lf	200.00	2,600.00
Demo Walls	20,182	sf	2.00	40,364.00
Remove Window & Frame	70	ea	200.00	14,000.00
Plumbing Demo	20,182	sf	2.00	40,364.00
HVAC Demo	20,182	sf	1.50	30,273.00
Electrical Demo	20,182	sf	1.50	30,273.00
Division 2 Total				162,744.00
Division 03 - Concrete	Qty.	U/M	Unit Cost	Amount
Concrete Slabs				
Slab on Grade 4"	487	sf	24.00	11,688.00
Under slab Vapor Barrier - 10 mil	487	sf	5.00	2,435.00
Conc. Stoops - 4" Topping	0	sf	5.25	0.00
Sealed concrete	150	sf	2.00	300.00
Division 3 Total				14,423.00
Division 04 - Masonry	Qty.	U/M	Unit Cost	Amount
Interior CMU				
8" Non-Secure - Allowance for Repair Work	1,000	sf	28.00	28,000.00
Misc. CMU				
Set and Grout Frames	12	ea	300.00	3,600.00
Rebar	0	ls	25,000.00	0.00
Exterior CMU				
Stoops (figured as concrete)	0	sf	0.00	0.00
Division 4 Total				31,600.00
Division 05 - Metals	Qty.	U/M	Unit Cost	Amount
Misc. Metal - Allowance for unforeseen / lintels / etc..	1	allow	14,500.00	14,500.00
Roof Access Ladder - TBD w/ Code at Penthouse Access	1	allow	12,500.00	12,500.00
Division 5 Total				27,000.00
Division 06 - Wood, Plastics & Composites	Qty.	U/M	Unit Cost	Amount
Rough carpentry	20,182	sf	2.55	51,464.10
Base cabinets - Assumed amount	175	lf	275.00	48,125.00
Upper cabinets - Not Shown - Assumed amount	147	lf	200.00	29,400.00
Solid Surface Countertops - Assumed amount	175	lf	275.00	48,125.00
Solid Surface Window Sills	242	lf	125.00	30,250.00
Division 6 Total				207,364.10
Division 07 - Thermal & Moisture Protection	Qty.	U/M	Unit Cost	Amount
Joint / Security sealants	20,182	sf	2.00	40,364.00
Incidental Roof Patch - Allowance	1	allow	20,000.00	20,000.00

Fire stopping (Allowance)	0	ls	45,000.00	0.00
Fireproofing - Not utilized	0	sf	0.00	0.00
Damp proofing - Foundation	0	sf	5.00	0.00
Below Grade Insulation	0	sf	1.50	0.00

Division 7 Total **60,364.00**

Division 08 - Doors & Windows	Qty.	U/M	Unit Cost	Amount
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Exterior Aluminum Entrances & Openings

Exterior Alum. Doors in Curtainwalls & Storefronts - Exist. Remain	0	ea	2,800.00	0.00
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Exterior Aluminum Punched Windows

Aluminum Frame (3'-0" x 5'-0")	54	ea	1,425.00	76,950.00
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Aluminum Frame (5'-0" x 5'-0")	16	ea	2,375.00	38,000.00
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Interior Aluminum Doors and Frames

Aluminum vestibule doors in system	3	ea	2,800.00	8,400.00
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Aluminum Frame - Door Hardware (no operator) - Allowance	3	ea	3,000.00	9,000.00
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Aluminum Frame - ADA Operators	2	ea	4,500.00	9,000.00
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Glass and Glazing

Interior Door & Borrow Lite Glazing - Qty. allowance	600	sf	25.00	15,000.00
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Doors and Frames

Interior hollow metal door frames

3'-0" x 7'-0"	64	ea	500.00	32,000.00
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6'-0" x 7'-0"		ea	900.00	0.00
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Interior hollow metal borrowed lite frames

3'-0" x 7'-0" with 1'-8" side lite	0	ea	750.00	0.00
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3'-0" x 7'-0" with 4'-0" side lite	0	ea	1,200.00	0.00
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Interior wood doors

Flush	60	ea	850.00	51,000.00
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Bi-Fold Doors 5'	1	ea	800.00	800.00
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Narrow Vision	0	ea	850.00	0.00
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Full Glass	0	ea	850.00	0.00
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Hollow metal doors

Flush	4	ea	650.00	2,600.00
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Hardware package

	63	ea	1,200.00	75,600.00
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Division 8 Total **318,350.00**

Division 09 - Finishes	Qty.	U/M	Unit Cost	Amount
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Steel Stud and Gypsum Walls / Ceilings

Interior - Non-rated

3-5/8" Stud / Gyp. Brd. One Side - (Assumed 10' high)	11,852	sf	12.00	142,224.00
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3-5/8" Stud / Gyp. Brd. Both Sides - (Assumed 10' high)	12,675	sf	14.00	177,450.00
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3-5/8" Sound batt insulation	24,527	sf	2.50	61,317.50
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6" Stud / Gyp. Brd. Both Sides - (Assumed 10' high)	216	sf	16.50	3,564.00
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6" Sound Batt Insulation	216	sf	3.00	648.00
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Furring

7/8" Hat Channel - (Assumed 10' high)	370	sf	0.00	0.00
Gypsum board soffit	0	lf	20.00	0.00
Gypsum board ceilings - Non-Secure	0	sf	10.00	0.00
Painting - Allowance	20,182	sf	3.50	70,637.00
Acoustical Treatments				
ACT - 24" x 24" Lay in	16,082	sf	6.00	96,492.00
Flooring				
Carpet (w/ 5% waste)	1,583	sy	50.00	79,150.00
Carpet 1 (w/ 5% waste) Walk off (Vestibule)	7	sy	55.00	385.00
LVT (w/ 5% waste)	1,310	sf	9.00	11,790.00
Ceramic Tile - Walls (w/ 5% waste) - 10' High - Bathrooms	3,416	sf	21.00	71,736.00
Porcelain Tile - Floor (w/ 5% waste)	966	sf	29.00	28,014.00
Transition/Schluter Strips (Allowance)	1	ls	2,500.00	2,500.00

Division 9 Total

745,907.50

Division 10 - Specialties

Qty.

U/M

Unit Cost

Amount

Toilet Accessories - Non Detention

Toilet Paper Holders - OPCI	11	ea	70.00	770.00
Paper Towel Dispenser - OPCI	7	ea	70.00	490.00
Soap Dispenser - OPCI	7	ea	70.00	490.00
Mirror 24" x 36" (Small Restroom Mirror)	5	ea	350.00	1,750.00
Mirror 72" x 48" (Large Restrooms / Locker Room Mirror)	2	ea	650.00	1,300.00
Grab Bars (per set) includes ambulatory	7	ea	350.00	2,450.00
Sanitary Napkin Dispenser - OPCI	9	ea	70.00	630.00
Sanitary Napkin Disposal - OPCI	9	ea	70.00	630.00
Mop Holders / Shelf - Janitor Rooms (Not shown)	3	ea	150.00	450.00
Baby Changing Station - Allowance	2	ea	450.00	900.00

Toilet Partitions

Cubicles	8	ea	900.00	7,200.00
Urinal Screens	0	ea	250.00	0.00

Fire Extinguishers & Cabinets

Fire protection w/Cabinet (Allowance)	8	ea	200.00	1,600.00
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Signage

Interior Signage - Allowance	1	ls	5,000.00	5,000.00
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Misc. Specialties

Marker Board - Allowance - Not Shown	1	ls	1,000.00	1,000.00
Tack Board - Allowance - Not Shown	1	ls	5,000.00	5,000.00
Corner guards - Estimated Quantity	106	ea	120.00	12,720.00
Access Panel - Non rated - Allowance - Not Shown	1	ls	4,500.00	4,500.00
Display Case / Tack board - Allowance - Not Shown	1	ls	2,000.00	2,000.00
Cubicles - Incl. in FF&E	65	ea	0.00	0.00
Folding Panel Walls - 1 ea. 24' x 10'	240	sf	78.00	18,720.00

Division 10 Total

67,600.00

Division 11 - Equipment	Qty.	U/M	Unit Cost	Amount
NOT USED				0.00
Division 11 Total				0.00
Division 12 - Furnishings	Qty.	U/M	Unit Cost	Amount
Window Treatments - Assumed FFE		ea	0.00	0.00
Division 12 Total				0.00
Division 13 - Special Construction	Qty.	U/M	Unit Cost	Amount
NOT USED				0.00
Division 13 Total				0.00
Division 14 - Conveying Equipment	Qty.	U/M	Unit Cost	Amount
NOT USED - Assume existing is in good working condition				0.00
Division 14 Total				0.00
Division 21 - Fire Suppression	Qty.	U/M	Unit Cost	Amount
Fire Protection - System (no fire pump)	20,182	sf	4.50	90,819.00
Division 21 Total				90,819.00
Division 22 - Mechanical Plumbing	Qty.	U/M	Unit Cost	Amount
Mechanical/Plumbing	20,182	sf	15.00	302,730.00
Sink	9	ea	1,000.00	9,000.00
Toilet	11	ea	1,800.00	19,800.00
Urinals	2	ea	1,800.00	3,600.00
Water Fountain	3	ea	4,500.00	13,500.00
Division 22 Total				348,630.00
Division 23 - HVAC	Qty.	U/M	Unit Cost	Amount
HVAC	20,182	sf	27.48	554,601.36
Division 23 Total				554,601.36
Division 24 - Test and Balancing	Qty.	U/M	Unit Cost	Amount
Test and Balancing				
Air Balancing	20,182	sf	0.30	6,054.60
Water Balancing	20,182	sf	0.20	4,036.40
Division 24 Total				0.50 10,091.00
Division 25 - Temperature Controls	Qty.	U/M	Unit Cost	Amount
Temperature Controls	20,182	sf	6.50	131,183.00
Division 25 Total				131,183.00
Division 26 - Electrical	Qty.	U/M	Unit Cost	Amount
Electrical	20,182	sf	28.00	565,096.00
Division 26 Total				565,096.00

Division 27 - Communications	Qty.	U/M	Unit Cost	Amount
Voice / Data Cabling	20,182	sf	3.62	73,058.84
Division 27 Total				73,058.84
Division 28 - Electronic Safety and Security	Qty.	U/M	Unit Cost	Amount
Card Access - Allowance (utilize 5 shown in plan)	5	ea	4,500.00	22,500.00
Security Cameras (assume extension of same software lic. County has - cost is for new cameras, shrouds, mounts).	6	ea	6,500.00	39,000.00
Division 28 Total				61,500.00
Division 31 - Earthwork	Qty.	U/M	Unit Cost	Amount
NOT USED				0.00
Division 31 Total				0.00
Division 32 - Exterior Improvements	Qty.	U/M	Unit Cost	Amount
Exterior Improvements (Budget as scope gets refined)				
Curb & Gutter		lf	26.00	0.00
6" Class 5 Base under curb & gutter		cu/yd	32.00	0.00
Parking - 6" Class 5 Granular Base		cu/yd	32.00	0.00
Bituminous Parking 2" Base Course		ton	95.00	0.00
Bituminous Parking 2" Wear Course		ton	95.00	0.00
Geotex fabric		sy	2.00	0.00
Striping Allowance		ls	15,000.00	0.00
Sidewalks - 5' Walks		sf	10.50	0.00
Sidewalks - 5' Walks		sf	10.50	0.00
6" Concrete pavement		sf	16.00	0.00
Concrete Retaining Walls - None shown, no allowance made		lf	265.00	0.00
6" Class 5 Base under site concrete slabs		cu/yd	32.00	0.00
Traffic signage - Allowance		ls	15,000.00	0.00
Landscaping / Site Furnishings Budget - Allowance		ls	98,000.00	0.00
Traffic Control		ls	25,000.00	0.00
Chain-link Perimeter Barrier Fence - 8' w/ Barbwire		lf	75.00	0.00
Access Gate		ea	4,500.00	0.00
Roller Entrance Gate		ea	20,000.00	0.00
Flagpoles		ea	7,500.00	0.00
Entrance Monument Sign Allowance		allow	40,000.00	0.00
Division 32 Total				0.00
Division 33 - Utilities	Qty.	U/M	Unit Cost	Amount
NOT USED				0.00
Division 33 Total				0.00

Project Budget

Proposed activities must match up with legislative language and should include all costs required to complete the project. Complete Tables 1 and 2 below. **Before completing, read the instructions provided. Both contain samples for guidance.**

Table 1

For the Project Activities Column: List separately the components of the project that are eligible items: Capital costs and/or costs assigned in the legislative appropriation. Examples would be predesign, design, and construction elements. List all non-eligible items that are needed for the project as a separate line item. Add rows to the table for more costs as needed.

For Match/Other Funds: Provide the dollar amount for any match and/or other funds that are estimated to be needed to complete the project. Examples - If the legislation mandates a 1:1 match, the DEED funds should be equal to the Match/Other Funds column.

If the total project costs are estimated to exceed the DEED funds and the matching funds, enter the amount of funds that are needed for each line that total the amount needed for the project.

If there is no legislated match for the project, but other funds are needed to complete the estimated project costs, provide those figures in this column as well.

Total Itemized Projected Costs: Make sure that all costs total correctly.

Table 1 – Budget Outline

Sample

Project Activities	DEED/SPAP Funds	Match/Other Funds	Total Itemized Projected Costs
Predesign (only if identified in legislation)	\$9,000	\$9,000	\$18,000
Design (only if identified in legislation)	\$12,000	\$12,000	\$24,000
Roof Replacement	\$60,000	\$60,000	\$120,000
Replace HVAC	\$45,000	\$45,000	\$90,000
Health and Safety System Improvements	\$30,000	\$30,000	\$60,000
ADA Compliance Items	\$16,000	\$26,000	\$42,000
Parking Lot	\$0	\$200,00	\$200,000
Engineering/ Architectural (construction-related, inspection, testing)	\$0	\$23,000	\$23,000
Activities not eligible for grant funds (Any local unit of government work, administration, non-capital costs, feasibility studies, planning, etc.)	\$0	\$65,000	\$65,000
Total Costs	\$172,000	\$270,000	\$642,000

Table 1 – Budget Outline

Project Activities	DEED/SPAP Funds	Match/Other Funds	Total Itemized Projected Cost
Existing Conditions - Demolition	81,372.00	81,372.00	162,744.00
Concrete	7,211.50	7,211.50	14,423.00
Masonry	15,800.00	15,800.00	31,600.00
Metals	13,500.00	13,500.00	27,000.00
Woods, Plastics, Composites	103,682.05	103,682.05	207,364.10
Thermal & Moisture Protection	30,182.00	30,182.00	60,364.00
Openings	159,175.00	159,175.00	318,350.00
Finishes	372,953.75	372,953.75	745,907.50
Specialties	33,800.00	33,800.00	67,600.00
Fire Suppression	45,409.50	45,409.50	90,819.00
Mech/Plumbing	174,315.00	174,315.00	348,630.00
Heating, Ventilation, Air Conditioning	277,300.68	277,300.68	554,601.36
Test & Balancing	5,045.50	5,045.50	10,091.00
Temperature Controls	65,591.50	65,591.50	131,183.00
Electrical	282,548.00	282,548.00	565,096.00
Communication	36,529.42	36,529.42	73,058.84
Electronic Safety & Security	30,750.00	30,750.00	61,500.00
General Requirements & Fees	264,834.10	592,664.21	857,498.31
Owner Items (furnishings,signage,IT,etc.)	0.00	787,799.95	787,799.95
Total Costs	2,000,000.00	3,764,804.57	5,764,804.57

Table 2:

Instructions

Lists all eligible activity items from Table 1 in the first column of Table 2. Eligible items are identified in the legislative language. Leave non-eligible items out of Table 2. Lists sources individually, whether those funds are committed, and the dollar amount assigned for each source in the second column. Per the sample below, outline the committed status of funds in the third column. If not yet committed, outline how they will be committed. Attach more comments to outline commitment, if necessary.

Finally, in the fourth column, assign the dollar amount of costs assigned to the source that corresponds with that row. Add rows as necessary.

Table 2 Sample

Eligible Activity from Table 1	Source of Funds from Table 1 above	Funds Committed? Yes or No	Dollars assigned to source
Predesign	DEED/SPAP	Yes – Legislative Appropriation	\$9,000
Predesign	City General Fund	Yes- In current approved city budget	\$9,000
Design	DEED/SPAP	Yes – Legislative Appropriation	\$12,000
Design	City General Fund	Yes- In current approved city budget	\$12,000
Roof Replacement	DEED/SPAP	Yes – Legislative Appropriation	\$60,000
Roof Replacement	City General Fund	No – Pending Adopted Budget in December	\$60,000
Replace HVAC System	DEED/SPAP	Yes – Legislative Appropriation	\$45,000
ADA Compliance Infrastructure	Happy City United Way	Yes – Award Letter received	\$10,000
Parking Lot	City Street Funds Account	No – Pending Adopted Budget in December	\$200,000
Project – Related Engineering	City Street Funds Account	Pending Adopted Budget	\$23,000
TOTAL			\$577,000

Table 2

Eligible Activity from Table 1	Source of Funds from Table 1 above	Funds Committed? Yes or No	Dollars assigned to source
Existing Conditions - Demolition	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	162,744.00
Concrete	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	14,423.00
Masonry	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	31,600.00
Metals	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	27,000.00
Woods, Plastics, Composites	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	207,364.10
Thermal & Moisture Protection	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	60,364.00
Openings	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	318,350.00
Finishes	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	745,907.50
Specialties	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	67,600.00
Fire Suppression	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	90,819.00
Mech/Plumbing	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	348,630.00
Heating, Ventilation, Air Conditioning	SPAP/Aitkin County	Yes – Legislative Appropriation &	554,601.36

		Current County Capital Plan	
Test & Balancing	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	10,091.00
Temperature Controls	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	131,183.00
Electrical	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	565,096.00
Communication	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	73,058.84
Electronic Safety & Security	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	61,500.00
General Requirements & Fees	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	857,498.31
Owner Items (furnishings, signage, IT, etc.)	Aitkin County	Yes – Current County Capital Plan	787,799.95
Totals			5,764,804.57

Project Timeline

Activity	Finish mm/yy
Site control (if necessary)	N/A
All funding (non-DEED funds) for project secured and in place	01/25
Declaration Recorded or Waiver from MMB secured	04/25
All permits in place	09/25
Project out for public bid	04/25
Bid accepted	05/25
Project started	09/25
Project complete	07/26
Project inspected and operational	08/26

(Check the appropriate box for the Real Property and, if applicable, for the Facility.)

Ownership Interest in the Real Property.

- Fee simple ownership of the Real Property.
- A Real Property/Facility Lease for the Real Property that complies with the requirements contained in Section 2.06.
(If the term of the Real Property/Facility Lease is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)
- An easement for the Real Property that complies with the requirements contained in Section 2.06.
(If the term of the easement is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)

Ownership Interest in, if applicable, the Facility.

- Fee simple ownership of the Facility.
- A Real Property/Facility Lease for the Facility that complies with all of the requirements contained in Section 2.06.
(If the term of the Real Property/Facility Lease is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)
- Not applicable because there is no Facility.

Attachment 2 to Application: Legal Description

Provide the legal description only for the public land footprint on which the property or facility is located.



A435794

Office of the County Recorder
Aitkin County, Minnesota

I HEREBY CERTIFY THE WITHIN INSTRUMENT WAS
FILED, AND/OR RECORDED ON 9/26/2016 9:00 AM

PACKAGE: 52189

REC FEE: \$0.00

Michael T. Moriarty, Aitkin County Recorder

Certified Copy of Resolution Vacating a Street Upon Petition

CITY OF AITKIN
COUNTY OF AITKIN
STATE OF MINNESOTA

RESOLUTION NO. 09-06-16

A RESOLUTION VACATING A (PORTION OF) STREET UPON A PETITION OF A MAJORITY OF ABUTTING LANDOWNERS

THE CITY COUNCIL OF THE CITY OF AITKIN, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, a petition signed by the majority of property owners abutting each side of 3rd Avenue NW (a portion of) street in the boundary of the city was received by the City Clerk on the 9th day of August, 2016; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate 3rd Avenue NW (a portion of) street between 2nd Avenue NW and 4th Avenue NW legally described as:

LEGAL DESCRIPTION – Vacating a portion of First Street in the PLAN OF AITKIN, as platted and recorded, Aitkin County, Minnesota

→ That part of FIRST STREET (now known as 3rd Avenue NW), as platted and recorded in PLAN OF AITKIN, as platted and recorded, Aitkin County, Minnesota which lies northerly of the westerly extension of the south line of Block 16 of said plat of PLAN OF AITKIN, and which lies southerly of a line beginning at the northwest corner of said Block 16 and ending at the northeast corner of Block 1 of WHITE'S ADDITION to the Village of Aitkin, also as platted and recorded, Aitkin County, Minnesota.



WHEREAS, the City Clerk reviewed and examined the signatures on said petition and determined that such signatures constituted a majority of the landowners abutting upon the (portion of) street to be vacated; and

WHEREAS, a public hearing to consider the vacation of such street was held on the 6th day of September, 2016, before the City Council in the Aitkin Library Community Room located at 110 First Avenue NW at 7:00 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 24th and 31st days of August, 2016 and all interested and affected persons were given an opportunity to voice their concerns and be heard;¹ and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because:

Safety for pedestrians and the county building has multiple levels which hinders mobility for senior citizens. Aitkin County Board petitioned to vacate street due to a consideration of a building project to secure the court facilities by adding on to the current facilities for controlled access with screening capabilities. Aitkin County seeks to improve internal operations by placing departments near each other to improve service and efficiency.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AITKIN, COUNTY OF AITKIN MINNESOTA that such petition for vacation is hereby granted and the (portion of) street described as follows is hereby vacated:

3rd Avenue NW (as highlighted in Map above)²

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Adopted by the Council this 6th day of September, 2016.

EFFECTIVE DATE: September 6th, 2016

¹ If the property to be vacated abuts upon, terminates at or is adjacent to public waters, a statement that notice was provided to the commissioner of Natural Resources should be added to this paragraph.

² The description of the street to be vacated should be complete enough to prevent any possible uncertainty or ambiguity. In some cases, particularly where only a portion of a public street or grounds will be vacated, a legal description may be necessary.

AYES

NAYS

Mayor Gary L Tibbitts

X

Council member Keith Nentl

X

Council member Amanda MacDonald

X

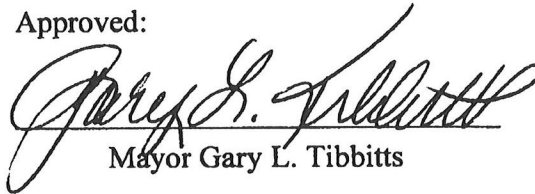
Council member Cori Welshons

X

Council Julie Miller

X

Approved:



Mayor Gary L. Tibbitts

Attested by:

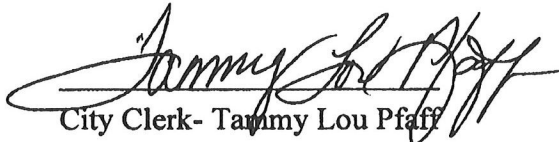


City Clerk Tammy Lou Pfaff



I, Tammy Lou Pfaff Clerk of the City of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on September 6th, 2016 and that the same is true and correct copy of the whole thereof.

WITNESS MY HAND AND OF OFFICE at Aitkin, Minnesota, this 7th day of September, 2016.



City Clerk- Tammy Lou Pfaff

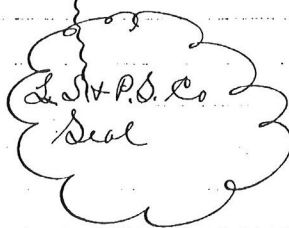
This Indenture made this Twenty first day of May in the year of our Lord One Thousand Eight hundred and Eighty seven between the Lake Superior and Puget Sound Company, by R. S. Belknap, The President of said Company, party of the first part, and The County of Aitkin in the State of Minnesota party of the second part, Witnesseth, that the said party of the first part, in consideration of the sum of Five Hundred Dollars to said Company, in hand paid by said party of the second part, the receipt whereof is hereby acknowledged, has granted Bargained and sold and conveyed, and does by these presents Grant, Bargain, and Sell and Convey, to said party of the second part and its assigns forever, all those tracts pieces or parcels of land lying and being in the County of Aitkin and State of Minnesota, described as follows, to wit:

Lot's numbered from One (1) to Twelve (12) inclusive of Block Number Fifteen (15) in the Town of Aitkin according to the Recorded Plat thereof on file in the Registry of Deeds for the County of Aitkin in the State of Minnesota - To Have and to Hold the same, together with all the hereditaments and appurtenances thereunto belonging, or in any wise appertaining, to the said party of the second part and its assigns forever. And the said Lake Superior and Puget Sound Company, party of the first part its successors and assigns, does covenant with the said party of the second part and assigns, as follows: First, that said Company is lawfully seized of said premises; Second that said Company has good right to convey the same; Third, that the same are free from all incumbrances, and Fourth that the said party of the second part, and assigns, shall quietly enjoy and possess the same; and that the said party of the first part will warrant and defend the title to the same against all lawful claims - In testimony whereof, the said party of the first part has hereunto set the name and corporate seal of said Corporation, the day and year first above written

Signed, sealed and delivered
in presence of
George Hollett
L. R. Kidder

The Lake Superior & Puget Sound Co.
By R. S. Belknap - President

SEAL



State of New York }
County of New York } ss

On this twenty fifth day of May
AD. 1887 before the undersigned personally came R. L. Becknap
to me known to be the President of the Lake Superior and Puget
Sound Company, described in and who executed the foregoing
Deeds, and acknowledged that he executed the same as the
act and deed of said Company

L. R. Kidder
Commissioner for
Minnesota in
New York
Deed

L. R. Kidder
Commissioner of Deeds in New York
for State of Minnesota.

Parcel	Account	Asmt year	Tax year	Type
56-1-008100	42729	2023	2024	RE

Primary owner	Hold tax statement	Escrow	Notes
1 AITKIN COUNTY			

Taxpayer	FALCO	Undeliverable tax address	Lease type
1 AITKIN COUNTY	1 F.O.	N	

Ref. parcel	Dept	Commissioner dist	Emergency#	Surveyed
		1		

Lake #/Name	+	TIF district	MH court number	UDI
				100.00%

Physical address	TIF knock down date	User defined	Billing
209 2ND ST NW			P
AITKIN MN 56431			

Unique Taxing Area

UTA-Township/City	AMBU ****	****	****	Unit
56 AITKIN CITY	00	00	00	
School district	State UTA code			
1 ISD 0001 - Aitkin	100	1	00	

Property Description

version 2

Description	Acres	Lot	Block	Plat - Description
ALL OF BLK 16 INCLUDING VACATED STREET IN DOC 435794	.00			1 PLAN OF AITKIN
	Sect/Twp/Range			2nd Sect/Twp/Range
	26	47.0	27	

Attachment 3 to Application: Conflict of Interest Disclosure
(To be completed by Mayor, Board Chair, or Equivalent)



Conflict of Interest Disclosure

State of Minnesota
Request for Proposals

Instructions: Please return your completed form as part of the Response submittal.

Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making \(August 2020 Effective Date 1/1/21\)](#) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict-of-interest disclosure form.


I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. *(Please describe below):*

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Jessica Seibert

Signature: 

Organization or Local Unit of Government Name: Aitkin County

Date: