

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS December 6, 2016 – BOARD AGENDA

Please note late start time

- 5:30** 1) **J. Mark Wedel, County Board Chairperson**
- A) Call to Order**
 - B) Pledge of Allegiance**
 - C) Board of Commissioners Meeting Procedure**
 - D) Approval of Agenda**
 - E) Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File November 22, 2016 – December 6, 2016**
 - B) Approve November 22, 2016 County Board Minutes**
 - C) Approve Commissioner Warrants**
 - D) Accept \$100 Donation to STS from Jacobson Community Church**
 - E) Adopt Resolution: Snowmobile Trail - Limited Use Permit for TH #47**
 - F) Approve Transfer of Existing Funds into Reserves - Environmental Services**
 - G) Approve Re-Authorization of Agreement for Prosecution Services**
 - H) Adopt Resolution: Cooperative Agreement**
 - I) Approve Motorola Services Agreement 2017**
 - J) Adopt Resolution: Konsor Easement 18-47-24**
 - K) Adopt Resolution: 2017 Liquor License Renewals**
- 5:32** 3) **Patrick Wussow, Interim County Administrator**
- A) County Administrator Selection**
 - B) Personnel Committee**
- 5:50** 4) **Committee Updates**
- 6:00** **Adjourn**

The Aitkin County Board of Commissioners met this 22nd day of November, 2016 at 9:02 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, Interim County Administrator Patrick Wussow and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the amended November 22, 2016 agenda. Item 4C was modified to read "Approve Proposed Provided Document" and Item 4D "Potential Staffing Action" was added.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
November 22, 2016**

CALL TO ORDER**APPROVED AGENDA****HEALTH & HUMAN
SERVICES BOARD****I. Attendance**

The Aitkin County Board of Commissioners met this 22nd day of November, 2016, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Brian Napstad, Anne Marcotte, Don Niemi and Laurie Westerlund, and others present included: Interim County Administrator Patrick Wussow; H&HS Staff Kathy Ryan, Fiscal Supervisor; Jessi Goble, Financial Services Supervisor; Jessi Schultz, Social Service Supervisor; Erin Melz, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Joy Janzen and Roberta Elvecrog, H&HS Advisory Committee Members; Bill Pratt, Bob Harwarth, and Mike Hagen, Citizens.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the Agenda.

III. Review October 25, 2016 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Minutes of the October 25, 2016 Health & Human Services Board Meeting.

IV. Review Bills

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Bills.

V. General/Miscellaneous Information

A. Preliminary Request for Out-of-State travel in the spring of 2017 for Liz Short while serving as the WIC Advisory Group Chair to attend the Annual NWA (National WIC Association) Conference tentatively to be held in Philadelphia. Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve the Preliminary Request for Out-of-State travel in the spring of 2017 for Liz Short while serving as the WIC Advisory Group Chair to attend the Annual NWA (National WIC Association) Conference tentatively to be held in Philadelphia.

VI. Contracts/Agreements

- A. WIC Agreement - Malmo Bethesda Lutheran Church and ACH&HS to provide space to administer the WIC program for the period January 1, 2017 through December 31, 2017.**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried; the vote was to approve the WIC Agreement - Malmo Bethesda Lutheran Church and ACH&HS to provide space to administer the WIC program for the period January 1, 2017 through December 31, 2017.

- B. Service Agreement & Purchase of Service Agreement between Lakes & Pine CAC and Aitkin County H&HS to purchase Family Resource Specialist Services for the period December 1, 2016 to December 31, 2017.** Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve the Service Agreement & Purchase of Service Agreement between Lakes & Pine CAC and Aitkin County H&HS to purchase Family Resource Specialist Services for the period December 1, 2016 to December 31, 2017.

VII. Administrative Reports:

- A. Financial Reports** - Kathleen Ryan reviewed the Financial Report and then noted that we will not have the second half of the tax levy until December. We are right on track with the budget.

VIII. Committee Reports from Commissioners

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte. Committee Members attending today Roberta Elvecrog & Joy Janzen. Draft Copy of the November 2nd meeting minutes included in packet. Joy Janzen noted the members will be discussing the Committee Responsibilities at the December meeting. It was also noted that Cassie Conn gave a presentation on the WRAP Program.
- B. AEOA Committee Update** – Commissioner Westerlund reported that she has already discussed the last AEOA meeting which was their Annual Meeting.
- C. NEMOJT Committee Update** – Commissioner Napstad noted there has not been a meeting.
- D. CJI (Children's Justice Initiative)** – Commissioner Westerlund / Jessi Schultz noted that they had a very short CJI meeting and focused on a farewell party for Judge Solien's retirement.
- E. Lakes & Pines Update** – Commissioner Niemi noted they met yesterday and received a presentation on HeadStart. Additional discussion pertaining to funds for the heating assistance, that 75% of what was spent last year will be awarded this year, that Lakes & Pines applications are on the website and folks will need their last 3 months of income/assets and it is on a first come first serve basis. The actual amount awarded is unknown at this time. The cold weather rules applies from October 15 through April 15 for Natural Gas.

Additional topics discussed at this meeting included:

Commissioner Marcotte gave a "Community Garden Brochure" to Erin Melz to share with the new Public Health Educator, Hannah Colby.

Commissioner Niemi discussed the Lakes & Pines Solar Gardens Presentation.

An extended conversation relative to Joy Janzen's history with the county and various projects.

A discussion relative to the AMC Political Lobbying Agenda included:

- 1) Anoka
- 2) Pay for all out of home placements, not just ICWA
- 3) METS System (MNSURE) Healthcare Programs will be discussed next week in Carlton County at a meeting Jessica Goble will be attending.

Next Meeting – December 20, 2016

Break: 9:55 a.m. to 10:16 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the amended Consent Agenda. Item 2M1, Commissioner Wages for 2017 was pulled from the Consent Agenda for discussion: The amended Consent Agenda was approved as follows: A) Correspondence File: November 8, 2016 to November 21, 2016; B) Approve County Board Minutes: November 8, 2016; C) Approve Commissioner Warrants: General Fund \$82,030.04, Road & Bridge \$84,029.03, Health & Human Services \$1,106.07, State \$300.00, Trust \$19,282.47, Forest Development \$16,258.45, Taxes & Penalties \$86,963.30, Long Lake Conservation Center \$11,850.85; Parks \$7,826.61 for a total of \$309,646.82; D) Approve October Manual Warrants: General Fund \$147,970.79, Road & Bridge \$25.00, Health & Human Services \$1,855.16, State \$1,052,957.64, Trust \$784.05, Taxes & Penalties \$1,026.00, Long Lake Conservation Center \$2,041.51 for a total of \$1,206,660.15; E) Approve Auditor Warrants - October Sales & Use Tax: General Fund \$495.11, Road & Bridge \$1,876.54, Health & Human Services \$0.71, State \$7,604.50, Trust \$417.25, Forest Development \$2.35, Long Lake Conservation Center \$110.21, Parks \$137.83 for a total of \$10,644.50, F) Approve Auditor Warrants: 2016 Period 2 RE Tax Settlement Payments: \$2,925,144.44; G) Approve Highway Department Contract Payment: \$1,231,110.56; H) Adopt Resolution: Request for Reimbursement of Property Tax Relief; I) Approve Public Hearing Date for Amendments to the General Zoning & Shoreland Management Ordinances; J) Adopt Resolution: 2016 Federal Boating Supplemental Equipment Grant Agreement; K) Adopt Resolution: All Terrain Vehicle Trail Funding; L) Approve Release of Combination Mortgage - Quadna Mountain; M) Approve Personnel Committee Recommendations: 2.) Elected Official (Department Head) Wages for 2017, 3.) HHS Positions

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, to adopt resolution – Request for

BREAK

**REGULAR BOARD
RECONVENES**

CONSENT AGENDA

Reimbursement of Property Tax Relief:

WHEREAS, the County of Aitkin experienced wind and storm events on July 20 and 21, 2016, and;

WHEREAS, said disaster caused extensive property damage to residential and seasonal properties in the County of Aitkin, and;

WHEREAS, a local emergency has been declared pursuant to section 12.29 by the Aitkin County Board of Commissioners in resolution 20160726-050, and;

WHEREAS, Minnesota Statutes, sections 273.1231 – 273.1235 provide for property tax relief upon reassessment of properties damaged by disaster, and upon application to the Governor of the State of Minnesota and the Executive Council, and;

WHEREAS, the minimum requirements of the aforementioned statutes have been met as demonstrated in the attached damage assessment reports;

NOW, THEREFORE, BE IT RESOLVED by the County of Aitkin that the County of Aitkin hereby requests that the property tax abatements and credits granted to property owners under sections 273.1231 – 273.1235 for the disaster that occurred on July 20 and 21, 2016, be reimbursed pursuant to the provisions of Minnesota Statutes, sections 273.1231 – 273.1235.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to set public hearing on proposed amendments to the General Zoning & Shoreland Management Ordinances on December 19, 2016, at the Planning Commission meeting.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to adopt resolution - 2016 Federal Boating Supplemental Equipment Grant Agreement:

BE IT RESOLVED, that the Aitkin County Board of Commissioners approve the 2016 Boat & Water Federal Safety Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$20,077.00 for the term of October 1, 2016 through January 31, 2017.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to adopt resolution - All Terrain Vehicle Trail Funding:

WHEREAS, local units of government can apply for State aide for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

WHEREAS, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

**RESOLUTION
20161122-073
REQUEST FOR
REIMBURSEMENT OF
PROPERTY TAX
RELIEF**

**PUBLIC HEARING
SET FOR PROPOSED
ORDINANCE
AMENDMENTS**

**RESOLUTION
20161122-074
2016 FEDERAL
BOATING
SUPPLEMENTAL
EQUIPMENT GRANT
AGREEMENT**

**RESOLUTION
20161122-075
ALL TERRAIN
VEHICLE TRAIL
FUNDING**

WHEREAS, Clubs wish to contract with the County for maintaining these trails, and

WHEREAS, these trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Trail Administrator be authorized to apply for Grants in Aide assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Hill City Connector trail, Solana ATV trails, Axtell technical area.

BE IT FURTHER RESOLVED, that the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to approve the following Personnel Committee recommendations:

Adopt Resolution - 2017 Elected Officials Salaries

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2017 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar \$86,093.23 plus \$575.00 one-time lump sum payment
County Treasurer, Lori Grams \$73,952.71 plus \$575.00 one-time lump sum payment
County Recorder, Michael Moriarty \$66,418.52
County Sheriff, Scott Turner \$98,775.97 plus \$575.00 one-time lump sum payment
County Attorney, Jim Ratz \$116,126.48 plus \$575.00 one-time lump sum payment

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

FT Case Aide Position

Authorize filling a full-time Case Aide position and backfill, if filled with internal hire.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried (3-1-1 Marcotte opposed, Napstad abstained) to adopt resolution – 2017 Commissioner Salaries:

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2017 County Commissioner's salary at \$30,253.00, which is the same rate of pay as 2016. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

PERSONNEL COMMITTEE RECOMMENDATIONS

RESOLUTION 20161122-076 2017 ELECTED OFFICIALS SALARIES

FT CASE AIDE POSITION

RESOLUTION 20161122-077 2017 COMMISSIONER SALARIES

Lori Grams, Treasurer reviewed the 2016 Third Quarter Investment Report with the Board.

**2016 3rd QUARTER
INVESTMENT
REPORT**

Chuck Knandel, Jr. of the State Auditor's Office reviewed the 2015 State Audit with the Board via telephone conference.

2015 STATE AUDIT

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-1 Wedel), to approve 2017 base appropriation of \$37,900 for Aitkin County CARE, plus an additional \$8,000 for 2017 only, due to management turnover and a loss of grant application opportunities, for a total of \$45,900 for 2017.

**2017 FUNDING
REQUEST - CARE**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to approve separation agreement with Thomas Burke, Health & Human Services Director, as presented.

**APPROVE
SEPARATION
AGREEMENT**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to authorize filling the vacant Health & Human Services Director position.

**AUTHORIZE
FILLING HEALTH &
HUMAN SERVICES
DIRECTOR POSITION**

Ross Wagner, Economic Development & Forest Industry Coordinator updated the Board on the Blandin Broadband Community and discussed Aitkin County Broadband Development Grant. Consensus is for this to be brought back to the Board at a future Board meeting.

BROADBAND

Ross Wagner, Economic Development & Forest Industry Coordinator discussed with the Board holding public informational meetings on a proposed new building addition. He also presented a proposal from Bruce Schwartzman, BKV Group for Initial Design Services for Aitkin County Government Facility. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to approve the proposal from BKV Group of \$20,800 plus reimbursables not to exceed \$1,200.

**BUILDING ADDITION
DISCUSSION**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve Hydroponics Study Proposal from Avolve, Lakewood CO at no cost to Aitkin County.

**HYDROPONICS
STUDY PROPOSALS**

The Board discussed the following: ACA, Forest Advisory, Library, Park Board, CARE, Mille Lacs Band Summit, DAC, AIS, EDA, Aitkin County Water Planning Task Force, Tri-County Coalition of Mille Lacs Lake, Extension GOT VIVA, and Canvassing Board.

BOARD DISCUSSION

Break: 12:37 p.m. to 1:23 p.m.

BREAK

The Board interviewed three final candidates for County Administrator: 1.) Scott Peters, 2.) Kathleen Ryan, and 3.) Jessica Seibert

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to schedule the December 6th regular County Board meeting at 5:30 p.m. in the County Boardroom, just prior to the annual Budget Hearing which is scheduled for 6:05 p.m. in the County Boardroom.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to adjourn the meeting at 4:18 p.m.

**COUNTY
ADMINISTRATOR
INTERVIEWS**

**DECEMBER 6TH
COUNTY BOARD
MEETING**

ADJOURN

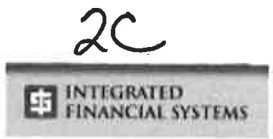
J. Mark Wedel, Board Chair
Aitkin County Board of Commissioners

Patrick Wussow, Interim County Administrator

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11/29/16 4:00PM

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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

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

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1 General Fund

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1	DEPT		Commissioners		
248	Association of Mn Counties				
	01- 001- 000- 0000- 6241		25.00	AMC District One- Napstad	45806
	01- 001- 000- 0000- 6241		25.00	AMC District One- Marcotte	45806
	01- 001- 000- 0000- 6241		25.00	AMC District One- Niemi	45806
248	Association of Mn Counties		75.00	3 Transactions	Registration Fee
6097	Verizon Wireless				
	01- 001- 000- 0000- 6250		31.43	Cell phone charges	286287802
				10/07/2016 11/06/2016	0
	01- 001- 000- 0000- 6250		35.01	Monthly mifi charge	786663881
				10/05/2016 11/04/2016	0
6097	Verizon Wireless		66.44	2 Transactions	Telephone
1	DEPT Total:		141.44	Commissioners	2 Vendors 5 Transactions
12	DEPT				
10385	Brandt Law Office				
	01- 012- 000- 0000- 6232		200.00	Professional Services	26361
10385	Brandt Law Office		200.00	1 Transactions	Attorney Services
8175	Centurylink				
	01- 012- 000- 0000- 6250		151.49	LD/LOCAL Q4	313645966
8175	Centurylink		151.49	1 Transactions	Telephone
12781	CK Law PLLC				
	01- 012- 000- 0000- 6232		10.80	Mileage 01- JV- 16- 10	20@.54
	01- 012- 000- 0000- 6232		105.00	Fees 01- JV- 16- 10	273
	01- 012- 000- 0000- 6232		210.00	Fees 01- JV- 16- 672	274
	01- 012- 000- 0000- 6232		277.50	Fees 01- JV- 16- 1239	275
	01- 012- 000- 0000- 6232		43.20	Mileage 01- JV- 16- 1239	80@.54
	01- 012- 000- 0000- 6232		43.20	Mileage 01- JV- 16- 672	80@.54
12781	CK Law PLLC		689.70	6 Transactions	Attorney Services
11385	Goossens, Ma Lp/Paul				
	01- 012- 000- 0000- 6232		1,100.00	psychological testing	01CR- 14- 887
11385	Goossens, Ma Lp/Paul		1,100.00	1 Transactions	Attorney Services
5851	Gustafson Attorney at Law/Jean M.				

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1 General Fund

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-012-000-0000-6232	120.00	Fees 01-PR-16-480		Attorney Services
01-012-000-0000-6232	72.90	Mileage	135@.54	Attorney Services
01-012-000-0000-6232	1,170.00	Fees 01-PR-16-766	15.6@75.00	Attorney Services
01-012-000-0000-6232	1,837.50	Fees 01-PR-16-480	24.5@75.00	Attorney Services
01-012-000-0000-6232	2,092.50	Fees 01-PR-16-854	27.9@75.00	Attorney Services
01-012-000-0000-6232	280.80	Mileage	520@.54	Attorney Services
01-012-000-0000-6232	334.80	Mileage	620@.54	Attorney Services
5851 Gustafson Attorney at Law/Jean M.	5,908.50			
		7 Transactions		
2810 Larson/Shari S				
01-012-000-0000-6232	1,250.00	Fees		Attorney Services
01-012-000-0000-6232	1,000.00	Fees		Attorney Services
01-012-000-0000-6232	60.48	Mileage	112@.54	Attorney Services
01-012-000-0000-6232	120.96	Mileage	224@.54	Attorney Services
2810 Larson/Shari S	2,431.44			
		4 Transactions		
12 DEPT Total:	10,481.13	Court Administration	6 Vendors	20 Transactions
40 DEPT		Auditor		
88012 Aitkin Co Auditor				
01-040-021-0000-6205	219.79	Postage		Postage
88012 Aitkin Co Auditor	219.79		1 Transactions	
783 Canon Financial Services, Inc				
01-040-000-0000-6231	220.24	Contract Charges-026	16680481	Services, Labor, Contracts
783 Canon Financial Services, Inc	220.24		1 Transactions	
8175 Centurylink				
01-040-000-0000-6250	27.46	LD/LOCAL	313645966	Telephone
01-040-021-0000-6250	309.55	Local Calls License Center	314154028	License Center- Phone
8175 Centurylink	337.01		2 Transactions	
10185 Centurylink Communications Inc				
01-040-021-0000-6250	54.67	October LD	320146217	License Center- Phone
10185 Centurylink Communications Inc	54.67		1 Transactions	
12287 Prestige Window Washing				
01-040-021-0000-6231	10.00	Wash windows at license ctr	0130	Services, Labor, Contracts

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1 General Fund

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>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>
12287	Prestige Window Washing		10.00	1 Transactions		
86235	The Office Shop Inc					
	01- 040- 021- 0000- 6405		78.82	Office Supplies	1015339- 0	Office & Computer Supplies
	01- 040- 021- 0000- 6405		43.89-	return calendar	1015339- 0	Office & Computer Supplies
	01- 040- 021- 0000- 6405		9.75	3 adding machine ribbons	1015339- 1	Office & Computer Supplies
	01- 040- 021- 0000- 6405		15.59	Calendar	1015801- 0	Office & Computer Supplies
	01- 040- 021- 0000- 6405		11.96	Ink Cartridge	288444- 0	Office & Computer Supplies
	01- 040- 021- 0000- 6405		22.93	Office Supplies	288849- 0	Office & Computer Supplies
86235	The Office Shop Inc		95.16	6 Transactions		
40	DEPT Total:		936.87	Auditor	6 Vendors	12 Transactions
42	DEPT			Treasurer		
8175	Centurylink					
	01- 042- 000- 0000- 6250		10.44	LD/LOCAL	313645966	Telephone
8175	Centurylink		10.44	1 Transactions		
5892	McGregor Printing & Graphics, Inc					
	01- 042- 000- 0000- 6405		1,237.50	25,000 #10 Window Envelopes	191745	Office & Computer Supplies
5892	McGregor Printing & Graphics, Inc		1,237.50	1 Transactions		
10930	Tidholm Productions					
	01- 042- 000- 0000- 6405		74.40	Marriage Record Sheet	8819 6123	Office & Computer Supplies
10930	Tidholm Productions		74.40	1 Transactions		
42	DEPT Total:		1,322.34	Treasurer	3 Vendors	3 Transactions
43	DEPT			Assessor		
8175	Centurylink					
	01- 043- 000- 0000- 6250		34.49	LD/LOCAL	313645966	Telephone
8175	Centurylink		34.49	1 Transactions		
4641	Holiday Credit Office					
	01- 043- 000- 0000- 6511		525.62	Fuel- October	1400000147443	Gas And Oil
4641	Holiday Credit Office		525.62	1 Transactions		
6097	Verizon Wireless					

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1 General Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01- 043- 000- 0000- 6250		monthly cell phone bill	680690882	Telephone
		10/02/2016 11/01/2016	0	
6097 Verizon Wireless		1 Transactions		
43 DEPT Total:	710.02	Assessor	3 Vendors	3 Transactions
44 DEPT		Central Services		
8175 Centurylink				
01- 044- 000- 0000- 6250	6.91	LD/LOCAL	313645966	Telephone
8175 Centurylink	6.91	1 Transactions		
10185 Centurylink Communications Inc				
01- 044- 000- 0000- 6250	0.72	Toll Free Charges	320295974	Telephone
10185 Centurylink Communications Inc	0.72	1 Transactions		
13624 MailFinance				
01- 044- 048- 0000- 6301	573.27	Lease Sept 18- Dec 17	N6243926	Postage Rentals
13624 MailFinance	573.27	1 Transactions		
44 DEPT Total:	580.90	Central Services	3 Vendors	3 Transactions
49 DEPT		Information Technologies		
8175 Centurylink				
01- 049- 000- 0000- 6250	24.06	LD/LOCAL	313645966	Telephone
8175 Centurylink	24.06	1 Transactions		
49 DEPT Total:	24.06	Information Technologies	1 Vendors	1 Transactions
52 DEPT		Administration/Personnel Dept		
8175 Centurylink				
01- 052- 000- 0000- 6250	37.02	LD/LOCAL	313645966	Telephone
8175 Centurylink	37.02	1 Transactions		
13412 Pemberton, Sorlie, Rufer & Kershner PLLI				
01- 052- 000- 0000- 6232	34.00	Partner- Heggem.2@170.00	20146317000M	Attorney Services
01- 052- 000- 0000- 6232	4,182.00	Partner- Hastings 24.6@170.00	20146317000M	Attorney Services
01- 052- 000- 0000- 6232	819.00	Legal Assist- Peterson 7.8@105.	20146317000M	Attorney Services
01- 052- 000- 0000- 6232	871.50	Paralegal- Hanson 8.3@105.00	20146317000M	Attorney Services

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	01- 052- 000- 0000- 6232		106.80	Photocopies	20146317000M	Attorney Services
	01- 052- 000- 0000- 6232		271.08	Mileage	20146317000M	Attorney Services
13412	Pemberton, Sorlie, Rufer & Kershner PLLC		6,284.38			
				6 Transactions		
6097	Verizon Wireless					
	01- 052- 000- 0000- 6250		26.02	Monthly mifi charge	786663881	Telephone
				10/05/2016 11/04/2016	0	
6097	Verizon Wireless		26.02		1 Transactions	
52	DEPT Total:		6,347.42	Administration/Personnel Dept	3 Vendors	8 Transactions
60	DEPT			Elections		
10878	Sew Much & More					
	01- 060- 000- 0000- 6205		29.13	Summary Statements to SOS	438108	Postage
10878	Sew Much & More		29.13		1 Transactions	
60	DEPT Total:		29.13	Elections	1 Vendors	1 Transactions
90	DEPT			Attorney		
340	Anoka Co Sheriff					
	01- 090- 000- 0000- 6405		70.00	Subpoena 01CR15664	16004435	Office & Computer Supplies
340	Anoka Co Sheriff		70.00		1 Transactions	
783	Canon Financial Services, Inc					
	01- 090- 000- 0000- 6405		355.45	Contract Charge- 028	16698038	Office & Computer Supplies
				11/20/2016 12/19/2016	0	
783	Canon Financial Services, Inc		355.45		1 Transactions	
8175	Centurylink					
	01- 090- 000- 0000- 6250		44.38	LD/LOCAL	313645966	Telephone
8175	Centurylink		44.38		1 Transactions	
10185	Centurylink Communications Inc					
	01- 090- 000- 0000- 6250		0.74	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		0.74		1 Transactions	
89541	Culligan					
	01- 090- 000- 0000- 6213		56.00	Monthly water supplies	150X00850503	Drug & Forfeiture Ms387.213

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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>
89541	Culligan		56.00		1 Transactions	
5173	THOMSON REUTERS- WEST PUBLISHING					
	01- 090- 000- 0000- 6406		1,216.02	October Information charges	834981882	Law Publ. & Subscriptions
	01- 090- 000- 0000- 6406		117.00	Sustantice Crim Law inserts	835081526	Law Publ. & Subscriptions
	01- 090- 000- 0000- 6406		93.75	Mn Practice Series	835081526	Law Publ. & Subscriptions
5173	THOMSON REUTERS- WEST PUBLISHING		1,426.77		3 Transactions	
90	DEPT Total:		1,953.34	Attorney	6 Vendors	8 Transactions
100	DEPT			Recorder		
8175	Centurylink					
	01- 100- 000- 0000- 6250		26.80	LD/LOCAL	313645966	Telephone
8175	Centurylink		26.80		1 Transactions	
2261	Hoppe/Roxann C.					
	01- 100- 000- 0000- 6330		103.84	Mileage/Vitals Training	236@.44	Transportation & Travel
2261	Hoppe/Roxann C.		103.84		1 Transactions	
10795	Moriarty/Michael					
	01- 100- 000- 0000- 6332		123.48	vital records training hotel	82067410	Hotels / Motels
10795	Moriarty/Michael		123.48		1 Transactions	
3951	Pro West & Associates, Inc					
	01- 100- 195- 0000- 6231		27.50	Technical Assistance- Haasken	000951	Services, Labor, Contracts- Land Records
3951	Pro West & Associates, Inc		27.50		1 Transactions	
100	DEPT Total:		281.62	Recorder	4 Vendors	4 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services					
	01- 110- 000- 0000- 6422		36.72	tissue, multi- towels,mop	2200851685	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		36.72		1 Transactions	
246	Brothers Fire & Security					
	01- 110- 000- 0000- 6231		505.00	2016 annual sprinkler inspecti	18721	Services, Labor, Contracts
246	Brothers Fire & Security		505.00		1 Transactions	

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8175	Centurylink				
	01- 110- 000- 0000- 6250	2.42	LD/LOCAL	313645966	Phone
8175	Centurylink	2.42		1 Transactions	
1491	Dutch's Electric, Inc				
	01- 110- 000- 0000- 6231	73.55	install receptacle in Court Ad	24926	Services, Labor, Contracts
1491	Dutch's Electric, Inc	73.55		1 Transactions	
2186	Hillyard Inc - Kansas City				
	01- 110- 000- 0000- 6422	504.98	Towels, soap, cleaners, liners	602310983	Janitorial Supplies
	01- 110- 000- 0000- 6422	44.56	Cord set	700260297	Janitorial Supplies
2186	Hillyard Inc - Kansas City	549.54		2 Transactions	
2340	Hyytinen Hardware Hank				
	01- 110- 000- 0000- 6422	16.97	Roller, power strips	1358842	Janitorial Supplies
	01- 110- 000- 0000- 6422	39.99	Charger	1363624	Janitorial Supplies
2340	Hyytinen Hardware Hank	56.96		2 Transactions	
3950	Public Utilities				
	01- 110- 000- 0000- 6254	1,604.28	Courthouse		Utilities & Heating
	01- 110- 000- 0000- 6254	26.60	Old County Garage		Utilities & Heating
	01- 110- 000- 0000- 6254	425.34	Jail West Annex		Utilities & Heating
	01- 110- 000- 0000- 6254	94.25	Glarco		Utilities & Heating
	01- 110- 000- 0000- 6254	236.43	LA Tool Building		Utilities & Heating
	01- 110- 000- 0000- 6254	113.32	CH Building Coordinator		Utilities & Heating
3950	Public Utilities	2,500.22		6 Transactions	
6097	Verizon Wireless				
	01- 110- 000- 0000- 6250	31.27	Cell phone charges	286287802	Phone
			10/07/2016 11/06/2016	0	
6097	Verizon Wireless	31.27		1 Transactions	
110	DEPT Total:	3,755.68	Courthouse Maintenance	8 Vendors	15 Transactions
120	DEPT		Service Officer		
12445	Brandl Chevrolet, Buick GMC				
	01- 120- 000- 0000- 6302	34.43	Vet Van Oil Change	226031	Car Maintenance
12445	Brandl Chevrolet, Buick GMC	34.43		1 Transactions	

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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>
8175	Centurylink					
	01- 120- 000- 0000- 6250		50.75	LD/LOCAL	313645966	Telephone
8175	Centurylink		50.75	1 Transactions		
10185	Centurylink Communications Inc					
	01- 120- 000- 0000- 6250		1.67	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		1.67	1 Transactions		
120	DEPT Total:		86.85	Service Officer	3 Vendors	3 Transactions
122	DEPT			Planning & Zoning		
89471	Aitkin Co 4- H Council					
	01- 122- 000- 0000- 6405		600.00	15 Plat Books		Office, Computer, Film, & Field Supplies
89471	Aitkin Co 4- H Council		600.00	1 Transactions		
783	Canon Financial Services, Inc					
	01- 122- 000- 0000- 6231		248.73	Monthly copier charges- 029	16680483	Services, Labor, Contracts, Programming
783	Canon Financial Services, Inc		248.73	1 Transactions		
8175	Centurylink					
	01- 122- 000- 0000- 6250		74.37	LD/LOCAL	313645966	Telephone
8175	Centurylink		74.37	1 Transactions		
13066	Hargrave/Bryan					
	01- 122- 000- 0000- 6231		1,750.00	CONTRACT INSPECTIONS	5@350.00	Services, Labor, Contracts, Programming
				11/14/2016 11/18/2016	0	
13066	Hargrave/Bryan		1,750.00	1 Transactions		
4641	Holiday Credit Office					
	01- 122- 000- 0000- 6511		45.99	October Gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		45.99	1 Transactions		
2340	Hyytinen Hardware Hank					
	01- 122- 000- 0000- 6405		40.43	Misc. supplies	1366846	Office, Computer, Film, & Field Supplies
2340	Hyytinen Hardware Hank		40.43	1 Transactions		
12077	Stromberg/Kevin					
	01- 122- 000- 0000- 6350		50.00	BOA Meeting	11/2/16	Per Diem
	01- 122- 000- 0000- 6350		20.00	Onsites	11/2/16	Per Diem

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01- 122- 038- 0000- 6330		BOA/Onsites mileage	163@.54	Boa/Pc Mileage
12077	Stromberg/Kevin				
		88.02			
		158.02			
			3 Transactions		
86235	The Office Shop Inc				
	01- 122- 000- 0000- 6405	15.18	Paper pads	1015557- 0	Office, Computer, Film, & Field Supplies
86235	The Office Shop Inc	15.18			
			1 Transactions		
6097	Verizon Wireless				
	01- 122- 000- 0000- 6250	40.69	Monthly cellular charges	380690138	Telephone
6097	Verizon Wireless	40.69			
			1 Transactions		
122	DEPT Total:	2,973.41	Planning & Zoning	9 Vendors	11 Transactions
123	DEPT		Coroner		
988	Hennepin Co Medical Centers				
	01- 123- 000- 0000- 6260	54.00	ME 16- 2801		Autopsies- - Pathologist, Xrays, Etc
	01- 123- 000- 0000- 6260	54.00	ME 16- 2805		Autopsies- - Pathologist, Xrays, Etc
988	Hennepin Co Medical Centers	108.00			
			2 Transactions		
3987	Ramsey County Medical Examiner				
	01- 123- 000- 0000- 6260	1,400.00	ME 16- 2801		Autopsies- - Pathologist, Xrays, Etc
	01- 123- 000- 0000- 6260	500.00	ME 16- 2805		Autopsies- - Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner	1,900.00			
			2 Transactions		
123	DEPT Total:	2,008.00	Coroner	2 Vendors	4 Transactions
200	DEPT		Enforcement		
11960	ASAP Towing				
	01- 200- 000- 0000- 6359	172.00	tow Chev Calalier 16- 3769	4226	Wrecker Service
11960	ASAP Towing	172.00			
			1 Transactions		
86467	Auto Value Aitkin				
	01- 200- 000- 0000- 6405	19.99	adhesive cleaner	40092619	Office Supplies
86467	Auto Value Aitkin	19.99			
			1 Transactions		
246	Brothers Fire & Security				
	01- 200- 000- 0000- 6231	362.50	Nov. 2016 sprinkler inspection	18723	Services & Labor (Incl Contracts)

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<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>
246 Brothers Fire & Security		362.50			
			1 Transactions		
13325 Bruggman/Paul					
01- 200- 040- 0000- 6304		59.40	October miles	110@.54	TZD Grant Expenses
01- 200- 040- 0000- 6304		28.50	October Phone,Internet	30% of \$95.00	TZD Grant Expenses
01- 200- 040- 0000- 6304		992.00	October Hours Worked	31@32.00	TZD Grant Expenses
13325 Bruggman/Paul		1,079.90			
			3 Transactions		
8175 Centurylink					
01- 200- 000- 0000- 6250		157.97	LD/LOCAL PROBATION	313645966	Telephone
01- 200- 000- 0000- 6250		121.61	LD/LOCAL	313645966	Telephone
8175 Centurylink		279.58			
			2 Transactions		
10185 Centurylink Communications Inc					
01- 200- 000- 0000- 6250		90.30	October LD	320146217	Telephone
01- 200- 000- 0000- 6250		6.46	Toll Free Charges	320295974	Telephone
10185 Centurylink Communications Inc		96.76			
			2 Transactions		
3392 Exsted/Debra					
01- 200- 000- 0000- 6511		8.71	Gas/TRIAD Meeting	11/15/16	Gas And Oil
3392 Exsted/Debra		8.71			
			1 Transactions		
13073 Lakes Area Lock & Door Hardware Inc.					
01- 200- 000- 0000- 6231		140.00	repair admin door lock	2176	Services & Labor (Incl Contracts)
13073 Lakes Area Lock & Door Hardware Inc.		140.00			
			1 Transactions		
4181 NLEAC					
01- 200- 000- 0000- 6240		75.00	2017 NLEAC Membership		Dues
4181 NLEAC		75.00			
			1 Transactions		
13864 Sandberg/Kristi					
01- 200- 000- 0000- 6150		1,000.00	December Health Insurance		Health Insurance- Employer
13864 Sandberg/Kristi		1,000.00			
			1 Transactions		
86235 The Office Shop Inc					
01- 200- 000- 0000- 6405		85.22	Calendars	1015424- 0	Office Supplies
86235 The Office Shop Inc		85.22			
			1 Transactions		
13934 Tire Barn					

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	01- 200- 000- 0000- 6302		#221 tire repair	16492	Car Maintenance
	01- 200- 000- 0000- 6302		#210 oil change	36501	Car Maintenance
	01- 200- 000- 0000- 6302		#218 4 tires, install	36543	Car Maintenance
	01- 200- 000- 0000- 6302		#209 4 tires, oil change	36620	Car Maintenance
	01- 200- 000- 0000- 6302		#211 oil change, 4 tires	36644	Car Maintenance
13934	Tire Barn		1,961.19	5 Transactions	
9642	WEX BANK				
	01- 200- 000- 0000- 6511		3,443.12	Gas for squads	0424007043961 Gas And Oil
9642	WEX BANK		3,443.12	1 Transactions	
200	DEPT Total:		8,723.97	Enforcement	13 Vendors 21 Transactions
202	DEPT			Boat & Water	
12445	Brandl Chevrolet, Buick GMC				
	01- 202- 000- 0000- 6302		296.94	reduced power,replace fuse	225552 B&W Maintenance
12445	Brandl Chevrolet, Buick GMC		296.94	1 Transactions	
3950	Public Utilities				
	01- 202- 000- 0000- 6254		21.54	Boat & Water	Utilities
3950	Public Utilities		21.54	1 Transactions	
9642	WEX BANK				
	01- 202- 000- 0000- 6511		25.95	Gas	0424007043961 Gas And Oil
9642	WEX BANK		25.95	1 Transactions	
13847	WHITES LEGACY GARAGE				
	01- 202- 000- 0000- 6302		178.95	Winterize F75 Merc, oil change	10/18/16 B&W Maintenance
	01- 202- 000- 0000- 6302		797.78	F75 Merc. starter,airfilter,wi	10/31/16 B&W Maintenance
	01- 202- 000- 0000- 6302		65.00	Winterize Mille Lacs boat	11/16/16 B&W Maintenance
13847	WHITES LEGACY GARAGE		1,041.73	3 Transactions	
202	DEPT Total:		1,386.16	Boat & Water	4 Vendors 6 Transactions
204	DEPT			ATV	
9642	WEX BANK				
	01- 204- 000- 0000- 6511		308.49	Gas	0424007043961 Gas And Oil

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<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>
9642	WEX BANK		308.49	1 Transactions		
204	DEPT Total:		308.49	ATV	1 Vendors	1 Transactions
252	DEPT			Corrections		
246	Brothers Fire & Security					
	01- 252- 000- 0000- 6231		362.50	Nov.2016 sprinkler inspection	18723	Services & Labor (Incl Contracts)
246	Brothers Fire & Security		362.50	1 Transactions		
783	Canon Financial Services, Inc					
	01- 252- 000- 0000- 6231		96.07	monthly lease dispatch copier	16680479	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc		96.07	1 Transactions		
8175	Centurylink					
	01- 252- 000- 0000- 6250		244.20	LD/LOCAL	313645966	Telephone
8175	Centurylink		244.20	1 Transactions		
10185	Centurylink Communications Inc					
	01- 252- 000- 0000- 6250		6.46	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		6.46	1 Transactions		
5583	Crawford Supply Company					
	01- 252- 252- 0000- 6408		141.52	commissary supplies	766492	Commissary Supplies
5583	Crawford Supply Company		141.52	1 Transactions		
14192	Cuellar/Melinda					
	01- 252- 000- 0000- 5861		5.00	overcharged for nurse visit	reimb.\$5	Medical Co Pay From Inmates
14192	Cuellar/Melinda		5.00	1 Transactions		
88628	Dalco					
	01- 252- 000- 0000- 6422		313.22	Jail paper products	3100716	Janitorial Supplies
88628	Dalco		313.22	1 Transactions		
2186	Hillyard Inc - Kansas City					
	01- 252- 000- 0000- 6422		1,118.38	Janitorial	602311017	Janitorial Supplies
2186	Hillyard Inc - Kansas City		1,118.38	1 Transactions		
5503	Keefe Supply Company					
	01- 252- 252- 0000- 6408		652.24	Commissary Supplies	766491	Commissary Supplies

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5503	Keefe Supply Company		652.24	1 Transactions		
13844	MCKESSON MEDICAL SURGICAL					
	01- 252- 000- 0000- 6262		464.72	medical supplies	89312893	Medical Expenses & Supplies - Inmates
13844	MCKESSON MEDICAL SURGICAL		464.72	1 Transactions		
13691	MEnD Correctional Care, PLLC					
	01- 252- 000- 0000- 6262		57.20	K2 Urine test cards	1641	Medical Expenses & Supplies - Inmates
13691	MEnD Correctional Care, PLLC		57.20	1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea					
	01- 252- 000- 0000- 6254		276.92	Shelter/Tower	34- 54- 015- 01	Utilities & Heating
3160	Mille Lacs Energy Coop- Albert Lea		276.92	1 Transactions		
9692	Minnesota Energy Resources Corporation					
	01- 252- 000- 0000- 6254		460.62	Gas Jail	0505221488	Utilities & Heating
	01- 252- 000- 0000- 6254		525.22	Gas Jail	0505399584	Utilities & Heating
	01- 252- 000- 0000- 6254		70.70	Gas STS	0506726121	Utilities & Heating
9692	Minnesota Energy Resources Corporation		1,056.54	3 Transactions		
10276	Mowers/Ben					
	01- 252- 000- 0000- 6410		194.80	4 pairs of pants	11/14/16	Clothing Allowance
10276	Mowers/Ben		194.80	1 Transactions		
3789	Pan- O- Gold Baking Company					
	01- 252- 000- 0000- 6418		175.11	Groceries	010024631509	Groceries
	01- 252- 000- 0000- 6418		154.02	Groceries	010024632225	Groceries
3789	Pan- O- Gold Baking Company		329.13	2 Transactions		
11947	Phoenix Supply					
	01- 252- 000- 0000- 6424		39.80	inmate supplies	10520	Inmate Supplies
11947	Phoenix Supply		39.80	1 Transactions		
3950	Public Utilities					
	01- 252- 000- 0000- 6254		53.75	Sheriff garage		Utilities & Heating
	01- 252- 000- 0000- 6254		2,073.87	New Jail		Utilities & Heating
	01- 252- 000- 0000- 6254		4,393.28	New Jail 2		Utilities & Heating
3950	Public Utilities		6,520.90	3 Transactions		

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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>
11538	RCB Collections Range Credit Bureau Inc					
	01- 252- 000- 0000- 6231		15.13	Credit reports		Services & Labor (Incl Contracts)
11538	RCB Collections Range Credit Bureau Inc		15.13	1 Transactions		
9499	Reliance Telephone Systems, Inc					
	01- 252- 252- 0000- 6406		700.00	Phone Cards	D- 18355	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc		700.00	1 Transactions		
12930	River Oaks Dental					
	01- 252- 000- 0000- 6262		373.00	D.Johnson (Cook County)	003728	Medical Expenses & Supplies - Inmates
12930	River Oaks Dental		373.00	1 Transactions		
4681	Streichers					
	01- 252- 000- 0000- 6410		71.98	uniform pants Ben	I1234805	Clothing Allowance
4681	Streichers		71.98	1 Transactions		
4761	Sysco Minnesota Inc					
	01- 252- 000- 0000- 6418		60.38-	Return groceries	0072355PU	Groceries
	01- 252- 000- 0000- 6420		29.50	Nail Brush	610260676	Kitchen Supplies
	01- 252- 000- 0000- 6418		3,821.49	Groceries	611100696	Groceries
	01- 252- 000- 0000- 6418		3,171.54	Groceries	611170814	Groceries
4761	Sysco Minnesota Inc		6,962.15	4 Transactions		
86235	The Office Shop Inc					
	01- 252- 000- 0000- 6405		85.21	Calendars	1015424- 0	Office & Computer Supplies
86235	The Office Shop Inc		85.21	1 Transactions		
13934	Tire Barn					
	01- 252- 000- 0000- 6302		50.44	Oil change- xport Impala	36527	Car Maintenance
13934	Tire Barn		50.44	1 Transactions		
9642	WEX BANK					
	01- 252- 000- 0000- 6330		340.73	Gas for squads	0424007043961	Prisoner Transportation & Travel
9642	WEX BANK		340.73	1 Transactions		
252	DEPT Total:		20,478.24	Corrections	25 Vendors	33 Transactions
253	DEPT			Sentence to Serve		
	117 Aitkin County Sheriff					

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
01- 253- 000- 0000- 6241		plates for STS pickup		Registration Fee/license plates
117 Aitkin County Sheriff	30.00	1 Transactions		
8175 Centurylink				
01- 253- 000- 0000- 6250	6.70	LD/LOCAL	313645966	Telephone
8175 Centurylink	6.70	1 Transactions		
5551 Unclaimed Freight North				
01- 253- 000- 0000- 6405	11.58	nut & bolt buster	086045	Operating Supplies
01- 253- 000- 0000- 6405	9.21	paint brushes	11/18/16	Operating Supplies
5551 Unclaimed Freight North	20.79	2 Transactions		
253 DEPT Total:	57.49	Sentence to Serve	3 Vendors	4 Transactions
254 DEPT		Enhanced 911 System		
2437 Independent Emerg Services,Llc				
01- 254- 000- 0000- 6231	76,510.87	60% Vesta Sentinal 4 System	081059	Services, Labor, Contracts
01- 254- 000- 0000- 6231	60,073.50	Maintenance 11/9/16- 11/8/21	081060	Services, Labor, Contracts
2437 Independent Emerg Services,Llc	136,584.37	2 Transactions		
10135 Optimum Communications Corp.				
01- 254- 000- 0000- 6610	1,582.86	Caller ID interface card	333425	Equipment
10135 Optimum Communications Corp.	1,582.86	1 Transactions		
254 DEPT Total:	138,167.23	Enhanced 911 System	2 Vendors	3 Transactions
255 DEPT		General Crime Victim Grant		
8175 Centurylink				
01- 255- 000- 0000- 6250	12.30	LD/LOCAL	313645966	Telephone
8175 Centurylink	12.30	1 Transactions		
255 DEPT Total:	12.30	General Crime Victim Grant	1 Vendors	1 Transactions
257 DEPT		Community Corrections		
11997 Minnesota Monitoring				
01- 257- 022- 0000- 6406	48.75	Monitoring Vickie N	3300	Sobriety Crt Expenses
01- 257- 022- 0000- 6406	302.25	Monitoring Trishanda R	3300	Sobriety Crt Expenses
01- 257- 267- 0000- 6341	2,603.25	Monitoring Equip Rental	3301	Equipment Rental

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11997	Minnesota Monitoring		2,954.25	3 Transactions		
9489	Redwood Toxicology Laboratory, Inc					
	01- 257- 022- 0000- 6406		20.14	Testing	126458201610	Sobriety Crt Expenses
9489	Redwood Toxicology Laboratory, Inc		20.14	1 Transactions		
257	DEPT Total:		2,974.39	Community Corrections	2 Vendors	4 Transactions
280	DEPT			Emergency Management		
10185	Centurylink Communications Inc					
	01- 280- 000- 0000- 6250		1.12	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		1.12	1 Transactions		
280	DEPT Total:		1.12	Emergency Management	1 Vendors	1 Transactions
390	DEPT			Environmental Health (FBL)		
89471	Aitkin Co 4- H Council					
	01- 390- 000- 0000- 6405		40.00	1 Plat Books		Office, Film, And Field Supplies
89471	Aitkin Co 4- H Council		40.00	1 Transactions		
8175	Centurylink					
	01- 390- 000- 0000- 6250		9.34	LD/LOCAL	313645966	Telephone
8175	Centurylink		9.34	1 Transactions		
4641	Holiday Credit Office					
	01- 390- 000- 0000- 6511		114.48	October Gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		114.48	1 Transactions		
12486	Leitinger/Michelle					
	01- 390- 000- 0000- 6208		46.45	reimb. for SSEAS	Paster Trainin	Training/Education
12486	Leitinger/Michelle		46.45	1 Transactions		
86235	The Office Shop Inc					
	01- 390- 000- 0000- 6405		49.00	Laminating	288792- 0	Office, Film, And Field Supplies
86235	The Office Shop Inc		49.00	1 Transactions		
390	DEPT Total:		259.27	Environmental Health (FBL)	5 Vendors	5 Transactions

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
391	DEPT			Solid Waste		
89471	Aitkin Co 4- H Council					
	01- 391- 000- 0000- 6405		80.00	2 Plat Books		Office & Film Supplies
89471	Aitkin Co 4- H Council		80.00			
				1 Transactions		
8175	Centurylink					
	01- 391- 000- 0000- 6250		12.85	LD/LOCAL	313645966	Telephone
8175	Centurylink		12.85			
				1 Transactions		
4641	Holiday Credit Office					
	01- 391- 000- 0000- 6511		22.20	October Gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		22.20			
				1 Transactions		
2763	J & H Transfer Station- Lakes Sanitary					
	01- 391- 060- 0000- 6360		752.85	Monthly recycling contract		Recycling Contract
2763	J & H Transfer Station- Lakes Sanitary		752.85			
				1 Transactions		
6097	Verizon Wireless					
	01- 391- 000- 0000- 6250		58.70	Monthly cellular	286252299	Telephone
				10/03/2016	11/02/2016	
					0	
6097	Verizon Wireless		58.70			
				1 Transactions		
391	DEPT Total:		926.60	Solid Waste	5 Vendors	5 Transactions
392	DEPT			Water Wells		
405	A.W. Research Laboratories, Inc.					
	01- 392- 000- 0000- 6231		21.00	Coliform Sampling	15617	Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.		21.00			
				1 Transactions		
13679	THOMAS SCIENTIFIC					
	01- 392- 000- 0000- 6405		90.01	Silver Sulfate	995942	Office & Film Supplies
	01- 392- 000- 0000- 6405		307.12	Series Handle BNC	997283	Office & Film Supplies
13679	THOMAS SCIENTIFIC		397.13			
				2 Transactions		
392	DEPT Total:		418.13	Water Wells	2 Vendors	3 Transactions
601	DEPT			Extension		
8175	Centurylink					

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Vendor Name		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	01- 601- 000- 0000- 6250		LD/LOCAL	313645966	Telephone
8175	Centurylink	4.61			
		4.61		1 Transactions	
601	DEPT Total:	4.61	Extension	1 Vendors	1 Transactions
711	DEPT		Economic Development		
8175	Centurylink				
	01- 711- 000- 0000- 6250	2.86	LD/LOCAL	313645966	Telephone
8175	Centurylink	2.86			
			1 Transactions		
12718	Up North Riders				
	01- 711- 000- 0000- 6303	485.00	Reimburse for signage expense	Glen's Sign	Mcnight/Blandin Grant Expenses
12718	Up North Riders	485.00			
			1 Transactions		
711	DEPT Total:	487.86	Economic Development	2 Vendors	2 Transactions
1	Fund Total:	205,838.07	General Fund		191 Transactions

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT				Undesignated		
12742	Kasel/Donald						
	03-000-000-0000-5857			500.00	DEPOSIT REFUND		Culverts
12742	Kasel/Donald			500.00		1 Transactions	
14191	Schmidt/Dan						
	03-000-000-0000-5857			500.00	DEPOSIT REFUND		Culverts
14191	Schmidt/Dan			500.00		1 Transactions	
0	DEPT Total:			1,000.00	Undesignated	2 Vendors	2 Transactions
301	DEPT				R&B Administration		
89471	Aitkin Co 4- H Council						
	03-301-000-0000-6400			600.00	PLAT BOOKS	5460- 5474	Supplies And Materials
89471	Aitkin Co 4- H Council			600.00		1 Transactions	
783	Canon Financial Services, Inc						
	03-301-000-0000-6300			212.26	CONTRACT CHARGE	16680480	Service Contracts
783	Canon Financial Services, Inc			212.26		1 Transactions	
12002	Johnson/Carter						
	03-301-000-0000-6241			20.00	BOILER LICENSE FEE	529862	Fees/Prof/Misc
12002	Johnson/Carter			20.00		1 Transactions	
9671	Pitney Bowes						
	03-301-000-0000-6205			140.22	POSTAGE INK	1002485876	Postage
9671	Pitney Bowes			140.22		1 Transactions	
301	DEPT Total:			972.48	R&B Administration	4 Vendors	4 Transactions
302	DEPT				R&B Engineering/Construction		
9028	Thompson/Randall						
	03-302-000-0000-6411			75.99	WORK BOOT REIMB	382	Safety Footwear
9028	Thompson/Randall			75.99		1 Transactions	
9882	University Of Minnesota						
	03-302-000-0000-6296			120.00	ERIC CERVANTEZ		Meeting Expense/Physicals

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Vendor	Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		9882	University Of Minnesota			120.00		1 Transactions				
302	DEPT Total:					195.99	R&B Engineering/Construction		2 Vendors		2 Transactions	
303	DEPT						R&B Highway Maintenance					
	50 Aitkin Body Shop, Inc		03- 303- 000- 0000- 6298			112.68	AITKIN SHOP SUPPLIES		955		Shop Maintenance	
	50 Aitkin Body Shop, Inc					112.68		1 Transactions				
	195 Aitkin Tire Shop		03- 303- 000- 0000- 6590			51.00	REPAIR LABOR		0- 056487		Repair & Maintenance Supplies	
			03- 303- 000- 0000- 6590			368.00	REPAIR LABOR		0- 056498		Repair & Maintenance Supplies	
			03- 303- 000- 0000- 6590			2,576.00	TIRES		0- 056498		Repair & Maintenance Supplies	
	195 Aitkin Tire Shop					2,995.00		3 Transactions				
12106	Antoine Electric		03- 303- 000- 0000- 6298			568.95	REPLACE WALLPACK		16167		Shop Maintenance	
12106	Antoine Electric					568.95		1 Transactions				
8048	Cemstone Products Co		03- 303- 000- 0000- 6524			3,438.11	SALT SAND		A6071185		Winter Sand	
			03- 303- 000- 0000- 6524			2,594.80	SALT SAND		A6071284		Winter Sand	
8048	Cemstone Products Co					6,032.91		2 Transactions				
8175	Centurylink		03- 303- 000- 0000- 6254			77.23	LD/LOCAL		313645966		Utilities	
			03- 303- 000- 0000- 6254			31.33	FAX: HWY OFFICE		NOV- DEC		Utilities	
8175	Centurylink					108.56		2 Transactions				
11411	Charter Communications		03- 303- 000- 0000- 6254			140.25	PHONE: HWY OFFICE		NOV- DEC		Utilities	
11411	Charter Communications					140.25		1 Transactions				
1430	Dotzler Power Equipment		03- 303- 000- 0000- 6298			44.97	AITKIN SHOP SUPPLIES		86594		Shop Maintenance	
1430	Dotzler Power Equipment					44.97		1 Transactions				
13468	G & K Services		03- 303- 000- 0000- 6298			18.93	SHOP LAUNDRY		1043622262		Shop Maintenance	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13468	G & K Services		SHOP LAUNDRY	1043627894	Shop Maintenance
		18.93			
		37.86			
			2 Transactions		
1818	Glen's Sign Dezin		DECAL		Repair & Maintenance Supplies
		186.00			
1818	Glen's Sign Dezin				
		186.00			
			1 Transactions		
11715	Granite Electronics		AITKIN SHOP SUPPLIES	153003146- 1	Shop Maintenance
		93.00			
11715	Granite Electronics				
		93.00			
			1 Transactions		
13228	Hardrives, Inc.		COLD MIX	14217	Asphalt,Crackfiller,Tack Oil,Etc
		2,840.50			
13228	Hardrives, Inc.				
		2,840.50			
			1 Transactions		
91187	Lake Country Power		OCT- NOV SWATARA	140946401	Utilities
		268.53			
91187	Lake Country Power				
		268.53			
			1 Transactions		
2831	Little Falls Machine Inc		REPAIR PARTS	0- 0058874	Repair & Maintenance Supplies
		97.83			
2831	Little Falls Machine Inc				
		97.83			
			1 Transactions		
2941	M R Sign Co Inc		RESIDENT E- 911 SIGN	193419	Signs & Posts
		692.94			
		470.54	BLANKS	193420	Signs & Posts
		464.28	STOP SIGN	193420	Signs & Posts
2941	M R Sign Co Inc				
		1,627.76			
			3 Transactions		
10824	Maney International Inc		REPAIR PARTS	738336	Repair & Maintenance Supplies
		595.95			
		42.20	REPAIR PARTS	738591	Repair & Maintenance Supplies
		199.16	FILTERS	739433	Repair & Maintenance Supplies
10824	Maney International Inc				
		837.31			
			3 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea		POWER: PALISADE	18- 52- 026- 01	Utilities
		319.93			
		52.21	169 & CSAH 3	19- 23- 010- 01	Utilities
		119.49	POWER: MCGREGOR	29- 53- 003- 01	Utilities

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	03- 303- 000- 0000- 6254		959.02	POWER: AITKIN	33- 52- 007- 02	Utilities
	03- 303- 000- 0000- 6254		58.58	169 & CSAH 28	39- 62- 022- 01	Utilities
	03- 303- 000- 0000- 6254		36.61	CSAH 12	40- 06- 000- 01	Utilities
	03- 303- 000- 0000- 6254		56.32	47 & CSAH 2	54- 51- 104- 01	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		1,602.16			
				7 Transactions		
10701	Northern Safety Technology Inc					
	03- 303- 000- 0000- 6590		391.28	REPAIR PARTS	42466	Repair & Maintenance Supplies
10701	Northern Safety Technology Inc		391.28			
				1 Transactions		
10720	Nuss Truck & Equipment					
	03- 303- 000- 0000- 6590		138.16	REPAIR PARTS	3160092P	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		6.67	REPAIR PARTS	3160124P	Repair & Maintenance Supplies
10720	Nuss Truck & Equipment		144.83			
				2 Transactions		
90805	Temco					
	03- 303- 000- 0000- 6298		457.68	AITKIN SHOP	20764	Shop Maintenance
90805	Temco		457.68			
				1 Transactions		
8364	Towmaster, Inc					
	03- 303- 000- 0000- 6590		1,172.92	REPAIR PARTS	386290	Repair & Maintenance Supplies
8364	Towmaster, Inc		1,172.92			
				1 Transactions		
8279	Winzer Corporation					
	03- 303- 000- 0000- 6298		42.86	AITKIN SHOP SUPPLIES	5724616	Shop Maintenance
	03- 303- 000- 0000- 6298		167.53	AITKIN SHOP SUPPLIES	5731797	Shop Maintenance
8279	Winzer Corporation		210.39			
				2 Transactions		
303	DEPT Total:		19,971.37	R&B Highway Maintenance	21 Vendors	38 Transactions
3	Fund Total:		22,139.84	Road & Bridge		46 Transactions

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
400	DEPT			Public Health Department		
8175	Centurylink					
	05- 400- 440- 0410- 6250		2.05	LD/LOCAL	313645966	Telephone
	05- 400- 440- 0410- 6250		17.08	LD/LOCAL- HHS	313645966	Telephone
	05- 400- 440- 0410- 6250		74.26	LD/LOCAL PH	313645966	Telephone
8175	Centurylink		93.39	3 Transactions		
10185	Centurylink Communications Inc					
	05- 400- 440- 0410- 6250		6.57	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		6.57	1 Transactions		
400	DEPT Total:		99.96	Public Health Department	2 Vendors	4 Transactions
420	DEPT			Income Maintenance		
8175	Centurylink					
	05- 420- 600- 4800- 6250		4.37	LD/LOCAL	313645966	Telephone
	05- 420- 600- 4800- 6250		36.31	LD/LOCAL- HHS	313645966	Telephone
	05- 420- 600- 4800- 6250		335.93	LD/LOCAL - IM	313645966	Telephone
	05- 420- 640- 4800- 6250		90.96	LD/LOCAL- CS	313645966	Telephone
8175	Centurylink		467.57	4 Transactions		
10185	Centurylink Communications Inc					
	05- 420- 600- 4800- 6250		13.97	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		13.97	1 Transactions		
420	DEPT Total:		481.54	Income Maintenance	2 Vendors	5 Transactions
430	DEPT			Social Services		
8175	Centurylink					
	05- 430- 700- 4800- 6250		6.43	LD/LOCAL	313645966	Telephone
	05- 430- 700- 4800- 6250		53.39	LD/LOCAL- HHS	313645966	Telephone
	05- 430- 700- 4800- 6250		529.16	LD/LOCAL- SS	313645966	Telephone
8175	Centurylink		588.98	3 Transactions		
10185	Centurylink Communications Inc					
	05- 430- 700- 4800- 6250		20.55	Toll Free Charges	320295974	Telephone
10185	Centurylink Communications Inc		20.55	1 Transactions		

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	<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
430	DEPT Total:		609.53	Social Services	2 Vendors	4 Transactions
5	Fund Total:		1,191.03	Health & Human Services		13 Transactions

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
921	DEPT		Co. Development		
8175	Centurylink				
	10- 921- 000- 0000- 6250	5.27	LD/LOCAL - GIS	313645966	Telephone
	10- 921- 000- 0000- 6250	2.53	LD/LOCAL- SURVEYOR	313645966	Telephone
8175	Centurylink	7.80	2 Transactions		
14086	Cummings/Quinn				
	10- 921- 000- 0000- 6231	150.00	trap 3 nuisance beaver	Soo Line	Services, Labor, Contracts
14086	Cummings/Quinn	150.00	1 Transactions		
14193	Hietalati/Willy				
	10- 921- 000- 0000- 6231	182.06	Beaver Control S Soo Line	15717	Services, Labor, Contracts
14193	Hietalati/Willy	182.06	1 Transactions		
8612	Veenker/Thomas H				
	10- 921- 000- 0000- 6240	230.00	MSPS Membership Dues		Dues
8612	Veenker/Thomas H	230.00	1 Transactions		
921	DEPT Total:	569.86	Co. Development	4 Vendors	5 Transactions
923	DEPT		Forfeited Tax Sales		
195	Aitkin Tire Shop				
	10- 923- 000- 0000- 6590	187.50	tire, nuts/Labor	56534	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590	145.00	Tires for ATV trailer	56543	Repair & Maintenance Supplies
195	Aitkin Tire Shop	332.50	2 Transactions		
783	Canon Financial Services, Inc				
	10- 923- 000- 0000- 6405	327.05	Contract charges- 034 Lobby	16680487	Office Supplies
783	Canon Financial Services, Inc	327.05	1 Transactions		
8175	Centurylink				
	10- 923- 000- 0000- 6250	16.26	LD/LOCAL	313645966	Telephone
8175	Centurylink	16.26	1 Transactions		
2410	Jacobs/Mark H				
	10- 923- 000- 0000- 6330	42.24	mileage/SFEC webinar cloquet	96@.44	Transportation & Travel
2410	Jacobs/Mark H	42.24	1 Transactions		

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10 Trust

Vendor <u>Name</u>		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</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>
923	DEPT Total:		718.05	Forfeited Tax Sales	4 Vendors	5 Transactions
926	DEPT			Law Library		
5173	THOMSON REUTERS- WEST PUBLISHING					
	10- 926- 000- 0000- 6408		1,222.37	August Information charges	834623268	Law Books
	10- 926- 000- 0000- 6408		699.92	Subscription Charges	834701850	Law Books
				08/05/2016 09/04/2016	0	
				2 Transactions		
5173	THOMSON REUTERS- WEST PUBLISHING		1,922.29			
926	DEPT Total:		1,922.29	Law Library	1 Vendors	2 Transactions
10	Fund Total:		3,210.20	Trust		12 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 28

DKB1
11/29/16 4:00PM
11 Forest Development

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
924 DEPT		Forest Resource		
91022 Courtemanche/Richard				
11- 924- 000- 0000- 6330	16.28	mileage/FAC Palisade	37@.44	Transportation & Travel
11- 924- 000- 0000- 6330	26.84	mileage/Landscape committee	61@.44	Transportation & Travel
91022 Courtemanche/Richard	43.12	2 Transactions		
10906 Shipp/Dale				
11- 924- 000- 0000- 6350	35.00	FAC meeting	11/15/16	Per Diem
11- 924- 000- 0000- 6330	17.28	mileage/FAC meeting	32@.54	Transportation & Travel
10906 Shipp/Dale	52.28	2 Transactions		
10017 Tveit/Galen				
11- 924- 000- 0000- 6350	35.00	FAC meeting	11/15/16	Per Diem
11- 924- 000- 0000- 6330	17.28	mileage/FAC Meeting	32@.44	Transportation & Travel
10017 Tveit/Galen	52.28	2 Transactions		
924 DEPT Total:	147.68	Forest Resource	3 Vendors	6 Transactions
925 DEPT		Reforestation		
9354 Kangas Enterprise, Inc				
11- 925- 000- 0000- 6231	90.00	outhouses- Lawler	13762	Services, Labor, Contracts
11- 925- 000- 0000- 6231	90.00	McGregor Soo Line	13762	Services, Labor, Contracts
11- 925- 000- 0000- 6231	90.00	McGrath Soo Line	13762	Services, Labor, Contracts
9354 Kangas Enterprise, Inc	270.00	3 Transactions		
925 DEPT Total:	270.00	Reforestation	1 Vendors	3 Transactions
11 Fund Total:	417.68	Forest Development		9 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 29

DKB1
11/29/16 4:00PM
19 Long Lake Conservation C

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT		LLCC Administration		
12710	AdventureKEEN				
	19- 521- 000- 0000- 6400		63 Journal books for Canteen	48834	Commissary Items
12710	AdventureKEEN		1 Transactions		
85003	Aitkin County DAC				
	19- 521- 000- 0000- 6231		October cleaning service		Services, Labor, Contracts
85003	Aitkin County DAC		1 Transactions		
246	Brothers Fire & Security				
	19- 521- 000- 0000- 6231		Annual monitoring	18594	Services, Labor, Contracts
246	Brothers Fire & Security		1 Transactions		
783	Canon Financial Services, Inc				
	19- 521- 000- 0000- 6231		Contract Charges- 037	16680504	Services, Labor, Contracts
783	Canon Financial Services, Inc		1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea				
	19- 521- 000- 0000- 6254		North Star Lodge	21- 13- 007- 03	Utilities
	19- 521- 000- 0000- 6254		Director's Residence	27- 13- 004- 01	Utilities
	19- 521- 000- 0000- 6254		Energy Center	27- 13- 005- 02	Utilities
	19- 521- 000- 0000- 6254		Dining Hall	27- 13- 006- 01	Utilities
	19- 521- 000- 0000- 6254		Parking Lot	27- 13- 008- 01	Utilities
	19- 521- 000- 0000- 6254		Staff Residence	27- 13- 009- 01	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		6 Transactions		
521	DEPT Total:		LLCC Administration	5 Vendors	10 Transactions
522	DEPT		LLCC Education		
13839	STMA MIDDLE SCHOOL- WEST				
	19- 522- 000- 0000- 6820		refund of overpayment	285	Refunds & Reimbursements
13839	STMA MIDDLE SCHOOL- WEST		1 Transactions		
522	DEPT Total:		LLCC Education	1 Vendors	1 Transactions
523	DEPT		LLCC Food		
5662	McGregor Dairy, Inc				
	19- 523- 000- 0000- 6418		Groceries	26137	Groceries- Students

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 30

DKB1
11/29/16 4:00PM
19 Long Lake Conservation Center

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
5662	McGregor Dairy, Inc		240.74	1 Transactions	
4968	Upper Lakes Foods, Inc				
	19- 523- 000- 0000- 6420		2,218.47	Groceries	805985- 00 Food Service Supplies
4968	Upper Lakes Foods, Inc		2,218.47	1 Transactions	
523	DEPT Total:		2,459.21	LLCC Food	2 Vendors 2 Transactions
524	DEPT			LLCC Maintenance	
86467	Auto Value Aitkin				
	19- 524- 000- 0000- 6302		24.97	Parts for camo truck	40092789 Vehicle Maintenance
86467	Auto Value Aitkin		24.97	1 Transactions	
88628	Dalco				
	19- 524- 000- 0000- 6422		204.14	cleaner,can liners,air freshen	3103010 Janitorial Services/Supplies
88628	Dalco		204.14	1 Transactions	
4010	Rasley Oil Company				
	19- 524- 000- 0000- 6511		31.03	Fuel	15050 Gas And Oil
4010	Rasley Oil Company		31.03	1 Transactions	
524	DEPT Total:		260.14	LLCC Maintenance	3 Vendors 3 Transactions
19	Fund Total:		6,387.67	Long Lake Conservation Center	16 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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DKB1
11/29/16 4:00PM
21 Parks

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
520	DEPT			Parks		
589	Blomberg/Judith					
	21- 520- 000- 0000- 6350		35.00	Parks Meeting	11/14/16	Per Diem
589	Blomberg/Judith		35.00	1 Transactions		
5826	Hayland Woods					
	21- 520- 000- 0000- 6231		5,497.49	Consult Svcs for ampith.rebuil	2661	Services, Labor, Contracts
5826	Hayland Woods		5,497.49	1 Transactions		
2448	Janzen/Carroll Mark					
	21- 520- 000- 0000- 6350		35.00	Parks Meeting	11/14/16	Per Diem
	21- 520- 000- 0000- 6330		30.24	mileage/Parks meeting	56@.54	Transportation & Travel
2448	Janzen/Carroll Mark		65.24	2 Transactions		
9354	Kangas Enterprise, Inc					
	21- 520- 000- 0000- 6231		119.98	Pump Jacobson Wayside	13763	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		260.00	Pump Berglund Park dump statio	13763	Services, Labor, Contracts
9354	Kangas Enterprise, Inc		379.98	2 Transactions		
5759	Kitzrow/Donald					
	21- 520- 000- 0000- 6350		35.00	Parks meeting	11/14/16	Per Diem
	21- 520- 000- 0000- 6330		35.53	Mileage/Parks meeting	65.8@.54	Transportation & Travel
5759	Kitzrow/Donald		70.53	2 Transactions		
12927	Midwest Machinery Co.					
	21- 520- 000- 0000- 6590		2,171.09	repair of chainsaws	1361331	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		750.00-	credit on labor of repair chai	1382576	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		13.26	fuel conditioner	1383477	Repair & Maintenance Supplies
12927	Midwest Machinery Co.		1,434.35	3 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea					
	21- 520- 000- 0000- 6254		104.63	Electricity- Berglund Park	18- 51- 106- 02	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		104.63	1 Transactions		
14194	Minnesota Native Landscape					
	21- 520- 000- 0000- 6406		2,000.00	Pollinator Forb mix w/wheat	14500	Field Supplies
14194	Minnesota Native Landscape		2,000.00	1 Transactions		
14195	Minnesota ShoreWorks LLC					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 32

DKB1
11/29/16 4:00PM
21 Parks

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
14195	Minnesota ShoreWorks LLC		rain garden,Amptheatre rebuild	16004	Services, Labor, Contracts
		10,547.25			
		10,547.25	1 Transactions		
3950	Public Utilities				
	21- 520- 000- 0000- 6254	143.86	Land Dept		Utilities
	21- 520- 000- 0000- 6254	114.25	Mississippi Access		Utilities
	21- 520- 000- 0000- 6254	93.24	Shower Building		Utilities
3950	Public Utilities	351.35			
			3 Transactions		
4927	Turnock/Franklin Allen				
	21- 520- 000- 0000- 6350	35.00	Park meeting	11/14/16	Per Diem
	21- 520- 000- 0000- 6330	32.40	mileage/Parks meeting	66@.54	Transportation & Travel
4927	Turnock/Franklin Allen	67.40			
			2 Transactions		
12065	Warnest/Timothy				
	21- 520- 000- 0000- 6350	35.00	Parks meeting	11/14/16	Per Diem
	21- 520- 000- 0000- 6330	33.48	mileage/Parks meeting	62@.54	Transportation & Travel
12065	Warnest/Timothy	68.48			
			2 Transactions		
520	DEPT Total:	20,621.70	Parks	12 Vendors	21 Transactions
21	Fund Total:	20,621.70	Parks		21 Transactions
	Final Total:	259,806.19	198 Vendors	308 Transactions	

DKB1
11/29/16

4:00PM

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	205,838.07	General Fund
3	22,139.84	Road & Bridge
5	1,191.03	Health & Human Services
10	3,210.20	Trust
11	417.68	Forest Development
19	6,387.67	Long Lake Conservation Center
21	20,621.70	Parks
All Funds	259,806.19	Total

Approved by,

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



Board of County Commissioners Agenda Request

2D
Agenda Item #

Requested Meeting Date: 12/06/16

Title of Item: STS Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Scott Turner		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Scott Turner		Estimated Time Needed:
Summary of Issue: The Jacobson Community Church has made a generous donation of \$100 to the Aitkin County STS Program.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Accept donation.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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



Board of County Commissioners Agenda Request

2E

Agenda Item #

Requested Meeting Date: 12/6/2016

Title of Item: Snowmobile trail - Limited Use Permit for TH #47

- ☐ 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:

Land Commissioner

Department:

Land Department

Presenter (Name and Title):

Mark Jacobs

Estimated Time Needed:

n/a

Summary of Issue:

Using the right-of-way of Trunk highway #47 is required to maintain a connected snowmobile trail system.

The attached resolution and Limited Use Permit from MN DOT will allow the trail to remain connected.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve resolution and sign the agreement to keep the snowmobile trail system connected.

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 December 6, 2016

By Commissioner: xx

20161206-0xx

Snowmobile Trail - Limited Use Permit for TH#47

WHEREAS, Aitkin County supports recreation trails for their economic impacts and positive impacts to our quality of life; and

WHEREAS, Aitkin County has very active snowmobile clubs within the County that actively pursue permission from properly owners to locate a snowmobile trail on their property; and

WHEREAS, the right-of-way of Trunk Highway # 47 is needed to maintain connectivity of the snowmobile trails in this area;

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners hereby approves Agreement LUP 0108-0025 for the purpose of constructing, maintaining, and operating a snowmobile trail within the right-of-way of Trunk Highway #47.

BE IT FURTHER RESOLVED, the Aitkin County Board of Commissioners hereby agrees to the terms of the above agreement as presented and hereby authorizes the Chair to sign said agreement.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voted Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Patrick Wussow, Interim 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 6th day of December 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 6th day of December 2016

Patrick Wussow
Interim County Administrator



Legend

- PLS Township
- PLS Section



1 inch equals 1,470 feet

Map prepared by Aitkin County GIS for graphic display purposes only. Map is not a legal survey, nor is it intended to be one. Aitkin County assumes no liability for any errors, omissions or inaccuracies herein contained.



**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION**

LIMITED USE PERMIT

C.S. 0108 (T.H. 47)
County of Aitkin
LUP # 0108-0025
Permittee: County of Aitkin
Terminates: 06/01/2027

In accordance with Minnesota Statutes Section 161.434, the State of Minnesota, through its Commissioner of Transportation, ("MnDOT"), hereby grants a Limited Use Permit (the "LUP") to County of Aitkin, ("Permittee"), to use the area within the right of way of Trunk Highway No. 47 as shown in red on Exhibit "A", (the "Area") attached hereto and incorporated herein by reference. This Limited Use Permit is executed by the Permittee pursuant to resolution, a certified copy of which is attached hereto as Exhibit B.

Snowmobile Trail

The Permittee's use of the Area is limited to only the constructing, maintaining and operating a snowmobile trail ("Facility"). The definition and operation of snowmobiles shall be in accordance with Minnesota Statutes §84.81 and §84.87. All signs will be in accordance with Minnesota Rules for the Department of Natural Resources §6100.5300 and §6102.0060 and also "Minnesota Snowmobile Safety, Laws, Rules and Regulations".

In addition, the following special provisions shall apply:

SPECIAL PROVISIONS

1. **TERM.** This LUP terminates at 11:59PM on 06/01/2027 ("Expiration Date") subject to the right of cancellation by MnDOT, with or without cause, by giving the Permittee ninety (90) days written notice of such cancellation. This LUP will not be renewed except as provided below.

Provided this LUP has not expired or terminated, MnDOT may renew this LUP for a period of up to ten (10) years, provided Permittee delivers to MnDOT, not later than ninety (90) days prior to the Expiration Date, a written request to extend the term. Any extension of the LUP term will be under the same terms and conditions in this LUP, provided:

- (a) At the time of renewal, MnDOT will review the Facility and Area to ensure the Facility and Area are compatible with the safe and efficient operation of the highway and the Facility and Area are in good condition and repair. If, in MnDOT's sole determination, modifications and repairs to the Facility and Area are needed, Permittee will perform such work as outlined in writing in an amendment of this LUP; and

- (b) Permittee will provide to MnDOT a certified copy of the resolution from the applicable governmental body authorizing the Permittee's use of the Facility and Area for the additional term.

If Permittee's written request to extend the term is not timely given, the LUP will expire on the Expiration Date.

2. **REMOVAL.** Upon the Expiration Date or earlier termination, at the Permittee's sole cost and expense Permittee will:

- (a) Remove the Facility and restore the Area to a condition satisfactory to the MnDOT District Engineer; and
- (b) Surrender possession of the Area to MnDOT.

If, without MnDOT's written consent, Permittee continues to occupy the Area after the Expiration Date or earlier termination, Permittee will remain subject to all conditions, provisions, and obligations of this LUP, and further, Permittee will pay all costs and expenses, including attorney's fees, in any action brought by MnDOT to remove the Facility and the Permittee from the Area.

3. **CONSTRUCTION.** The construction, maintenance, and supervision of the Facility shall be at no cost or expense to MnDOT.

Before construction of any kind, the plans for such construction shall be approved in writing by the MnDOT's District Engineer. Approval in writing from MnDOT District Engineer shall be required for any changes from the approved plan.

The Permittee will construct the Facility at the location shown in the attached Exhibit "A", and in accordance with MnDOT-approved plans and specifications. Further, Permittee will construct the Facility using construction procedures compatible with the safe and efficient operation of the highway.

Upon completion of the construction of the Facility, the Permittee shall restore all disturbed slopes and ditches in such manner that drainage, erosion control and aesthetics are perpetuated.

The Permittee shall preserve and protect all utilities located on the lands covered by this LUP at no expense to MnDOT and it shall be the responsibility of the Permittee to call the Gopher State One Call System at 1-800-252-1166 at least 48 hours prior to performing any excavation.

Any crossings of the Facility over the trunk highway shall be perpendicular to the centerline of the highway and shall provide and ensure reasonable and adequate stopping sight distance.

4. **MAINTENANCE.** Any and all maintenance of the Facility shall be provided by the Permittee at its sole cost and expense, including, but not limited to, plowing and removal of snow and installation and removal of regulatory signs. No signs shall be placed on any MnDOT or other governmental agency sign post within the Area. MnDOT will not mark obstacles for users on trunk highway right of way.

5. **USE.** Other than as identified and approved by MnDOT, no permanent structures or no advertising devices in any manner, form or size shall be allowed on the Area. No commercial activities shall be allowed to operate upon the Area.

Any use permitted by this LUP shall remain subordinate to the right of MnDOT to use the property for highway and transportation purposes. This LUP does not grant any interest whatsoever in land, nor does it establish a permanent park, recreation area or wildlife or waterfowl refuge Facility that would become subject to Section 4 (f) of the Federal-Aid Highway Act of 1968, nor does this permit establish a Bikeway or Pedestrian way which would require replacement pursuant to Minnesota Statutes Section 160.264. No rights to relocation benefits are established by this LUP.

This LUP is non-exclusive and is granted subject to the rights of others, including, but not limited to public utilities which may occupy the Area.

6. **APPLICABLE LAWS.** This LUP does not release the Permittee from any liability or obligation imposed by federal law, Minnesota Statutes, local ordinances, or other agency regulations relating thereto and any necessary permits relating thereto shall be applied for and obtained by the Permittee.
7. **CIVIL RIGHTS.** The Permittee, for itself, its successors, and assigns, agrees to abide by the provisions of Title VI Appendix C of the Civil Rights Act of 1964, which provides in part that no person in the United States, shall on the grounds of race, color, or national origin, be excluded from, or denied use of any Facility.
8. **SAFETY.** MnDOT shall retain the right to limit and/or restrict any activity, including the parking of vehicles and assemblage of Facility users, on the highway right of way over which this LUP is granted, so as to maintain the safety of both the motoring public and Facility users.
9. **ASSIGNMENT.** No assignment of this LUP is allowed.
10. **IN WRITING.** Except for those which are set forth in this LUP, no representations, warranties, or agreements have been made by MnDOT or Permittee to one another with respect to this LUP.
11. **ENVIRONMENTAL.** The Permittee shall not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's right of way. In the event of spillage of regulated materials, the Permittee shall notify in writing MnDOT's District Engineer and shall provide for cleanup of the spilled material and of materials contaminated by the spillage in accordance with all applicable federal, state and local laws and regulations, at the sole expense of the Permittee.
12. **MECHANIC'S LIENS.** The Permittee (for itself, its contractors, subcontractors, its materialmen, and all other persons acting for, through or under it or any of them), covenants that no laborers', mechanics', or materialmen's liens or other liens or claims of any kind whatsoever shall be filed or maintained by it or by any subcontractor, materialmen or other person or persons acting for, through or under it or any of them against the work and/or against said lands, for or on account

of any work done or materials furnished by it or any of them under any agreement or any amendment or supplement thereto.

13. **NOTICES.** All notices which may be given, by either party to the other, will be deemed to have been fully given when served personally on MnDOT or Permittee or when made in writing addressed as follows: to Permittee at:

Land Department
Aitkin County Courthouse
209 - 2nd Str NW Room 206
Aitkin, MN 56431

and to MnDOT at:

State of Minnesota
Department of Transportation
District 3 Right of Way
7694 Industrial Park Rd
Baxter, MN 56425

The address to which notices are mailed may be changed by written notice given by either party to the other.

14. **INDEMNITY.** Permittee shall defend, indemnify, hold harmless and release the State of Minnesota, its Commissioner of Transportation and employees and its successors and assigns, from and against:
- (a) all claims, demands, and causes of action for injury to or death of persons or loss of or damage to property (including Permittee's property) occurring on the Facility or connected with Permittee's use and occupancy of the Area, regardless of whether such injury, death, loss or damage is caused in part by the negligence of State of Minnesota or is deemed to be the responsibility of State of Minnesota because of its failure to supervise, inspect or control the operations of Permittee or otherwise discover or prevent actions or operations of Permittee giving rise to liability to any person.
 - (b) claims arising or resulting from the temporary or permanent termination of Facility user rights on any portion of highway right of way over which this LUP is granted;
 - (c) claims resulting from temporary or permanent changes in drainage patterns resulting in flood damages;
 - (d) any laborers', mechanics', or materialmens' liens or other liens or claims of any kind whatsoever filed or maintained for or on account of any work done or materials furnished; and
 - (e) any damages, testing costs and clean-up costs arising from spillage of regulated materials attributable to the construction, maintenance or operation of the Facility.

MINNESOTA DEPARTMENT
OF TRANSPORTATION

RECOMMENDED FOR APPROVAL

By: _____
District Engineer

Date _____

COUNTY OF AITKIN

By _____
Its Chairman of the County Board

And _____
Its Administrator in his capacity as
Clerk of the County Board

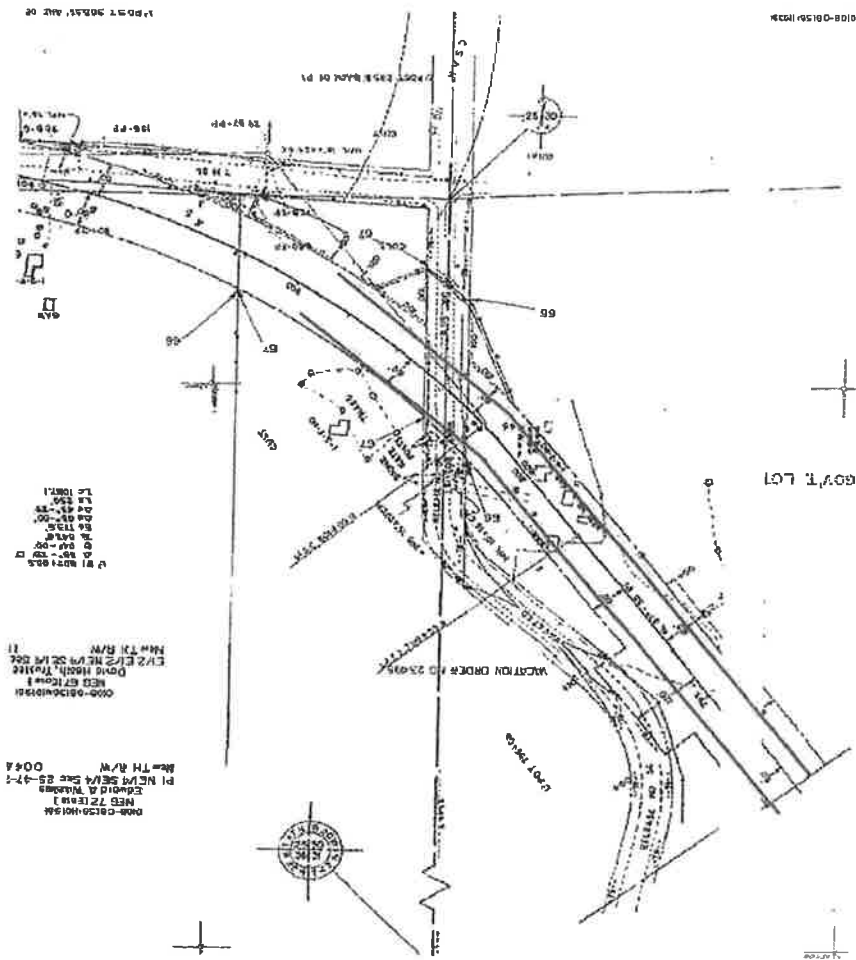
APPROVED BY:

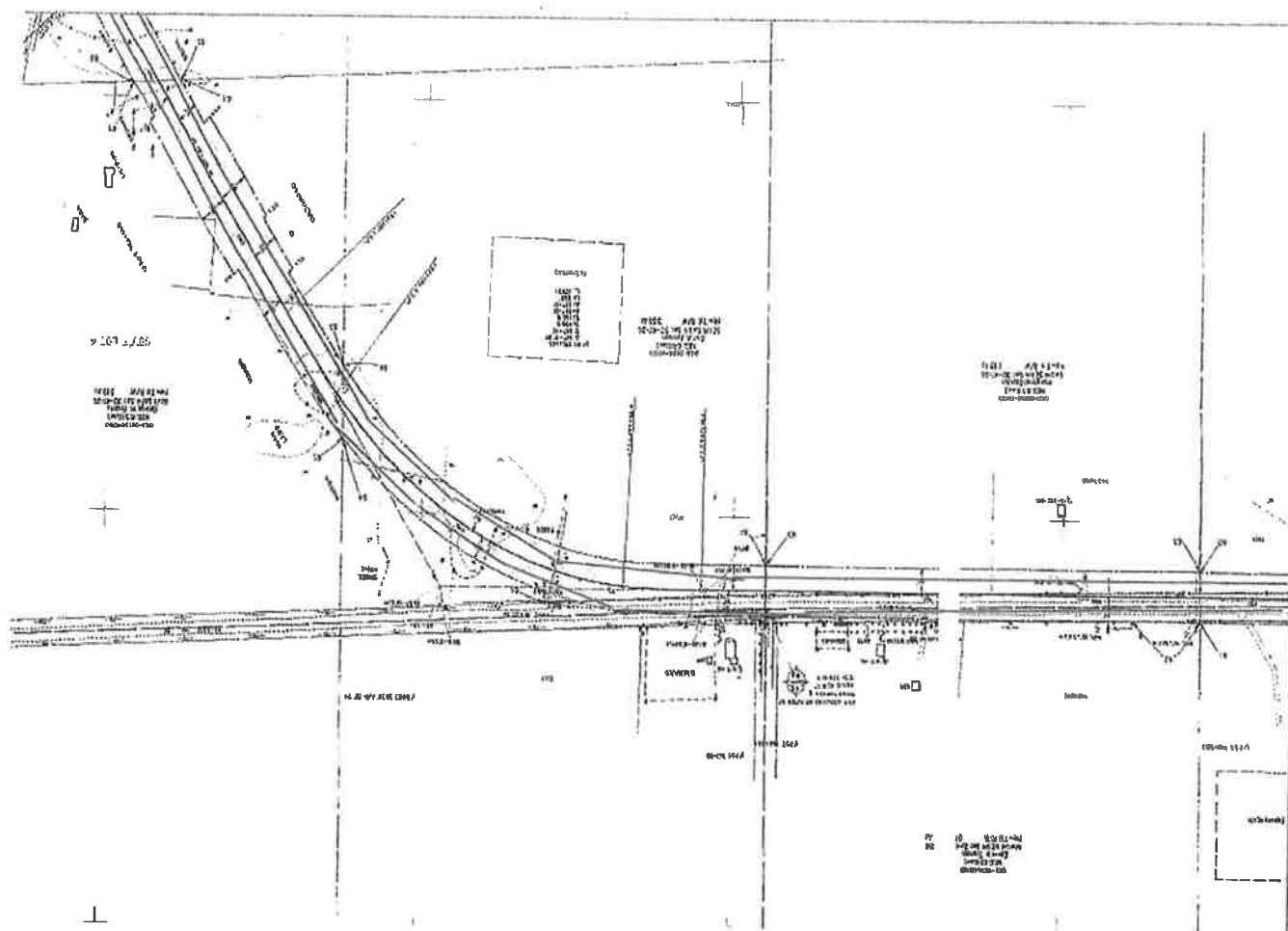
COMMISSIONER OF TRANSPORTATION

By: _____
Director, Office of Land Management

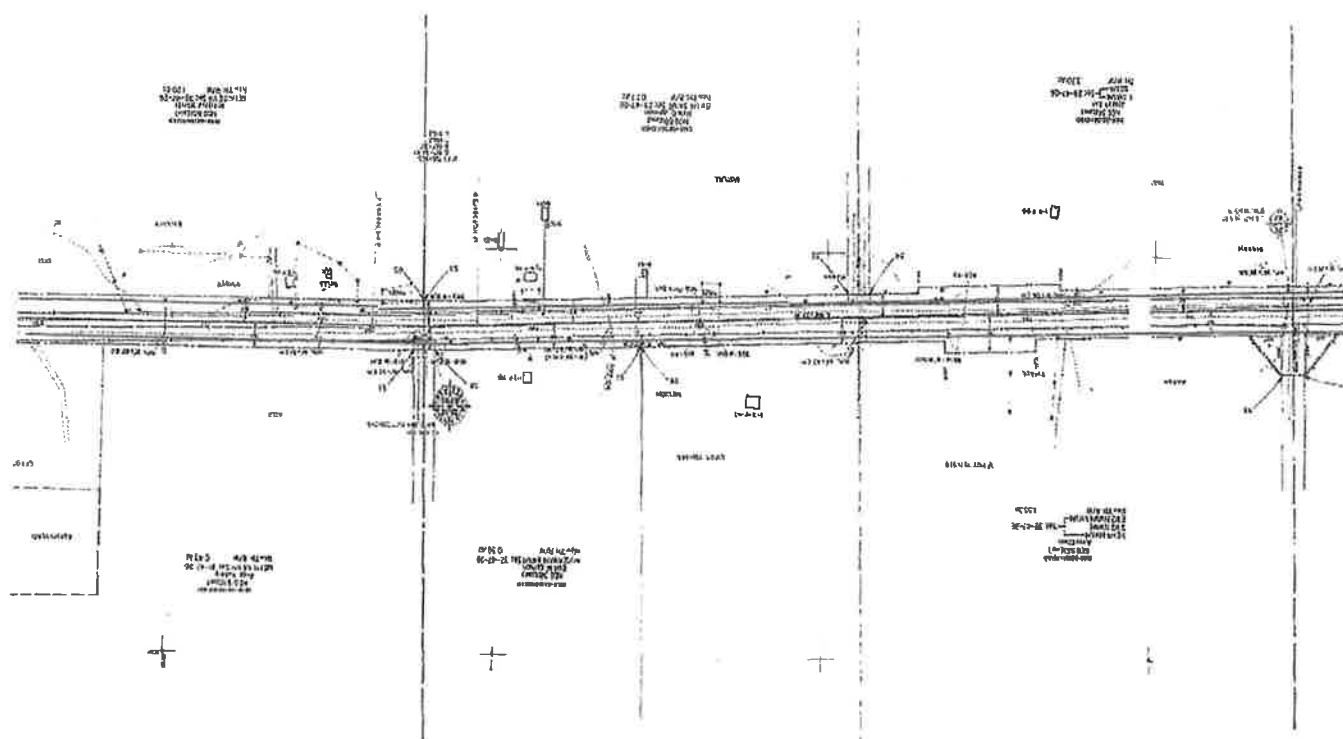
Date _____

The Commissioner of Transportation
by the execution of this permit
certifies that this permit is
necessary in the public interest
and that the use intended is for
public purposes.





TH47 at CR17





Board of County Commissioners Agenda Request

2F

Agenda Item #

Requested Meeting Date: December 6, 2016

Title of Item: Transfer Existing Funds into Reserves

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Terry Neff, Environmental Services Director		Department: Environmental Services
Presenter (Name and Title): Terry Neff, Environmental Services Director		Estimated Time Needed: N/A
Summary of Issue: Transfer existing funds from the Environmental Health (FBL) account number 01-390-6620 into reserve for purchase of a newer vehicle at a later date.		
Alternatives, Options, Effects on Others/Comments: If there is not sufficient funds in reserves to purchase a newer vehicle then other funds will need to be used to purchase the vehicle.		
Recommended Action/Motion: Approve placing requested funds into reserves.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ N/A Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		


Aitkin County Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: November 29, 2016

TO: Aitkin County Board of Commissioners
Patrick Wussow, Interim County Administrator

FROM: Terry Neff, Environmental Services Director 

RE: Request for Reserves, Department 390

I am requesting to transfer the \$3000.00 in (Environmental Health FBL) account number 01-390-6620 (Auto, Trailers, etc) and hold in reserves for purchase of a newer vehicle in the future. The current car should last another 3 to 4 years, at that time, the reserve funds will be used to purchase a newer vehicle.

If you have any questions, please contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

c:\ctybrd\ctybrd2016



Board of County Commissioners Agenda Request

26

Agenda Item #

Requested Meeting Date: 12/6/16

Title of Item: Re-Authorization of Agreement for Prosecution Services

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: James P. Ratz	Department: Aitkin County Attorney
Presenter (Name and Title): James P. Ratz	Estimated Time Needed: N/A
Summary of Issue: Re-authorization of Agreement for Prosecution Services Between the City of Aitkin and the Aitkin County Attorney's Office.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve Agreement and authorize signatures.	
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ N/A Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:	

**AGREEMENT FOR PROSECUTION SERVICES BETWEEN THE
CITY OF AITKIN AND THE AITKIN COUNTY ATTORNEY'S OFFICE**

THIS AGREEMENT is made by and entered into between the City of Aitkin ("City"), a municipal corporation organized under the laws of the State of Minnesota, and the County of Aitkin ("County"), a political subdivision of the State of Minnesota through its County Attorney's Office, for the prosecution of statutory gross misdemeanor, misdemeanor, and petty misdemeanor violations, along with the corresponding civil forfeitures, and also for the prosecution of municipal ordinance violations.

WHEREAS, Minnesota Statutes section 484.87, subdivision 3, provides that statutory gross misdemeanors, misdemeanors, petty misdemeanors, and municipal ordinance violations must be prosecuted by the attorney of the statutory or home rule charter city where the violation is alleged to have occurred;

WHEREAS, Minnesota Statutes section 484.87, subdivision 3, also provides that the statutory or home rule charter city may enter into an agreement with the county board and the county attorney to provide prosecution services for statutory gross misdemeanors, misdemeanors, petty misdemeanors, and municipal ordinance violations;

WHEREAS, the City of Aitkin wishes to enter into an agreement with the Aitkin County Board and the Aitkin County Attorney's Office to provide prosecution services for statutory gross misdemeanors, misdemeanors, petty misdemeanors, and municipal ordinance violations;

NOW, THEREFORE, in consideration of the covenants contained herein, it is hereby agreed by and between the City of Aitkin, through its Council, the County of Aitkin, through the Board of Commissioners and the Aitkin County Attorney's Office, to the following:

1. Enabling Authority

Minnesota Statutes section 484.87, subdivision 3, authorizes the City of Aitkin to enter into an agreement with the County of Aitkin and the Office of the Aitkin County Attorney to provide for prosecution services for criminal offenses.

2. Services

The Aitkin County Attorney's Office shall prosecute statutory gross misdemeanors, misdemeanors, petty misdemeanors, and criminal municipal ordinance violations, as well as all municipal traffic and parking ordinance violations allegedly occurring within the jurisdiction of the municipality. Prosecution services also include criminal appeals, forfeitures of motor vehicles, crime victim services and notifications, preparation and/or review of search warrants during traditional business hours, weekends and holidays, and

telephone calls for consultation, or for approval of probable cause to detain on weekends, holidays, and after traditional business hours.

3. Term

Prosecution services shall be rendered by the Aitkin County Attorney's Office commencing January 1, 2017, and extending through December 31, 2018.

4. Payment for Services

- 4.1 In consideration for the prosecution services being rendered the County Attorney's Office shall collect \$1,933.34 dollars per month from the City of Aitkin.
- 4.2 The Aitkin County Attorney's Office shall receive the statutory proceeds distributed to the prosecuting authority for handling forfeitures. In the event the current relevant forfeiture statutes are repealed or modified by official action, the coverage of forfeitures and the corresponding compensation for said forfeitures shall be subject to re-negotiation.
- 4.3 The City of Aitkin shall continue to receive all of funds statutorily allocated to it pursuant to Minnesota Statutes section 484.90, subdivision 6.
- 4.4 The City of Aitkin shall reimburse the Aitkin County Attorney's Office for out-of-pocket costs including, but not limited to, court filing fees, appellate brief copying and binding, service of subpoenas, recording fees, significant postage costs, and mileage.

5. City Ordinances

The City shall forward all current City ordinances to the Aitkin County Attorney's Office along with each and every ordinance's corresponding MNCIS offense code tables (required by the state's Local Ordinance Validation Project). The City shall immediately inform the Aitkin County Attorney's Office of any changes or amendments to any of the City's ordinances and provide its updated corresponding MNCIS offense code table.

6. Data

All data collected, created, received, maintained, or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act or the applicable Rules of Court, and shall only be shared pursuant to the laws governing that particular data.

7. Audit

Pursuant to Minnesota Statutes section 16C.05, subdivision 5, the parties agree that the State Auditor or any duly authorized representative at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures related to the Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.

8. Indemnification

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorneys' fees which the other party, its officers and employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or mission of the party, its officers or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney fees, involving or reasonably likely to involve the other party, and arising out of acts or missions related to this Agreement.

9. Governing Law

This Agreement shall be governed by the laws of the State of Minnesota.

10. Termination

This Agreement shall terminate of its own accord without further action taken or by notice given by either party on or before October 31, 2018.

Either party may terminate this Agreement with or without cause by giving thirty (30) days written notice to the other party. In such event, the Aitkin County Attorney's Office shall be entitled to compensation from the City for the services provided up until the effective date of the termination.

11. Merger and Modification

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated, or attached and are deemed to be part of this Agreement.

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

CITY OF AITKIN

By: _____

Mayor

Date: 11-21-16

Attest: _____

City Clerk

Date: 11-21-16

Approved by:

By: _____

Date: _____

Counsel for City of Aitkin

COUNTY OF AITKIN

By: _____

Date: _____

Chairperson/Aitkin County Board of Commissioners

Attest: _____

Date: _____

Aitkin County Administrator

Approved by:

By: _____

James P. Ratz, Aitkin County Attorney

Date: 11/29/2016



Board of County Commissioners Agenda Request

24

Agenda Item #

Requested Meeting Date: December 6, 2016

Title of Item: Signature for Fiscal Year 2017 Grant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: James P. Ratz		Department: Aitkin County Attorney's Office
Presenter (Name and Title): James P. Ratz		Estimated Time Needed: N/A
Summary of Issue: Signature for fiscal year 2017 grant that funds the majority of the Crime Victim Coordinator salary/program.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

By Commissioner: xx

20161206-0xx

Cooperative Agreement

BE IT RESOLVED, that the Aitkin County Attorney's Office Crime Victim Services Program will enter into a cooperative agreement with the Office of Justice Programs in the Minnesota Department of Public Safety.

The Aitkin County Attorney, or his designee, is hereby authorized to execute such agreements and amendments, as are necessary to implement the project on behalf of Aitkin County.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Patrick Wussow, Interim 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 6th day of December 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 6th day of December 2016

Patrick Wussow
Interim County Administrator



Board of County Commissioners Agenda Request

21

Agenda Item #

Requested Meeting Date: 12/06/16

Title of Item: Motorola Services Agreement 2017

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>	
Submitted by: Sheriff Scott Turner		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Scott Turner		Estimated Time Needed:
Summary of Issue: Dispatch / radio annual maintenance services and support contract for 2017. Expense paid by user-dedicated E-911 funds.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Motorola Services Agreement for 2017		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

218-927-7435 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

TO: Aitkin County Board

DATE: November 30, 2016

FROM: Sheriff Scott Turner

RE: Radio System Maintenance Agreement

Attached is a copy of the copy of the annual maintenance fees associated with our radio system. This fee is paid for out of our annual allotment of monies from the 911 user fees on telephone bills. It is a required expenditure as this maintenance assures rapid response to address any issues that may arise with our radio system, including the dispatch counsel. It is a system that is used to page out all of the various emergency response agencies, as well as communicate with them during an event.

The \$55,514.16 does represent a significant portion of our annual fees.

If you have any questions, please do not hesitate to call.



MOTOROLA SOLUTIONS

SERVICES AGREEMENT

Attn: National Service Support/4th fl
1301 East Algonquin Road
(800) 247-2346

Contract Number: S00001023097
Contract Modifier: RN27-OCT-16 12:30:28

Date: 11/07/2016

Company Name: Aitkin County Sheriff
Attn: SHERIFF SCOTT TURNER
Billing Address: 217 Second St Nw
City, State, Zip: Aitkin,MN,56431
Customer Contact:
Phone:

Required P.O.: No
Customer #: 1000997760
Bill to Tag #: 0001
Contract Start Date: 01/01/2017
Contract End Date: 12/31/2017
Anniversary Day: Dec 31st
Payment Cycle: ANNUAL
PO #:

QTY	MODEL/OPTION	SERVICES DESCRIPTION	MONTHLY EXT	EXTENDED AMT
		***** Recurring Services *****		
2	LSV01Q00400A	ADVANCED NETWORK MONITORING SITE(S)	\$302.22	\$3,626.64
9	LSV01Q00402A	ADVANCED DISPATCH SITE(S)	\$485.94	\$5,831.28
9	LSV01Q00403A	ADVANCED ONSITE INF RESP STD SITE(S)	\$2,458.58	\$29,502.96
9	LSV01Q00404A	ADVANCED NETWK PREV MAINT 1 SITE(S)	\$586.66	\$7,039.92
9	LSV01Q00421A	ADVANCED INFR RPR W/ADV REPL SITE(S)	\$631.46	\$7,577.52
4	SVC01SVC0016C	LOCAL RADIO SUPPORT W/PICK-UP/DLVRY	\$48.30	\$579.60
3	SVC322AC	CONSOLETTES-PICK UP & DELIVERY		
4	SVC457AE	XTL5000 CONSOLETTES		
4	SVC573AG	APX7500 CONSOLETTES		
4	SVC01SVC1220C	ASTRO SFS LITE SERVICE AGREEMENT	\$52.99	\$635.88
3	SVC570AG	APX7500 CONSOLETTES		
3	SVC680AD	XTL5000 CONSOLETTES		
3	SVC01SVC1420C	SP - LOCAL INFRASTRUCTURE REPAIR MC2500 MULTICHANNEL	\$60.03	\$720.36

SPECIAL INSTRUCTIONS - ATTACH
STATEMENT OF WORK FOR PERFORMANCE DESCRIPTIONS

Subtotal - Recurring Services \$4,626.18 \$55,514.16

Subtotal - One-Time Event
Services \$.00 \$.00

Total \$4,626.18 \$55,514.16

Taxes - -

Grand Total \$4,626.18 \$55,514.16

The prices quoted via this service contract renewal are valid only until expiration of the current service contract. If the Customer does not provide to MSI a valid, executed contract renewal within 30 days of contract expiration, a one-time administrative fee equal to 5% of the subsequent year's annual contract rate will be billed to the Customer upon

THIS SERVICE AMOUNT IS SUBJECT TO STATE AND LOCAL TAXING
JURISDICTIONS WHERE APPLICABLE, TO BE VERIFIED BY MOTOROLA.

reestablishment of the expired service contract. Price with 5% Administration fee once delinquent =\$58,289.87.			
Aitkin Co. is part of the MN /ARMER System. Special taxation terms apply. Customer receives Technical Support, Software Upgrade Assurance and Security Update Services under the terms and conditions of Minnesota State Support Contract, O.O.A. Contract No. 16494 formerly Contract No. 444484), Release No. S-914(5) (SLC #S00001004167). This contract also contains pricing for Infrastructure Repair w/ Advanced Replacement Service.	Subcontractor(s)	City	State
	MOTOROLA RADIO SUPPORT CENTER	ELGIN	IL
	MOTOROLA SYSTEM SUPPORT CENTER	ELGIN	IL
	MOTOROLA SYSTEM SUPPORT CENTER-NETWORK MGMT DO067	SCHAUMBU RG	IL
	MOTOROLA SYSTEM SUPPORT CTR-CALL CENTER DO066	SCHAUMBU RG	IL
	GRANITE ELECTRONICS INC	SAINT CLOUD	MN

I received Statements of Work that describe the services provided on this Agreement. Motorola's Service Terms and Conditions, a copy of which is attached to this Service Agreement, is incorporated herein by this reference.

AUTHORIZED CUSTOMER SIGNATURE	TITLE	DATE
-------------------------------	-------	------

CUSTOMER (PRINT NAME)

Mike Rosonke

Customer Support Manager

11/7/2016

MOTOROLA REPRESENTATIVE(SIGNATURE)	TITLE	DATE
------------------------------------	-------	------

Michael Rosonke

(612) 490-4453

MOTOROLA REPRESENTATIVE(PRINT NAME)	PHONE	
-------------------------------------	-------	--

Company Name: Aitkin County Sheriff
Contract Number: S00001023097
Contract Modifier: RN27-OCT-16 12:30:28
Contract Start Date: 01/01/2017
Contract End Date: 12/31/2017

Service Terms and Conditions

Motorola Solutions Inc. ("Motorola") and the customer named in this Agreement ("Customer") hereby agree as follows:

Section 1. APPLICABILITY

These Maintenance Service Terms and Conditions apply to service contracts whereby Motorola will provide to Customer either (1) maintenance, support, or other services under a Motorola Service Agreement, or (2) installation services under a Motorola Installation Agreement.

Section 2. DEFINITIONS AND INTERPRETATION

2.1. "Agreement" means these Maintenance Service Terms and Conditions; the cover page for the Service Agreement or the Installation Agreement, as applicable; and any other attachments, all of which are incorporated herein by this reference. In interpreting this Agreement and resolving any ambiguities, these Maintenance Service Terms and Conditions take precedence over any cover page, and the cover page takes precedence over any attachments, unless the cover page or attachment states otherwise.

2.2. "Equipment" means the equipment that is specified in the attachments or is subsequently added to this Agreement.

2.3. "Services" means those installation, maintenance, support, training, and other services described in this Agreement.

Section 3. ACCEPTANCE

Customer accepts these Maintenance Service Terms and Conditions and agrees to pay the prices set forth in the Agreement. This Agreement becomes binding only when accepted in writing by Motorola. The term of this Agreement begins on the "Start Date" indicated in this Agreement.

Section 4. SCOPE OF SERVICES

4.1. Motorola will provide the Services described in this Agreement or in a more detailed statement of work or other document attached to this Agreement. At Customer's request, Motorola may also provide additional services at Motorola's then-applicable rates for the services.

4.2. If Motorola is providing Services for Equipment, Motorola parts or parts of equal quality will be used; the Equipment will be serviced at levels set forth in the manufacturer's product manuals; and routine service procedures that are prescribed by Motorola will be followed.

4.3. If Customer purchases from Motorola additional equipment that becomes part of the same system as the initial Equipment, the additional equipment may be added to this Agreement and will be billed at the applicable rates after the warranty for that additional equipment expires.

4.4. All Equipment must be in good working order on the Start Date or when additional equipment is added to the Agreement. Upon reasonable request by Motorola, Customer will provide a complete serial and model number list of the Equipment. Customer must promptly notify Motorola in writing when any Equipment is lost, damaged, stolen or taken out of service. Customer's obligation to pay Service fees for this Equipment will terminate at the end of the month in which Motorola receives the written notice.

4.5. Customer must specifically identify any Equipment that is labeled intrinsically safe for use in hazardous environments.

4.6. If Equipment cannot, in Motorola's reasonable opinion, be properly or economically serviced for any reason, Motorola may modify the scope of Services related to that Equipment; remove that Equipment from the Agreement; or increase the price to Service that Equipment.

4.7. Customer must promptly notify Motorola of any Equipment failure. Motorola will respond to Customer's notification in a manner consistent with the level of Service purchased as indicated in this Agreement.

Section 5. EXCLUDED SERVICES

5.1. Service excludes the repair or replacement of Equipment that has become defective or damaged from use in other than the normal, customary, intended, and authorized manner; use not in compliance with applicable industry

standards; excessive wear and tear; or accident, liquids, power surges, neglect, acts of God or other force majeure events.

5.2. Unless specifically included in this Agreement, Service excludes items that are consumed in the normal operation of the Equipment, such as batteries or magnetic tapes.; upgrading or reprogramming Equipment; accessories, belt clips, battery chargers, custom or special products, modified units, or software; and repair or maintenance of any transmission line, antenna, microwave equipment, tower or tower lighting, duplexer, combiner, or multicoupler. Motorola has no obligations for any transmission medium, such as telephone lines, computer networks, the internet or the worldwide web, or for Equipment malfunction caused by the transmission medium.

Section 6. TIME AND PLACE OF SERVICE

Service will be provided at the location specified in this Agreement. When Motorola performs service at Customers location, Customer will provide Motorola, at no charge, a non-hazardous work environment with adequate shelter, heat, light, and power and with full and free access to the Equipment. Waivers of liability from Motorola or its subcontractors will not be imposed as a site access requirement. Customer will provide all information pertaining to the hardware and software elements of any system with which the Equipment is interfacing so that Motorola may perform its Services. Unless otherwise stated in this Agreement, the hours of Service will be 8:30 a.m. to 4:30 p.m., local time, excluding weekends and holidays. Unless otherwise stated in this Agreement, the price for the Services exclude any charges or expenses associated with helicopter or other unusual access requirements; if these charges or expenses are reasonably incurred by Motorola in rendering the Services, Customer agrees to reimburse Motorola for those charges and expenses.

Section 7. CUSTOMER CONTACT

Customer will provide Motorola with designated points of contact (list of names and phone numbers) that will be available twenty-four (24) hours per day, seven (7) days per week, and an escalation procedure to enable Customer's personnel to maintain contact, as needed, with Motorola.

Section 8. PAYMENT

Unless alternative payment terms are stated in this Agreement, Motorola will invoice Customer in advance for each payment period. All other charges will be billed monthly, and Customer must pay each invoice in U.S. dollars within twenty (20) days of the invoice date. Customer will reimburse Motorola for all property taxes, sales and use taxes, excise taxes, and other taxes or assessments that are levied as a result of Services rendered under this Agreement (except income, profit, and franchise taxes of Motorola) by any governmental entity.

Section 9. WARRANTY

Motorola warrants that its Services under this Agreement will be free of defects in materials and workmanship for a period of ninety (90) days from the date the performance of the Services are completed. In the event of a breach of this warranty, Customers sole remedy is to require Motorola to re-perform the non-conforming Service or to refund, on a pro-rata basis, the fees paid for the non-conforming Service. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Section 10. DEFAULT/TERMINATION

10.1. If either party defaults in the performance of this Agreement, the other party will give to the non-performing party a written and detailed notice of the default. The non-performing party will have thirty (30) days thereafter to provide a written plan to cure the default that is acceptable to the other party and begin implementing the cure plan immediately after plan approval. If the non-performing party fails to provide or implement the cure plan, then the injured party, in addition to any other rights available to it under law, may immediately terminate this Agreement effective upon giving a written notice of termination to the defaulting party.

10.2. Any termination of this Agreement will not relieve either party of obligations previously incurred pursuant to this Agreement, including payments which may be due and owing at the time of termination. All sums owed by Customer to Motorola will become due and payable immediately upon termination of this Agreement. Upon the effective date of termination, Motorola will have no further obligation to provide Services.

Section 11. LIMITATION OF LIABILITY

Except for personal injury or death, Motorola's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price of twelve (12) months of Service provided under this Agreement. ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT MOTOROLA WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED

TO OR ARISING FROM THIS AGREEMENT OR THE PERFORMANCE OF SERVICES BY MOTOROLA PURSUANT TO THIS AGREEMENT. No action for contract breach or otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account. This limitation of liability will survive the expiration or termination of this Agreement and applies notwithstanding any contrary provision.

Section 12. EXCLUSIVE TERMS AND CONDITIONS

12.1. This Agreement supersedes all prior and concurrent agreements and understandings between the parties, whether written or oral, related to the Services, and there are no agreements or representations concerning the subject matter of this Agreement except for those expressed herein. The Agreement may not be amended or modified except by a written agreement signed by authorized representatives of both parties.

12.2. Customer agrees to reference this Agreement on any purchase order issued in furtherance of this Agreement, however, an omission of the reference to this Agreement will not affect its applicability. In no event will either party be bound by any terms contained in a Customer purchase order, acknowledgement, or other writings unless: the purchase order, acknowledgement, or other writing specifically refers to this Agreement; clearly indicate the intention of both parties to override and modify this Agreement; and the purchase order, acknowledgement, or other writing is signed by authorized representatives of both parties.

Section 13. PROPRIETARY INFORMATION; CONFIDENTIALITY; INTELLECTUAL PROPERTY RIGHTS

13.1. Any information or data in the form of specifications, drawings, reprints, technical information or otherwise furnished to Customer under this Agreement will remain Motorolas property, will be deemed proprietary, will be kept confidential, and will be promptly returned at Motorola's request. Customer may not disclose, without Motorola's written permission or as required by law, any confidential information or data to any person, or use confidential information or data for any purpose other than performing its obligations under this Agreement. The obligations set forth in this Section survive the expiration or termination of this Agreement.

13.2. Unless otherwise agreed in writing, no commercial or technical information disclosed in any manner or at any time by Customer to Motorola will be deemed secret or confidential. Motorola will have no obligation to provide Customer with access to its confidential and proprietary information, including cost and pricing data.

13.3. This Agreement does not grant directly or by implication, estoppel, or otherwise, any ownership right or license under any Motorola patent, copyright, trade secret, or other intellectual property, including any intellectual property created as a result of or related to the Equipment sold or Services performed under this Agreement.

Section 14. FCC LICENSES AND OTHER AUTHORIZATIONS

Customer is solely responsible for obtaining licenses or other authorizations required by the Federal Communications Commission or any other federal, state, or local government agency and for complying with all rules and regulations required by governmental agencies. Neither Motorola nor any of its employees is an agent or representative of Customer in any governmental matters.

Section 15. COVENANT NOT TO EMPLOY

During the term of this Agreement and continuing for a period of two (2) years thereafter, Customer will not hire, engage on contract, solicit the employment of, or recommend employment to any third party of any employee of Motorola or its subcontractors without the prior written authorization of Motorola. This provision applies only to those employees of Motorola or its subcontractors who are responsible for rendering services under this Agreement. If this provision is found to be overly broad under applicable law, it will be modified as necessary to conform to applicable law.

Section 16. MATERIALS, TOOLS AND EQUIPMENT

All tools, equipment, dies, gauges, models, drawings or other materials paid for or furnished by Motorola for the purpose of this Agreement will be and remain the sole property of Motorola. Customer will safeguard all such property while it is in Customers custody or control, be liable for any loss or damage to this property, and return it to Motorola upon request. This property will be held by Customer for Motorola's use without charge and may be removed from Customers premises by Motorola at any time without restriction.

Section 17. GENERAL TERMS

17.1. If any court renders any portion of this Agreement unenforceable, the remaining terms will continue in full force and effect.

17.2. This Agreement and the rights and duties of the parties will be interpreted in accordance with the laws of the State

in which the Services are performed.

17.3. Failure to exercise any right will not operate as a waiver of that right, power, or privilege.

17.4. Neither party is liable for delays or lack of performance resulting from any causes that are beyond that party's reasonable control, such as strikes, material shortages, or acts of God.

17.5. Motorola may subcontract any of the work, but subcontracting will not relieve Motorola of its duties under this Agreement.

17.6. Except as provided herein, neither Party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, which consent will not be unreasonably withheld. Any attempted assignment, delegation, or transfer without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a "Separated Business"), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a "Separation Event"), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event.

17.7. THIS AGREEMENT WILL RENEW, FOR AN ADDITIONAL ONE (1) YEAR TERM, ON EVERY ANNIVERSARY OF THE START DATE UNLESS EITHER THE COVER PAGE SPECIFICALLY STATES A TERMINATION DATE OR ONE PARTY NOTIFIES THE OTHER IN WRITING OF ITS INTENTION TO DISCONTINUE THE AGREEMENT NOT LESS THAN THIRTY (30) DAYS OF THAT ANNIVERSARY DATE. At the anniversary date, Motorola may adjust the price of the Services to reflect its current rates.

17.8. If Motorola provides Services after the termination or expiration of this Agreement, the terms and conditions in effect at the time of the termination or expiration will apply to those Services and Customer agrees to pay for those services on a time and materials basis at Motorolas then effective hourly rates.

17.9 This Agreement may be executed in one or more counterparts, all of which shall be considered part of the Agreement. The parties may execute this Agreement in writing, or by electronic signature, and any such electronic signature shall have the same legal effect as a handwritten signature for the purposes of validity, enforceability and admissibility. In addition, an electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document.

Revised Oct 15, 2015

Advanced Services
Statement of Work
Version 1.2

September 2016

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This Statement of Work (SOW), including all of its subsections and attachments is an integral part of the Services Agreement or other signed agreement between Motorola Solutions, Inc. (Motorola) and Customer ("Agreement") and is subject to the terms and conditions set forth in the Agreement.

Advanced Services are Network Event Monitoring, Technical Support, Network Hardware Repair, Remote Security Patch Installation, OnSite Support and Annual Preventive Maintenance. Each of these services are summarized below and expanded upon in the appendices A, B, C, D, E and F. In the event of a conflict between the Sections below and an individual SOW Subsection, the individual SOW Subsection prevails.

Advanced Services

Motorola's Advanced Services are designed for customers who would benefit from Motorola's support experience. Advanced Services are delivered through a combination of centralized resources within Motorola's Solutions Support Center (SSC) collaborating with authorized local field services delivery resources that are experienced in managing mission critical networks and associated technologies. The MSI SSC operates 24 x 7 x 365, leveraging field resources that are either dedicated to the network or engaged as needed.

Advanced Services applies to fixed end communications network equipment located at the network core, RF site and dispatch sites. Advanced Services do not include maintenance of mobile or portable devices, or network backhaul.

The services described in this SOW will be performed in accordance with the Customer Support Plan (CSP) agreed upon by the parties.

The CSP will define the system elements covered under Advanced Services. The division of responsibilities between Motorola and Customer shall be defined and documented in the Appendices of this SOW, the Advanced Services CSP and other portions of the Agreement.

Customer Support Plan (CSP)

The Advanced Services Statement of Work summarizes Motorola's delivery approach and standard goals. Since individual customer technologies, systems, operating environments, and operational capabilities differ, the outlined services approach in the Advanced Services SOW will be adapted to each Customer's own environment and unique needs via the CSP.

The CSP is a critical component of this SOW and, once created, will automatically become integrated into this SOW by this reference. Motorola and Customer will collaborate to define the Customer-specific processes, procedures, network information, and other relevant support details required to perform the Services set forth in the Advanced Services SOW.

Centralized Service Delivery

Network Event Monitoring provides for real time continuous event management for radio communications networks. The SSC Network Operations Center utilizes sophisticated tools for remote monitoring and event characterization of customer communications networks. When an event is detected, technologists acknowledge and assess the situation, and initiate a defined response. Appendix A contains the SOW for Network Event Monitoring.

Technical Support provides telephone consultation for technical issues that require a high level of ASTRO 25 network experience and troubleshooting capabilities. Technical Support is delivered through the Motorola Solutions Support Center (SSC) by a staff of technical support specialists skilled in diagnosis and swift resolution of infrastructure performance and operational issues.

Motorola applies leading industry standards in recording, monitoring, escalating and reporting for Technical Support calls from its contracted customers, reflecting the importance of maintaining mission critical systems. Appendix B contains the SOW for Technical Support.

The Service Desk provides a single point of contact for all Service related items, including communications between Customer, Third-Party Subcontractors, and Motorola. The Service Desk provides an ingress/egress point for Service Requests, Service Incidents, Changes, and Dispatch. All incoming transactions through the Service Desk are recorded, tracked and updated through the Motorola Customer Relationship Management (CRM) system. Key responsibilities are: Documentation of customer inquiries, requests, concerns and related tickets. Tracking and resolution of issues, and timely communication with all stakeholders is based on the nature of the incident and the requirements of the CSP. The Services Desk will manage service requests received from authorized parties and will coordinate the appropriate response with Customer and third parties, as necessary.

Field Service Delivery

Advanced Services are provided by authorized local field Services delivery resources. Annual Preventive Maintenance and OnSite Support are both managed from the SSC, but delivered by authorized local field services resources.

OnSite Support provides local, trained and qualified technicians who arrive at the customer location upon a dispatch service call to diagnose and restore the communications network. This involves running diagnostics on the hardware or FRU (Field Replacement Unit) and replacing defective infrastructure or FRU. The system technician will respond to the customer location based on pre-defined severity levels. Appendix E contains the SOW for Onsite Support.

Annual Preventive Maintenance Service provides proactive, regularly scheduled operational test and alignment of infrastructure and network components to continually meet original manufacturer's specifications. Certified field technicians perform hands-on examination and diagnostics of network equipment on a routine and prescribed basis. Appendix F contains the SOW for Annual Preventive Maintenance.

Network Hardware Repair

Motorola provides a hardware repair service for all of the Motorola and select third-party infrastructure equipment supplied by Motorola. The Motorola authorized Repair Depot manages and performs the repair of Motorola supplied equipment as well as coordinating the equipment repair logistics process. Appendix C contains the SOW for Network Hardware Repair.

Network Hardware Repair with Advanced Replacement is a purchasable option under which Motorola will provide Customer with an advanced replacement unit(s) or Field Replacement Units (FRU's) as they are available in exchange for Customer's malfunctioning equipment. Malfunctioning equipment will be evaluated and repaired by the infrastructure repair depot and returned to depot's FRU inventory upon completion of repair. Customers who prefer to maintain their existing FRU inventory have an option to request a "Loaner" FRU while their unit is being repaired. If purchased, an appendix with the Network Hardware Repair with Advanced Replacement SOW will be included at the end of this document.

Security Management Operations

Remote Security Patch Installation

Motorola maintains a dedicated vetting lab for each supported ASTRO 25 release for the purpose of pre-testing security updates. In some cases, when appropriate, Motorola will make the updates available to outside vendors, allow them to test, and then incorporate those results into this offering. Once tested, Motorola posts the updates to a secured extranet website and sends an email notification to the customer. If there are any recommended configuration changes, warnings, or workarounds, Motorola will provide detailed documentation along with the updates on the website. In addition to testing the security updates, Remote Security Patch Installation includes remote installation of the updates. Appendix D contains the SOW for Remote Security Patch Installation.

Security Monitoring

ASTRO 25 Security Monitoring is a purchasable solution that provides 24x7x365 monitoring of the radio network security elements by specialized security technologists with years of experience working with ASTRO 25 mission-critical networks. For highly complex or unusual security events, our technologists have direct and immediate access to Motorola engineers for rapid resolution. If purchased, an appendix with the Security Monitoring SOW will be included at the end of this document.

My View Portal

MyView Portal is a web-based platform that provides a transparent, single source view of network maintenance and operations along with historical system and service delivery information. It can be accessed from a desktop, laptop or tablet web browser.

Event Monitoring Reports: See resolution status for incidents and notifications by severity level.

Technical Support: View case status details to compare them to committed response times.

OnSite Support: Observe case details by severity level and track the progress of onsite support issue resolution.

Annual Preventive Maintenance: Access the maintenance status for all sites and quickly identify actions needed to take to optimize system performance.

Network Hardware Repair: Track return material authorizations (RMAs) shipped to our repair depot and eliminate the need to call for status updates.

Security Patching: Receive automated patch downloads and status on completed updates.

Trending Reports: Access up to 13 months of historical data and system activity to analyze case management.

Asset and Contract Information: View all the assets purchased for the network, recent orders, and contract information.

The data presented in MyView Portal is in support of the appendix SOW's which provide the terms of any service delivery commitments associated with this data.

Appendix A: Network Event Monitoring Statement of Work

Network Event Monitoring provides real-time fault monitoring for radio communications networks on a continuous basis. Network Event Monitoring utilizes sophisticated tools for remote monitoring and event characterization of your communications networks. When an event is detected, skilled technologists acknowledge and assess the situation, and initiate a defined response.

The terms and conditions of this Statement of Work (SOW) are an integral part of Motorola's Service Agreement or other applicable agreement to which it is attached and made a part thereof by this reference.

1.0 Description of Network Event Monitoring Services

Network Event Monitoring is a service designed to monitor elements of a communication system for events, as set forth in the Monitored Elements Table. When the SSC detects an event, then, based on the severity of the event, trained technologists acknowledge and remotely diagnose the event and initiate an appropriate response in accordance with the customer handling procedure. Appropriate responses could include, but are not limited to, continuing to monitor the event for further development, attempting remote remediation via engagement of Technical Support resources, or initiating dispatch of a Field Servicer ("Servicer") for onsite remediation if required.

1.1 Availability

Network Event Monitoring is available 24 hours a day, 7 days a week. Network Event Monitoring availability is based on the level of contracted service and defined in the Customer Support Plan (CSP).

1.2 Geographic Availability

Network Event Monitoring is a globally provided service unless limited by data export control regulations. Timeframes are based on the customer's local time zone.

1.3 Inclusions

Network Event Monitoring can be delivered on Motorola sold infrastructure as stated in the Monitored Elements Table.

1.4 Limitations and Exclusions

- 1.4.1 Does not include monitoring of anything outside of the radio network or monitoring of infrastructure provided by a third party, unless specifically stated. Monitored elements must be within the radio network and capable of sending traps to the Unified Event Manager (UEM).
- 1.4.2 Additional support charges above and beyond the contracted service agreement fees may apply if Motorola determines that system faults were caused by the customer making changes to critical system parameters.
- 1.4.3 The following activities are outside the scope of the Network Monitoring service, but are optional services that are available to remote Network Monitoring customers at an additional cost:
 - 1.4.3.1 Emergency on-site visits required to resolve technical issues that cannot be resolved by SSC working remotely with the local customer technical resource.

- 1.4.3.2 System installations, upgrades, and expansions.
- 1.4.3.3 Customer training.
- 1.4.3.4 Hardware repair and/or exchange.
- 1.4.3.5 Network security services.
- 1.4.3.6 Network transport (WAN ports, WAN cloud, redundant paths).
- 1.4.3.7 Information Assurance.
- 1.4.3.8 Any services not expressly included in this statement of work.
- 1.4.4 Reference the event catalogue to confirm monitored equipment.

1.5 Motorola has the following responsibilities:

- 1.5.1. Provide dedicated connectivity through a network connection necessary for monitoring communication networks. The Connectivity Matrix further describes the connectivity options.
- 1.5.2 If determined necessary by Motorola, provide Motorola owned equipment for monitoring system elements. If Motorola installs or replaces Motorola owned equipment, the type of equipment and location installed is listed in the Motorola Owned & Supplied Equipment Table.
- 1.5.3 Verify connectivity and event monitoring prior to system acceptance or start date.
- 1.5.4 Monitor system continuously during hours designated in the CSP in accordance with the pre-defined times specified in section 1.6.2 below.
- 1.5.5 Remotely access the customer's system to perform remote diagnosis as permitted by customer pursuant to section 1.6.4.
- 1.5.6 Create a case, as necessary. Gather information to perform the following:
 - 1.5.6.1 Characterize the issue
 - 1.5.6.2 Determine a plan of action
 - 1.5.6.3 Assign and track the case to resolution.
- 1.5.7 Cooperate with customer to coordinate transition of monitoring responsibilities between Motorola and customer as specified in section 1.6.13 and 1.6.13.1.
- 1.5.8 Maintain communication as needed with the customer in the field until resolution of the case

1.6 The Customer has the following responsibilities:

- 1.6.2 Allow Motorola continuous remote access to enable the monitoring service.
- 1.6.3 Provide continuous utility service to any Motorola equipment installed or utilized at customer's premises to support delivery of the service. Customer acknowledges Risk of loss to any Equipment provided to Customer as part of the Services will reside with Customer upon delivery and will remain with Customer until Equipment is returned to Motorola or its authorized representative.
- 1.6.4 Provide Motorola with pre-defined customer information and preferences prior to Start Date necessary to complete the CSP, including, but not limited to:
 - 1.6.4.1 Case notification preferences and procedure
 - 1.6.4.2 Repair Verification Preference and procedure
 - 1.6.4.3 Database and escalation procedure forms.

- 1.6.4.4 Submit changes in any information supplied to Motorola and included in the CSP to the CSM.
- 1.6.5 Provide the following information when initiating a service request:
 - 1.6.5.1 Assigned system ID number
 - 1.6.5.2 Problem description and site location
 - 1.6.5.3 Other pertinent information requested by Motorola to open a Case.
- 1.6.6 Notify the SSC when customer performs any activity that impacts the system. (Activity that impacts the system may include, but is not limited to, installing software or hardware upgrades, performing upgrades to the network, renaming elements or devices within the network, or taking down part of the system to perform maintenance.)
- 1.6.7 Allow Servicers access to equipment (including any connectivity or monitoring equipment) if remote service is not possible.
- 1.6.8 Allow Servicers access to remove Motorola owned monitoring equipment upon cancellation of service.
- 1.6.9 Provide all customer managed passwords required to access the customer's system to Motorola upon request or when opening a case to request service support or enable response to a technical issue.
- 1.6.10 Pay additional support charges above and beyond the contracted service agreements that may apply if it is determined that system faults were caused by the customer making changes to critical system parameters
- 1.6.11 Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the monitoring service.
- 1.6.12 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the services described in this SOW.
- 1.6.13 Contact Motorola to coordinate transition of monitoring when monitoring responsibility is to be transferred to or from Motorola. (I.e. normal business hours to after-hours monitoring) as set forth in pre-defined information provided by customer CSP.
 - 1.6.13.1 Upon contact, customer must provide customer name, site id, status on any open cases, severity level, and brief description of case and action plan to Motorola.
- 1.6.14 Acknowledge that cases will be handled in accordance with the times and priorities as defined in the Event Definition table- Appendix A.
- 1.6.15 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the Network Event Monitoring.

Engagement Matrix

The event types are based on the defined levels as follows:

Severity Level	Severity Definition	Engagement Times
1	<p>This is defined as a critical/major incident that causes the system and/or infrastructure to experience a loss of call processing functionality and no work-around or immediate solution is available.</p> <p>The following are examples of this kind of failure:</p> <ul style="list-style-type: none"> ○ 33% of call processing resources impaired ○ Remote Site/sub-system severed ○ Site Environment alarms: <ul style="list-style-type: none"> ○ Smoke ○ Unauthorized access ○ Temperature ○ Power failure 	Response provided 24 hours, 7 days a week, including US Holidays.
2	<p>This is defined as a moderate/minor incident that causes the system to operate with a continuous reduction in capacity or functionality of core services (core services include, voice, data or network management).</p> <p>The following are examples of this kind of failure:</p> <ul style="list-style-type: none"> ○ Less than 33% of call processing resources impaired ○ Failure of a single redundant component 	Response provided 8 x 5 on standard business days, which is normally Monday through Friday 8AM to 5PM, excluding US Holidays.
3	<p>This is defined as a minor issue, which has little or no impact on the functionality, efficiency or usability of core services. The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> ○ Faults that have no impact in how the user perceives the system to work ○ Intermittent issues ○ Requests for information 	Response provided 8 x 5 on standard business days, which is normally Monday through Friday 8AM to 5PM, excluding US Holidays.

	○ Preventive Maintenance or upgrade related work	
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Connectivity Matrix

Request connectivity 8 weeks in advance of service start date

System Type	Connectivity	Set up and Maintenance
ASTRO® 25	Internet VPN	Motorola
ASTRO® 25	T1	Motorola

Motorola Owned & Supplied Equipment Table

Equipment Type	Location Installed
Firewall/Router	Master Site
Service Delivery Management Server	Master Site for each Zone

Monitored Elements Table

Master Site Infrastructure	RF Site Equipment	Dispatch Site Equipment
Servers & Back up Servers	Channels	Consoles
MOSCAD (digital inputs & RS232 serial alarms)	MOSCAD (digital inputs & RS232 serial alarms)	AIS Servers
TRAK	RF Site Communication Path	Operator Position (OP)
Core LAN Switch	Switch	Motorola Gold Elite Gateway (MGEG)
Packet Data Gateway (PDG)	Site Controller	Call Processor
Radio Network Gateway (RNG)	Router	Logging Replay Station (only within the Radio Network Interface "RNI")
Zone Database Server (ZDS)	Gateway Router	Ambassador (AMB)
Gateway Router	Network Time Protocol (NTP)	Client Station
Controller – Zone & Domain	Firewall	Voice Processing Module (VPM)
Firewall Manager Servers	SmartX Site Converter (only the converter, not the legacy sites)	MCC 7500 IP Logging Recorders
Air Traffic Router (ATR)		MCC 7100 (only within the Radio Network Interface "RNI")
Unified Event Manager (UEM)		Conventional Channel Gateway (CCGW)
Zone Statistical Server (ZSS)		
Install Server		

**Some or all of the above equipment may be monitored depending on system configuration and need. Other equipment (not listed) may be monitored as an option, consult with your Customer Support Manager for details.*

Appendix B: Technical Support Statement of Work

Motorola's Technical Support service provides telephone consultation for technical issues that require a high level of ASTRO 25 network knowledge and troubleshooting capabilities. Remote Technical Support is delivered through the Motorola Solutions Support Center (SSC) by a staff of technical support specialists skilled in diagnosis and swift resolution of infrastructure performance and operational issues.

Motorola applies leading industry standards in recording, monitoring, escalating and reporting for Technical Support calls from its contracted customers, reflecting the importance of maintaining mission critical systems.

1.1 Description of Technical Support Services

Motorola's Solutions Support Center's (SSC) primary goal is Customer Issue Resolution (CIR), providing Incident Restoration and Service Request Fulfillment on Motorola's currently supported infrastructure. This team of highly skilled, knowledgeable, and experienced specialists is available to the customer as an integrated part of the support and technical issue resolution process. The SSC remotely supports the customer and works with but not limited to fault diagnostics tools, simulation networks and fault database search engines.

Technical Support is available Monday - Friday 8:00am - 5:00pm local site time and 24 hours a day, 7 days a week for Severity 1 Incidents. Technical Support availability for severity 2, 3 and 4 incidents is outlined in the [Severity Level Response Goals](#). Calls requiring incidents or service requests will be logged in Motorola's Customer Relationship Management (CRM) system. This helps ensure that technical issues are prioritized, updated, tracked and escalated as necessary, until resolution. Technical Support Operations assigns the impact level in accordance with the agreed [Severity Level Definitions](#) stated in this document.

Motorola will track the progress of each case from initial capture to resolution. Motorola will advise and inform the customer of the case progress and tasks that require further investigation and assistance from the customer's technical resources.

This service requires the customer to provide a suitably trained technical resource that delivers maintenance and support to the customer's system, and who is familiar with the operation of that system. Motorola provides technical consultants to support the local resource in the timely closure of infrastructure, performance and operational issues.

1.2 Scope

Technical Support service is available Monday - Friday 8:00am - 5:00pm local site time and 24 hours a day, 7 days a week for Severity 1 Incidents. See [Severity Level Definitions](#).

1.3 Inclusions

Technical Support service will be delivered on Motorola sold infrastructure including integrated 3rd party products.

1.4 Limitations and Exclusions

The following activities are outside the scope of the Technical Support service, but are optional services that are available to remote Technical Support customers at an additional cost:

1.4.1 Emergency on-site visits required to resolve technical issues that cannot be resolved with the SSC working remotely with the local customer technical resource.

1.4.2 Third party support for equipment not sold by Motorola.

1.4.3 System installations, upgrades, and expansions.

1.4.4 Customer training.

1.4.5 Hardware repair and/or exchange.

1.4.6 Network security services.

1.4.7 Network transport management.

1.4.8 Motorola services not included in this statement of work.

1.4.9 Any technical support required as a result of a virus or unwanted intrusion is excluded if the system is not protected against these security threats by Motorola's Pre-tested Security Update Service when applicable.

1.5 Motorola has the following responsibilities:

1.5.1. Provide availability to the Motorola Solution Support Center (800-221-7144), 24 hours a day, 7 days a week to respond to Customer's requests for Severity 1 support. Refer to Severity Level Response Time Goals for Severity 2, 3 and 4 response times.

1.5.2. Respond initially to Incidents and Technical Service Requests in accordance with the response times set forth in the Severity Level Response Time Goals section of this document and the severity level defined in the Severity Level Definitions section of this document.

1.5.3. Provide caller a plan of action outlining additional requirements, activities or information required to achieve restoral/fulfillment.

1.5.4. Maintain communication with the customer in the field as needed until resolution of the case

1.5.5. Coordinate technical resolutions with agreed upon third party vendors, as needed.

1.5.6. Manage functionally escalated support issues to additional Motorola technical resources, as applicable.

1.5.7. Determine, in its sole discretion, when a case requires more than the Technical Support services described in this SOW and notify customer of an alternative course of action.

1.6. The Customer has the following responsibilities:

1.6.1. Provide Motorola with pre-defined information prior to contract start date necessary to complete Customer Support Plan (CSP).

1.6.2. Submit changes in any information supplied in the Customer Support Plan (CSP) to the Customer Support Manager (CSM).

1.6.3. Contact the SSC in order to engage the Technical Support service, providing the necessary information for proper entitlement services. Including but not limited to the name of contact, name of customer, system ID number, site(s) in question, and brief description of the problem including pertinent information for initial issue characterization.

1.6.4. Maintain suitable trained technical resources that provide field maintenance and technical maintenance services to the system, and who are familiar with the operation of that system.

- 1.6.5. Supply suitably skilled and trained on-site presence when requested by the SSC.
- 1.6.6. Validate issue resolution prior to close of the case in a timely manner.
- 1.6.7. Acknowledge that cases will be handled in accordance with the times and priorities as defined in the Severity Level Definitions and in the Severity Level Response Time Goals section in this document.
- 1.6.8. Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the Technical Support
- 1.6.9 Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Service.

1.7 Severity Level Definitions

The following severity level definitions will be used to determine the maximum response times:

Severity Level	Severity Definition
Severity 1	<p>This is defined as a failure that causes the system and/or infrastructure a loss of voice functionality and no work-around or immediate solution is available.</p> <p>The following are examples of this kind of failure:</p> <ul style="list-style-type: none"> • 33% of call processing resources impaired • Site Environment alarms: <ul style="list-style-type: none"> ○ Smoke, ○ Unauthorized access ○ Temperature ○ Power failure
Severity 2	<p>This is defined as a fault that causes the system to operate with a continuous reduction in capacity or functionality of core services (core services consist of: Voice, data or network management).</p> <p>The following are examples of this kind of failure:</p> <ul style="list-style-type: none"> ○ Less than 33% of call processing resources impaired ○ Failure of a single redundant component
Severity 3	<p>This is defined as a fault which reduces the functionality, efficiency or usability of core services (voice, data and network management) and there is a viable work-around in place.</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> ○ Intermittent faults that are infrequent and minor impact to core services ○ Statistical reporting problems
Severity 4	<p>This is defined as a minor issue, which has little or no impact on the functionality, efficiency or usability of core services. The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> ○ Faults resulting in minor functions or features being unsupported or unreliable in ways that are not noticeable to the user. ○ Faults that have no impact in how the user perceives the system to work. ○ Cosmetic issues. ○ Requests for information.

1.8 Severity Level Response Goals

The response times are based on the defined severity levels as follows:

Severity Level	Response Time
Severity 1	A Motorola SSC Technician will make contact with the customer technical representative within one hour of the request for support being logged in the issue management system. Continual effort will be maintained to restore the system or provide a workaround resolution. Response provided 24 x 7.
Severity 2	A Motorola SSC Technician will make contact with the customer technical representative within four hours of the request for support being logged at the issue management system. Response provided 8 x 5 on standard business days, which is normally Monday through Friday 8AM to 5PM, excluding US Holidays.
Severity 3	A Motorola SSC Technician will make contact with the customer technical representative within the next business day of the request for support being logged at the issue management system. Response provided 8 x 5 on standard business days, which is normally Monday through Friday 8AM to 5PM, excluding US Holidays.
Severity 4	A Motorola SSC Technician will make contact with the customer technical representative within the next business day of the request for support being logged at the issue management system. Response provided 8 x 5 on standard business days, which is normally Monday through Friday 8AM to 5PM, excluding US Holidays.

Appendix C: Network Hardware Repair Statement of Work

Motorola provides a hardware repair service for all of the Motorola and select third-party infrastructure equipment supplied by Motorola. The Motorola authorized Repair Depot manages and performs the repair of Motorola supplied equipment as well as coordinating the equipment repair logistics process.

1.1 Description of Services

Infrastructure components are repaired at a Motorola authorized Infrastructure Depot Operations (IDO). At Motorola's discretion, select third party Infrastructure may be sent to the original equipment manufacturer or third party vendor for repair.

1.2 Scope

Repair Authorizations are obtained by contacting the Solutions Support Center (SSC) which is available 24 hours a day, 7 days a week.

Repair authorizations can also be obtained online via Motorola Online at <https://businessonline.motorolasolutions.com>, under Repair Status/Submit Infrastructure RA.

1.3 Inclusions

Network Hardware Repair is available on Motorola sold communication systems which may include some aspect of third party hardware and software. Motorola will make a "commercially reasonable effort" to repair Motorola manufactured infrastructure products for seven years after product cancellation.

1.4 Exclusions

If infrastructure is no longer supported by Motorola, the original equipment manufacturer or a third party vendor, Motorola may return said equipment to the customer without repair or replacement. The following items are excluded from Network Hardware Repair:

- 1.4.1 All Motorola infrastructure hardware over seven (7) years from product cancellation date.
- 1.4.2 All Third party infrastructure hardware over two (2) years from product cancellation date.
- 1.4.3 All Broadband infrastructure over three (3) years from product cancellation date
- 1.4.4 Physically damaged infrastructure.
- 1.4.5 Third party equipment not shipped by Motorola
- 1.4.6 Consumable items including, but not limited to, batteries, connectors, cables, toner/ink cartridges, tower lighting, laptop computers, monitors, keyboards and mouse.
- 1.4.7 Video retrieval from Digital In-Car Video equipment.
- 1.4.8 Infrastructure backhaul such as, Antennas, Antenna Dehydrator, Microwave¹, Line Boosters, Amplifier, Data Talker Wireless Transmitter, Short haul modems, UPS¹
- 1.4.9 Test equipment.
- 1.4.10. Racks, furniture and cabinets.
- 1.4.11. Firmware and/or software upgrades.

¹ Excluded from service agreements but may be repaired on an above contract, time and material basis. All UPS Systems must be shipped to IDO for repair. Note! Excludes batteries and on-site services

- 1.5 Motorola has the following responsibilities:
 - 1.5.1 Enable Customer access to the Motorola call Center operational 24 hours a day, 7 days per week, to create requests for repair service.
 - 1.5.2 Provide repair return authorization numbers when requested by Customer.
 - 1.5.3 Receive malfunctioning infrastructure from Customer and document its arrival, repair and return.
 - 1.5.4 Perform the following service on Motorola infrastructure:
 - 1.5.4.1 Perform an operational check on the infrastructure to determine the nature of the problem.
 - 1.5.4.2 Replace malfunctioning Field Replacement Units (FRU) or components.
 - 1.5.4.3 Verify that Motorola infrastructure is returned to Motorola manufactured specifications, as applicable.
 - 1.5.4.4 Perform a box unit test on all serviced infrastructure.
 - 1.5.4.5 Perform a system test on select infrastructure.
 - 1.5.5 Provide the following service on select third party infrastructure:
 - 1.5.5.1 Perform pre-diagnostic and repair services to confirm infrastructure malfunction and eliminate sending infrastructure with no trouble found (NTF) to third party vendor for repair, when applicable.
 - 1.5.5.2 Ship malfunctioning infrastructure components to the original equipment manufacturer or third party vendor for repair service, when applicable.
 - 1.5.5.3 Track infrastructure sent to the original equipment manufacturer or third party vendor for service.
 - 1.5.5.4 Perform a post-test after repair by Motorola, original equipment manufacturer, or third party vendor to confirm malfunctioning infrastructure has been repaired and functions properly in a Motorola system configuration, when applicable.
 - 1.5.5.5 Re-program repaired infrastructure to original operating parameters based on software/firmware provided by customer as required by section 1.6.7. If the customer software version/configuration is not provided, shipping times will be delayed. If the Infrastructure repair depot determines that the malfunctioning infrastructure is due to a software defect, the repair depot reserves the right to reload infrastructure with a similar software version.
 - 1.5.5.6 Properly package repaired infrastructure.
 - 1.5.5.7 Ship repaired infrastructure to the customer specified address during normal operating hours of Monday through Friday 7:00am to 7:00pm CST, excluding holidays. FRU will be sent two-day air unless otherwise requested. Motorola will pay for such shipping, unless customer requests shipments outside of the above mentioned standard business hours and/or carrier programs, such as NFO (next flight out). In such cases, customer will be responsible for payment of shipping and handling charges.
- 1.6 The Customer has the following responsibilities:
 - 1.6.1 Contact or instruct Servicer to contact the Motorola Solutions Support Center (SSC) and request a return authorization number prior to shipping malfunctioning infrastructure.

1.6.2 Provide model description, model number and serial number, type of system, software and firmware version, symptom of problem and address of site location for FRU or infrastructure.

1.6.3 Indicate if infrastructure or third party infrastructure being sent in for service was subjected to physical damage or lightning damage.

1.6.4 Follow Motorola instructions regarding inclusion or removal of firmware and software applications from infrastructure being sent in for service.

1.6.5 Provide customer purchase order number to secure payment for any costs described herein.

1.6.6 Properly package and ship the malfunctioning FRU, at customer's expense. Customer is responsible for properly packaging the malfunctioning infrastructure FRU to ensure that the shipped infrastructure arrives un-damaged and in repairable condition.

1.6.6.1 Clearly print the return authorization number on the outside of the packaging.

1.6.7 Maintain versions and configurations for software/applications and firmware to install repaired equipment.

1.6.8 Provide Motorola with proper software/firmware information to reprogram equipment after repair unless current software has caused this malfunction.

1.6.9 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the infrastructure repair services to customer.

1.6.10 Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Service.

Appendix D: Remote Security Patch Installation Statement of Work

To verify compatibility with your ASTRO 25 system, Motorola's Remote Security Patch Installation provides pre-tested 3rd party software (SW) security updates.

In addition to testing the security updates, Remote Security Patch Installation includes remote installation of the updates.

This Statement of Work ("SOW") is subject to the terms and conditions of Motorola's Professional Services Agreement, Service Agreement or other applicable agreement in effect between the parties ("Agreement"). Motorola and Customer may be referred to herein individually as a "Party" or together as "Parties"

1.1 Description of Remote Security Patch Installation

Motorola shall maintain a dedicated vetting lab for each supported ASTRO 25 release for the purpose of pre-testing security updates. In some cases, when appropriate, Motorola will make the updates available to outside vendors, allow them to test, and then incorporate those results into this offering. Depending on the specific ASTRO 25 release and customer options, these may include updates to antivirus definitions, OEM vendor supported Windows Workstation and Server operating system patches, Solaris and Red Hat Linux (RHEL) operating system patches, VMware ESXi Hypervisor patches, Oracle database patches, PostgreSQL patches, and patches for other 3rd party Windows applications such as Adobe Acrobat and Flash.

Motorola has no control over the schedule of releases. The schedule for the releases of updates is determined by the Original Equipment Manufacturers (OEMs), without consultation with Motorola. Antivirus definitions are released every week. Microsoft patches are released on a monthly basis. Motorola obtains and tests these updates as they are released. Other products have different schedules or are released "as-required." Motorola will obtain and test these OEM vendor supported updates on a quarterly basis.

1.2 Connectivity

To accommodate remote installation of security updates, a connection is required from Motorola to the customer ASTRO 25 network. There are two different options. 1) T1 line purchased and maintained by Motorola, or 2) The customer internet connection is used and a Virtual Private Network (VPN) is established between Motorola and the ASTRO 25 network. Since this relies on the customer internet connection, the customer is responsible for the availability of the connection.

Along with the connection itself, Motorola supplied hardware is required to be deployed to the customer premises on the ASTRO 25 network. Motorola shall load software, configure, and ship the hardware to the customer supplied contact for installation. This hardware and its maintenance is part of the connectivity service.

ASTRO 25 connectivity is ordered separately from Remote Security Patch Installation and has a separate statement of work. See that SOW for more detail on terms of the connection.

If connectivity is already established for a different service such as network or security monitoring then the same connection can be used for Remote Security Patch Installation. There is no need for a separate connection to be established.

1.3 Security Update Installation

Motorola shall push the tested security updates over the established connection. The timing and coordination with the customer of each update depends on the updates themselves. Motorola requires IP connectivity to all elements that are in scope for patching. If IP connectivity from

Motorola is not available then those elements will not be considered for remote patching and will require alternative arrangements outside of the scope of this statement of work.

1.3.1 Antimalware Signature Update Installation

Antimalware signature updates are released often, but Motorola collects and tests them on a weekly basis. The updates are non-intrusive (for example, no reboots or manual configuration changes are required) and automatically implemented. Therefore, antimalware signature updates will be pushed within a week of testing without Customer coordination. An email will be sent to inform the Customer that the signatures have been updated.

1.3.2 Microsoft Windows Security Update Installation

Microsoft typically releases security updates every second Tuesday of the month (aka "Patch Tuesday"); however, selected security updates are sometimes released on other days, and it is possible that no security updates are released during a month. Security updates for some 3rd party Windows software (Non-Motorola and non-Microsoft applications that run on Windows, such as Adobe Reader and Flash) are also released on Patch Tuesday. The most recent Windows and 3rd party Windows security updates available will be acquired by Motorola on each Patch Tuesday. These patch security updates require at least one week for incorporation into the offering and a minimum of 36 hours for testing in the Motorola vetting labs, after which security updates with no issues are then released. Patches may be held back at the discretion of Motorola if they are found to cause any problems to features, performance or functionality and will only be released when the issues are fully resolved.

It is important to understand that it is often the case that after security updates are installed, Microsoft requires the patched computer to be rebooted before the security updates take full effect and vulnerabilities are mitigated. The clients include dispatch consoles and there is no way for Motorola to know when it is safe to reboot. The customer must reboot at a time chosen by them so as to not impact operations.

Once the security updates are vetted, Motorola will start pushing the updates to the customer without customer coordination or notification. An email will be sent requesting that the clients be rebooted. It is the customer's responsibility to reboot all of the clients before the next set update is sent. When preparing for the next month's push of security updates, Motorola will first scan to verify all of the previous updates were implemented and if any computer has not been rebooted. Motorola will send an email requesting that the remaining computers be rebooted before any new updates are pushed.

1.3.3 Microsoft Windows Security Updates Outside ASTRO 25 Firewalls

Connections to other networks (from now on referred to as Customer Enterprise Network, or CEN) must be delineated by firewalls. All updates deployed by Remote Security Patch Installation are specific to equipment inside the ASTRO 25 Radio Network with only the following exceptions: Key Management Facility (KMF), Text messaging Services (TMS) and advanced Messaging Services (AMS) and MCC 7100 consoles. In these exceptions, the customer has a choice of including these machines in the Remote Security Patch Installation service, or including them in their own IT security patch procedures.

The KMF, TMS, and AMS are all outside the firewall (relative to the Radio Network) and therefore updates require that the firewall be opened. The default for Remote Remote Security Patch Installation is that these functions are included.

The MCC 7100 console may be directly on the radio network or in the CEN. Any MCC 7100 on the radio network would simply be included in the standard Remote Security Patch Installation offering. However, the MCC 7100 may also be located in the CEN and connected

through a VPN to a firewall at a dispatch location. In this case, the default for Remote Security Patch Installation is to not update these consoles.

If the customer requires inclusion for the CEN based MCC 7100 consoles, then they must contact their Customer Service Manager and make a formal request. They must also consent to allow Motorola to open the firewall to allow access for updates.

1.3.4 Quarterly Security Update Installation

The quarterly patch updates are for Solaris and Red Hat Linux (RHEL) operating systems, and VMWare ESXi hypervisor (virtualization). They are tested and released on a quarterly basis, at end of March, June, September, and December. Motorola will schedule installation of the updates with the customer in the first weeks of the following quarter. Motorola will send the customer an ITIL with details on the upgrade and scheduling for each of the events.

These updates are intrusive and require customer coordination. Examples of how they affect the customer include reboots to implement the patches and rolling (switching from one zone controller to the other) of the zone controllers. Systems with redundant zone controllers (L2, M2, M3) have low downtime (minutes) as the zone controllers are rolled, but systems with single zone controllers (L1, M1) will be down for longer periods. During these times, the system will be in "Site trunking" mode. It is up to the customer to understand the operational impacts and to coordinate these events with users.

This effort will be done during standard business hours, or 8am to 5pm CST. Customers requesting that downtime be during non-standard hours must submit an official request through their CSM. The ITIL will show work being done during standard hours such as prep work, downloading of the patches to memory, etc and the actual reboots or ZC rollover will be initiated when requested. Additional remote work will proceed the next day during standard hours.

Motorola System Enhancement Releases ("SERs") and Field Service Bulletins ("FSB's") are not part of this service. However in some instances, these fixes must be done to allow the latest security patches. If it is possible for the specific required FSB to be installed remotely, then Motorola will include it as part of Remote Security Patch Installation. Otherwise, Motorola will communicate this to the customer and the patches that cannot be delivered. The Customer and their CSM will determine how to get the SER or FSB installed. Once the SER or FSB appears on the system, Remote Security Patch Installation will then install the affected patches.

For minimal downtime and to avoid redundant efforts, the customer should coordinate any maintenance or other updates such as FSB's and SER's with Motorola.

1.4 Scope

Remote Security Patch Installation supports the currently shipping Motorola ASTRO 25 System Release (SR) and strives to support five (5) releases prior. Motorola reserves the right to adjust which releases are supported as business conditions dictate. Contact your Customer Service Manager for the latest supported releases.

Remote Security Patch Installation is available for any L or M core system in a supported release. Remote Security Patch Installation is not available for K cores.

Systems that have non-standard configurations that have not been certified by Motorola Systems Integration and Testing (SIT) are specifically excluded from this Service unless otherwise agreed in writing by Motorola. Service does not include pre-tested intrusion detection system (IDS) updates

for IDS solutions. Certain consoles, MOTOBRIDGE, MARVLIS, Symbol Equipment, AirDefense Equipment, AVL, Genesis, WAVE and Radio Site Security products are also excluded. Motorola will determine, in its sole discretion, the third party software that is supported as a part of this offering.

1.5 Motorola has the following responsibilities:

1.5.1 Obtain relevant third party software ("SW") security updates as made available from the OEM's. This includes antivirus definition updates, operating systems patches, hypervisor patches, database patches, and selected other third party patches that Motorola deployed in ASTRO 25 system releases covered by this Remote Security Patch Installation. Motorola does not control when these updates are released, but as much as possible vet the updates on this schedule:

McAfee Antivirus definitions– Weekly

Windows OS updates – Monthly

Solaris, RHEL OS, VMware ESXi updates – Quarterly

1.5.2 Each assessment of relevant third party SW will take at least one week to incorporate the security updates into the Remote Security Patch service and 36 additional hours of examination time to evaluate the impact each update has on the system.

1.5.3 Perform rigorous testing of updates to verify whether they degrade or compromise system functionality on a dedicated ASTRO 25 test system with standard supported configurations.

1.5.4 Address any issues identified during testing by working as necessary with Motorola selected commercial supplier(s) and/or Motorola product development engineering team(s). If a solution for the identified issues cannot be found, the patch will not be posted on Motorola's site.

1.5.5 Pre-test STIG recommended remediation when applicable.

1.5.6 Release all tested updates to Motorola's secure extranet site.

1.5.7 Coordinate updates with customer as outlined in section 1.

1.5.8 In the event that no updates are released by the OEM's during the usual time period, Motorola will send a notice that no new patches were sent.

1.5.9 Notify customer of update releases by email.

1.5.10 A supported Remote Security Patch Installation ASTRO 25 release matrix will be kept on the extranet site for reference.

1.6 The Customer has the following responsibilities:

1.6.1 This service requires connectivity from Motorola to the customer's ASTRO 25 system. This connectivity must be established prior to service start.

1.6.2 Maintain IP connectivity from Motorola to all elements in the system that require remote patching.

1.6.3 Provide Motorola with pre-defined information (customer contacts, system information, etc) prior to contract start date necessary to complete a Customer Support Plan (CSP).

- 1.6.4 Submit changes in any information supplied in the Customer Support Plan (CSP) to the Customer Support Manager (CSM).
- 1.6.5 Upgrade system to a supported system release as necessary to continue service.
- 1.6.6 Refrain from making uncertified changes of any type to the system.
- 1.6.7 Adhere closely to the System Support Center (SSC) troubleshooting guidelines provided upon system acquisition. A failure to follow SSC guidelines may cause the customer and Motorola unnecessary or overly burdensome remediation efforts. In such case, Motorola reserves the right to charge an additional service fee for the remediation effort.
- 1.6.8 Comply with the terms of the applicable software license agreement(s) between the Customer and Motorola and non-Motorola software copyright owner.
- 1.6.9. Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Service.
- 1.6.10 Upon successful installation of patches on windows clients (e.g. Dispatch Ops Position, NM Client, etc.) and receiving notification indicating the task has been successfully executed by Motorola, affected computers must be rebooted by the customer within 72 hours.
- 1.6.11 Understand downtime implications associated with reboots and patch activities and internally coordinate with users as necessary.

1.7 Disclaimer:

Motorola disclaims any and all warranties with respect to pre-tested antivirus definitions, database security updates, hypervisor patches, operating system software patches, intrusion detection sensor signature files, or other 3rd party files, express or implied. Further, Motorola disclaims any warranty concerning the non-Motorola software and does not guarantee that customer's system will be error-free or immune to security breaches as a result of these services.

Appendix E: OnSite Support Statement of Work

Motorola's OnSite Support service provides case management and escalation for onsite technical service requests. The service is delivered by the Motorola's Solutions Support Center (SSC) in conjunction with a local service provider. The SSC is responsible for opening a case for onsite support and monitoring the status of that case to maintain response time conformance.

The terms and conditions of this Statement of Work (SOW) are an integral part of Motorola's Service Agreement or other applicable agreement to which it is attached and made a part thereof by this reference.

1.0 Description of Services

The Motorola SSC will receive customer request for OnSite service provider and dispatch a servicer. The servicer will respond to the customer location based on pre-defined Severity Levels set forth in Severity Level Definitions table and Response times set forth in Severity Level Response Time Goals table in order to restore the system.

Motorola will provide case management as set forth herein. The SSC will maintain contact with the on-site Motorola Service Shop until system restoral and case closure. The SSC will continuously track and manage cases from creation to close through an automated case tracking process.

1.1 Scope

OnSite Support is available 24 hours a day, 7 days a week in accordance with Severity Level Definitions and Severity Level Response Time Goals tables.

1.2 Inclusions

Onsite Support can be delivered on Motorola-sold infrastructure.

2.0 Motorola has the following responsibilities:

- 2.1. Receive service requests.
- 2.2. Create a case as necessary when service requests are received. Gather information to characterize the issue, determine a plan of action and assign and track the case to resolution.
- 2.3. Dispatch a field servicer ("Servicer") as required by Motorola's standard procedures and provide necessary case information.
- 2.4. Provide the required personnel access to relevant customer information as needed.
- 2.5. Servicer will perform the following on-site:
- 2.6. Run diagnostics on the Infrastructure or Field Replacement Units (FRU).
- 2.7. Replace defective Infrastructure or FRU, as supplied by customer.
- 2.8. Provide materials, tools, documentation, physical planning manuals, diagnostic/test equipment and any other requirements necessary to perform the maintenance service.
- 2.9. If a third party vendor is needed to restore the system, the Servicer may accompany that vendor onto the customer's premises.
- 2.10. Verify with customer that restoration is complete or system is functional, if required by customer's repair verification in the Customer Support Plan. If verification by customer cannot be completed within 20 minutes of restoration, the case will be closed and the Servicer will be released.
- 2.11. Escalate the case to the appropriate party upon expiration of a response time.

- 2.12. Close the case upon receiving notification from customer or servicer, indicating the case is resolved.
 - 2.13. Notify customer of case status as defined by the Customer Support Plan:
 - 2.13.1 Open and closed; or
 - 2.13.2 Open, assigned to the servicer, arrival of the servicer on-site, deferred or delayed, closed.
 - 2.14. Provide Case activity reports to customer if requested.
- 3.0 Customer has the following responsibilities:
- 3.1. Contact Motorola, as necessary, to request service.
 - 3.2. Provide Motorola with the following pre-defined customer information and preferences prior to start date necessary to complete Customer Support Plan (CSP):
 - 3.2.1. Case notification preferences and procedure.
 - 3.2.2. Repair verification preference and procedure.
 - 3.2.3. Database and escalation procedure forms.
 - 3.2.4. Submit changes in any information supplied in the CSP to the Customer Support Manager (CSM).
 - 3.3. Provide the following information when initiating a service request:
 - 3.3.1. Assigned system ID number.
 - 3.3.2. Problem description and site location.
 - 3.3.3. Other pertinent information requested by Motorola to open a case.
 - 3.4. Allow Servicers access to equipment.
 - 3.5. Supply infrastructure or FRU, as applicable, in order for Motorola to restore the system.
 - 3.6. Maintain and store in an easily accessible location any and all software needed to restore the system.
 - 3.7. Maintain and store in an easily accessible location proper system backups.
 - 3.8. For E911 systems, test the secondary/backup Public Safety Answering Point (PSAP) connection to be prepared in the event of a catastrophic failure of a system. Train appropriate personnel on the procedures to perform the function of switching to the backup PSAP.
 - 3.9. Verify with the SSC that restoration is complete or system is functional, if required by repair verification preference provided by customer.
 - 3.10. Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide these services.
 - 3.11. Obtain and provide applicable third party consents or licenses at Customer cost to enable Motorola to provide the Services.

4.0 Severity Level Definitions

The following severity level definitions will be used to determine the maximum response times:

Severity Level	Severity Definition
Severity 1	<p>This is defined as a failure that causes the system and/or infrastructure a loss of voice functionality and no work-around or immediate solution is available.</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> • 33% of call processing resources impaired • Site Environment alarms: <ul style="list-style-type: none"> ○ Smoke ○ Unauthorized access ○ Temperature ○ Power failure
Severity 2	<p>This is defined as a fault that causes the system to operate with a continuous reduction in capacity or functionality of core services (core services are voice, data or network management).</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> • Less than 33% of call processing resources impaired • Failure of a single redundant component
Severity 3	<p>This is defined as a fault which reduces the functionality, efficiency or usability of core services (voice, data and network management) and there is a viable work-around in place.</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> • Intermittent faults that are infrequent and minor impact to core services • Statistical reporting problems
Severity 4	<p>This is defined as a minor issue, which has little or no impact on the functionality, efficiency or usability of core services. The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> • Faults resulting in minor functions or features being unsupported or unreliable in ways that are not noticeable to the user. • Faults that have no impact in how the user perceives the system to work. • Cosmetic issues. • Requests for information. • Preventive Maintenance

5.0 Severity Level Response Time Goals

(Customer's Response Time Classification is designated in the Customer Support Plan.)

Severity Level	Standard Response Time
Severity 1*	Within 4 hours from receipt of notification continuously
Severity 2	Within 4 hours from receipt of notification Standard Business Day
Severity 3	Within 8 hours from receipt of notification Standard Business Day
Severity 4	Within 12 hours from receipt of notification Standard Business Day

* Premier Response is an option that can be purchased, it provides a 2-hour response time for severity 1 issues.

Appendix F: Annual Preventive Maintenance Statement of Work

The terms and conditions of this Statement of Work (SOW) are an integral part of Motorola's Service Agreement or other applicable agreement to which it is attached and made a part thereof by this reference.

Annual Preventative Maintenance will provide an annual operational test and alignment, on the customer's infrastructure equipment (Infrastructure or Fixed Network Equipment or "FNE") to monitor the Infrastructure's conformance to specifications, as set forth in the applicable attached Exhibit(s), all of which are hereby incorporated by this reference.

1.1 Scope

Annual Preventive Maintenance will be performed during standard business hours (unless otherwise agreed to in writing). If the system or Customer requirements dictate this service must occur outside of standard business hours, Motorola will provide an additional quotation. Customer is responsible for any charges associated with unusual access requirements or expenses.

1.2 Inclusions

Annual Preventive Maintenance service will be delivered on Motorola sold infrastructure including integrated third party products per the level of service as defined in Table 1: PM Tasks Performed.

1.3 Limitations and Exclusions

Unless specifically described in Table 1, the following activities are outside the scope of the Annual Preventive Maintenance service, but are optional services that are available to Annual Preventive Maintenance customers at an additional cost:

- 1.3.1. Emergency on-site visits required to resolve technical issues.
- 1.3.2. Third party support for equipment not sold by Motorola as part of the original system.
- 1.3.3. System installations, upgrades, and expansions.
- 1.3.4. Customer training.
- 1.3.5. Hardware repair and/or exchange.
- 1.3.6. Network security services.
- 1.3.7. Network transport.
- 1.3.8. Information Assurance.
- 1.3.9. Motorola services not included in this statement of work.
- 1.3.10. Any maintenance required as a result of a virus or unwanted intrusion is excluded if the system is not protected against these security threats by Motorola's Pre-tested Security Update Service when applicable.
- 1.3.11. Tower mapping analysis or tower structure analysis

1.4 Motorola has the following responsibilities:

- 1.4.1 Notify the customer of any planned system downtime needed to perform this Service.
- 1.4.2 Advise customer of any issue that requires immediate attention.
- 1.4.3 Maintain communication with the customer as needed until completion ("resolution" implies a problem is being fixed) of the Annual Preventive Maintenance.

- 1.4.4 Determine, in its sole discretion, when a case requires more than the Preventive Maintenance services described in this SOW and notify customer of an alternative course of action.
- 1.4.5 Provide customer with a report documenting system performance against expected parameters along with recommended actions. Time allotment TBD.
- 1.4.6 Provide trained and qualified personnel with proper security clearance required to complete Annual Preventive Maintenance service.

1.5 The Customer has the following responsibilities:

- 1.5.1 Provide preferred schedule for Annual Preventative Maintenance to Motorola.
- 1.5.2 Authorize and acknowledge any scheduled system downtime.
- 1.5.3 Maintain periodic backup of databases, software applications, and firmware.
- 1.5.4 Establish and maintain a suitable environment (heat, light, and power) for the equipment location and provide Motorola full, free, and safe access to the equipment so that Motorola may provide services. All sites shall be accessible by standard service vehicles.
- 1.5.5 Submit changes in any information supplied in the Customer Support Plan (CSP) to the Customer Support Manager (CSM).
- 1.5.6 Provide site escorts in a timely manner if required.
- 1.5.7 Provide Motorola with requirements necessary for access to secure facilities.
- 1.5.8 Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Service.

Table 1: PM Tasks Performed

MASTER SITE CHECKLIST	
SERVERS	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
NM Client Applications	Review UEM events and transport medium types, (microwave/leased line/telco, etc). Event log review for persistent types. Verify all NM client applications are operating correctly.
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.
Complete Backup	Verify backups have been done or scheduled. SZ database (BAR), Centracom CDM/ADM database, etc.
ROUTERS	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
SWITCHES	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on switch type. Capture available diagnostic logs.
Verify Redundant Switches	Test redundancy in CWR devices. Core router switchover (coordinate with customer).
DOMAIN CONTROLLERS	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.
FIREWALLS	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
LOGGING EQUIPMENT	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
Server CPU Health	i.e. memory, HDD, CPU, disk space/utilization.
MISCELLANEOUS EQUIPMENT	

Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
Server CPU Health	i.e. memory, HDD, CPU, disk space/utilization.

PRIME SITE CHECKLIST	
SOFTWARE	
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.
SWITCHES	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on switch type. Capture available diagnostic logs.
MISCELLANEOUS EQUIPMENT	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
Site Frequency Standard Check	Check lights and indicators for A/B receivers.
COMPARATORS	
Equipment Alarms	Verify no warning/alarm indicators.
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways

DISPATCH SITE CHECKLIST	
GENERAL	
Inspect all Cables	Inspect all cables/connections to external interfaces are secure
Mouse and Keyboard	Verify operation of mouse and keyboard
Configuration File	Verify each operator position has access to required configuration files
Console Op Time	Verify console op time is consistent across all ops
Screensaver	Verify screensaver set as customer prefers

Screen Performance	Verify screen operational/performance
Touchscreen	Verify touchscreen operation (if applicable)
Cabling/Lights/Fans	Visual inspection of all equipment - cabling/ lights/ fans
Filters/Fans/Dust	Clean any filters/ fans/ dust- all equipment
Monitor and Hard Drive	Confirm monitor and hard drive do not "sleep"
DVD/CD	Verify / clean DVD or CD drive
HEADSET UNPLUGGED TESTING	
Speakers	Test all speakers - audio quality, volume, static, drop-outs, excess hiss when turned up.
Channel Audio in Speaker	Verify selected channel audio in select speaker only.
Footswitch Pedals	Verify both footswitch pedals operational
Radio On-Air Light	Verify radio on air light comes on with TX (if applicable)
Radio TX and RX	Verify radio TX/RX from both headset jacks. Verify levels OK. Check volume controls for noise/static or drop-outs.
Speaker Mute	Verify select speaker muted.
Telephone Operation	Verify telephone operational through both headset jacks. Check volume controls for noise/static or drop-outs.
Audio Switches	Verify select audio switches to speaker when phone off-hook. (if interfaced to phones)
Radio Takeover in Headset	Verify radio-takeover in headset mic when phone off-hook (mic switches to radio during PTT and mutes to phone).
OTHER TESTS	
Phone Status Light	Verify phone status light comes on when phone off-hook (if applicable)
Desk Microphone Operation	Confirm desk mic operation (if applicable)
Radio IRR Operation	Verify radio IRR operational (if applicable)
Telephone IRR Operation	Verify telephone [if on radio computer] IRR operational (if applicable)
Recording	Verify operator position being recorded on long term logging recorder (if applicable)
COMPUTER PERFORMANCE TESTING	
Computer Reboot	Reboot op position computer
Computer Operational	Confirm client computer is fully operational (if applicable)
AUDIO TESTING	
Audio Levels and Quality	Confirm all conventional resources are functional with adequate audio levels and quality
Secure Mode	Confirm any secure talkgroups are operational in secure mode
EQUIPMENT ROOM TESTS	
Recording - AIS Test	Verify audio logging of trunked calls

Recording	Test op position logging on analog recorder (with customer assistance)
System Alarms	Review alarm system on all equipment for errors
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.

RF SITE CHECKLIST

Equipment Alarms	Verify no warning/alarm indicators.
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways
Site Frequency Standard Check	Check lights and indicators for A/B receivers.
Basic Voice Call Check	Voice test each voice path, radio to radio.
Control Channel Redundancy (trunking)	Roll control channel, test, and roll back.
Site Controller Redundancy (trunking)	Roll site controllers with no dropped audio.
GTR 8000 Results Sheet	Complete GTR tests - Frequency Error, Modulation Fidelity, Forward at Set Power, Reverse at Set Power, Gen Level Desense no Tx.

MOSCAD CHECKLIST

MOSCAD SERVER

Equipment Alarms	Verify no warning/alarm indicators.
Check Alarm/Event History	Review MOSCAD alarm and events to find if there are chronic issues.
Windows Event Logs	Review Windows event logs. Save and clear if full.
Password Verification	Site devices to verify passwords. Document changes if any found.
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.

MOSCAD CLIENT

Equipment Alarms	Verify no warning/alarm indicators.
Check Alarm / Event History	Review MOSCAD alarm and events to find if there are chronic issues.
Windows Event Logs	Review Windows event logs. Save and clear if full.
Password Verification	Site devices to verify passwords. Document changes if any found.

Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.
MOSCAD RTU's	
Equipment Alarms	Verify no warning/alarm indicators.
Verify Connectivity	Verify Connectivity

FACILITIES CHECKLIST	
VISUAL INSPECTION EXTERIOR	
ASR Sign	Verify that the ASR sign is posted.
Warning Sign - Tower	Verify warning sign is posted on the tower.
Warning Sign - Gate	Verify that a warning sign is posted at the compound gate entrance.
10 Rule Sign	Verify that a 10 rules sign is posted on the inside of the shelter door.
Outdoor Lighting	Verify operation of outdoor lighting/photocell.
Exterior of Building	Check exterior of building for damage/disrepair.
Fences / Gates	Check fences/gates for damage/disrepair.
Landscape / Access Road	Check landscape/access road for accessibility.
VISUAL INSPECTION INTERIOR	
Electrical Surge Protectors	Check electrical surge protectors for alarms.
Emergency Lighting	Verify emergency lighting operation.
Indoor Lighting	Verify indoor lighting.
Equipment Inspection	Visually inspect that all hardware (equipment, cables, panels, batteries, racks, etc.) are in acceptable physical condition for normal operation.
Site Frequency Standard Check	Check lights and indicators for A/B receivers.
Regulatory Compliance (License, ERP, Frequency, Deviation)	Check station for regulatory compliance. Update station logs.
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways
UPS	
Visual inspection (condition, cabling)	Verify corrosion, physical connections, dirt/dust, etc.
GENERATOR	
Visual Inspection	Verify, check panel housing, cracks, rust and whetherring. Physical connections, corrosion, dirt/dust, etc.

Fuel	Verify fuel levels in back up generators, document date of last fuel delivered from fuel service provider.
Oil	Check the oil dipstick for proper level. Note condition of oil.
Verify operation (no switchover)	Check, verify running of generator, ease of start or difficult. Is generator "throttling" or running smooth? Any loud unusual noise? Etc.
HVAC	
Air Filter	Check air filter and recommend replacement if required.
Coils	Check coils for dirt
Outdoor Unit	Check that outdoor unit is unobstructed
Wiring	Wiring (insect/rodent damage)
Cooling / Heating	Check each HVAC unit for cooling/heating

MICROWAVE CHECKLIST

RADIO

Alarms	Check alarm / event history
Software	Verify version of application
TX Frequency	Verify transmit frequency
TX Power	Verify transmit power
RX Frequency	Verify receive frequency
RX Signal Level	Verify receive signal level and compare with install baseline documentation
Save configuration	Save current configuration for off site storage
Backhaul Validation	Monitor UEM status (alarms, logs, etc.) for all links. If UEM not used to monitor microwave, then use provided microwave alarm mgmt server.

WAVEGUIDE

Visual Inspection	Inspect for wear or dents (from ground using binoculars).
Connection Verification	Verify all connections are secured with proper hardware (from ground using binoculars).

DEHYDRATOR

Visual Inspection	Inspect moisture window for proper color
Pressure Verification	Verify pressure of all lines
Re-Pressurization	Bleed lines temporarily to verify the dehydrator re-pressurizes
Run Hours	Record number of hours ran

TOWER CHECKLIST

STRUCTURE CONDITION	
Rust	Check structure for rust.
Cross Members	Check for damaged or missing cross members.
Safety Climb	Check safety climb for damage.
Ladder	Verify that ladder system is secured to tower.
Welds	Check for cracks or damaged welds.
Outdoor lighting/photocell	Test outdoor lighting and photocell.
Drainage Holes	Check that drainage holes are clear of debris.
Paint	Check paint condition.
TOWER LIGHTING	
Lights/Markers	Verify all lights/markers are operational.
Day/Night Mode	Verify day and night mode operation.
Power Cabling	Verify that power cables are secured to tower.
ANTENNAS AND LINES	
Antennas	Visually inspect antennas for physical damage (from ground using binoculars).
Transmission Lines	Verify that all transmission lines are secure on the tower.
GROUNDING	
Structure Grounds	Inspect grounding for damage or corrosion
GUY WIRES	
Tower Guys	Check guy wires for fraying and tension.
Guy Wire Hardware	Check hardware for rust.
CONCRETE CONDITION	
Tower Base	Check for chips or cracks.

Appendix G: Network Hardware Repair with Advanced Replacement Overview

Network Hardware Repair with Advanced Replacement is a repair exchange service for Motorola and select third party infrastructure supplied by Motorola. When available, Motorola will provide customer with an advanced replacement unit(s) or Field Replacement Units (FRU's) in exchange for customer's malfunctioning equipment. Malfunctioning equipment will be evaluated and repaired by the infrastructure repair depot and returned to depot's FRU inventory upon completion of repair. For customers who prefer to maintain their existing FRU inventory they have an option to request a "Loaner" FRU while their unit is being repaired. Refer to the [Advanced Exchange or Loaner Decision Process flowchart](#) for details on the loaner process.

The Motorola authorized repair depot manages and performs the repair of Motorola supplied equipment as well as coordinating the equipment repair logistics process.

The terms and conditions of this Statement of Work (SOW) are an integral part of Motorola's Service Agreement or other applicable agreement to which it is attached and made a part thereof by this reference.

1.0 Description of Services

Infrastructure components are repaired at a Motorola authorized Infrastructure Depot Operations (IDO). At Motorola's discretion, select third party infrastructure may be sent to the original equipment manufacturer or third party vendor for repair.

1.1 Scope

Repair authorizations are obtained by contacting the Solutions Support Center which is available 24 hours a day, 7 days a week. Repair authorizations can also be obtained online via Motorola Online at under Repair Status/Submit Infrastructure RA.

Motorola Online: <https://businessonline.motorolasolutions.com>

1.2 Inclusions

Network Hardware Repair with Advanced Replacement is available on Motorola sold infrastructure including integrated 3rd party products. Motorola will make a "commercially reasonable effort" to repair Motorola manufactured infrastructure products for seven (7) years after product cancellation.

1.3 Exclusions

If infrastructure is no longer supported by either Motorola, the original equipment manufacturer or a third party vendor, as applicable Motorola may return said equipment to the customer without repair or replacement. The following items are excluded from Network Hardware Repair with Advanced Replacement:

- 1.3.1 All Motorola infrastructure hardware over seven (7) years from product cancellation date.
- 1.3.2 All third party infrastructure hardware over three (3) years from product cancellation date.
- 1.3.3 All broadband infrastructure three (3) years from product cancellation date
- 1.3.4 Physically damaged infrastructure.
- 1.3.5 Third party equipment not shipped by Motorola.

1.3.6 Consumable items including, but not limited to, batteries, connectors, cables, toner/ink cartridges, tower lighting, laptop computers, monitors, keyboards and mouse.

1.3.7 Video retrieval from digital in-car video equipment.

1.3.8 Infrastructure backhaul such as, Antennas, Antenna Dehydrator, Microwave¹, Line Boosters, Amplifier, Data Talker Wireless Transmitter, Short haul modems, UPS¹

1.3.9 Test equipment.

1.3.10. Racks, furniture and cabinets.

1.3.11. Non-standard configurations, customer-modified infrastructure and certain third party infrastructure are excluded from advanced replacement service.

1.3.11. Firmware and/or software upgrades.

¹ Excluded from service agreements but may be repaired on an above contract, time and material basis. All UPS Systems must be shipped to IDO for repair. Excludes batteries and any on-site services.

1.4 Motorola has the following responsibilities:

1.4.1 Enable customer access to the Motorola call center which is operational 24 hours a day, 7 days per week, to create requests for advanced replacement service.

1.4.2. Use commercially reasonable efforts to maintain FRU inventory on supported platforms.

1.4.3. Provide new or reconditioned FRU's to the customer, upon request and subject to availability. The FRU will be of similar equipment and version, and will contain equivalent boards and chips, as the customer's malfunctioning FRU.

1.4.4. Load firmware/software for equipment that requires programming. The software version information must be provided for the replacement FRU to be programmed accordingly. If the customer software version/configuration is not provided, shipping times will be delayed.

1.4.5 Package and ship Advance Exchange FRU from the FRU inventory to customer specified address.

1.4.5.1. During normal operating hours of Monday through Friday 7:00am to 7:00pm CST, excluding holidays, FRU will be shipped from Motorola as soon as possible depending on stock availability and configuration requested. Motorola will pay for the shipping to the customer, unless customer requests shipments outside of standard business hours and/or carrier programs, such as weekend or next flight out (NFO) shipment. In such cases, customer will be responsible for shipping and handling charges.

1.4.5.2. When sending the advanced replacement FRU to customer, provide a return air bill in order for customer to return the customer's malfunctioning FRU. The customer's malfunctioning FRU will become property of the Motorola repair depot or select third party and the customer will own the advanced replacement FRU.

1.4.5.3. When sending a loaner FRU to customer, Motorola will pay for outbound shipping charges. Inbound shipping to Motorola for repair is the responsibility of the customer. Motorola will repair and return the customer's FRU and will provide a return air bill for the customer to return IDO's loaner FRU. Refer to Advanced

Exchange or Loaner Decision Process flowchart for the loaner process and Shipping Charges for shipping charge detail.

1.4.6. Provide repair return authorization number upon customer request for Infrastructure that is not classified as an advanced replacement or loaner FRU.

1.4.7. Provide a repair Return Authorization (RA) number so that the returned FRU can be repaired and returned to FRU stock.

1.4.8. Receive malfunctioning FRU from Customer, carry out repairs and testing and return it to the FRU stock

1.4.9. Receive malfunctioning infrastructure from customer and document its arrival, repair and return.

1.4.10. Perform the following service on Motorola infrastructure:

1.4.10.1. Perform an operational check on the infrastructure to determine the nature of the problem.

1.4.10.2. Replace malfunctioning Field Replacement Units (FRU) or components.

1.4.10.3. Verify that Motorola infrastructure is returned to Motorola manufactured specifications, as applicable

1.4.10.4. Perform a box unit test on all serviced infrastructure.

1.4.10.5. Perform a system test on select infrastructure.

1.4.11. Provide the following service on select third party infrastructure:

1.4.11.1. Perform pre-diagnostic and repair services to confirm infrastructure malfunction and eliminate sending infrastructure with no trouble found (NTF) to third party vendor for repair, when applicable.

1.4.11.2. Ship malfunctioning infrastructure components to the original equipment manufacturer or third party vendor for repair service, when applicable.

1.4.11.3. Track infrastructure sent to the original equipment manufacturer or third party vendor for service.

1.4.11.4. Perform a post-test after repair by Motorola, to confirm malfunctioning infrastructure has been repaired and functions properly in a Motorola system configuration, when applicable.

1.4.12. For loaner equipment, Motorola will ship repaired infrastructure to the customer specified address during normal operating hours of Monday through Friday 7:00am to 7:00pm CST, excluding holidays. FRU will be sent two-day air unless otherwise requested. Motorola will pay for such shipping, unless customer requests shipments outside of the above mentioned standard business hours and/or carrier programs, such as NFO (next flight out). In such cases, customer will be responsible for payment of shipping and handling charges.

1.5 The Customer has the following responsibilities:

1.5.1 Contact or instruct Servicer to contact the Motorola Solutions Support Center (SSC) and request a return authorization number prior to shipping malfunctioning infrastructure or third party infrastructure named in the applicable attached exhibit.

1.5.2 Provide model description, model number and serial number, type of system and firmware version, software options, symptom of problem and address of site id for FRU or infrastructure.

1.5.3 Indicate if FRU or third party FRU being sent in for service was subjected to physical damage or lightning damage.

1.5.4 Follow Motorola instructions regarding inclusion or removal of firmware and software applications from infrastructure being sent in for service.

1.5.5 Provide customer purchase order number to secure payment for any costs described herein.

1.5.6. Pay for shipping of Advanced Replacement or Loaner FRU from Motorola repair depot if customer requested shipping outside of standard business hours or carrier programs set forth in section 1.5.5.1. See [Shipping Charges](#).

1.5.7. Properly package and ship the malfunctioning FRU using the pre-paid air-bill that arrived with the advanced replacement FRU. Customer is responsible for properly packaging the malfunctioning infrastructure FRU to ensure that the shipped infrastructure arrives undamaged and in repairable condition. Customer will be subject to a replacement fee for malfunctioning FRU's not properly returned.

1.5.8. Within five (5) business days of receipt of the advanced replacement FRU from Motorola's FRU inventory, properly package customer's malfunctioning FRU and ship the malfunctioning Infrastructure to Motorola's repair depot for evaluation and repair. Customer must send the return air bill back to the repair depot in order to facilitate proper tracking of the returned infrastructure. Customer will be subject to a full replacement fee for FRU's not returned within 5 business days.

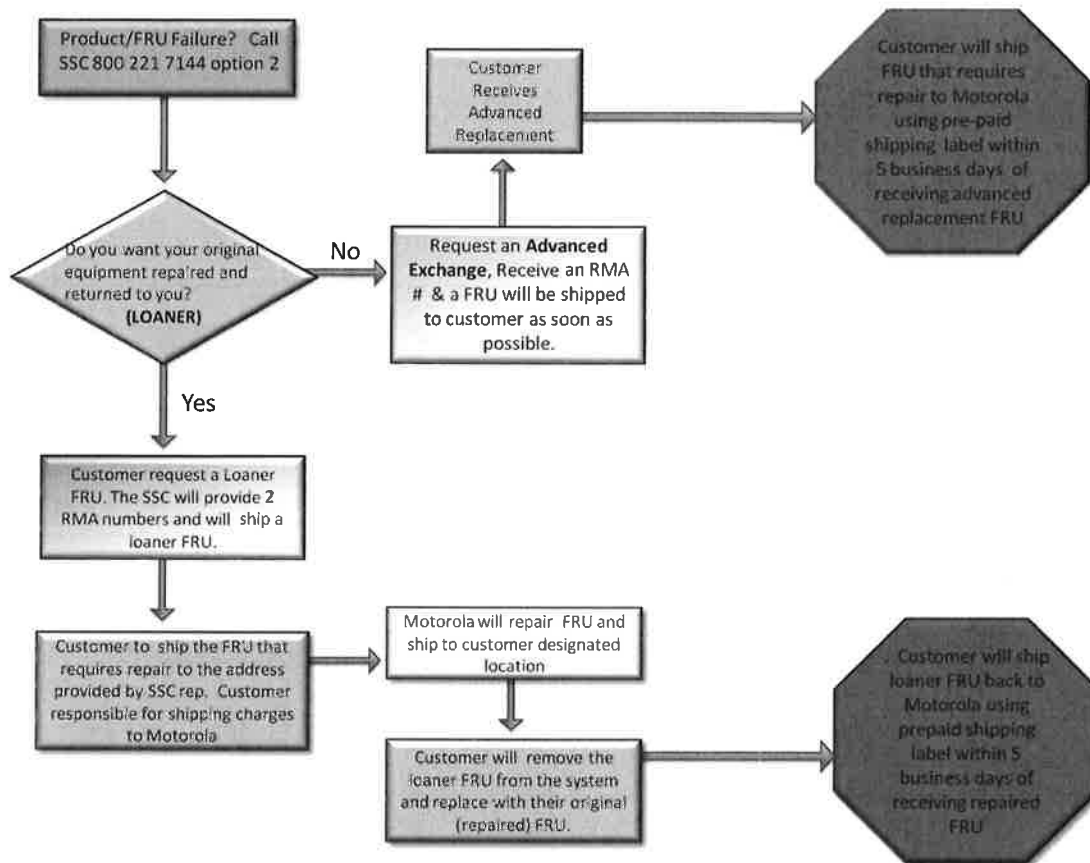
1.5.9. For Infrastructure and/or third party infrastructure repairs that are not exchanged in advance, properly package Infrastructure and ship the malfunctioning FRU, at Customer's expense and risk of loss to Motorola.

1.5.10. Clearly print the return authorization number on the outside of the packaging.

1.5.11. Maintain information of software/applications and firmware for re-loading of infrastructure.

1.5.12. Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the infrastructure repair services to customer.

Advanced Exchange or Loaner Decision Process:



Shipping Charges:

Service	Advanced Replacement Contract Shipping Charges
Exchanges (Outbound to customer)	Motorola
Exchanges or Loaners Next Flight Out (Outbound to customer)	Customer
Exchanges or Loaners Non-Motorola carrier * (Outbound to customer)	Customer
Exchanges (Inbound to Motorola)	Motorola
Loaner (Outbound to customer)	Motorola
Loaner Repair (Inbound to Motorola)	Customer
Loaner Repair & Return (Outbound to customer)	Motorola
Loaner Installation (OnSite Servicer)	Customer

*Motorola shipping carriers – FedEx and DHL

Appendix G: Security Monitoring Service Overview

Motorola's Security Monitoring Services includes anti-malware monitoring and authentication log monitoring. There are also options for firewall monitoring, intrusion detection system (IDS) monitoring, and ASTRO 25 system log monitoring.

Motorola's ASTRO 25 Security Monitoring is a complete solution that provides peace of mind and reduces the risk that your network availability will be impacted by a security threat. The solution includes 24x7x365 monitoring of the radio network security elements by experienced, specialized security technologists with years of experience working with ASTRO 25 mission-critical networks. For highly complex or unusual security events, our technologists have direct and immediate access to Motorola engineers for rapid resolution.

This Statement of Work ("SOW") is subject to the terms and conditions of Motorola's Professional Services Agreement, Service Agreement or other applicable agreement in effect between the parties ("Agreement"). Motorola and Customer may be referred to herein individually as a "Party" or together as "Parties"

1. Description of Security Monitoring Services

1.1. Anti-malware Monitoring

ASTRO 25 comes installed with Anti-malware software ("SW"). Security Monitoring will verify that malware definition updates, as provided by the Anti-malware OEM, are installed and running. The anti-malware SW is monitored for activity such as deletion, quarantine, and alerting of suspicious SW.

1.2. Authentication Monitoring

1.2.1. Active directory (including domain Linux and RADIUS) and two-factor authentication log-ins are monitored.

1.3. Firewall Monitoring – The ASTRO 25 system potentially has several firewall options. See Table 1 in the addendum for a list. In any of these firewall applications, Motorola provisions and deploys the firewalls with the ASTRO 25 system. Motorola will monitor each one that has the firewall monitoring option.

1.4. IDS (Intrusion Detection System) Monitoring. An IDS is an option to ASTRO 25 that may be deployed between the ASTRO 25 firewall and the CEN.

1.5. Centralized Log Monitoring

ASTRO 25 has an option that provides the ability to forward device syslogs to a single virtual server called Centralized Syslog Server. This allows monitoring of Linux components for authentication events.

2. Scope

The Motorola Secure Operations Center (SOC) consists of highly trained and experienced security specialists. When an event is detected, the technologists will run remote diagnostics and initiate an appropriate response. This response could involve: continuing to monitor the event for further development, attempting to remotely restore the system, or opening of a case for dispatch of a field servicer ("Servicer").

3. Motorola Responsibilities:

- 3.1.** Provide, maintain, and replace when necessary, hardware ("HW") and SW required to monitor ASTRO 25 security elements. HW may include a firewall, router, or physical server. SW may include virtual servers either on the ASTRO 25 core or a separate physical server, related OS, SIEM collectors, and SW that allows distribution of updates and remote diagnostics.
- 3.2.** Verify connectivity and monitoring is active prior to system acceptance or start date.
- 3.3.** Coordinate with customer to maintain Motorola service authentication credentials.
- 3.4.** Maintain properly trained and accredited technicians. Monitor the customer's system 24/7/365 for malicious or unusual activity.
- 3.5.** Reports are posted to the SSC quality webpage. Contact your CSM for access.

4. The Customer has the following responsibilities:

- 4.1.** Security Monitoring requires a connection from the customer's ASTRO 25 system to Motorola's SOC in Schaumburg. Motorola offers either a T1 option or a Virtual Private Network (VPN) option through a customer supplied internet connection.
- 4.2.** Allow Motorola continuous remote access to monitor the ASTRO 25 system. This includes keeping the connection plugged-in, providing passwords, and working with Motorola to understand and maintain proper administration privileges.
- 4.3.** Provide continuous utility service to any Motorola equipment installed or utilized at the customer's premises to support delivery of this service.
- 4.4.** Provide customer contact information necessary to complete the Customer Support Plan. Notify your CSM within 2 weeks of any contact changes.
- 4.5.** As necessary, upgrade the ASTRO 25 system to supported releases.
- 4.6.** Allow Motorola dispatched-servicers physical access to the equipment when required.
- 4.7.** Comply with the terms of the applicable software license agreements between Customer and Motorola and the non-Motorola software copyright owners.
- 4.8.** Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the services described in this SOW.
- 4.9.** Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Services.

5. Disclaimer

Motorola disclaims any warranty concerning the non-Motorola software and does not guarantee that customer's system will be error-free or immune to security breaches as a result of these services.

Addendum**Potential ASTRO 25 Firewalls**

CNI	Customer Network Interface. This firewall separates the ASTRO 25 Radio Network from the customer's IT network (often referred to as the CEN or Customer Enterprise network). There are single and redundant (high-availability) options for the CNI, the redundant option meaning there are two firewalls. Both firewalls must be monitored in the redundant case.
DSR	Dynamic System Resilience. This is an ASTRO 25 option where a geographically separated backup master site is implemented as a "hot-standby" in case of disaster at the primary. This option potentially doubles the number of firewalls in the system.
ZCP	Zone Core Protection. This ASTRO 25 option places firewalls at the master site where the RF and console sites connect. This protects the core from attack from a compromised site and propagation of the attack to the other sites. There are always 2 firewalls in this option for redundancy.
TI	Telephone Interconnect. This ASTRO 25 option allows calls to be made to/from ASTRO 25 subscribers. A firewall is required to protect the RNI from the telephone connection. One firewall may serve the dual purpose of the TI and ISSI interface.
ISSI	Inter RF Subsystem Interface. This option allows connectivity to a separate system. The original intent of this option was to connect to another P25 system supplied by either Motorola or any other P25 compliant vendor. This standard has since been used to allow connection to non-P25 systems through additional interfaces such as WAVE. In any case, a firewall is necessary to protect the RNI from this connection.
MCC 7100	The MCC 7100 dispatch console may be configured such that it can connect via Virtual Private Network (VPN) through an internet connection. A firewall is required to terminate on the ASTRO 25 side of that connection. This firewall may be physically located at either a console site or the master site and there may be multiple firewalls for this purpose.
Custom	Some customers may opt to install their own firewalls and want them monitored, most commonly at console sites. The customer will have to work with Motorola to determine if and how custom firewalls can be monitored. Additional charges may apply.



Board of County Commissioners Agenda Request

25

Agenda Item #

Requested Meeting Date: 12/6/2016

Title of Item: Konsor Easement 18-47-24

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Land Commissioner		Department: Land Department
Presenter (Name and Title): Mark Jacobs		Estimated Time Needed: n/a
Summary of Issue: The County Board approved an easement across County administered land in SW-SW 18-47-24 for Benjamin and Barbara Konsor - Aitkin, MN on August 9, 2016. Prior to issuing the easement the property was sold to Robert B. Konsor - Aitkin, MN and they requested it be in his name. In addition there were some minor wording changes to the easement agreement that made sense. Due to the changes in the 8/9/16 resolution staff felt it should be resubmitted with an updated resolution to avoid confusion in the future. The attached resolution will supersede resolution #20160809-057 dated 8/9/2016.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xx

20161206-0xx

Konsor Easement 18-47-24

WHEREAS, Benjamin and Barbara Konsor of 28053 378th St Aitkin, Mn. 56431 has made application for a residential easement to their property, as follows:

Southwest Quarter of the Southwest Quarter Section Eighteen (18) Township Forty-seven (47) Range Twenty-four (24)

over and across the following tax forfeited land to wit:

A 66.00 foot easement for ingress and egress over and across that part of the SE 1/4 of the SW 1/4 of Section 18, Township 47, Range 24, Aitkin County, Minnesota, lying 16.50 feet on each side of the following described line; Commencing at the Southeast corner of said SE 1/4 of the SW 1/4; thence on an assumed bearing of North 88 degrees 24 minutes 51 seconds West, along the South line of said SE 1/4 of the SW 1/4, a distance of 309.94 feet; thence North 01 degrees 35 minutes 09 seconds East, 161.94 feet to a point on the centerline of 257th Place, said point being the point of beginning of the line herein described; thence South 64 degrees 26 minutes 19 seconds West, 110.10 feet; thence South 81 degrees 53 minutes 42 seconds West, 132.12 feet; thence South 68 degrees 24 minutes 55 seconds West, 114.37 feet; thence North 87 degrees 57 minutes 04 seconds West, 497.09 feet; thence South 88 degrees 51 minutes 06 seconds West, 159.60 feet to the West line of said SE 1/4 of the SW 1/4 and there terminating. The sidelines of said easement shall be prolonged or shortened to terminate on the Westerly right of way line of 257th Place and the West line of said SE 1/4 of the SW 1/4.

WHEREAS, said applicant will pay \$2,376.79 for the easement as appraised by the County Land Commissioner in the following manner: \$400.00 paid upon application and the balance of \$1,976.79 upon resolution by the County Board, and

WHEREAS, the following terms shall apply to this easement:

1. The road shall be constructed and maintained by the grantee or permittee without any cost to the County of Aitkin and shall be open for public use, as long as said easement is in force.
2. No timber has been charged for on this easement, If any timber is cut or destroyed, it shall be paid for at the usual rate as soon as determined by the Land Commissioner.
3. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.
4. Any such easement may be canceled by resolution of the County Board for any substantial breach of its terms or if at any time, its continuance will conflict with public use of the land, or any time thereof, on which it is granted, after ninety (90) days written notice, addressed to the record owner of the easement at the last known address.
5. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this easement and excepted from the conveyance or lease, while such easement remains in force.

6. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five years, shall result in the cancellation of this easement and any rights granted to the grantee by this easement shall cease to exist and shall revert to the grantor.
7. Road construction design and use shall not adversely affect the drainage of any lands. Best management practices for the protection of water quality must be followed.
8. All Federal, State, and local laws, ordinances rules, and regulations regarding wetlands, construction of road, placement of fill material, and disposal of excavated material shall be followed and are the responsibility of the grantee. Upon termination of this easement, the grantee shall promptly remove all lines, wires, poles and other personal property and restore said lands to proper condition at no cost to the lessor. If the lessee fails to do so within 60 days of termination, the lessor shall have the right to remove said personal property and restore said land in which event the lessee shall promptly reimburse the lessor for all costs incurred plus 15%.
9. Any land survey markers or monuments, disturbed, moved or destroyed during the construction or maintenance of this easement area shall be replaced and restored at the expense of the applicant. If not replaced or restored by the applicant, the County may restore said monument and the applicant shall be responsible for all costs of said replacement and restoration plus 15%.

WHEREAS, the Aitkin County Land Commissioner, after making an investigation of such application, has advised that he finds no objection to granting such permit and easement.

NOW THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor is hereby authorized to issue a residential road easement to use said strip of land for a recreational road easement into their properties, if consistent with the law, and the special conditions set forth on the recorded easement, over and across the above described property. This easement will be made to Benjamin and Barbara Konsor, their heirs and assigns if approved by the Aitkin County Board.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Patrick Wussow, Interim 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 6th day of December 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 6th day of December 2016

Patrick Wussow
Interim County Administrator



Board of County Commissioners Agenda Request

2K

Agenda Item #

Requested Meeting Date: December 6, 2016

Title of Item: On, Off & Sunday Liquor Licenses for 2017

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sally M. Huhta		Department: Auditor's
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Applications for County On, Off & Sunday Liquor Licenses for 2017		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Resolution to approve Liquor Licenses		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

By Commissioner: xx

20161206-0xx

2017 Liquor License Renewals

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2017 thru December 31, 2017:

“ON”, “OFF” and “SUNDAY” Sale:

Bann’s Bar & Café Inc., d/b/a **Bann’s Bar & Café** – Shamrock Township

This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Barnacles Resort of MN Inc., d/b/a **Barnacles** – Wealthwood Township

This establishment has an address of 36569 State Hwy 18, Aitkin, MN 56431

Cuddler Enterprises Inc., d/b/a **Big Sand Bar Resort** – Workman Township

This establishment has an address of 51866 224th Place, McGregor, MN 55760

MacDonald Ent. of Malmo, Inc., d/b/a **Castaways** – Lakeside Township

This establishment has an address of 32360 215th Lane, Isle, MN 56342

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township

This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

Chuhanic Inc, d/b/a **The Joint Bennettville MN** – Hazelton Township

This establishment has an address of 26838 US Hwy 169, Aitkin, MN 56431

Big Sandy Golf Inc., d/b/a **Minnesota National Golf Course** – Workman Township

This establishment has an address of 23247 480th St., McGregor, MN 55760

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township

This establishment has an address of 49463 202nd Place, McGregor, MN 55760

“OFF” Sale:

DAM of Aitkin Lakes Inc., d/b/a **Farm Island Store** – Farm Island Township

This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township

This establishment has an address of 31993 280th St., Aitkin, MN 56431

Grand Rapids Greenhouse Inc., d/b/a **Gould’s Mississippi Landing** – Ball Bluff Township

This establishment has an address of 68298 St. Hwy. 65, Jacobson, MN 55752

TJ’s Liquor Inc., d/b/a **TJ’s Liquor** – Malmo Township

This establishment has an address of 22039 321st Ave., Aitkin, MN 56431

Minnewawa Partners LLC, d/b/a Willey's Sports Shop & Spirits – Shamrock Township
This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

“ON” & “SUNDAY” Sale:

Grill of Glen Inc., d/b/a The Glen Store & Grill – Malmo Township
This establishment has an address of 31993 280th St., Aitkin, MN 56431

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Patrick Wussow, Interim 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 6th day of December 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 6th day of December 2016

Patrick Wussow
Interim County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: December 6, 2016

Title of Item: County Administrator Selection

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Patrick Wussow		Department: Administration
Presenter (Name and Title): Patrick Wussow, Interim County Administrator		Estimated Time Needed:
Summary of Issue: At the December 6th County Board meeting the County Board will make their selection for County Administrator and authorize the Personnel Committee to negotiate and enter into an agreement. This will allow the potential new employee to provide their appropriate 30 day notice and start with Aitkin County in early January.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Select a County Administrator and authorize the Personnel Committee to negotiate and enter into an agreement.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

3B

Agenda Item #

Requested Meeting Date: December 6, 2016

Title of Item: Personnel Committee

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Patrick Wussow		Department: Administration
Presenter (Name and Title): Patrick Wussow, Interim County Administrator &/or Bobbie Danielson, HR Dir.		Estimated Time Needed:
Summary of Issue: The Personnel Committee will be meeting earlier in the day on December 6th and will provide the Board with a variety of related recommendations. An informational packet will be sent to the Commissioners separately.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Personnel Committee recommendations		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

Informational Packet related to Item 3B on the County Board Agenda

**Aitkin County
Personnel Committee Meeting
December 6, 2016 4:30 p.m.
Location: Board Room**

- 4:30 p.m. County Administrator Recruitment (John Welle may join us for this discussion)

Discuss conditional job offer. Job Announcement and brief Candidate Summary. Leadership Evaluation - informational only.

Action Request for County Board: Select top candidate. Motion to authorize the Personnel Committee to negotiate the salary, starting date, and benefit package with the top candidate, and authorize Chair Wedel to sign a conditional job offer letter. *(Pre-employment screening activities will be conducted following acceptance of the conditional offer. Results of the background investigation will be provided to the Personnel Committee. A start date will be determined once satisfactory results are received.)*

- 4:45 p.m. Building Maintenance Department

Discuss modifying organizational structure in department.
Recruitment procedures.
Recruiting full-time Utility Maintenance Custodian.

Action Request for County Board: None (these are budgeted positions, Interim Administrator can authorize changes)

- 4:55 p.m. Interim Health & Human Services Director

Tom Burke resigned effective 12/1/2016. Position is posted.
Discuss Interim HHS Appointment.
Prompt Notification to Staff following Board Action.

Action Request for County Board: Motion to adopt a Resolution appointing an Interim HHS Director, effective December 6, 2016.

5:10 p.m. Aitkin County Community Corrections Staffing Discussion

Action Request for County Board: To be determined following
Personnel Committee discussion.

5:20 p.m. Other Discussion Items, if any.
Set Next Personnel Committee Meeting Date, if desired.

5:30 p.m. Adjourn

Aitkin County
County Administrator Finalists - Public data
December 6, 2016

Summary of the Board's Top 3 Finalists (listed in alpha order by last name):

Finalist	Education	Current Position	Last Position	Preferred Salary
Peters, Scott	Bachelor's Degree in Business Administration	Marshall County Auditor/Treasurer (1/2003-Present)	STS Coordinator	\$125,000 (current salary \$81,600)
Ryan, Kathleen	Bachelor's Degree in Finance	Aitkin County Fiscal Supervisor (3/2000-Present)	Deputy Auditor	Not listed (current salary \$68,161)
Seibert, Jessica	Master's Degree in Public Administration	City Administrator (5/2016-Present)	Housing Program Coordinator	\$90,000 (current salary \$65,004)



AITKIN COUNTY BOARD OF COMMISSIONERS

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

AITKIN COUNTY ADMINISTRATOR

JOB ANNOUNCEMENT

Aitkin County, MN (Pop. 17,000) is seeking its next County Administrator. The County Administrator is responsible for a budget of more than \$30 million and over 200 full time employees. The ideal candidates will be collaborative leaders with the ability to build positive working relationships with the County Board, Department Heads, employees and the community. The County Administrator is responsible for the administration of all County Board ordinances, regulations, resolutions and policies and for the administration and direction of all programs and functions of government under the jurisdiction of the Board of County Commissioners. The County Administrator is charged with leading the organization and building an organizational culture that supports and implements the County Mission. All non-elected department heads report to the County Administrator. The Administrator works under broad policy direction of the County Board. The Administrator has wide latitude for the exercise of independent judgment and decision making over County government functions.

Candidate Profile

The Aitkin County Board of Commissioners is seeking a County Administrator with the following characteristics.

- **Collaborative Leader**

A County Administrator has a high degree of responsibility and authority. Aitkin County is seeking a leader who builds consensus and makes decisions and recommendations after considering many different points of view. Bringing our people together to obtain the best results possible is of utmost importance, and succeeding as a team is a must.

- **Relationship Builder**

Building trusting relationships is key to the success of any leader, but especially important in Aitkin County. First and foremost, the County Administrator must build trusting relationships with the County Board and Department Heads. Department Heads are seeking an Administrator who they can trust to help them work through issues, and make solid recommendations to the County Board. The County Board is looking for an Administrator that will make recommendations based on the shared knowledge of our team and others. Building relationships in the community is also important; Aitkin County serves a lot of people in a lot of different ways. The next Aitkin County Administrator should be able to build strong ties in the community and be a cheerleader for the good work that we do.

- **Service Oriented**

Aitkin County is a service organization, we provide service to the public and we strive to do it respectfully and efficiently. The Aitkin County Administrator serves as well, with an extremely diverse customer base that occasionally has competing interests. The Administrator serves the Board, Department Heads, our Staff and the Community in general. The next Administrator should approach their work from a service orientation, striving to deliver efficient services to all of their customers.

- **Strategic Thinker**

Aitkin County is seeking a leader who can help set a clear vision for the future and execute to achieve that vision. The next Aitkin County Administrator should be able to assist the Board and Departments to set clear goals, ensure resources are allocated to meet those goals, assist in planning and evaluation and be courageous enough to change course if that is what is needed.

- **Learning Focus**

Aitkin County has many experienced department heads and an experienced County Board. The next Aitkin County Administrator should recognize that experience and take the opportunity to learn from our existing team. The Administrator should be willing to understand the history, see the present and connect it all to the future.

Opportunities

- **Facilities Needs**

Aitkin County has been considering a building project to provide safety, security and better customer service to the Citizens of Aitkin County for many years. The time may be right for such a project to become reality. There has been some initial planning completed, and the Board has taken some initial steps to determine the feasibility of a project. The next Aitkin County Administrator will have the opportunity to be involved in facilities planning and assessment and potentially a construction project.

- **Strategic Planning**

Aitkin County is positioned to think long term. With the potential of a building project, changing demographics, and the resulting changes in service demand, Aitkin County needs to take a long term look at the services we provide, the way we measure success, the resources we have available and how we are going to get there. The next Aitkin County Administrator will have the opportunity to help us plan, execute and evaluate a gradual change process that will ensure our status as a high performing county long in to the future.

- **Workforce Planning**

Over the course of the next several years Aitkin County will see a number of retirements. We need to consider the impact of those retirements and how we will use them to our advantage to position ourselves better in to the future. This includes transfer of knowledge, planning to

absorb the loss of tenured staff, planning for future recruitment and ensuring that we are able to retain the best and the brightest employees. There are projects ongoing related to employee benefits, as well as consideration of how we might best be able to entice the next generation to choose Aitkin County as an employer of choice.

Education and Experience

Qualified candidates shall possess a Bachelor's degree in public administration, business administration, public finance, political science or a related field. A minimum of four years of progressively responsible work experience; three of which must be served in an administrative or managerial capacity in a government service organization. Master's degree preferred. The County Board is interested in creating a dynamic and strong pool of candidates and retains the right to substitute experience for education that provides equivalent knowledge, skills, and abilities.

Exceptional oral and written communication skills are required as well as advanced skill in planning, organizing and coordinating diverse functions. Ability to reach out to and communicate with other local governments is desired.

Training and experience in budget and financial analysis is desirable. Familiarity with the distinct operations and functions of County government or the ability to learn them is important. Ability to successfully partner with independent elected department heads is essential.

Salary and Benefits

Salary range for 2016 is \$84,552 - \$126,152. Placement on the scale commensurate with experience. Competitive benefits package including health insurance, life insurance, long term disability and Minnesota Public Employees Retirement Account. Relocation package negotiable.

To Apply

Our online application process is easy to use, just click on the County Administrator job title and click "Apply" to get started. Please complete the application form as thoroughly as possible. The information provided on the application will be used to assess your qualifications for the position. Resumes may be included as an attachment to the fully completed County application form. Link to our Careers page: <http://agency.governmentjobs.com/aitkin/default.cfm>

Bobbie Danielson

From: Norma DiLorenzo [normad@martinmcallister.com]
Sent: Wednesday, October 05, 2016 12:43 PM
To: bobbie.danielson@co.aitkin.mn.us
Subject: County Administrator leadership assessment information
Attachments: General Leadership Evaluation Information.doc; City Manager Recommend.doc

Dear Ms. Danielson:

Thank you for your inquiry regarding leadership evaluations. Our leadership evaluations are comprehensive in nature and provide information about many characteristics, including candidates' critical-thinking skills, communication abilities, interpersonal and leadership style, managerial skills, and motivations in seeking the position. Overall, the process measures the range of skills and competencies demanded for successful performance in the position.

Our standard leadership evaluation includes several personality measures and problem-solving exercises as well as an extensive interview with a psychologist. The cost for our standard leadership evaluation is \$1000. This cost includes a pre-call to discuss the position and what characteristics are most important to the County in your next Administrator (although the position profile was quite comprehensive), phone feedback typically within a day or two after the candidate is seen, and the written report. If desired, work simulations, including in-box exercises and role-plays can be added to the standard configuration for an additional \$200 each. I have attached a sample report that is similar to what you would receive for a County Administrator position as well as a document that describes a bit more about the process.

Candidates are typically able to be scheduled within a few business days of receiving a request. They simply need to call the number listed and ask for scheduling. They are able to complete some parts of the assessment on-line ahead of time, and then they would need to allot approximately three hours to be in our offices to complete the remainder of the evaluation.

I hope that the information I have provided has been helpful. Please do not hesitate to contact me if you need additional information. We would welcome the opportunity to assist in selecting the next County Administrator for Aitkin County.

Norma DiLorenzo, Psy.D.
Licensed Psychologist

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Leadership Evaluations

In our leadership evaluations, candidates are asked to complete an interview with a psychologist as well as several written exercises. In addition, work simulations are often added to this basic configuration. The results from these items are considered in light of the information we receive from the organization about criteria and desired candidate characteristics.

Interview

The interview is a particularly comprehensive one. It typically focuses primarily on identifying and evaluating a wide range of work-related aptitudes, attitudes, experiences, and skills. Individuals are asked to provide information regarding their work background, problem-solving and decision-making approaches, the nature of their interpersonal interactions, work style, leadership and management skills and outlooks, and motivational patterns.

Written Exercises

The California Psychological Inventory is used to provide in-depth information regarding the individual's inclinations and motivations. In particular, the instrument provides information regarding such dimensions as leadership drive, motivational patterns, facility with interpersonal relationships, work style including detail management, and overall preferences regarding work setting and conditions.

Also included in the standard configuration are several timed tests of reasoning and problem-solving ability. The tests measure vocabulary and verbal comprehension skills, numerical reasoning ability, and verbal reasoning ability. Individuals are allowed five minutes to complete each of these tests. The results are then compared to an appropriate norm group. These tests provide insight into an individual's communication clarity, analytical reasoning, and conceptual and strategic reasoning skills.

The Watson-Glaser Critical Thinking Appraisal provides further information about the individual's problem-solving skills. It measures the ability to identify one's assumptions and to understand the role that they play in making judgments. This test is not timed so that it allows the individuals to display their reasoning ability without the pressure of limited time.

The standard assessment process also includes a writing sample. In some cases, situational judgments are used. These exercises provide the candidate with scenarios typically encountered on the job and ask the candidates to write about how they would handle those situations. In other cases, candidates are asked to write a brief essay about an assigned topic that is relevant to the job for which they are being considered. Both the content of the response and the strength of their written composition skills are evaluated. This allows the psychologist to examine candidates' skills in formulating and expressing ideas, particularly when no time is available for advanced preparation.

Work Simulations

In some cases, work simulations are also included as part of the process. The in-box exercise is included in order to assess in a direct fashion a wide range of work-related skills and practices. These exercises are designed to measure problem-solving and decision-making approaches, management tactics, leadership and influencing strategies, interpersonal style, communication patterns, attention to detail, and overall professional judgment.

Role-play exercises provide an additional measure of the individual's oral communication skills, ability to establish rapport and maintain a solid interpersonal basis upon which to do business, sensitivity to management considerations, and problem-solving skills.

Reporting of Results

The results of the assessment process will be provided to you in two ways. First, we provide oral feedback, usually over the telephone, after each candidate's results have been evaluated. Alternatively, a conference call can be scheduled to review all of the candidates at one time once they have all been seen. This feedback will highlight the main strengths and developmental needs to emerge from the assessment.

Then, a written report will also be delivered, which will provide more in-depth description of the individual's current skills and future potential. This report is typically sent within approximately one to two weeks of the assessment. We do our best to respond to special requests to provide reports more quickly when they are needed urgently.

Cost of Evaluations

The cost of the standard leadership evaluation is \$1000. Each simulation exercise adds \$200 to the cost. If you choose to add both the in-basket and the role-play exercise the total cost of the evaluation would be \$1,400.

Sample

PERSONNEL EVALUATION REPORT

This report contains the results of a psychological appraisal that has been made to determine the nature and extent of the personal qualifications of the individual under consideration.

Position: Applicant
City Manager
(Name of City)

(Name of Candidate)

INTELLECTUAL AND PROBLEM-SOLVING ABILITIES

(Name of Candidate) is a bright individual. She enjoys working through complex problems, especially if she is in a position to devise creative solutions to those problems. She will look at issues from many angles in order to contemplate the implications of small details in the bigger picture. She is strategic in her focus. She thinks about her long-term objectives and how best to meet them, and she will be able to weave plans that include steps for the accomplishment of both near and long-term goals. Her critical thinking skills are strong, and she will usually be successful in thinking about the pros and cons of various options. She may take more time to work through certain details than others would, but the conclusions that she reaches are strong ones.

She is an articulate speaker. She is effective at expressing her meanings. Although she may sometimes provide a bit more context than is actually necessary as she explores her thought processes in a variety of situations, she is usually very clear in providing useful information. Her writing is also strong and well organized. She might benefit from providing her reader with some illustrative examples in order to make her meanings more clear, but for the most part, she is able to construct strong documents that are free of errors.

Her tested vocabulary and verbal comprehension skills, including her ability to think and to communicate with precision, are above average for middle managers and others in similar roles. Her tested ability to reason analytically, including the ability to spot trends in data and to analyze well-delineated problems, is well below average for middle managers. Her tested ability to reason with verbal information, including dealing with more conceptual matters and knowing when she has sufficient data to reach a conclusion, is far above average for middle managers. Her tested ability to think critically, including challenging her assumptions and drawing valid conclusions based on available information, is well above average for management candidates.

PERSONALITY CHARACTERISTICS

She is a self-possessed and calm individual. She is serious-minded, but she is not counterproductively somber. She will show her sense of humor when it is appropriate to do so. She maintains a strong professional image, and she will not let her guard down easily. In particular, she is unlikely to acknowledge any self-doubt or vulnerability. She projects a consistent strength, and she will not want other people to see the chinks in her armor.

She is a confident individual with a good deal of courage. She is reasonably self-aware and will know her strengths and what she can reasonably hope to accomplish by applying those strengths. She shows a good deal of determination when she is sure of her positions. Indeed, she may battle impatience at times, especially if people are not living up to her expectations of them or if matters are not moving along at the pace that she believes that they should. Once she has a clear vision of how matters should proceed, it can be frustrating to her to see unnecessary delay.

INTERPERSONAL AND LEADERSHIP STYLE

She is a fairly outgoing individual for the most part, especially on the job. She may need some time to herself, too, though, as extended interactions with others may drain her somewhat. Nevertheless, she is able to interact well with most types of people. She may need to continue to learn to read people who are very different from her, but she will not be unfriendly or unwilling to cooperate with such individuals.

She is a fairly independent person. She focuses on teamwork when she needs to, but she will not necessarily see many instances in which she feels that she should ask for help. She tends to go about her own business, drawing in resources as she needs them. She may need to be sure that she does not leave others behind because of her drive to implement her ideas once she has determined that they will work.

She has a natural leadership drive. She aptly describes herself as having a strong sense of self, and that characteristic translates into a particularly strong presence; people will not take her lightly. She voices her opinions openly and provides a strong sense of direction to others. She gets what she wants out of her team members, although she does not usually coerce openly or use a broadly aggressive style to get what she needs. She has a healthy measure of political savvy, and she will usually be diplomatic in going after what she needs in negotiations with others. She is not above taking action that is not necessarily politically wise if she believes that it is in the best interests of good outcomes, but she will usually tread lightly in such instances in order to avoid burning bridges.

PERFORMANCE CHARACTERISTICS

She is a hardworking and dedicated individual. She has a healthy base of stamina from which to direct her efforts. She shows a good deal of persistence, and she will not let matters drop when they are important to her. She does generally understand when her priorities need to shift, though, and she will not lose focus on her key objectives. She is an opportunistic person. She keeps herself ready to jump at exciting opportunities as they open before her. She is usually able to develop strong plans with which to capitalize on those opportunities effectively.

She will tend to want a good deal of autonomy on the job. She is not someone who likes being told what to do. She will use her independence to good effect for the most part, selecting projects and methods that will have a strong probability for success. However, she will chafe in an environment in which she is too closely watched over or restricted in her work style. She is not unaware of the influence that the council will have over her, but she will also want them to place some trust in her judgment rather than dictating her every move.

She is firm but fair in her interactions with her subordinates. She will hold people accountable for results but also be accommodating when she recognizes that extenuating circumstances are to blame for missteps. She will do her best to go to bat for her subordinates, but she will not let them get away with half-hearted efforts or things that they should not. She wants her team members to be the best that they can be. She will work hard to challenge others' thinking and to help them to develop problem-solving skills that will enable them to continue to grow and advance.

MOTIVATIONS

Her reputation is very important to her. It is important to her that she be thought well of by her colleagues and business partners. She will feel content in her work if she knows that she is appreciated and respected. Conversely, she will clearly grow frustrated in a situation in which she feels underestimated. She will appreciate signs of praise and respect, although she does not need them to sustain her motivation on the job. Her work is intrinsically interesting to her as long as she has some degree of independence to determine what her priorities need to be.

She says that she is eager for a new professional challenge. She is eager to try her ideas in a city manager role. She likes that the position for which she is being considered represents a combination of management of others and determination of policy, as these are two of her professional passions. She sees this particular job as presenting her with opportunities for team building and helping city leaders to make the best, most informed decisions possible. She appears eager to do her best to make a positive impact on the city.



Position Description

BUILDING AND GROUNDS SUPERVISOR

Department Administration / Building Maintenance
Grade Grade 7
Reports to County Administrator
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing.

Job Summary

To perform administrative, supervisory and manual tasks to assure proper operation and maintenance of grounds, facility, electrical, mechanical, and a wide variety of equipment in accordance with building codes and other regulations; to coordinate custodial/maintenance services and activities; answer emergency calls as required, and be available to repair breakdowns in the facilities.

Supervision Received

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

Supervision Exercised

Serves as a supervisor having direct control over the quantity and quality of the work product of the maintenance and custodial staff. Also directly supervises temporary workers and STS inmate workers as needed.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, suspension, termination, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Plans, trains, assigns and directs daily schedules and work assignments for custodial and maintenance staff to operate and maintain county grounds and facilities 24 hours per day/7 days per week.



Position Description

2. Performs and supervises work necessary to maintain custodial, mechanical, plumbing, heating, air conditioning, lighting, fire alarm, sprinkler, and electrical systems within all county facilities. Repairs interior fixtures, furnishings, and equipment.
3. Performs or coordinates grounds and exterior building maintenance to include lawn care, parking lot, and exterior fixtures and finishes.
4. Efficiently operates and monitors the computerized energy management system to ensure quality climate control.
5. Develops, maintains, assesses, revises, and administers departmental policies and procedures. Administers and enforces county policy, union contract, and multiple safety rules and regulations.
6. Develops and implements preventative maintenance plans for the facilities, equipment, and vehicles. Responsible for the maintenance and testing of the Sheriff's Office emergency generators that provide communication for EMS, Fire, Police, as well as heat and electricity for the jail, courthouse, and IT Department.
7. Oversees security of buildings and grounds.
8. Works with local and state officials such as MPCA, EPA, Fire Marshals, ADA, and OSHA to ensure all laws and building codes are in compliance. Makes recommendations for updates to the County Administrator when necessary.
9. Recommends changes in procedures or use of equipment to increase staff productivity.
10. Participates on the facilities management committee and in space needs and assessment evaluations. Makes recommendations to the County Administrator concerning building needs. Obtains quotes for equipment, repairs, and contract services and administers service contracts.
11. Reviews and approves invoices and payments for services.
12. Participates on the safety committee. Identifies the safety training needed for department staff based on job location, tools, machines, and materials used, actual and potential safety and health hazards associated with each task, and safe and healthful practices, apparel, and equipment required for each task. Trains employees in proper use of materials, including how to read MSDS sheets developed by chemical manufacturers. Conducts or arranges for the training of staff and evaluates program effectiveness. Ensures all OSHA required safety programs are implemented. Trains staff as required on lockout/tagout, asbestos, lead, and other toxic and hazardous substances, bloodborne pathogens, ladders, scaffolds, respiratory protection, first-aid, fire prevention, powered platforms, hazardous materials, personal protective equipment, hearing protection, machinery and machine guarding, welding, electrical safety, and other applicable safety programs. Maintains up-to-date MSDS sheets and training records as required by OSHA.
13. Reviews and approves/rejects timesheets and requests for time off.
14. Maintains the county motor pool fleet, follows up on vehicle malfunction reports, test drives vehicles to assess possible maintenance needs, arranges for vehicle service and repairs.
15. Meets with the County Administrator regarding reorganizing schedules or assignments of employees and meets with Human Resources regarding personnel issues.
16. Subject to being called out on evenings, weekends, and holidays for building maintenance needs or vehicle malfunctions.
17. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing



Position Description

- performance improvement plans, disciplining employees, suspension, termination, and resolving grievances.
18. Serves as a member of the crisis management team. Assists in developing emergency procedures and guidelines.
 19. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 20. Conducts business in accordance with the Open Meeting law.
 21. Appropriately responds to requests for government data, in accordance with the MN Government Data Practices Act and through Administration/HR as applicable. Maintains data in accordance with records retention schedules.
 22. Coordinates annual fire, tornado, and emergency practice drills for all department staff. Also assists with the county-wide drills.
 23. Attend meetings, conferences, and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Facilities Management Certificate or equivalent program coursework in electrical systems, mechanical systems, facilities management, project administration, preventive maintenance, energy maintenance strategies, and fire safety, plus 5 or more years of related facility maintenance experience. Prior experience supervising a maintenance and/or technical staff is highly desirable.

Must have the ability to effectively schedule multiple employees amongst various departments and the ability to focus and work productively with regular interruptions.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check (including FBI fingerprint check), and pre-employment physical will be performed as part of the pre-employment process.

Must be available for call out for emergency and after hour repairs and for occasional calls from evening custodial staff.

Required to obtain upon hire a Second Class C Boiler License issued by the MN Department of Labor and Industry required.

Class B Operator license issued by the MN Pollution Control Agency.



Position Description

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Operational characteristics, services, and activities of a comprehensive building maintenance program.
3. Principles of facility management.
4. Practices, methods, equipment, tools, and materials used in building construction, alteration, repair, maintenance, and operation.
5. Theory and operation of control systems, mechanical equipment, power equipment, energy management equipment, electrical systems and equipment, communications equipment, diagnostic equipment, surveillance systems, security systems, institutional laundry and kitchen facilities, and boiler systems.
6. Occupational hazards and standard safety practices necessary in the area of building maintenance.
7. Principles of service/vendor contract administration.
8. Principles and procedures of record keeping and report preparation.
9. Principles and practices of budget preparation and administration.
10. Principles of supervision, training, and performance evaluation.
11. Pertinent Federal, State, and local laws, codes, and regulations.
12. Safe driving, equipment and tool use principles and practices.
13. Characteristics and use of commercial custodial compounds.
14. Modern office practices, methods, and equipment.
15. Principles and practices of working safely.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Reading, writing, and speaking English proficiently.
3. Efficiently organizing and prioritizing staff and workload for maximum productivity.
4. Operate manual and power equipment and tools.
5. Operate equipment diagnostic instruments and tools.
6. Operate modern office equipment.
7. Operate a motor vehicle safely.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and guests with respect, honesty, and consideration.
2. Interpret and apply Federal, State and local policies, procedures, laws and regulations as they pertain to building maintenance.
3. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
4. Communicate clearly and concisely, both orally and in writing. This includes utilizing email technology for most efficient communication between offices and buildings.
5. Must have the ability to limit the duration and number of interruptions made to staff in each



Position Description

department, while engaged in the orderly conduct of business, for staff productivity purposes.

6. Understand and carry out oral and written instructions
7. Maintain confidentiality.
8. Maintain accurate and up-to-date records.
9. Manage, direct and coordinate the work of assigned maintenance and/or custodial staff.
10. Perform the full range of building maintenance duties.
11. Troubleshoot electrical, mechanical, and plumbing problems.
12. Select, supervise, train, and evaluate staff.
13. Provide administrative and professional leadership and direction for department personnel.
14. Recommend and implement goals, objectives, and practices for providing effective and efficient building maintenance and/or custodial services and activities.
15. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
16. Research, analyze, and evaluate new methods, procedures, and techniques.
17. Prepare, develop, and recommend plans, specifications, and cost estimates.
18. Prepare and administer contracts.
19. Prepare and administer budgets.
20. Read and understand building mechanical, electrical, and plumbing systems blueprints and diagrams, security and surveillance systems, and hardware.
21. Read and understand special systems technical programming manuals.
22. Estimate and order materials and supplies.
23. Prepare clear and concise reports.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Intermediate Skills – Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software, E-time, Microsoft Word, Excel, Outlook, PowerPoint, Internet, Heating Ventilation & Air Conditioning (HVAC) software, and other job-related programs.



Position Description

Ability to Travel

Occasional travel is required for training, errands, and travel between county facilities. Regularly drives motor pool vehicles for troubleshooting or shuttling to/from automotive service centers.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate to loud. The employee carries out many different tasks in a single day and could work at any number of building locations, both indoor and outdoor in all types of weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, dust, fumes, smoke, gasses, or airborne particles, toxic or caustic chemicals, intermittent noise, and risk of electrical shock. The employee occasionally works in high places, on ladders or scaffolding.

Equipment and Tools

Computer, copier, printer, telephone, fax, calculator, shredder, power tools, hand tools, measuring and metering devices, push mower, riding lawn mower with various attachments, weed whip, shovel, vacuum cleaner, carpet extractor, floor buffer, pumps, refractometer (glycol testing), ohmmeter, bobcats, county-owned vehicles, personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to regularly lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium to heavy work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Offers of employment are conditional on successful completion of a physical exam, to ensure the applicant's ability to meet the physical demands of the job.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.



Position Description

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/13/2014

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."

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

ADOPTED November 22, 2016

By Commissioner: xx

20151122-0xx

Health & Human Services Director

WHEREAS, the Health and Human Services Director(HHS Director) has resigned and the Aitkin County Board desires to appoint an Interim HHS Director.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners appoints Elizabeth DeRuyck, Aitkin County Community Corrections Director as Interim HHS Director effective on December 6, 2016, at a rate of \$1000/month in addition to her current rate of pay, all other benefits afforded to Ms. DeRuyck remain the same. Ms. DeRuyck shall be eligible for the same salary increases afforded to other non-union staff based on her current base salary. The County Board makes this appointment until such time a full-time HHS Director is hired and appointed by the Aitkin County Board. The Interim HHS Director serves at the pleasure of the Aitkin County Administrator during the interim period. Upon appointment of a permanent HHS Director this appointment shall end. Both the County Board and Ms. DeRuyck have the right to end this appointment at any time during the interim period. Ms. DeRuyck has the right to return to her position as Aitkin County Community Corrections Director at her previous rate of pay plus any salary increases she may have received as Community Corrections Director while serving as Interim HHS Director, without adverse consequence due to her service as Interim HHS Director. The Interim HHS Director is delegated and granted the same duties, responsibilities and authorities as a permanent HHS Director without regard for interim status. Ms. DeRuyck shall be responsible for the duties of Community Corrections Director during her appointment as Interim HHS Director.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Patrick Wussow, Interim 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 22nd day of November 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of November 2016

Patrick Wussow
Interim County Administrator

MEMORANDUM

To: Aitkin County Personnel Committee
From: Elizabeth DeRuyck, Director
Date: November 29, 2016
Subject: Community Corrections Staffing Levels

Personnel Committee,

I would like to request your consideration of recommending to the full Board adding an additional staff member in my office. More specifically, adding a part-time community corrections report writer posted as a temporary position. Posting it as a temporary position would provide for an evaluation period after six months. I would like to use this opportunity to explain in further detail this need.

I have one agent who supervises sex offenders, supervised release offenders and high risk probation offenders in the community. Since 2014, this caseload has increased by 14%. He is currently supervising over ninety offenders. The typical caseload statewide for this clientele is approximately 60 offenders (maximum) due to the high demand of this caseload. In addition, this agent also facilitates two of our cognitive-behavioral programs and is required to participate in the sex offender therapy groups for the best outcomes with this population.

I have spent some time reviewing how to rearrange the way our department assigns cases to determine the best course of action for public safety and to utilize the resources we have responsibly. I would like to move some of the higher risk traditional probation clients off the caseload mentioned above to another caseload in the office. In addition, we have already started creating a specialized caseload for DWI offenders, but we need to free time from report writing to have this as a full caseload. By doing this we can focus on the needs of that population given they make up about 50% of our overall offender population at any given time. Consistency will help identify specific programs in an effort to isolate the unique needs and improve outcomes for this population. Further, it will give the third agent the room on her caseload to meet the needs of the additional high risk population. In an effort to make these changes I have determined our need for additional staffing is in the report writing area. It should be noted we already make efforts to reduce overall client numbers by discharging lower risk, lower level offenders as soon as they meet the requirements of the Court. Our report rate is also growing because felony filings have increased.

In 2014, we had 260 reports completed within the office consisting of Felony Pre-Plea/Pre-Sentence Reports, Pre-Plea/Pre-Sentence Non-Felony Reports, Sentencing Guidelines Worksheets with a Criminal History Report and Restitution Studies. The typical restitution study and/or worksheet can take approximately ½ hour to complete to three hours depending on the intensity. A typical Pre-Plea/Pre-Sentence report is 4-8 hours depending on

sentencing level and complexity of the case. So far in 2016, 302 overall reports have been completed. This is a 16% increase over the entire year of 2014. Further, we have 184 pending felony files at this time. This is over double of the rate for 2014 which was 90 cases indicating our office will have more growth of felony offenders on probation over the next year. Therefore, report writing is something we can easily utilize a part-time staff member and provide time for the other three agents to supervise the clientele and place our resources where the needs are in the department.

I would like to propose we start at the most minimal need of hiring a temporary Community Corrections Report Writer at 20 hours per week and/or 40 hours over a two week pay period and review the position after six months. If we post the position as a temporary position and require a 400 hour internship and an associate's degree we could post the position as less than a Community Corrections Agent and determine the pay grade in that manner. Report writing has historically been provided by an assistant agent in Crow Wing County prior to the dissolution of CMCC, so I feel comfortable moving forward at this time in that manner. Upon review, I will make my recommendation to the County Board whether this methodology is working and will provide a verbal report as to if it is improving efficiency in the manner described in this memorandum. I feel this is the most fiscally responsible manner to achieve the desired outcome.

If the County Board has not already identified a use for the reserve funds received from the dissolution of our Joint Powers with CMCC, I respectfully recommend this would be a good use for some of those funds in 2017. The identified amount in reserve to Aitkin County is \$101,654.92 after the PTO/ELB payments. Applying some of these funds for a part-time staff member would assist our department to better serve the citizens of the county by reducing our highest risk caseload to a more manageable number, isolating the DWI population for a better review and classification leading to better supervision with the goal of reduced recidivism, and provides for a better use of resources.

Thank you for your consideration in this matter.



Aitkin County Board of Commissioners

Agenda Request Form

4
 Agenda Item #

Requested Meeting Date: December 6, 2016

Title of Item: Committee Reports

REGULAR AGENDA		Action Requested by: County Business	
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Brian Napstad Commissioner Anne Marcotte HHS Director Tom Burke HHS Director Tom Burke Commissioner Laurie Westerlund Commissioner Don Niemi
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Napstad
Aitkin County CARE Board			Westerlund
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	1x a month	Niemi and Marcotte
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund
Arrowhead Regional Development Council	Monthly	3 rd Thursday	Niemi
ATV Committee	As needed		Napstad and Marcotte
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Napstad, Alt. Marcotte
Central MN Corrections	Monthly	3 rd Wednesday	Wedel, Westerlund
Development Achievement Center	Monthly	3 rd Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi
Economic Development	Monthly	1 st Wednesday	Marcotte and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Wedel and Westerlund
Facilities/Technology	As needed		Wedel and Napstad
Forest Advisory	Every other month	3 rd Tues of even numbered mths	Marcotte and Napstad
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Marcotte
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Napstad and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 st Wednesday	Napstad
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	Monthly	3 rd Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 rd Friday	Napstad
MN Rural Counties Caucus	8x year	Varies	Niemi, Alt. Marcotte
NE MN Office Job Training	As called		Napstad
Northeast MN ATP	2x year		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Napstad, Alt. Marcotte
Ordinance	As needed		Napstad and Marcotte
Park Commission	Monthly	2 nd Monday	Westerlund
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Snake River Watershed	Monthly	4 th Monday	Niemi
Sobriety Court	Monthly	3 rd Tuesday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund