

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 27, 2018 – BOARD AGENDA

Aitkin Public Library

- 9:00 1) Anne Marcotte, County Board Chair
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
- 9:02 E) Health & Human Services (see separate HHS agenda)
- 10:15 Break
- 10:25 F) **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 13, 2018 to November 26, 2018
 - B) Approve November 13, 2018 County Board Minutes
 - C) Approve Electronic Funds Transfers
 - D) Approve Affidavit for Duplicate of Lost Warrant: East Central Energy Warrant #75492 dated August 10, 2018 in the amount of \$146.59
 - E) Approve Motorola Services Agreement 2019 & Authorize Signature
 - F) Approve Fire Protection Contract with Ball Bluff Township & Authorize Signatures
 - G) Approve Board of Adjustment Appointment
 - H) Approve Aitkin County Guidelines and Procedures for MN Government Data Practices Act and 2019 Countywide Fee Schedule
 - I) Approve Commissioner Warrants
 - J) Approve Auditor Warrants - Contegrity
 - K) Approve Auditor Warrants – Sales & Use Tax
 - L) Approve Auditor Warrants – Period 2 Tax Settlement
- 10:27 3) Bobbie Danielson, Human Resources Director
- A) Ratify AFSCME Courthouse Unit CBA 2019-2021
 - B) Approve Revised Public Health Nurse Job Description
 - C) Authorize FT Custodian Position
- 10:40 4) Committee Updates

11:15 Adjourn

The Aitkin County Board of Commissioners met this 13th day of November, 2018 at 9:04 a.m., at the Aitkin Public Library, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham. Commissioner Laurie Westerlund was absent.

CALL TO ORDER

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to approve the November 13, 2018 agenda.

APPROVED AGENDA

With Respect, Honor and Gratitude, the Aitkin County Board of Commissioners mentioned and recognized our Aitkin County Veteran employees:

AITKIN COUNTY VETERAN EMPLOYEES

- | | |
|--------------------|-------------------|
| Aaron Bochow | Allen Lundquist |
| Ashley Burton | Scott Malloy |
| Don Courie | John Novotny |
| Dee Curtis | Jedediah Oftedahl |
| Randy Flier | Butch Olson |
| Daniel Guida | Bruce Pierson |
| Penny Harms Monroe | Phillip Smith |
| James Hicks | Shawn Speed |
| Joshua Hughley | Christian Sutch |
| Carter Johnson | Kevin Turnock |
| Paul Kazmerzak | Gary Wilkie |

Sheriff Scott Turner presented a Life Saving Award certificate to Emma Sherman, an Aitkin High School Senior, for her heroic actions that saved the life of an individual in a fourth of July accident at Round Lake in Waukenabo Township.

LIFE SAVING AWARD

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve the Consent Agenda as follows: A) Correspondence File: October 23, 2018 to November 12, 2018; B) Approve County Board Minutes: October 23, 2018; C) Approve Electronic Funds Transfers: \$2,711,284.16; D) Accept \$500.00 Donation to Aitkin County Veterans Services from the American Legion, Post 23 in McGregor; E) Accept \$4,000.00 Donation to Community Corrections from The Dan Baker Foundation; F) Approve 2019 Newspaper Bid Specifications; G) Approve 2019 Medical Examiner Agreement; H) Approve Amended Recycling Agreement with Garrison Disposal; I) Adopt Resolution: Final Contract Payment – Contract No. 20172; J) Adopt Resolution: LG220 Exempt Permit – Up North Riders ATV Club Inc.; K) Approve Commissioner Warrants: General Fund \$186,054.13, Road & Bridge \$52,851.68, Health & Human Services \$24,453.73, Trust \$7,314.50, Forest Development \$8,750.00, Long Lake Conservation Center \$68,477.89, Parks \$3,343.76 for a total of \$351,245.69; L) Approve Auditor Warrants – October/November School District Advances: Agency \$1,429,305.07

CONSENT AGENDA

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve amending

AMEND RECYCLING

<p>the Garrison Disposal Recycling Agreement to close on Saturdays from December 1st through March 31st.</p>	<p>AGREEMENT</p>
<p>Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – Final Contract Payment – Contract No. 20172:</p>	
<p>WHEREAS, Contract No. 20172 has in all been completed, and the County Board being fully advised in the premises.</p>	<p>RESOLUTION 20181113-079 FINAL CONTRACT PAYMENT – CONTRACT NO. 20172</p>
<p>NOW THEN BE IT RESOLVED, that the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Hardrives, Inc. in the amount of \$71,135.89.</p>	
<p>Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – LG220 Exempt Permit – Up North Riders ATV Club Inc.:</p>	
<p>BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Up North Riders ATV Club Inc., at the following location – Fisherman’s Bay, which has an address of 50933 State Highway 65, McGregor, MN 55760 – Workman Township. (Note: Date of activity for Raffle – October 12th, 2019)</p>	<p>RESOLUTION 20181113-080 LG220 EXEMPT PERMIT – UP NORTH RIDERS ATV CLUB INC.</p>
<p>Peggy Jones, American Peat Technologies (APT), Courtnay Bot, Global Minerals Engineering and John Welle, Aitkin County Engineer discussed with the Board the proposed new peat processing facility adjacent to CSAH 26 in Seavey Township, the major improvements needed to a four-mile segment of CSAH 26, and the process for determination of impacts from CSAH 26 road construction for APT’s environmental review process. No action was requested.</p>	<p>AMERICAN PEAT TECHNOLOGY – CSAH 26 ROAD IMPROVEMENTS</p>
<p>John Welle, County Engineer reviewed the proposed 2019-2023 Capital Road Improvement Plan with the Board. No action was taken.</p>	<p>2019-2023 CAPITAL ROAD IMPROVEMENT PLAN</p>
<p>Kari Paulsen from NE MN Office of Job Training updated the Board on the recent Career Fair held at Aitkin High School, and on the Getting and Keeping Good Talent webinar they are hosting in Aitkin, McGregor, and Hill City.</p>	<p>NE MN OFFICE OF JOB TRAINING PRESENTATION</p>
<p>Board Chair Anne Marcotte stepped out of the Board meeting at 10:31 a.m.</p>	<p>MARCOTTE STEPPED OUT</p>
<p>Travis Fuechtmann from Contegrity Group reviewed and discussed the following items with the Board:</p>	<p>CONTEGRITY GROUP INC.</p>
<p><u>Project Change Order, Holden Electric</u> Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried (3-0 Marcotte out), to approve Project Change Order, Holden Electric, in the amount of</p>	<p>PROJECT CHANGE ORDER</p>

<p>\$46,216.00.</p> <p><u>Specialties Contract, Bartley Sales</u> Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried (3-0 Marcotte out), to approve Specialties Contract and accept bid from Bartley Sales in the amount of \$36,523.00.</p> <p>Jessica Seibert, County Administrator discussed the following with the Board:</p> <ul style="list-style-type: none"> • Arrowhead Counties 2019 Legislative Priorities • Third Quarter Budget Review <p>No action was taken.</p> <p>Bobbie Danielson, Human Resources Director reviewed three Memorandum of Agreements for the Teamsters Supervisory Unit with the Board. Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried (3-0 Marcotte out), to approve all three MOAs as submitted.</p> <p>Mike Dangers, County Assessor discussed Property Tax Exemption Applications with the Board. No action was taken.</p> <p>Board Chair Anne Marcotte returned to the Board meeting at 11:22 a.m.</p> <p>Doug Host from CliftonLarsonAllen reviewed the 2017 audit with the Board and answered questions.</p> <p>The Board discussed: Economic Development, McGregor Airport, APT Lunch & Learn, JCNRB, Mille Lacs ATV, Tamarack City Council Mtg., Shamrock Twp. Mtg., Facilities Committee, HHS Advisory, Budget Committee, Aitkin Airport, AMC, NCLUCB, and Veterans Event at Hill City Schools.</p> <p>Motion by Commissioner Wedel seconded by Commissioner Niemi and carried, all members present voting yes to adjourn the meeting at 12:35 p.m. until Tuesday, November 27, 2018 at 9:00 a.m. at the Aitkin Public Library.</p> <hr/> <p>Anne Marcotte, Board Chair Aitkin County Board of Commissioners</p> <hr/> <p>Jessica Seibert, County Administrator</p>	<p>SPECIALTIES CONTRACT</p> <p>COUNTY ADMINISTRATOR REPORTS</p> <p>TEAMSTERS SUPERVISORY UNIT MOAs</p> <p>PROPERTY TAX EXEMPTION APPLICATIONS</p> <p>MARCOTTE RETURNED</p> <p>2017 AUDIT</p> <p>BOARD DISCUSSION</p> <p>ADJOURN</p>
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Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 11/27/18

Title of Item: Electronic funds transfers

<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: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Electronic funds transfers thru 11/19/18		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Date	Amount	Reason
11/5/2018	\$5,275.23	Manual Warrant
11/6/2018	\$55.00	Manual Warrant
11/7/2018	\$164.81	Manual Warrants
11/9/2018	\$535,887.95	Payroll Abstract
11/9/2018	\$2,845.13	Auditor Warrants
11/9/2018	\$5,563.72	Commissioner Warrants
11/14/2018	\$214.81	Manual Warrant
11/15/2018	\$83,135.15	Manual Warrant
11/16/2018	\$30,841.91	Commissioner Warrants
11/16/2018	\$2,066.83	Auditor Warrants
11/16/2018	\$337.92	Auditor Warrants

\$666,388.46



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: November 27, 2018

Title of Item: Approve Affidavit for Duplicate of Lost Warrant

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

Submitted by: Julie Hughes	Department: Treasurer
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Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:
Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:
East Central Energy warrant number 75492 dated August 10, 2018, in the amount of 146.59

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve affidavit for Duplicate of Lost Municipal Order or Warrant:
East Central Energy warrant number 75492 dated August 10, 2018, in the amount of 146.59

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

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

) ss. East Central Energy
)

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

dated the 10th day of August, 2018, numbered 75492,

issued by Aitkin County to East Central Energy

in the sum of \$ 146.59 has been Lost in the manner
(Lost or "Destroyed")

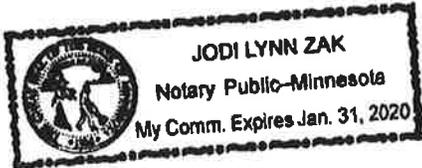
following, to wit:

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

X [Signature] EE&E Meter Services Manager

Subscribed and sworn to before me this 6 day of November, 2018

Jodi Lynn Zak
Notary Public Isanti County, Minnesota
My Commission Expires 1-31-2020



STATE OF MINNESOTA,

County of Aitkin

_____ of _____

**AFFIDAVIT FOR DUPLICATE
OF LOST OR DESTROYED
ORDER OR WARRANT:**

Made and filed by _____

this _____ day of _____ 2018



Board of County Commissioners Agenda Request

2E
Agenda Item #

Requested Meeting Date: 11/27/2018

Title of Item: Motorola Services Agreement 2019

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Sheriff Scott Turner	Department: Sheriff's Office
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Presenter (Name and Title): Sheriff Scott Turner	Estimated Time Needed:
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Summary of Issue:

Dispatch / radio annual maintenance services and support contract for 2019. Expense paid by user-dedicated E-911 funds.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve 2019 Motorola Services Agreement

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:*

SERVICE AGREEMENT

1299 E Algonquin Road
 Schaumburg, IL 60196
 (800) 247-2346

Contract Number: USC000005209
 Contract Modifier:

Date: 9/25/2018

Company Name: Aitkin County Sheriff Attn: SHERIFF SCOTT TURNER Billing Address: 217 Second St Nw City, Province, Postal Code: Aitkin, MN 56431 Customer Contact: SHERIFF SCOTT TURNER Phone: 218-927-7430
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Required P.O.: N/A
 Customer #: 1000997760
 Bill to Tag#: 0001
 Contract Start date: 01/01/2019
 Contract End date: 12/31/2019
 Anniversary Day: 12/31/2019
 Payment Cycle: ANNUAL
 Currency: USD

QTY	MODEL/OPTION	SERVICES DESCRIPTION	MONTHLY EXT	EXTENDED AMT
		***** Recurring Services *****		
	LSV01S00501A	ASTRO ESS PLUS INFRASTRUCTURE REPAIR WITH ADVANCE REPLACEMENT		
	SVC01SVC1420C	SP - LOCAL INFRASTRUCTURE REPAIR		
	LSV02S00195A	SERVICE FROM THE START COMP (RENEWAL) - TETRA - TIER 10- 1 YEAR DURATION		
	LSV00S00217A	LOCAL DEVICE COMBO SVC (SUPPORT AND REPAIR) W/PICKUP&DELIVERY - TIER 7		
	SVC01SVC1103C	NETWORK MONITORING SERVICE		
	SVC01SVC1102C	DISPATCH SERVICES (PAGING)		
	SVC01SVC1101C	INFRASTRUCTURE REPAIR WITH ADV REPLACEMENT (PAGING)		
	SVC01SVC1410C	ONSITE INFRASTRUCTURE RESPONSE (PAGING)		
	SVC01SVC0335A	NETWORK PREVENTIVE MAINT-LEVEL 1 (PAGING)		
		JAN 1, 2019-DEC 31, 2019		\$61,204.45

		Sub Total	\$61,204.45
		Taxes	0.00 0.00
		Grand Total	\$61,204.45
SPECIAL INSTRUCTIONS - ATTACH STATEMENT OF WORK FOR PERFORMANCE DESCRIPTIONS Aitkin County is part of the ARMER system. Special Taxation Terms apply. Customer receives, TSO, SUA, and SUS services under the pricing, terms, and conditions of the Minnesota State Support Contract, O.O.A. Contract No. 104183 (Formerly Contract No. 16494), Release No. S-914(5) (R12 # USC000007373). The prices quoted via this service contract renewal are valid only until expiration of the current service contract. If 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 years annual contract rate will be billed to the Customer upon reestablishment of the expired service contract. Price with 5% Administration fee once delinquent = \$64,264.67		TAXES MAY APPLY AS PER THE JURISDICTIONS	

Subcontractor(s)	City	State
IL-DO002-ELGIN, MSI-INFRA REPR	ELGIN	IL
IL-DO066-SCHMBG, MSI-SSC CALL CTR	SCHAUMBURG	IL
GRANITE ELECTRONICS	ST CLOUD	MN
IL-DO067-SCHMBG, MSI-SSC NW MGT	SCHAUMBURG	IL
MOTOROLA RADIO SUPPORT CENTER	ELGIN	IL

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)		
<i>Mike Rosonke</i>	Customer Support Manager	9/25/2018
MOTOROLA REPRESENTATIVE (SIGNATURE)	TITLE	DATE

Mike Rosonke

612-490-4453

MOTOROLA REPRESENTATIVE (PRINT NAME)

PHONE

Company Name : Aitkin County Sheriff

Contract Number : USC000005209

Contract Modifier :

Contract Start Date: JAN 1, 2019

Contract End Date: DEC 31, 2019

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 Customer's 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, Customer's 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 Motorola's 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 Customer's 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 Customer's 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 Motorola's 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

Essential Plus Services
Statement of Work
Version 1.3

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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.

Essential Plus Services are Technical Support, OnSite Support, Annual Preventive Maintenance, Network Hardware Repair, and Self-Installed Security Patches. Each of these services are summarized below and expanded upon in the appendices A, B, C, D and E. In the event of a conflict between the Sections below and an individual SOW Subsection, the individual SOW Subsection prevails.

Essential Plus Services

Motorola's Essential Plus Services are designed for customers who would benefit from Motorola's support experience. Essential Plus 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.

Essential Plus Services applies to fixed end communications network equipment located at the network core, RF site and dispatch sites. Essential Plus 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 Essential Plus Services. The division of responsibilities between Motorola and Customer shall be defined and documented in the Appendices of this SOW, the Essential Plus Services CSP and other portions of the Agreement

Customer Support Plan

The Essential Plus 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 Essential Plus 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 Essential Plus Services SOW

Centralized Services Delivery

Technical Support service 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 SSC Network Operations Center 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 A 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

Essential Plus 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 D 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 E 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 B 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

Self-Installed Security Patches

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. Appendix C contains the SOW for Self-Installed Security Patches.

MyView 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.

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: Download pre-tested security updates to ensure the network is protected.

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: 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. Remote diagnostics can be conducted more quickly if the customer maintains a connection to the SSC.

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. Remote diagnostics can be conducted more quickly if the customer maintains a connection to the SSC. 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 B: 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 that are outside the scope of the existing Agreement between Motorola and Customer to which this SOW is attached.

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 C: Self-Installed Security Patches Statement of Work

To verify compatibility with your ASTRO 25 system, Motorola's Self-Installed Security Patches provides pre-tested third party software (SW) security updates.

1.0 Description of Self Installed Security Patches Service

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.

Once tested, Motorola will post the OEM vendor supported updates to a secured extranet website and send 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. Motorola will also provide labels on the extranet site that can be printed and applied to DVD's. The customer will be responsible for the download and deployment of these updates to their ASTRO 25 System.

1.1 Scope

Self-Installed Security Patches Service supports the currently shipping Motorola ASTRO 25 System Release (SR) and strives to support 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.

Self-Installed Security Patches Service is available for any L or M core system in a supported release. Self Installed Security Patches Service is also available for K cores but only for Windows PC's such as MCC 7500 consoles.

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, 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.

Motorola has the following responsibilities:

- Obtain relevant third party SW security updates as made available from the OEM's. This includes antivirus definition updates, OEM vendor supported operating systems patches, hypervisor patches, database patches, and selected other third party patches that Motorola deployed in ASTRO 25 system releases covered by this Self Installed Security Patches Service. Motorola does not control when these updates are released, but current release schedules are listed for reference:
 - McAfee Antivirus definitions– Weekly
 - Microsoft PC and Server OS patches – Monthly
 - Solaris, RHEL OS, VMware hypervisor patches – Quarterly
- Each assessment will consist of no less than 36 hours of examination time to evaluate the impact each update has on the system.
- 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.
- 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.
- Pre-test STIG recommended remediation when applicable.
- Release all tested updates to Motorola's secure extranet site.
- Include documentation for installation, recommended configuration changes, and identified issues and remediation for each update release.
- Include printable labels for customers who download the updates to CD's.
- Notify customer of update releases by email.
- A supported Self Installed Security Patches Service ASTRO 25 release matrix will be kept on the extranet site for reference.

1.3 The Customer has the following responsibilities:

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

- Submit changes in any information supplied in the Customer Support Plan (CSP) to the Customer Support Manager (CSM).
- Provide means for accessing pre-tested files (Access to the extranet website).
- Deploy pre-tested files to the customer system as instructed in the “Read Me” text provided.
- Implement recommended remediation(s) on customer system, as determined necessary by customer.
- Upgrade system to a supported system release as necessary to continue service.
- Adhere closely to the Solutions 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.
- Comply with the terms of the applicable software license agreement(s) between the Customer and Motorola and non-Motorola software copyright owner.
- Obtain at Customer’s cost all third party consents or licenses required to enable Motorola to provide the Service.

1.4 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 D: 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 Support 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 E: 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 weathering. 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 F: 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 dehydrators, microwave¹, line boosters, amplifier, data talker wireless transmitter, short haul modems and UPS.¹
- 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.

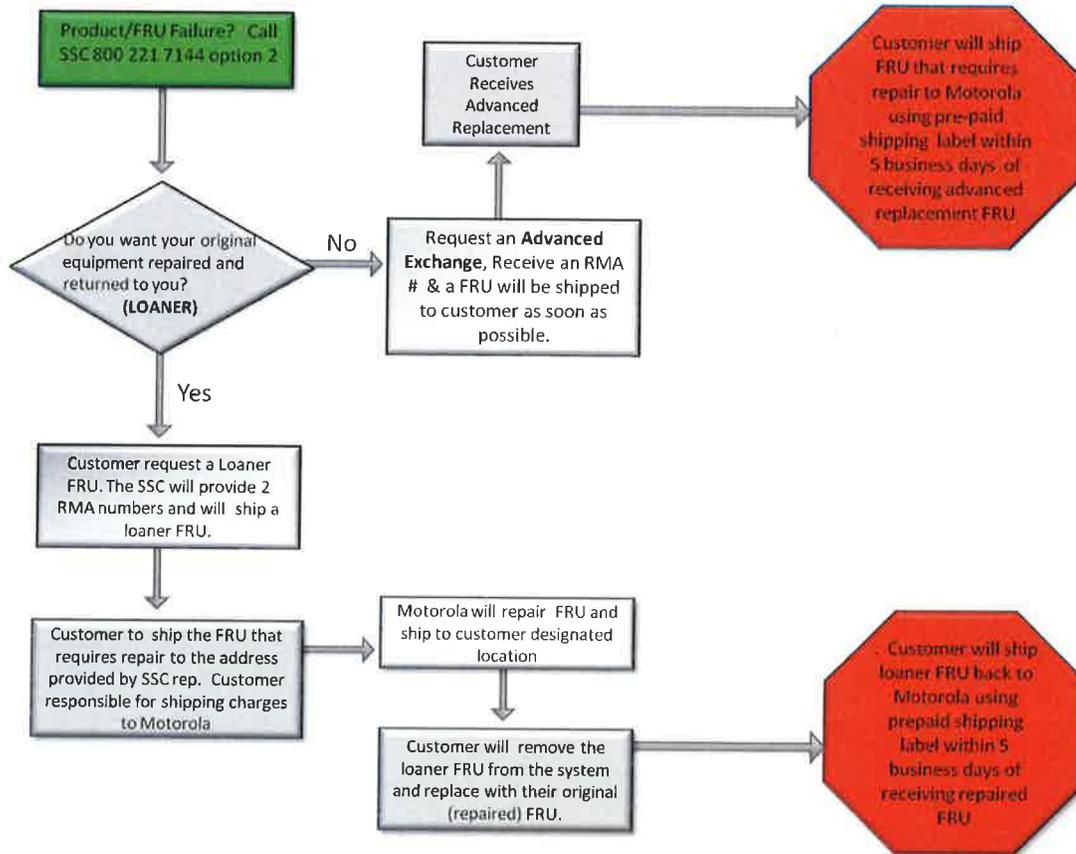
1.5.9. For Infrastructure and/or third party infrastructure repairs that are not exchanged in advance, properly package Infrastructure and ship the malfunctioning FRU, at Customer's expense and risk of loss to Motorola.

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: Preventive Maintenance Level 2

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

1.6 Motorola has the following responsibilities:

- 1.6.1 Notify the customer of any planned system downtime needed to perform this Service.
- 1.6.2 Advise customer of any issue that requires immediate attention.
- 1.6.3 Maintain communication with the customer as needed until completion (“resolution” implies a problem is being fixed) of the Annual Preventive Maintenance.
- 1.6.4 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.
- 1.6.5 Provide customer with a report documenting system performance against expected parameters along with recommended actions. Time allotment TBD.
- 1.6.6 Provide trained and qualified personnel with proper security clearance required to complete Annual Preventive Maintenance service.

1.7 The Customer has the following responsibilities:

- 1.7.1 Provide preferred schedule for Annual Preventative Maintenance to Motorola.
- 1.7.2 Authorize and acknowledge any scheduled system downtime.
- 1.7.3 Maintain periodic backup of databases, software applications, and firmware.
- 1.7.4 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.
- 1.7.5 Submit changes in any information supplied in the Customer Support Plan (CSP) to the Customer Support Manager (CSM).
- 1.7.6 Provide site escorts in a timely manner if required.
- 1.7.7 Provide Motorola with requirements necessary for access to secure facilities.
- 1.7.8 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		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.	x	x
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.	x	x
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.	x	x
Complete Backup	Verify backups have been done or scheduled. SZ database (BAR), Centracom CDM/ADM database, etc.	x	x
Server Check Disks	Perform checkdisk on server hard drives		x
Verify Redundant ZC's	Perform Zone Controller switchover. ZC1 to ZC2 and back again (coordinate with customer).		x
ROUTERS		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
SWITCHES		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
Capture Diags	Perform recommended diagnostic tests based on switch type. Capture available diagnostic logs.	x	x
Verify Redundant Switches	Test redundancy in CWR devices. Core router switchover (coordinate with customer).	x	x
DOMAIN CONTROLLERS		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.	x	x
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.	x	x
FIREWALLS		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x

Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.	x	x
LOGGING EQUIPMENT		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.	x	x
Server CPU Health	i.e. memory, HDD, CPU, disk space/utilization.	x	x
MISCELLANEOUS EQUIPMENT		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.	x	x
Server CPU Health	i.e. memory, HDD, CPU, disk space/utilization.	x	x

PRIME SITE CHECKLIST			
SOFTWARE		Level 1	Level 2
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.	x	x
Verify System SW Installed	Verify software versions installed on system. Document any changes.		x
SWITCHES		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
Capture Diags	Perform recommended diagnostic tests based on switch type. Capture available diagnostic logs.	x	x
Verify Redundant Switches	Test redundancy in CWR devices. Core router switchover (coordinate with customer).		x
MISCELLANEOUS EQUIPMENT		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.	x	x
Site Frequency Standard Check	Check lights and indicators for A/B receivers.	x	x
Server CPU Health	i.e. memory, HDD, CPU, disk space/utilization.		x
Site Controller Redundancy (trunking)	Roll site controllers with no dropped audio.		x

COMPARATORS		Level 1	Level 2
Equipment Alarms	Verify no warning/alarm indicators.	X	X
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways	X	X

DISPATCH SITE CHECKLIST			
GENERAL		Level 1	Level 2
Inspect all Cables	Inspect all cables/connections to external interfaces are secure	X	X
Mouse and Keyboard	Verify operation of mouse and keyboard	X	X
Configuration File	Verify each operator position has access to required configuration files	X	X
Console Op Time	Verify console op time is consistent across all ops	X	X
Screensaver	Verify screensaver set as customer prefers	X	X
Screen Performance	Verify screen operational/performance	X	X
Touchscreen	Verify touchscreen operation (if applicable)	X	X
Cabling/Lights/Fans	Visual inspection of all equipment - cabling/ lights/ fans	X	X
Filters/Fans/Dust	Clean any filters/ fans/ dust- all equipment	X	X
Monitor and Hard Drive	Confirm monitor and hard drive do not "sleep"	X	X
DVD/CD	Verify / clean DVD or CD drive	X	X
Time Synchronization	Verify console time is synchronized with NTP server		X
Anti-Virus	Verify anti-virus is enabled and that definition files are up to date (within two weeks of current date)		X
HEADSET UNPLUGGED TESTING		Level 1	Level 2
Speakers	Test all speakers - audio quality, volume, static, drop-outs, excess hiss when turned up.	X	X
Channel Audio in Speaker	Verify selected channel audio in select speaker only.	X	X
Footswitch Pedals	Verify both footswitch pedals operational	X	X
Radio On-Air Light	Verify radio on air light comes on with TX (if applicable)	X	X
Radio TX and RX	Verify radio TX/RX from both headset jacks. Verify levels OK. Check volume controls for noise/static or drop-outs.	X	X
Speaker Mute	Verify select speaker muted.	X	X
Telephone Operation	Verify telephone operational through both headset jacks. Check volume controls for noise/static or drop-outs.	X	X
Audio Switches	Verify select audio switches to speaker when phone off-hook. (if interfaced to phones)	X	X

Radio Takeover in Headset	Verify radio-takeover in headset mic when phone off-hook (mic switches to radio during PTT and mutes to phone).	x	x
OTHER TESTS		Level 1	Level 2
Phone Status Light	Verify phone status light comes on when phone off-hook (if applicable)	x	x
Desk Microphone Operation	Confirm desk mic operation (if applicable)	x	x
Radio IRR Operation	Verify radio IRR operational (if applicable)	x	x
Telephone IRR Operation	Verify telephone [if on radio computer] IRR operational (if applicable)	x	x
Recording	Verify operator position being recorded on long term logging recorder (if applicable)	x	x
IRR Setup Parameters	Check IRR set-up parameters, and also audio card set-up and level adjustments		x
Paging Controls	Confirm all paging controls are functional (including third party encoders if under maintenance)		x
COMPUTER PERFORMANCE TESTING		Level 1	Level 2
Computer Reboot	Reboot op position computer	x	x
Computer Operational	Confirm client computer is fully operational (if applicable)	x	x
For XP and older Operating Systems: Hard Drive Fragmentation	Check status of hard drive fragmentation- perform if needed		x
Event Logs	Pull event logs and review for major errors		x
Hard Drive Backup	Create backup of drive for offsite storage.		x
Memory Usage	Check memory usage		x
Application Logs and Alerts	Review built in application logs and alerts		x
Hard Drive Usage	Check available space (10% minimum)		x
AUDIO TESTING		Level 1	Level 2
Audio Levels and Quality	Confirm all conventional resources are functional with adequate audio levels and quality	x	x
Secure Mode	Confirm any secure talkgroups are operational in secure mode	x	x
Trunked Resources	Confirm all trunked resources on screen are functioning by placing a call in both directions (at the customer discretion) and at a single op position		x
EQUIPMENT ROOM TESTS		Level 1	Level 2
Recording - AIS Test	Verify audio logging of trunked calls	x	x

Recording	Test op position logging on analog recorder (with customer assistance)	X	X
System Alarms	Review alarm system on all equipment for errors	X	X
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.	X	X
SDM AUX I/O Server	Confirm all AUX I/O's functional on one operator position		X
Backup Resources	Confirm all backup radios meet RF specs and combiner/antenna system fully functional		X
Verify System SW Installed	Verify software versions installed on system. Document any changes.		X
IP Network Redundancy	If redundant equipment used (e.g., routers, switches), then switch to redundant equipment and confirm operation.		X

RF SITE CHECKLIST		Level 1	Level 2
Equipment Alarms	Verify no warning/alarm indicators.	X	X
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways	X	X
Site Frequency Standard Check	Check lights and indicators for A/B receivers.	X	X
Basic Voice Call Check	Voice test each voice path, radio to radio.	X	X
Control Channel Redundancy (trunking)	Roll control channel, test, and roll back.	X	X
Site Controller Redundancy (trunking)	Roll site controllers with no dropped audio.	X	X
GTR 8000 Results Sheet	Complete GTR tests - Frequency Error, Modulation Fidelity, Forward at Set Power, Reverse at Set Power, Gen Level Desense no Tx.	X	X

MOSCAD CHECKLIST			
MOSCAD SERVER		Level 1	Level 2
Equipment Alarms	Verify no warning/alarm indicators.	X	X
Check Alarm/Event History	Review MOSCAD alarm and events to find if there are chronic issues.	X	X
Windows Event Logs	Review Windows event logs. Save and clear if full.	X	X
Password Verification	Site devices to verify passwords. Document changes if any found.	X	X

Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.	x	x
Verify System SW Installed	Verify software versions installed on server. Document any changes.		x
Server CPU Health	i.e. memory, HDD, CPU, Ddisk space/utilization.		x
Verify Patches	Verify security patches monthly/quarterly (Motorola and 3rd Party). Document any changes.		x
MOSCAD CLIENT		Level 1	Level 2
Equipment Alarms	Verify no warning/alarm indicators.	x	x
Check Alarm / Event History	Review MOSCAD alarm and events to find if there are chronic issues.	x	x
Windows Event Logs	Review Windows event logs. Save and clear if full.	x	x
Password Verification	Site devices to verify passwords. Document changes if any found.	x	x
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.	x	x
Verify Patches	Verify security patches monthly/quarterly (Motorola and 3rd Party). Document any changes.		x
Server CPU Health	i.e. memory, HDD, CPU, disk space/utilization.		x
MOSCAD RTU's		Level 1	Level 2
Equipment Alarms	Verify no warning/alarm indicators.	x	x
Verify Connectivity	Verify Connectivity	x	x
Password Verification	Site devices to verify passwords. Document changes if any found.		x
Check Alarm / Event History	Review MOSCAD alarms and events to find if there are chronic issues.		x
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.		x
Verify System SW Installed	Verify software versions installed on system. Document any changes.		x

FACILITIES CHECKLIST			
VISUAL INSPECTION EXTERIOR		Level 1	Level 2
ASR Sign	Verify that the ASR sign is posted.	x	x
Warning Sign - Tower	Verify warning sign is posted on the tower.	x	x
Warning Sign - Gate	Verify that a warning sign is posted at the compound gate entrance.	x	x

10 Rule Sign	Verify that a 10 rules sign is posted on the inside of the shelter door.	x	x
Outdoor Lighting	Verify operation of outdoor lighting/photocell.	x	x
Exterior of Building	Check exterior of building for damage/disrepair.	x	x
Fences / Gates	Check fences/gates for damage/disrepair.	x	x
Landscape / Access Road	Check landscape/access road for accessibility.	x	x
VISUAL INSPECTION INTERIOR		Level 1	Level 2
Electrical Surge Protectors	Check electrical surge protectors for alarms.	x	x
Emergency Lighting	Verify emergency lighting operation.	x	x
Indoor Lighting	Verify indoor lighting.	x	x
Equipment Inspection	Visually inspect that all hardware (equipment, cables, panels, batteries, racks, etc.) are in acceptable physical condition for normal operation.	x	x
Site Frequency Standard Check	Check lights and indicators for A/B receivers.	x	x
Regulatory Compliance (License, ERP, Frequency, Deviation)	Check station for regulatory compliance. Update station logs.	x	x
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways	x	x
UPS		Level 1	Level 2
Visual inspection (condition, cabling)	Verify corrosion, physical connections, dirt/dust, etc.	x	x
Verify rollover and rollback	Verify automatic switch to backup power when main power fails		x
Battery voltage checks	Verify, check and measure battery voltages.		x
GENERATOR		Level 1	Level 2
Visual Inspection	Verify, check panel housing, cracks, rust and whethering. Physical connections, corrosion, dirt/dust, etc.	x	x
Fuel	Verify fuel levels in back up generators, document date of last fuel delivered from fuel service provider.	x	x
Oil	Check the oil dipstick for proper level. Note condition of oil.	x	x
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.	x	x
Verify rollover and rollback	***Depends on configuration of Transfer switch. Auto versus manual*** Rollover should be tested weekly under load.		x

HVAC		Level 1	Level 2
Air Filter	Check air filter and recommend replacement if required.	x	x
Coils	Check coils for dirt	x	x
Outdoor Unit	Check that outdoor unit is unobstructed	x	x
Wiring	Wiring (insect/rodent damage)	x	x
Cooling / Heating	Check each HVAC unit for cooling/heating	x	x

MICROWAVE CHECKLIST			
GENERAL		Level 1	Level 2
Transport Performance	Confirm transport performance by viewing UEM for site link warnings or errors.		x
RADIO		Level 1	Level 2
Alarms	Check alarm / event history	x	x
Software	Verify version of application	x	x
TX Frequency	Verify transmit frequency	x	x
TX Power	Verify transmit power	x	x
RX Frequency	Verify receive frequency	x	x
RX Signal Level	Verify receive signal level and compare with install baseline documentation	x	x
Save configuration	Save current configuration for off site storage	x	x
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.	x	x
WAVEGUIDE		Level 1	Level 2
Visual Inspection	Inspect for wear or dents (from ground using binoculars).	x	x
Connection Verification	Verify all connections are secured with proper hardware (from ground using binoculars).	x	x
DEHYDRATOR		Level 1	Level 2
Visual Inspection	Inspect moisture window for proper color	x	x
Pressure Verification	Verify pressure of all lines	x	x
Re-Pressurization	Bleed lines temporarily to verify the dehydrator re-pressurizes	x	x
Run Hours	Record number of hours ran	x	x

TOWER CHECKLIST			
STRUCTURE CONDITION		Level 1	Level 2
Rust	Check structure for rust.	x	x
Cross Members	Check for damaged or missing cross members.	x	x

Safety Climb	Check safety climb for damage.	x	x
Ladder	Verify that ladder system is secured to tower.	x	x
Welds	Check for cracks or damaged welds.	x	x
Outdoor lighting/photocell	Test outdoor lighting and photocell.	x	x
Drainage Holes	Check that drainage holes are clear of debris.	x	x
Paint	Check paint condition.	x	x
TOWER LIGHTING		Level 1	Level 2
Lights/Markers	Verify all lights/markers are operational.	x	x
Day/Night Mode	Verify day and night mode operation.	x	x
Power Cabling	Verify that power cables are secured to tower.	x	x
ANTENNAS AND LINES		Level 1	Level 2
Antennas	Visually inspect antennas for physical damage (from ground using binoculars).	x	x
Transmission Lines	Verify that all transmission lines are secure on the tower.	x	x
GROUNDING		Level 1	Level 2
Structure Grounds	Inspect grounding for damage or corrosion	x	x
GUY WIRES		Level 1	Level 2
Tower Guys	Check guy wires for fraying and tension.	x	x
Guy Wire Hardware	Check hardware for rust.	x	x
CONCRETE CONDITION		Level 1	Level 2
Tower Base	Check for chips or cracks.	x	x



Statement of Work

Service From the Start - LITE End Users

1.0 Description

Service From the Start-LITE provides board level service for the Equipment that is specifically named in the applicable agreement to which this Statement of Work (SOW) is attached or any of the agreement's subsequent revisions. Services are performed at the Radio Support Center (RSC), or Federal Technical Support Center.

In addition to Equipment specifically named in the applicable agreement to which this Statement of Work is attached, Service From the Start LITE includes service on single mobile control heads provided that they are required for normal operation of the Equipment and are included at the point of manufacture.

Service From the Start LITE excludes repairs to: optional accessories; standard mobile palm microphones; nonstandard mobile microphones; iDEN accessories; iDEN mobile microphones; portable remote speaker microphones; optional or additional control heads; mobile external speakers; single and multiple unit portable chargers; batteries; mobile power and antenna cables; mobile antennas; portable antennas, and power supplies. Engraving service is not covered under standard Service From the Start LITE. This service does not cover defects, malfunctions, performance failures or damage to the unit resulting from physical, liquid, or chemical damage. An estimate for non-covered repairs will be provided for units displaying extensive damage.

Service From the Start LITE is non-cancelable and non-refundable. If Equipment is added to the agreement subsequent to the Start Date, these units are also non-cancelable and non-refundable for the agreement duration. All Equipment must be in good working order on the Start Date or when additional Equipment is added to the agreement. Equipment may only be added to the agreement, via a customer signed or emailed Motorola Inventory Adjustment Form (IAF). Complete and accurate serial numbers and model descriptions must be supplied.

All inventory adjustment requests for add-on subscriber units received prior to the 15th of the month will be effective the 1st of the following month. Equipment add-on requests received after the 15th of the month will be effective the 1st of the next succeeding month.

Equipment deletions from the agreement may only be deleted under the following limited conditions:

- a) Equipment was stolen and proof of theft is provided to Motorola; or
- b) Motorola determines Equipment is damaged beyond repair; or
- c) Motorola determines Equipment is no longer supportable or is obsolete; or
- d) Equipment had already been under a previous contract for at least the twelve month requirement.

Equipment deletions, where applicable, will be effective at the end of the month in which the request was received.

The terms and conditions of this Statement of Work are an integral part of the Motorola service agreement or other applicable agreement to which it is attached and made a part thereof by this reference. If there are any inconsistencies between the provisions of the Motorola service agreement or other applicable agreement and this Statement of Work, the provisions of this Statement of Work shall prevail.

2.0 Motorola has the following responsibilities:

- 2.1. Test and Restore the Equipment to Motorola factory specifications, including Factory Mutual (FM), and Mine Hazard Safety Association (MHSA).
- 2.2. Reprogram Equipment to original operating parameters based on the Customer template, if retrievable, or from a Customer supplied backup diskette. If the Customer template or code plug is not usable, a generic template or code plug utilizing the latest Radio Service Software (RSS) or Customer Programming Software (CPS) version for that Equipment will be used. The Equipment will require additional programming by the Customer to Restore the original template. All Firmware is upgraded to the latest release for each individual product line.
- 2.3. Clean external housing of the Equipment. External components of unit will only be replaced when functionality has been diminished.
- 2.4. Pay the outbound freight charges. Motorola will pay the inbound freight charges if the Customer uses the Motorola designated delivery service.

- 2.5. Provide the Motorola repair request and Inventory Adjustment Form (IAF) via Motorola On Line (MOL).
- 2.6. Process inventory adjustment requests received by email or fax from Customer. If the request is received by email, Motorola will email an acknowledgement to the sender.
- 2.7. Perform covered services as requested by Customer on the Motorola repair request form.
- 2.8. If applicable, notify Customer of changes in Motorola designated inventory adjustment email address or fax number.

3.0 Customer has the following Responsibilities:

- 3.1 Supply Motorola complete and accurate serial numbers and model description.
- 3.2 Utilize the Motorola designated delivery service program to obtain Motorola payment for inbound shipping
- 3.3 Access the Motorola repair request form and Inventory Adjustment Form (IAF) through Motorola On Line (MOL).
- 3.4 Initiate service request via Motorola On Line (MOL) or complete a Motorola repair request form with contract number referenced, and submit with each unit of Equipment sent in for service. Mobile control heads or accessory items sent in must reference the serial number of the main unit.
- 3.5 If desired, supply Motorola with a Software template or programming in order to assist in returning the Equipment to original operating parameters. This step must be completed for Equipment that will not power up. If applicable, record the current flashcode for each radio.
- 3.6 If Motorola must utilize a generic template or code plug to Restore Equipment to operating condition, Customer is responsible for any programming required to Restore Equipment to desired parameters.
- 3.7 Provide a signed or emailed Motorola Inventory Adjustment Form (IAF) for all Equipment additions.
- 3.8 Local services or annual maintenance required for maintaining normal operation of the equipment, unless specified on the service agreement.

Service From the Start-LITE Updated on 04/15/13
Reviewed April 2013



Statement of Work

Local Radio Support w/ Pick Up & Delivery

1.0 Description of Service

Local Radio Support provides an operational check of Equipment. An operational check is an analysis of the Equipment to identify external or internal defects. If the Equipment has an external defect, or can be Restored without opening the radio case, the Equipment will be Restored and returned to Customer. If the Equipment has an internal defect, or is not serviceable without opening the radio case, then the Equipment will require additional service provided by the Servicer and not described in this Statement of Work.

Local Radio Support includes service on standard palm microphones and single mobile control heads, provided that they are required for normal operation of the two-way mobile and are included at the point of manufacture.

Local Radio Support excludes repairs to: optional accessories; iDEN accessories; iDEN mobile microphones; non-standard mobile microphones, mobile external speakers; optional or additional control heads, single and multiple unit portable chargers; batteries, mobile antennas; mobile power & antenna cables and power supplies.

Equipment will be picked up from and delivered to the Customer's location, within a designated radius of the Servicer facility. Schedule pickups will be mutually agreed upon and outlined in the Customer Support Plan.

The following services are excluded from Local Radio Support service unless they are purchased for an additional fee. The services are Subscriber Preventative Maintenance, Portable Remote Speaker Microphones, Portable Antenna Replacements and Mobile Remote Control Heads.

Service is only included on Equipment specifically named in the applicable Agreement to which this Statement of Work is attached. The terms and conditions of this SOW are an integral part of Motorola's Service Terms and Conditions or other applicable agreement to which it is attached and made a part thereof by this reference.

2.0 Motorola has the following responsibilities:

- 2.1 Use reasonable efforts to pickup and deliver Equipment per the mutually agreed upon Customer location, days of week, and preferred time. If a pick up/delivery cannot occur according to the preferred schedule, Customer will be contacted prior to the scheduled pick up/delivery, to arrange a mutually agreeable alternative date and/or time for pick up/delivery.
- 2.2 Perform an operational check on Equipment to determine the nature of the problem.
- 2.3 Remove/reinstall mobile or data Equipment from/to vehicle as needed for servicing.
- 2.4 Service to be performed at the Servicer facility during Standard Business Days.
- 2.5 Generate service receipt and leave with Customer.

3.0 Customer has the following responsibilities:

- 3.1 Designate mutually agreeable location for service pickup and delivery, days of week, and preferred time.
- 3.2 Provide Servicer a description of problem along with unit needing service.
- 3.3 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the Local Radio Support with Pick-up & Delivery service to Customer.

Local Radio Support with Pick Up & Delivery

Approved by Motorola Contracts & Compliance 04-03-2004



Statement of Work

Local Infrastructure Repair

1.0 Description of Services

Local Infrastructure Repair is a repair service provided by the Servicer for Infrastructure named on the Customer Equipment list. At the Servicer's discretion and responsibility, Infrastructure may be sent to Motorola, original equipment manufacturer, third party vendor, or other facility for repair.

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

2.0 Motorola Servicer has the following responsibilities:

2.1. Repair or replace Infrastructure at the Servicer facility or Customer location as determined by Servicer. Any replaced FRU will be of a similar kit and version, and will contain like boards and chips, as the Customer's malfunctioning FRU(s). Servicer is responsible for travel costs to a Customer location to repair Infrastructure.

2.2. Perform the following on Motorola Infrastructure:

2.2.1. Perform an operational check on the Infrastructure to determine the nature of the problem.

2.2.2. Repair or replace malfunctioning FRU, as determined by Servicer.

2.2.3. Verify that Motorola Infrastructure is returned to Motorola manufactured specifications.

2.3. Provide the following service on select third party Infrastructure

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

2.3.2. Ship malfunctioning Infrastructure to the original equipment manufacturer or third party vendor for repair service. Servicer is responsible for all shipping and handling charges.

2.3.3. Coordinate and track Infrastructure sent to the original equipment manufacturer or third party vendor for service.

2.4. Re-program Infrastructure to original operating parameters based on templates provided by Customer required by Section 3.2. If the Customer template is not provided or is not reasonably usable, a standard default template will be used. The Servicer will provide the standard template.

2.5. Notify the Customer upon completion of repair or replacement.

2.6. Properly package, return ship or hand deliver Infrastructure to the Customer specified address. Servicer will pay return shipping charges, if being sent via overnight carrier.

3.0 Customer has the following responsibilities:

3.1. Contact Servicer and provide the following information:

3.1.1. Provide customer name, address of site location, and symptom of problem.

3.1.2. Provide model description, model number, serial number, and type of System and Firmware version, if known.

3.2. Maintain and/or store backups of all applicable Software applications and Firmware for reloading, if necessary by Servicer, after repair service is completed.

3.3. Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide Local Infrastructure Repair services to Customer.

Local Infrastructure Repair

Approved by Motorola Contracts & Compliance 01-15-2004



Board of County Commissioners Agenda Request

2F
Agenda Item #

Requested Meeting Date: November 27, 2018

Title of Item: Fire Protection Contract-Town of Ball Bluff

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

Submitted by: Kirk Peysar, County Auditor	Department: County Auditor
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Presenter (Name and Title): Kirk Peysar, County Auditor	Estimated Time Needed: n/a
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Summary of Issue:

Approve and authorize signatures to the 2019 Fire Protection Contract for the Unorganized Towns of 51-22 \$149.00; 52-22 \$12865.83; and 52-24 \$1191.02 with the Town of Ball Bluff.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve and authorize signatures to the contract with Ball Bluff Township for 2019

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, Minnesota 56431
218.927.7354

November 9, 2018

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: 2019 Fire Protection contract with Ball Bluff Township

Ball Bluff Township has submitted a renewal contract to provide fire protection to the 3 neighboring unorganized townships. The allocation of fire protection costs are as follows: 51-22 \$149.00; 52-22 \$12,865.83; and 52-24 \$1,191.02.

Request to authorize signatures to the 2019 Fire Protection contract with Ball Bluff Township for the unorganized townships.

**Jacobson Volunteer Fire Department
Fiduciary Agent: Ball Bluff Township
Fire Protection Agreement
with Aitkin County Fiduciary Agent for:
Unorg. Townships: 51-22, 52-22, 52-24
Effective January 1, 2019**

This agreement made and entered into by and between the Jacobson Volunteer Fire Department, in the Township of Ball Bluff, in the County of Aitkin in the State of Minnesota and the Townships of 51-22, 52-22, 52-24, a township of the County of Aitkin in the State of Minnesota.

WHEREAS, the Townships of 51-22, 52-22, 52-24 desires the services of the Jacobson Volunteer Fire Department in case of fires occurring in 51-22, 52-22, 52-24 Townships as well as the emergency medical services of the Jacobson Volunteer Fire Department 1st Responders in case of a medical emergency, and

WHEREAS, the Township of Ball Bluff maintains a volunteer fire department with emergency medical response capability, which department is available to provide fire protection and emergency medical response services to properties located in the Townships of 51-22, 52-22, 52-24, and

THEREFORE, it is agreed by and between said parties as follows:

1. The Jacobson Volunteer Fire Department shall provide fire protection and emergency medical response services to those properties in 51-22, 52-22, 52-24 Township lying within the areas outlined in red on the attached map. Such fire protection and emergency medical response services shall be provided from **January 1, 2019 through December 31, 2019** with the existing and any newly-obtained fire, medical equipment, apparatus and with members of the Jacobson Volunteer Fire Department.
2. Jacobson Volunteer Fire Department agrees to provide fire protection and emergency medical response services as described above to 51-22, 52-22, 52-24 Township in exchange for payment of the portion of the budget that would be equal to the portion of 51-22, 52-22, 52-24's tax capacity in relation to the tax capacity of the fire departments total coverage area. **The portions are as follows 51-22 \$149.00, 52-22 \$12,865.83, 52-24 \$1,191.02, which will provide coverage from January 1, 2019 to December 31, 2019.** Payment arrangements should be made with the clerk of Ball Bluff Township (fiduciary agent of the Jacobson Volunteer Fire Department), 68368 198th Ave, Box B, Jacobson, MN 55752.
3. The Jacobson Volunteer Fire Department's obligation to provide fire protection service and emergency medical response shall be subject to the following:
 - a. If road and weather conditions at the time of the call are such that the fire/medical run cannot be made with reasonable safety to men and equipment, and the decision of the Fire Chief or his Assistant or Captains in charge shall be final in such matter, no obligation arises under this agreement on the part of the Jacobson Volunteer Fire Department to answer such call.
 - b. In the event that a sufficient amount of the fire fighting/medical equipment and number of volunteer firemen, or both, are committed at the time of which another fire call comes in from the dispatcher of Aitkin County, in the sole judgment of the Fire Chief, his Assistant or Captains, to fighting pre-existing fires or attending pre-existing medical emergencies, so as to render the available equipment and manpower inadequate to answer a fire or medical call from the dispatcher of Aitkin County, no obligation shall arise under this agreement to answer such call. A pre-existing fire/medical emergency for the purposes of this agreement shall be a fire/medical emergency to which the Jacobson Volunteer Fire Department is called previous to receiving the call from the dispatcher of Aitkin County and which fire is still being fought or medical emergency is still being attended to by the Jacobson Volunteer Fire Department at the time the call from the dispatcher of Aitkin County is received.

- c. In the event a fire call is answered by the Jacobson Volunteer Fire Department, but before the fire in question is extinguished, the fire fighting equipment or volunteer firemen, or both are needed to fight another fire in the Jacobson Fire Departments fire district to protect property in the Jacobson Fire Departments fire district from a fire, the Chief or his Assistant Chief or Captains without liability therefore to any person or to the Jacobson Volunteer Fire Department or Township of Ball Bluff under this agreement, may in their judgment recall the fire equipment and firemen to another emergency for the purpose of fighting the fire in the fire district. The judgment of the Fire Chief, Assistant Chief or Captains shall be final and no person or party shall have recourse against the Townships or fire department for any damages or losses resulting from such action or decision.
- d. The first Responder's protocols for medical response units receiving medical direction from Med-1 Ambulance Service Inc., Minnesota Emergency Medical Services Regulatory Board, Minnesota Statutes 144E.27 subd. 5: The 1st responders from the Jacobson area and of the Jacobson Volunteer Fire Department responds in the geographical are licensed to Med-1 Inc. and their mutual aid area.
- 4. The parties acknowledge the fact that the Jacobson Volunteer Fire Department may enter into similar contracts with other townships, and acknowledge that the Jacobson Volunteer Fire Department has entered into mutual aid contracts with other Fire Departments in other municipalities, and that a fire call under any such contract preceding a call in the Township could be a valid and reasonable basis for the decision of the Fire Chief, Assistant Chief or Captains in refusing to answer a fire call in the Township.
- 5. Because the Jacobson Volunteer Fire Department has heretofore entered into mutual assistance fire fighting agreements with other municipalities possessing fire fighting equipment and firemen, which equipment and firemen could be called by the Chief, Assistant Chief or Captains to a fire in the Township, the Township agrees to pay such additional cost as may be incurred thereby if the sole judgment of the Chief, or his Assistant Chief or Captains, such additional fire fighting equipment and firemen are needed to fight a fire in the Township and are in fact called to such fire by the Chief, or his Assistant Chief or Captains.
- 6. Ball Bluff Township shall appoint one person from its board to sit on the Jacobson Volunteer Fire Department Budget Committee to assist in preparing the following year's fire department budget and attend their monthly fire department meetings.
- 7. Townships contracted with the Jacobson Volunteer Fire Department is invited to send representatives to the Jacobson Volunteer Fire Department meetings and Ball Bluff Township meetings. The Jacobson Volunteer Fire Department business meeting is held the first Thursday of each month. The Township of Ball Bluff meets the second Tuesday of each month.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 11th day of October, 2018.

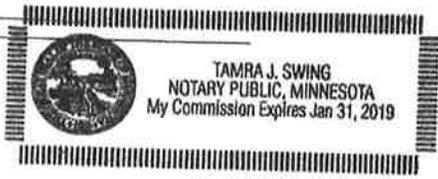
Township of **Ball Bluff Township**
by Steven J. Saari
Chairman

Attest: Tamra Swing
Township Clerk

by [Signature]
Fire Chief

Township of **Unorganized 51-22, 52-22, 52-24**
by _____
Chairman

Attest: _____
Township Clerk





Board of County Commissioners Agenda Request

26
Agenda Item #

Requested Meeting Date: November 27, 2018

Title of Item: Board of Adjustment Appointment

<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* <small>*provide copy of hearing notice that was published</small>
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: The current Board of Adjustment member for District 1 will be unable to consistently make the meetings in 2019. He has requested we find someone to fill out the remainder of his term which will expire on 12/31/2019. Attached is an application from Marcus Marsh.		
Alternatives, Options, Effects on Others/Comments: Find another replacement for the open position. This will not give the appointee time to attend one meeting before the existing member leaves.		
Recommended Action/Motion: Based on his submitted application I recommend Mike Marsh be appointed to the Board of Adjustment to serve out the remainder of the District 1 term.		
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> Appointee will replace an existing member on the Board of Adjustment.		

**MINNESOTA OPEN APPOINTMENT ACT
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY**

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Board of Adjustment

AITKIN COUNTY COMMISSIONER DISTRICT 1

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Marcus Marsh

Signature of Applicant

11-14-18

Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes _____ No _____

Is this application submitted at the suggestion of appointing authority? Yes _____ No _____

**Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW – Room 134, Aitkin, MN 56431**

NAME OF APPLICANT: _____

STREET ADDRESS OF APPLICANT: _____

PHONE NUMBERS:

DAYS _____

EVENINGS _____

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

Marcus M. Marsh

34238 442nd Place - Aitkin MN 56431 - (320)249-4442

Objective To make a positive difference for people in the public arena.

Experience **Government Affairs Director** (1996-July 2013 then retired)
Minnesota Association of Farm Mutual Insurance Companies, St. Joseph, MN

- Lobbied the Minnesota State Legislature on property and casualty insurance issues
- Worked with state agencies, Legislators and Governor
- Organized state and federal level lobbying events
- Traveled to Washington D.C. to lobby issues

Sauk Rapids Housing and Redevelopment Authority (2004-2013)
Sauk Rapids, MN

- Served on the HRA Board working on Economic Development Projects
- Served as Board Chairman 2011 to 2013

Minnesota Pollution Control Agency Citizens Board (1999-2004)

Appointed by Governor Ventura and Governor Pawlenty

- Served as a Board Member dealing with many environmental, social and civic issues

Community Relations Director (1991-1996)

St. Cloud and Stearns County Housing and Redevelopment Authority, St. Cloud, MN

- Lobbied the Minnesota State Legislature and Congress in Washington DC
- Directed the First Time Home-buyer Program, and worked on several economic development projects
- Agency spokesperson for media and public relations
- Represented the HRA on the committee to restore the Paramount Theater

State Legislator (1980-1992)

Minnesota House Representatives, St. Paul

- Served on several committees including: Environment and Natural Resources, Government Operations, Tourism, Agriculture, Judiciary, Commerce, Tax and Veterans Affairs
- Authored several major pieces of legislation including:
 - Strengthening of the Minnesota Sentencing Guidelines
 - Wetlands Conservation Act of 1991
 - Homeowners Protect Act
 - Turn in Poachers (TIP) Legislation (co-author)
- Succeeded in getting many projects in central MN especially at St. Cloud State University

- Served on National Criminal Justice Task Force with Drug Czar William Bennett, twice invited to the White House as a result of work on the Task Force
- Served on the Board of Directors of the Minnesota World Trade Center
- Received many awards from numerous organizations

Realtor (1982-1990)

- Sold all types of real estate

Investment and Financial Planner (1977-1981)

Investors Diversified Services (IDS), St. Cloud, MN

- Advised clients on investments and financial planning
- Obtained Federal and State Securities License, State Annuities License and Life and Health Insurance License

Radiology Technologist (1972-1977)

St. Cloud Hospital, St. Cloud, MN

- Conducted x-ray procedures

Education **Creighton University**, Omaha, NE
B.S. Degree – Radiology

References **Per Request**



Board of County Commissioners Agenda Request

24

Agenda Item #

Requested Meeting Date: November 27, 2018

Title of Item: Data Practices and Countywide Fee Schedule

<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* <small>*provide copy of hearing notice that was published</small>
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>Each year staff brings an updated Countywide Fee Schedule to the Board for approval. This year we are also including an updated Aitkin County Guidelines and Procedures for MN Government Data Practices Act for approval, with both pieces going into effect January 1, 2019. All changes are indicted in red.</p> <p>Changes for the Data Practices Act can be found on Pages 1, 34, 35, 36, 41, and 42. The changes consist of revising the dates on the cover page, and updating the contact information under Responsible Authority, Data Practices Compliance Official and Designees.</p> <p>The Countywide Fee Schedule (Appendix C) is located at the end of the Data Practices Act. Fee updates have been made in the following Departments: Environmental Services, Health & Human Services, Highway Department, and Land Department.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve the updated Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act and 2019 Countywide Fee Schedule, effective January 1, 2019.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**AITKIN COUNTY
GUIDELINES AND PROCEDURES
FOR
MINNESOTA
GOVERNMENT DATA PRACTICES ACT**



Adopted by the Aitkin County Board of Commissioners
Approved by the Board ~~July 28, 2015~~ November 27, 2018
Effective January 1, 2019

To the extent that the Minnesota Government Data Practices Act changes, these guidelines and procedures shall be construed as consistent with those changes.

MINNESOTA GOVERNMENT DATA PRACTICES ACT

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Appendix C Fee Schedule..... *supplemental attachment*

MINNESOTA GOVERNMENT DATA PRACTICES ACT

Introduction

These guidelines and procedures provide direction in complying with those portions of the MGDPA that relate to *public access to government data* and to the *rights of subjects of data*.

The public access requirements are:

- The presumption that all government data are public unless classified as not public by state or federal statute;
- The right of any person to know what kinds of data are collected by the government entity and how that data is classified;
- The right of any person to inspect, at no charge, all public government data at reasonable times and places;
- The right of any person to have public data explained in an understandable way;
- The right of any person to get copies of public government data at a reasonable cost;
- The right of any person to an appropriate and prompt response from the government entity when exercising these rights; and
- The right of any person to be informed of the authority by which an entity can deny access to government data.

A BRIEF OVERVIEW OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

The Minnesota Government Data Practices Act regulates the management of all government data that are created, collected, received, or released by a government entity, no matter what form the data are in, or how they are stored or used.

Briefly, the Act regulates:

- what data can be collected;
- who may see or get copies of the data;
- the classification of specific types of government data;
- the duties of government personnel in administering the Act;
- procedures for access to the data;
- procedures for classifying data as not public;
- civil penalties for violation of the Act; and
- the charging of fees for copies of government data.

Government data is either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart below).

Data on Individuals	Meaning of Classification	Data Not on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized by the data subject or by law to see it	Nonpublic
Confidential	Not available to the public or the data subject	Protected Nonpublic

I. COLLECTION OF GOVERNMENT DATA

What is the Minnesota Government Data Practices Act?

The Minnesota Government Data Practices Act (MGDPA), which is Chapter 13 of Minnesota Statutes, is a state law that controls how government data are collected, created, stored, maintained, used, and disseminated.

What are government data?

Government data are all data maintained in any recorded form by government entities, including counties. As long as data are recorded in some way by a government entity, they are government data, no matter what physical form they are in, or how they are stored or used. Government data may be stored on paper forms/records/files, in electronic form, on audio or video tape, on charts, maps, etc. Government data normally do not include mental impressions.

Persons or entities licensed or funded by, or under contract to, a government entity are subject to the MGDPA to the extent specified in the licensing, contract, or funding agreement.

Official records must be kept. [MINN. STAT. § 15.17, subd. 1](#) requires all officers and agencies of the state, and all officers and agencies of the counties, cities, and towns to make and keep all records necessary for a full and accurate knowledge of their official activities. Requirements for collecting, creating, maintaining, storing, and disseminating data are found in [MINN. STAT. CH. 13](#) AND [MINN. R. 1205](#), the Minnesota Government Data Practices Act and Rules. Links for locating the governing statute and rules are shown below.

Minnesota Statutes

Chapter 13. Government Data Practices

<https://www.revisor.mn.gov/statutes/?id=13>

Minnesota Administrative Rules, Chapter 1205, Data Practices

<https://www.revisor.mn.gov/rules/?id=1205>

- A. The collection and storage of public, private, and confidential data on individuals are limited to that necessary for the administration and management of programs specifically authorized or mandated by the state, local governing body, or the federal government.

B. DEFINITIONS

- 1. **Data Inventory** - The public document required by [MINN. STAT. § 13.025, subd. 1](#), containing the name of the responsible authority and the individual designee, title and address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the government entity. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory.

2. **Authorized Representative** - The individual, entity, or person authorized to act on behalf of another individual, entity or person. For the purposes of the Act, the authorized representative may include, but is not limited to: (a) in the case of a minor, a parent, or guardian, (see Section IX.B, Notification to Minors); (b) an attorney acting on behalf of an individual when the individual has given written informed consent (see page 30-31); (c) any other individual entity, or person given written authorization by the data subject; or (d) an insurer or its representative, provided that the data subject has given informed consent (see page 30-31) for the release of the information, (e) court appointed guardian/conservator.
3. **Court Order** - The direction of a judge, or other appropriate presiding judicial officer made or entered in writing, or on the record in a legal proceeding.
4. **Data** - All data collected, created, received, maintained, or disseminated by a government entity regardless of its physical form, storage media, or conditions of use, including, but not limited to, paper records and files, microfilm, computer media, or other processes.
5. **Data Subject** - The individual or person about whom the data is created or collected.
6. **Designee** - Any person designated by a responsible authority (a) to be in charge of individual files or systems containing government data and (b) to receive and comply with requests for government data.
7. **Government Entity** - A state agency, statewide system, or political subdivision.
8. **Individual** - A natural person. In the case of a minor or an individual adjudged mentally incompetent, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.
9. **Informed Consent** (see page 30-31) - The written consent that must be given by a data subject to allow disclosure of private data about the individual.
10. **Person** - Any individual, partnership, corporation, association, business trust, or legal representative of an organization.
11. **Political Subdivision** - Any county, statutory or home rule charter city, school district, special district, any town exercising powers under Minn. Stat. 368 and located in a metropolitan area, and any board, commission, district or authority created pursuant to law, local ordinance, or charter provision. It includes any nonprofit corporation which is a community action agency organized to qualify for public funds, or any nonprofit social service agency which performs services under contract to a government entity to the extent that the nonprofit social service

agency or nonprofit corporation collects, stores, disseminates, and uses data on individuals because of a contractual relationship with a government entity.

12. **Representative of the Decedent** - The personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed, or after discharge, the surviving spouse, any child of the decedent, or, if there are no surviving spouse or children, the parents of the decedent.
13. **Requestor** - The individual, entity, or person requesting access and/or copies of the government data.
14. **Responsible Authority - Counties** - Each elected official of the county shall be the responsible authority of the respective office. An individual who is an employee of the county shall be appointed by the County Board to be the responsible authority for any data administered outside the departments of elected officials. For a statewide system, the responsible authority is the commissioner of any state department, or any executive officer designated by statute or executive order as responsible for such system.
15. **Rules** - "The Rules Governing the Enforcement of the Minnesota Government Data Practices Act." Minn. R., Chap. 1205.
16. **State Agency** - The state, the University of Minnesota, and any office, officer, department, division, bureau, board, commission, authority, district, or agency of the state.
17. **Statewide System** - Any recordkeeping system in which government data is collected, stored, disseminated, and used by means of a system common to one or more state agencies or more than one of its political subdivisions or any combination of state agencies and political subdivisions.
18. **Temporary Classification** - An application by a state agency, statewide system, or political subdivision, pursuant to MINN. STAT. § 13.06 which has been approved by the Commissioner of Administration to classify government data not classified by state statute or federal law as either private or confidential for data on individuals, or nonpublic or protected nonpublic for data not on individuals.
19. **Tennessee Warning (see page 28-29)** - Those rights, as contained in Section IX.A, communicated to an individual asked to supply private or confidential data concerning himself or herself.

II. CLASSIFICATION OF GOVERNMENT DATA

For the purposes of these guidelines, government data is divided into four types; (a) data on individuals, which is classified as either public, private, or confidential; (b) data not on individuals, which is classified as either public, nonpublic, or protected nonpublic; (c) statistical or summary data derived from data on individuals in which individuals are not identified; and (d) data on decedents. These classifications, the criteria for classification, and the description of who has access are as follows:

A. DATA ON INDIVIDUALS

1. Public Data on Individuals

- a. **Definition:** All data on individuals is public, unless classified as private or confidential.
- b. **Data on Individuals is Public if:**
 - 1) A statute or federal law requires or allows the collection of the data and does not classify the data as private or confidential.
 - 2) An application for Temporary Classification for private or confidential data on individuals is disapproved by the Commissioner of Administration.
 - 3) The data is summary or statistical data derived from data on individuals.
 - 4) Private or confidential data becomes public in order to comply with either judicial or administrative rules pertaining to the conduct of legal action. (For example: Private or confidential data which is presented in court and made public by the court.)
- c. **Access:** All public data on individuals is accessible by any person regardless of their interest in that data.

2. Private Data on Individuals

- a. **Definition:** Private data on individuals is data which is not accessible to the public, but is accessible to the individual subject of the data.
- b. **Tennessee Warning (see page 28-29):** Except for law enforcement investigations, a Tennessee Warning must be given when private data is collected from the subject of the data (Section IX.A describes the Tennessee Warning.)

A Tennessee Warning need not be given when private data is collected from someone other than the subject of the data.

c. Data on Individuals is Private if:

- 1) A state statute or federal law expressly classifies the data as not accessible to the public, but accessible to the subject of the data.
- 2) A Temporary Classification of private has been approved by the Commissioner of Administration and has not expired.
- 3) If data is classified as both private and confidential by state or federal law, the data is private.

d. Access: Private data on individuals is accessible to:

- 1) The individual subject of the data or the representative as authorized in writing (if the subject is a minor, usually by the subject's parent or guardian).
- 2) Individuals, entities, or persons who have been given express written permission by the data subject. (Section IX.C describes Informed Consent.)
- 3) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 4) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that use, storage, and dissemination was not accessible to the public, but accessible to the data subject. Use, storage, and dissemination of this data is limited to the purposes for which it was originally collected.
- 5) Individuals, entities, or persons for which a state, local, or federal law authorizes new use or new dissemination of the data.
- 6) Individuals, entities, or persons subsequent to the collection of the data and subsequent to the communication of the Tennessee Warning, when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 7) Pursuant to a court order.
- 8) Individuals, entities, or persons as otherwise provided by law.

3. Confidential Data on Individuals

- a. **Definition:** Data on individuals is confidential if it is made by statute or federal law not accessible by the public and not accessible to the individual subject of the data.
- b. **Tennessee Warning (see page 28-29):** Except for law enforcement

investigations, a Tennessee Warning must be given when confidential data is collected from the subject of the data.

A Tennessee Warning is not given when confidential data is collected from someone other than the subject of the data.

c. Data on Individuals is Confidential if:

- 1) A state or federal statute expressly provides that: (a) the data shall not be available to either the public or to the data subject, or (b) the data shall not be available to anyone except those agencies which need the data for agency purposes.
- 2) A Temporary Classification of confidential has been approved by the Commissioner of Administration and has not expired.

d. Access: Confidential data on individuals is accessible to:

- 1) Individuals, entities, or persons who are authorized by state, local, or federal law to gain access.
- 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority, or the designee.
- 3) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that the data was not accessible to the individual subject of the data.
- 4) Individuals, entities, or persons for which a state or federal law authorizes a new use or new dissemination of the data.
- 5) Individuals, entities, or persons subsequent to the collection of the data and communication of the Tennessee Warning when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 6) Pursuant to a court order.
- 7) Individuals, entities, or persons as otherwise provided for by law.

B. PUBLIC, NONPUBLIC, OR PROTECTED NONPUBLIC DATA NOT ON INDIVIDUALS

1. Public Data Not on Individuals

- a. **Definition:** Public data not on individuals means data not on individuals which is accessible to the public.

b. Data Not on Individuals is Public if:

- 1) A statute or federal law does not expressly classify the data as not public.
- 2) An application for Temporary Classification for data as nonpublic or protected nonpublic is not approved by the Commissioner of Administration.
- 3) A statute requires the data to be made available to the public.

c. Access: Public data not on individuals is accessible to any person regardless of their interest in the data.

2. Nonpublic Data Not on Individuals

a. Definition: Nonpublic data not on individuals means data which is not public, but is accessible to the subject of the data, if any. As used here, the subject of the data means a person as defined in Section I.C., paragraph 10.

b. Data Not on Individuals is Nonpublic if:

- 1) A state statute or federal law classifies the data as not public, but accessible to the subject of the data, if any.
- 2) A Temporary Classification of data as nonpublic has been approved by the Commissioner of Administration.

c. Access: Nonpublic data not on individuals is accessible to:

- 1) The subject of the data, if any.
- 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 3) Individuals, entities, or persons authorized by statute or federal statute to gain access.
- 4) It is reasonable to conclude that access to the data should be limited to entities or persons who have the legal authority to do so, and to entity staff on a need-to-know basis, that a representative of the organization which is the subject of the data may access the nonpublic data and may consent to its release.
- 5) Pursuant to court order.
- 6) Individuals, entities, or persons as otherwise provided by law.

3. Protected Nonpublic Data Not on Individuals

a. Definition: Protected nonpublic data not on individuals means data which is

not public and not accessible to the subject of the data, if any. As used here, the subject data means a person as defined in Section I.C., paragraph 10.

b. Data Not on Individuals is Protected Nonpublic if:

- 1) A state statute or federal law classifies the data as not accessible to the public and not accessible to the data subject.
- 2) A Temporary Classification of government data as protected nonpublic has been approved by the Commissioner of Administration.

c. Access: Protected nonpublic data not on individuals is accessible to:

- 1) Personnel within the entity whose work assignment requires access as determined by the responsible authority or the designee.
- 2) Individuals, entities, or persons authorized by statute or federal law to gain access.
- 3) Pursuant to a court order.
- 4) Individuals, entities, or persons as otherwise provided by law.

C. SUMMARY DATA

1. **Definition:** Summary data means statistical records and reports derived from data on individuals, but in which the individuals are not identified and neither their identities nor other characteristics that could uniquely identify the individual is ascertainable.
2. **Data is Summary Data if:**
 - a. All data elements that could link the data to a specific individual have been removed; AND,
 - b. Any list of numbers or other data which could uniquely identify an individual is separated from the summary data and is not available to persons who gain access to or possess summary data.
3. **Access:** Unless classified by a Temporary Classification, summary data is public and may be requested by and made available to any individual or person, including a governmental entity.

D. DATA ON DECEDENTS

1. Private Data on Decedents

a. Definition. Upon death, private and confidential data on an individual shall become, respectively, private data on decedents and confidential data on decedents.

b. Access:

1) Access is available to the personal representative of the estate during the administration or if no personal representative, the surviving spouse, any child of the decedent, or if no spouse or children, to the parent of the decedent.

2) A trustee appointed in a wrongful death action also has access to appropriate private data on decedents concerning the data subject.

2. Confidential Data on Decedents.

a. Definition. Confidential data on decedents means data which, prior to the death of the data subject, was classified by statute, federal law, or temporary classification as confidential data.

b. Access. Access to the data is the same as access to confidential data on individuals.

c. The representative of the decedent may exercise all rights which are conferred by the Act on individuals who are the subjects of confidential data, in the case of confidential data on decedents.

3. Release of private data on a decedent or confidential data on a decedent may also be obtained from a court following the procedure outlined in the statute. Any person may bring an action in the district court located in the county where the data is being maintained or, in the case of data maintained by state agency, in any county, to authorize release of private data on decedents or confidential data on decedents. The court must examine the data and consider whether the harm to the surviving spouse, children, or next-of-kin of the decedent, the harm to any other individual identified in the data, or the harm to the public outweighs the benefit to the person bringing the action or the benefit of the public.

4. Private data on decedents and confidential data on decedents shall become public when ten years have elapsed from the actual or presumed death of the individual and 30 years have elapsed from the creation of the data. For purposes of this determination, an individual is presumed to be dead if either 90 years elapsed since the creation of the data, or 90 years have elapsed since the individual's birth,

whichever is earlier, except that an individual is not presumed to be dead if readily available data indicates that the individual is still living.

III. REQUEST FOR GOVERNMENT DATA

Refer to Section V, the Public Data Request form (see page 33-37), and/or Data Request by Subject of Data form (see page 38-43) when copies are requested. No fee shall be charged for the actual costs of retrieving data or for viewing data.

A. REQUEST FOR DATA - GENERAL - Upon request to the responsible authority or designee, an authorized person shall be permitted to inspect government data at reasonable times and places, and if the party requests, they shall be informed of the meaning of the data. If the data requested is public data, no form is necessary. Upon request, public data may be disclosed over the telephone.

Regardless of where the data originates, if it is in your possession, it is government data and subject to the access provisions of the law.

The Public Data Request form (see page 33-37) or Request by Subject of Data form (see page 38-43) shall be completed for all requests by the public for government data which is classified as other than public.

B. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT

1. Upon request and when access or copies are authorized, the designee shall provide copies of the private or public data on an individual to the subject of the data or authorized representative. See Minn. R. 1205.0500 if data subject is a minor.
2. The designee shall comply immediately, if reasonably possible, or within ten (10) working days of the date of request, if immediate compliance is not reasonably possible.
3. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months, unless a dispute or action is pending (concerning accuracy of data), or additional information has been obtained on that individual.

C. REQUESTS FOR SUMMARY DATA

1. Unless classified by a Temporary Classification, summary data derived from private or confidential data on individuals is public and the responsible authority or designee shall provide the summary data upon the written request of any individual or person.
2. Within ten (10) days of receipt of such request, the responsible authority or designee shall inform the requestor of the costs of preparing the summary data, if any.

3. The responsible authority or the designee shall:
 - a. Provide the summary data requested **OR**
 - b. Provide a written statement to the requestor describing a time schedule for preparing the requested data, including reasons for any delays; **OR**
 - c. Provide access to the requestor to the private or confidential data so that the requestor can compile the summary data. Such access will be provided only when the requestor signs a non-disclosure agreement (see page 27); **OR**
 - d. Provide a written statement to the requestor stating reasons why the requestor's access would compromise the private or confidential data.
4. A non-disclosure agreement (see page 27) is used to protect the confidentiality of government data when the requestor of the summary data prepares the summary by accessing private or confidential data on individuals. A non-disclosure agreement shall contain at least the following:
 - a. A general description of the private or confidential data which is being used to prepare summary data.
 - b. The purpose for which the summary data is being prepared.
 - c. A statement that the requestor understands that the requestor may be subject to the civil or criminal penalty provisions of the Act.
 - d. The signature of the requestor and the responsible authority, designee, or representative.

D. REQUESTS FOR GOVERNMENT DATA BY OTHER GOVERNMENT AGENCIES.

1. A responsible authority shall allow another responsible authority access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state or federal statute.
2. An agency that supplies government data under this section may require the requesting agency to pay the actual cost of supplying the data when the requested data is not provided in the normal course of business and not required by state or federal statute.
3. In most cases, data shall have the same classification in the hands of the agency receiving it as it had in the agency providing it, unless the classification is required to change to meet judicial or administrative requirements. When practical and necessary, the agency providing the requested information shall indicate the classification of the information.

4. When practical and necessary, the requesting agency not listed on the Tennessee Warning (see page 28-29) shall obtain the informed consent (see page 30-31) from the data subject(s) for information classified as private or confidential.

E. HOW DATA PRACTICES APPLIES TO CONTRACTUAL LICENSING AND FUNDING RELATIONSHIP WITH GOVERNMENT ENTITIES.

1. Pursuant to MINN. STAT. § 13.05, subd. 6, if a person **receives not public data on individuals from a government entity because that person has a contract with that entity**, the person must administer the data in a manner that is consistent with the MGDPA.
2. Pursuant to MINN. STAT. § 13.05, subd. 11, if a private person **collects, receives, stores, uses, maintains or disseminates data because the person has a contract with a government entity to perform any of the entity's functions**, all of the data are subject to the requirements of the MGDPA and the contractor must comply with the MGDPA requirements. The contractor may be sued under Sec. 13.08, civil remedies. The contract must clearly inform the contractor of these responsibilities.
3. Pursuant to Minn. Stat. § 13.02, subd. 11, if the data is **collected by a nonprofit social services entity which performs services under contract to a government entity**, and the data is collected and used because of that contract, access to the data is regulated by the MGDPA.
4. If a third party is **licensed by a government entity and the licensure is conditioned upon compliance with the MGDPA**, or if the party has **another type of contract with a government entity**, the party is subject to the MGDPA to the extent specified in the contract or the licensing agreement.

IV. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43)

A. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43). These forms provide a record of the requestor identification information and the government data requested, as well as the action taken by the responsible authority, or the designee, and any financial transaction which occurs.

B. WHEN COMPLETED. The Data Request form or Data Request form for Subject of Data should be completed for all requests by the public for government data classified as private, confidential, nonpublic, and protected nonpublic and for all requests by other government agencies for which the not public data is not routinely shared or provided in the normal course of business.

V. FEES FOR COPIES OF GOVERNMENT DATA.

Pursuant to the Minnesota Government Data Practices Act and Aitkin County Board

resolution and unless otherwise provided for by federal law, state statute or rule, fees for copies of government data shall be determined by departments based on the costs of providing such service as set forth in Section V.E. Fees shall be reasonable and consistent. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

NOTE: FEES SHALL NOT BE CHARGED TO THOSE INDIVIDUALS WHO ONLY WISH TO VIEW DATA.

NOTE: FEES MAY NOT BE CHARGED FOR SEPARATING PUBLIC FROM NONPUBLIC DATA.

A. COPIES PROVIDED AT NO CHARGE. When access is authorized, copies may be provided at no charge:

1. When another government agency or responsible authority requires or requests the record/document copies as part of the administration and management of an authorized program and the copies are usually provided as part of the normal course of business.
2. When records, documents, brochures, pamphlets, books, reports, or other similar publications are produced for free distribution to the public. A charge may be assessed if an individual request exceeds normal distribution.
3. When the court orders the requesting party to proceed in forma pauperis.

B. COPIES PROVIDED WITH CHARGE. When access is authorized, copies shall be provided at the applicable rate in the following circumstances:

1. Other government agencies or responsible authorities who require or request record documents or publication copies which are not usually provided or reproduced as part of the normal course of business.
2. Records, documents, brochures, pamphlets, books, reports, or other similar publications that are not normally provided or reproduced for distribution to the public.
3. Public data on individuals and public data not on individuals, particularly when the requestor is not the subject of the data.

C. COPYING FEES. Copying fees shall be charged in accordance with the Fee Schedule for those records, documents, and publications covered in Section B above.

1. When copies are mailed, postage costs shall be added to the rates listed in Appendix C, unless alternative arrangements have been made.

D. COLLECTION OF COPYING FEES. Fees shall be collected before releasing copies unless prior arrangements have been made.

E. FEE SCHEDULE.

See Appendix C

F. DISPOSITION OF FEES. Copying fees collected shall be deposited in the appropriate account with the county treasurer.

VI. ASSIGNMENT OF DESIGNEE.

The responsible authority may assign, in writing, one or more designees. The designee is the person in charge of individual files or systems containing government data and who receives and complies with the requests for government data. Additionally, the designee shall implement the provisions of the Act, the rules, and these guidelines and procedures as directed by the responsible authority. All duties outlined as duties of the responsible authority may be delegated to the designee.

VII. DUTIES OF THE RESPONSIBLE AUTHORITY OR DESIGNEE.

A. DATA INVENTORY

1. The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory.
2. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory..
3. The responsible authority shall supply the document to the Commissioner of Administration, State of Minnesota, if requested by the Commissioner.

B. PROCEDURES FOR DISSEMINATION OF DATA.

1. The responsible authority shall ensure that each department establishes procedures to manage the dissemination of data. Collection, storage, use, and dissemination of private and confidential data shall be limited to what is necessary for the administration and management of programs authorized or mandated by the state, local governmental body, or the federal government.
2. Data cannot be collected, stored, used, or disseminated for any purpose other than the purpose stated to the individual when the data was originally collected unless:
 - a. The data was collected prior to 1975, in which case the data can be used for the original purpose for which it was collected or for an additional purpose approved by the Commissioner of Administration.

- b. There is specific authorization for the use in state, local, or federal law.
- c. The additional use has been approved by the Commissioner of Administration, as necessary, to carry out a function designated by law.
- d. The individual data subject has given an informed consent for the additional use of the data (see Informed Consent, Section IX., subd. C).

C. DATA PROTECTION.

The responsible authority shall establish procedures to assure that all data on individuals is accurate, complete, and current for the purpose for which it was collected, and establish appropriate security safeguards for all records containing data on individuals.

VIII. ACCESS TO GOVERNMENT DATA

A. WHO CAN MAKE A DATA REQUEST?

Anyone may exercise the right to access public government data by making a data request.

B. TO WHOM MUST A DATA REQUEST BE MADE?

1. A data request must be made to the responsible authority or to the appropriate designee(s).
2. The responsible authority for an entity must prepare summary data upon the request of any person if the request is in writing and the requestor pays for the cost to prepare the data.
3. The responsible authority may delegate the preparation of summary data to anyone outside of the entity, including the requestor, if
 - a. That person's purpose is set forth in writing and the person agrees not to release any of the private or confidential data used to prepare the summary data; and
 - b. If the entity reasonably determines that the access will not compromise private or confidential data on individuals.
4. The entity may require the requestor to prepay the cost of preparing summary data.

IX. RIGHTS OF DATA SUBJECT

A. TENNESSEN WARNING - Rights of Subjects of Data (see page 28-29)

1. Except for law enforcement investigations, every department that collects private and confidential data from an individual concerning that individual shall, prior to collecting the data, inform the individual of their rights as a subject of data. The notice must be given whenever:
 - a. A government *entity requests* data;
 - b. The data is requested from an *individual*;
 - c. The data requested are *private or confidential*; **and**,
 - d. The data is *about the individual* from whom it is requested.

All four of these conditions must be present before a Tennessean warning notice (see page 28-29) must be given. These rights are referred to as the Tennessean Warning.

A Tennessean Warning is not required when private and confidential data is collected from an individual who is not the subject of the data.

2. The Tennessean Warning consists of the following information that must be communicated to the individual from whom private or confidential data concerning the individual is collected.
 - a. The purpose and intended use of the data. This is why the data are requested and how they will be used within the collecting entity.
 - b. Whether the individual may refuse, or is legally required to supply the data. The subject has the right to know whether or not she/he is required by law to provide the data requested.
 - c. Any consequences to the individual of either supplying or refusing to supply the data. The entity is required to state the consequences known to the entity at the time when the notice is given; **and**
 - d. The identity of other persons or entities that are authorized by law to receive the data. The notice must specifically identify recipients that are known to the entity at the time the notice is given.

NOTE: In accordance with the Federal Privacy Act of 1974, any federal, state, or local agency which requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is

solicited, and what uses will be made of it.

3. Tennessean Warnings may be either oral or written.

- a. An oral communication. This is not the preferred method of communicating the Tennessean Warning. However, it may be necessary under some circumstances. If an oral communication is necessary, the specific language communicated must be in written form and contained in the departmental data practices procedures and the situation documented.
- b. A written communication requiring the signature of the data subject (i.e., a signature attesting that the individual from whom private or confidential data is collected has read and understands their rights pertaining to the requested data). The Tennessean Warning may be included on the form that collects the private or confidential data.

4. A sample format for a Notice of Rights Tennessean Warning is on page 29.

B. NOTIFICATION TO MINORS

A minor has the right to request that the entity withhold private data about her/him from the parent or guardian. The entity may require that the request be in writing. A written request must include the reasons for withholding the data from the parents and must be signed by the minor.

Upon receipt of the request, the responsible authority must determine whether honoring the request is in the best interests of the minor. The responsible authority must consider, at a minimum:

1. Whether the minor is old and mature enough to explain the reasons for the request and to understand the consequences of making the request;
2. Whether denying access to the data may protect the minor from physical or emotional harm;
3. Whether there is a reason to believe that the minor's reasons for denying access to the parent(s) are reasonably accurate; and
4. Whether the nature of the data is such that disclosing the data to the parents could lead to physical or emotional harm to the minor. Minn. Rule 1205.0500 contains the procedures for the release of data about minors.

C. INFORMED CONSENT (see page 30-31)

1. Private data on individuals may be used by and disseminated to any individual or person by the responsible authority, or the designee, if the individual subject or subjects of the data have given their informed consent.

NOTE: Informed consent cannot authorize a new purpose or a new use of confidential data on individuals.

2. Private data may be used by and disseminated to any entity (e.g., political subdivision, government agency, etc.) if the individual subject or subjects have given their informed consent.
3. All informed consents shall be in writing. (See page 30-31)
4. Informed consent shall not be deemed to have been given by an individual subject of the data by the signing of any statement authorizing any person or agency to disclose information about the individual to an insurer or its authorized representative, unless the statement is:
 - a. In plain language;
 - b. Dated;
 - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. Specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. Specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. Specific as to the purpose or purposes for which the information may be used by any of the parties named in clause (e), both at the time of the disclosure and at any time in the future; and
 - g. Specific as to its expiration date which should be within a reasonable period of time, not to exceed one year, except in the case of authorizations given in connection with applications for life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.
5. The informed consent for the disclosure of alcohol and drug abuse patient records may be made only if the consent is in writing and expressly states the fact that the request is for alcohol or drug abuse patient records. It should contain the following:
 - a. The name of the program which is to make the disclosure;
 - b. The name or title of the person or organization to which disclosure is to be made;
 - c. The name of the patient;

- d. The purpose or nature of information to be disclosed;
- e. The extent or nature of information to be disclosed;
- f. A statement that the consent is subject to revocation at any time, except to the extent that action has been taken in reliance thereon, and a specification of the data, event, or condition upon which it will expire without express revocation;
- g. The date on which the consent is signed; and
- h. The signature of the patient and, when required, of a person authorized to give consent.

6. A sample format is on page 31.

D. PROCEDURES FOR COMPLYING WITH DATA REQUESTS FROM AN INDIVIDUAL

The responsible authority shall ensure that each department establishes procedures to comply with requests for government data in an appropriate and prompt manner.

1. Upon request to the responsible authority, an individual shall be informed whether they are the subject of stored data on individuals, and whether it is classified as public, private, or confidential.
 - a. The responsible authority shall provide access to the private or public data upon request by the individual subject of the data.
 - b. An individual may contest the accuracy, current status, or completeness of public or private data. If the individual notifies the responsible authority in writing as to the nature of the disagreement with the data, the responsible authority shall, within 30 days, either correct the data and attempt to notify past recipients of inaccurate, incomplete, or out of date data, including recipients named by the individual, or notify the individual that the responsible authority believes the data to be correct. Subsequently, data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
2. The responsible authority shall prepare a public document, setting forth in writing the rights of the data subject and specific procedures in effect in the county for access by the data subject to public or private data on individuals.
 - a. When a request is denied, the responsible authority must inform the requestor orally at the time of the request, and in writing, as soon thereafter as possible, and shall cite the statute, temporary classification, or federal law on which the determination is based.

- b. The responsible authority shall require the requestor to pay the actual costs of making and certifying copies of the data requested, except those exempted in Section V., subd. A. The requestor may not be charged for separating private or confidential data from public data.
- c. The responsible authority shall inform the requestor of the data's meaning, if asked to do so.

E. IF AN ENTITY DETERMINES THAT CHALLENGED DATA ARE ACCURATE AND/OR COMPLETE, AND THE DATA SUBJECT DISAGREES WITH THAT DETERMINATION, THE SUBJECT HAS THE RIGHT TO APPEAL THE ENTITY'S DETERMINATION TO THE COMMISSIONER OF ADMINISTRATION.

- 1. The subject has the right to take this step *only* after both the subject and the entity have properly completed all the steps in the data challenge process. The subject may appeal only the entity's determination about the accuracy and/or completeness of data.
- 2. The requirements for filing an appeal are set out at [Minnesota Rules Section 1205.1600](#).
- 3. Procedure when data is not accurate or complete.
 - a. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify, in writing, the responsible authority describing the nature of the disagreement. The responsible authority shall, within 30 days, either:
 - 1) Correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or
 - 2) Notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- 4. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act, [MINN. STAT. § 14.57 to 14.62](#) and [Minn. R. 1205.1600](#), relating to contested cases. Upon receipt of an appeal by an individual, the commissioner of administration shall, before issuing the order and notice of a contested case hearing required by [Chapter 14](#), try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

- a. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a state government entity without regard to the requirements of [Section 138.17](#).
- b. After completing, correcting, or destroying successfully challenged data, a state agency, political subdivision, or statewide system may retain a copy of the Commissioner of Administration's order issued under [Chapter 14](#) or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

X. ROLE OF THE COMMISSIONER OF ADMINISTRATION.

- A. Pursuant to [Section 13.06, subdivision 6a](#), the Commissioner of the Minnesota Department of Administration is given the authority to approve new uses and disseminations of private and confidential data on individuals.
- B. [Section 13.06](#) of the Minnesota Government Data Practices Act (MGDPA) gives to the Commissioner certain powers with regard to approving temporary classifications of data.
- C. [Section 13.072](#) of the MGDPA gives the Commissioner authority to issue advisory opinions concerning the rights-of-data-subjects and the classification of government data. Commissioner's opinions may be found on the World Wide Web at www.ipad.state.mn.us

XI. CONSEQUENCES FOR NOT COMPLYING WITH THE MGDPA.

- A. Pursuant to [Section 13.08](#) of the MGDPA, a government entity may be sued for violating any of the Act's provisions.
- B. [Section 13.09](#) provides criminal penalties and disciplinary action as extreme as dismissal from public employment, for anyone who willfully (knowingly) violates a provision of the MGDPA.

XII. WHERE MORE INFORMATION CAN BE FOUND.

- A. *Government entities always must look to their legal advisor(s) for guidance and legal advice on data practices issues.* Only the legal advisor for an entity has the authority and responsibility to provide specific legal advice about the provisions of the MGDPA, and other laws, as they relate to that entity.
 1. [Minnesota Statutes Chapter 13](#) (the MGDPA) may be found on the website of the Revisor of Statutes at: www.leg.state.mn.us/leg/statutes.asp.
 2. [Minnesota Rules, Chapter 1205](#), The Rules Governing Data Practices, promulgated by the Minnesota Department of Administration, also may be found at the website of the Revisor of Statutes at: www.revisor.leg.state.mn.us/arule/1205.

AITKIN COUNTY

Non-Disclosure Agreement

1. General description of the private or confidential data which is being used to prepare summary data:

2. Purpose for which summary data is being prepared:

3. I, _____, representing _____

have requested the data described above and for the purposes stated and fully understand that I may be subject to the civil or criminal penalty provision of the Minnesota Data Practices Act in the event that the private or confidential data is disclosed.

Minn. Stat. § 13.09. Any person who willfully violates the provisions of Minnesota Statutes Chapter 13, or any rules adopted or regulation promulgated there under is guilty of a misdemeanor. Any willful violation of Minnesota Statutes Chapter 13 by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.

Requestor of Data

Date

Responsible Authority/Designee

Date

**THE NOTICE OF RIGHTS TENNESSEN WARNING
INSTRUCTION GUIDE**

Minnesota Statutes Section 13.04, subdivision 2

<p>The notice must be given when:</p>	<ol style="list-style-type: none">1. An individual2. Is asked to supply3. Private or confidential data4. Concerning self <p>All four conditions must be present to trigger the notice requirement.</p>
<p>Statements must be included from the individual that inform the individual:</p>	<ul style="list-style-type: none">• Why the data is being collected and how the entity intends to use the data;• Whether the individual may refuse or is legally required to supply the data;• Any consequences to the individual of either supplying or refusing to supply the data; and• The identity of other persons or entities authorized by law to receive the data.
<p>Consequences of giving the notice are:</p>	<p>Private or confidential data on individuals may be collected, stored, used, and released as described in the notice without liability to the entity.</p>
<p>Consequences on <i>not</i> giving the notice are:</p>	<p>Private or confidential data on individuals cannot be collected, stored, used, or released for any purposes other than those stated in the notice unless:</p> <ul style="list-style-type: none">• The individual subject of the data gives informed consent;• The Commissioner of Administration gives approval; or• A state or federal law subsequently authorizes or requires the new use or release.

**“NOTICE OF RIGHTS”
SAMPLE FORMAT FOR TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Aitkin County is required to inform you of your rights as they pertain to the private information collected from you. Your personal information we collect from you is private. Access to this information is available only to you and the agency collecting the information and other statutorily authorized agencies, unless you or a court authorize its release.

The Minnesota Government Data Practices Act requires that you be informed that the following information, which you are asked to provide, is considered private.

The purpose and intended use of the requested information is:

Authorized persons or agencies with whom this information may be shared include:

Furnishing the above information is voluntary, but refusal to supply the requested information will mean:

Name

Date

MINN. STAT. § 13.04(2)

INFORMED CONSENT INSTRUCTION GUIDE

- A. Enter the complete name and address of the entity that maintains the information. Include any relevant program names, staff names, titles and telephone numbers.
- B. Identify, as specifically as possible, the reports, record names, or types of information or records that will be released.
- C. Identify the entity or agencies to which the information will be released. Include the name and address of the entity. Include relevant staff names and titles. Be specific.
- D. Describe specifically and completely the purpose(s) for seeking the client's informed consent and the new use(s) to which the information will be put.
- E. Describe specifically and completely the known consequences of releasing the information.

Describe specifically and completely the known consequences of *not* releasing the information.

- G. Instruct the person to sign the consent and enter the date on which the consent is signed.
- H. As a general rule, a parent or guardian's signature should be obtained when the subject is under the age of 18 or has a legally appointed guardian; however, specific requirements for obtaining consent to release data in these circumstances vary. **Instructions for completing this portion of the form within your particular entity should be developed in consultation with the County Attorney's office.**

INFORMED CONSENT FOR THE RELEASE OF INFORMATION

I, _____

(Name of individual authorizing release)

authorize

_____ *(Name of individual, entity, or person holding record)*

to disclose
to

_____ *(Name of individual, entity, or person to receive the information)*

the following information:

for the purpose of:

I understand that my records are protected under state and/or federal privacy laws and cannot be disclosed without my written consent unless otherwise provided for by state or federal law. I understand that once this data is released that it may be subject to further disclosure without my written consent. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event, this consent expires automatically in one year or as described below, whichever is earlier.

Specification of the date or condition upon which this consent expires:

Executed
this _____ day of _____, 20 _____.

(Signature of individual authorizing release)

(Signature of witness)

(Signature of parent, guardian, or authorized representative, when required)

DATA PRACTICES NOTICE

I have been subpoenaed to testify before this court. I have been advised by the Office of the Aitkin County Attorney to provide the following information to the Court.

“The data I have been requested to provide includes data which is classified as private data as defined by Minn. Statute Chapter 13, the Minnesota Government Data Practices Act. Pursuant to Minnesota Statute 13.03 and Minnesota Rule 1205.0100, Subp, 5, the Court’s attention is called to this classification. The Data Practices Act requires that I may disclose this data only if the data subject has given written consent, a statute allows disclosure, or a court orders disclosure. If this court orders me to provide this private data, I will do so.”

AITKIN COUNTY

PUBLIC DATA REQUEST FORM (APPENDIX A)

Right to Access Public Data

According to the Data Practices Act (Minnesota Statutes, Chapter 13), all government data are presumed to be public unless a state or federal law says otherwise. Government data is a term that means all the recorded information a government entity has, including paper, email, CDRoms, photographs, etc.

The Data Practices Act also provides that Aitkin County must keep all government data in a way that makes it easy for you, as a member of the public, to access. You have the right to look at all public data that we keep, free of charge; to get copies of public data, for which the Data Practices Act allows us to charge; and to look at the data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Aitkin County keeps, you must make a request directly to the department that maintains the data you are requesting. You may make your request by phone; or by mail, fax, or email using the Data Request Form (attached).

If you choose not to use the data request form, your request should include the following:

- State that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- Indicate whether you would like to look at the data, get copies of the data, or both; and
- Provide a clear description of the data you would like to inspect or have copied.

Aitkin County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you, such as your name and address. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. However, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will begin to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible, and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and within a reasonable amount of time, by doing one of the following:
 - arrange a date, time, and place for you to inspect data, at no charge, if your request is to look at the data, or
 - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM), upon request, if we keep the data in electronic format. Information about copy charges can be found in the County's current fee schedule, located on the County website. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifying information from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Aitkin County will prepare summary data if you make your request in writing – you may use the Data Request Form attached – and pay for the cost of creating the data. We will respond within ten business days of receiving your written request with details of when the data will be ready, and how much we will charge for the data.

Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 217 2 nd Street NW, Room 231, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 jratz@co.aitkin.mn.us
County Auditor	Kirk Peysar, County Auditor <i>Designee: Donna Boyer, Jonathan Knutson Financial Assistant</i> 209 2 nd Street NW, Room 202, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kpeysar@co.aitkin.mn.us
County Recorder	Michael Moriarty, County Recorder <i>Designee: Roxy Hoppe, Chief Deputy Recorder</i> 209 2 nd Street NW, Room 205, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 mick.moriarty@co.aitkin.mn.us
County Treasurer	Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 209 2 nd Street NW, Room 203, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 lgrams@co.aitkin.mn.us
Sheriff	Scott Turner Dan Guida, County Sheriff <i>Designee: John Drahota, Undersheriff</i> 217 2 nd Street NW, Room 185, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 dguida@co.aitkin.mn.us
All other County offices	<i>Responsible Authority and Data Practices Compliance Official:</i> Nathan Burkett Jessica Seibert, County Administrator 217 2 nd Street NW, Room 130, Aitkin, MN 56431 218-927-7276 3093; Fax 218-927-7374 jessica.seibert@co.aitkin.mn.us

All other County offices, cont.

Designees:

Assessor's Office

Mike Dangers, County Assessor
209 2nd Street NW, Room 111, Aitkin, MN 56431
218-927-7327, Fax 218-927-7379
mike.dangers@co.aitkin.mn.us

Community Corrections

Kami Genz, Director
204 1st Street NW, Aitkin, MN 56431
218-927-7281, Fax 218-927-2142

Environmental Services / Planning & Zoning Department

Terry Neff, Environmental Services Director
209 2nd Street NW, Room 100, Aitkin, MN 56431
218-927-7342; Fax 218-927-4372
tneff@co.aitkin.mn.us

Economic Development

Ross Wagner, Economic Development/Forestry Industry Coord.
217 2nd Street NW, Room 131, Aitkin, MN 56431
218-927-7305; Fax 218-927-7374
rwagner@co.aitkin.mn.us

Health and Human Services Department

~~Tom Burke~~ Cynthia Bennett, HHS Director
204 1st Street NW, Aitkin, MN 56431
218-927-7200; Fax 218-927-7461
cynthia.bennett@co.aitkin.mn.us

Highway Department

John Welle, County Engineer
1211 Air Park Drive, Aitkin, MN 56431
218-927-3741; Fax 218-927-2356
jwelle@co.aitkin.mn.us

Human Resources Department

Bobbie Danielson, HR ~~Manager~~ Director
217 2nd Street NW, Room 134, Aitkin, MN 56431
218-927-7306; Fax 218-927-7374
bobbie.danielson@co.aitkin.mn.us

Information Technology

Steve Bennett, IT Director
209 2nd Street NW, Room 118, Aitkin, MN 56431
218-927-7345; Fax 218-927-7369
sbennett@co.aitkin.mn.us

All other County offices, cont.

Land & Parks Department and Long Lake Conservation Center

~~Mark Jacobs~~ Rich Courtemanche, Land Commissioner

209 2nd Street NW, Room 206, Aitkin, MN 56431

218-927-7364; Fax 218-927-7249

rich.courtemanche@co.aitkin.mn.us

Veterans Services Office

Penny Harms, Veterans Services Officer

217 2nd Street NW, Room 130, Aitkin, MN 56431

218-927-7320; Fax 218-927-737409

penny.harms@co.aitkin.mn.us

AITKIN COUNTY

DATA REQUEST FORM
Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information:

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone number: _____ **Email:** _____

Note: You do not have to provide any of the above contact information. However, if you want us to mail your requested data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, we will be unable to begin processing your request.

Aitkin County will respond to your request as soon as reasonably possible.

<i>(For office use)</i>	
Department /Division:	Request handled by / Ext.:
Method of response:	
Charges:	
Amt Due:	Received by / Ext.:

Additional Information:

AITKIN COUNTY

DATA REQUEST BY SUBJECT OF DATA (APPENDIX B)

Data about You

According to the Data Practices Act (Minnesota Statutes, Chapter 13), data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

Classifications of Data about You

The Data Practices Act presumes that all government data are public, unless a state or federal law says otherwise. Data that is about you may be classified by state law as public, private, or confidential.

Public data: We must give public data to anyone who asks for it (e.g., the assessed value of your home is public data).

Private data: We cannot give private data to the general public, but you may have access when the data is about you (e.g., your Social Security number is private data). We may share your private data with you, with someone who has your written permission, with Aitkin County staff who need the data to perform an official function or duties, and as otherwise permitted by law or required by court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you (e.g., if you register a complaint with a government entity concerning violations of state laws or local ordinances concerning the use of real property, your identity is confidential). We may share confidential data about you with Aitkin County staff who need the data to perform an official function or duty, and with others as permitted by law or court order. We cannot give you access to confidential data about you.

Your Rights under the Data Practices Act

Aitkin County must keep all government data about you in a way that makes it easy for you to access. We can collect and keep only that data about you that we need for administering and managing programs that are permitted by law.

As a data subject, you have the right to look at the public and private data that we keep about you, free of charge; the right to get copies of public and private data about you, for which the Data Practices Act allows us to charge an appropriate fee; and the right to look at data, free of charge, before deciding to request copies. If you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask Aitkin County not to give data about them to their parent(s) or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons why we should deny your parents/guardian access to the data. Aitkin County will make the final decision about your request based on your best interests.

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When we ask you to provide data about yourself that are not public, we must give you a data privacy notice (sometimes referred to as a Tennessean warning). This notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. If you want us to release data to another person, written authorization to do so must be provided to us.

When your data are inaccurate and/or incomplete, you have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge the accuracy or completeness of data about you.

How to Make a Data Request

To look at data or request copies of data that Aitkin County keeps, you must make a written request directly to the department who maintains the data you are requesting. You may make your written request for data by mail, fax, or email, using the Data Request Form (copy attached).

If you choose not to use the Data Request Form, your written request must include:

- A statement that you are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13, as a data subject, or as the parent/guardian of the data subject;
- Whether you would like to look at the data, get copies of the data, or both;
- A clear description of the data you would like to inspect or have copied; and
- Identifying information that proves you are the data subject, or the data subject's parent/guardian, as listed below.

Standards for Verifying Identity

- An **adult individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, or a state tribal ID
- A **minor individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, a state tribal ID, or a state school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either* a certified copy of the minor's birth certificate *or* a certified copy of documents that establish the parent or guardian's relationship to the child, such as: a court order relating to divorce, separation, custody, or foster care; a foster care contract; or an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as court order(s) or valid power of attorney
- An **attorney** requesting information on your behalf must send a request on his/her letterhead along with your express written consent; the request should be signed by both you and the attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID. (*This requirement does not apply to attorneys requesting data on your behalf.*)

How We Respond to a Data Request

Upon receiving your written request, we will begin to process it. If it is not clear what data you are requesting, we will ask you for clarification. If we do not have the data, we will notify you within 10 business days. If we have the data but the data are confidential, we will notify you within 10

business days, and state which specific law says you cannot access the data. If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days. If your request is to look at the data, we will arrange a date, time, and place to inspect data.

After we have provided you with access to data about you, we do not have to show you the same data again for 6 months, unless there is a dispute or we collect or create new data about you. If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

Charges for Copies of Data

We may only charge you the actual cost of making copies of data about you. This charge may include the following: employee time* to prepare and make copies (i.e. removing staples and paper clips, sorting data, labeling data, taking data to a copier and actually producing copies); actual cost of media used (e.g., paper, CD ROMs, DVDs, etc.); and mailing costs if you request the copies be mailed to you. We *may not* charge you the cost of searching for and retrieving the data, redacting confidential data or private data about others from your data, or sorting of data that is not necessary for copying of your data. The amount that is charged will be the same regardless of whether the request is made by you as the data subject, your parent/guardian, or by a representative to whom you have granted authorization to access your data.

* Employee time is calculated based upon the average wage of the lowest-paid Aitkin County employee who could complete the tasks necessary, plus the base cost of insurance benefits for that employee.

Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 217 2 nd Street NW, Room 231, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 jratz@co.aitkin.mn.us
County Auditor	Kirk Peysar, County Auditor <i>Designee: Donna Boyer, Jonathan Knutson Financial Assistant</i> 209 2 nd Street NW, Room 202, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kpeysar@co.aitkin.mn.us
County Recorder	Michael Moriarty, County Recorder <i>Designee: Roxy Hoppe, Chief Deputy Recorder</i> 209 2 nd Street NW, Room 205, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 mick.moriarty@co.aitkin.mn.us
County Treasurer	Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 209 2 nd Street NW, Room 203, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 lgrams@co.aitkin.mn.us
Sheriff	Scott Turner <i>Dan Guida</i> , County Sheriff <i>Designee: John Drahota, Undersheriff</i> 217 2 nd Street NW, Room 185, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 dguida@co.aitkin.mn.us
All other County offices	<p><i>Responsible Authority and Data Practices Compliance Official:</i> Nathan Burkett <i>Jessica Seibert</i>, County Administrator 217 2nd Street NW, Room 130, Aitkin, MN 56431 218-927-7276 3093; Fax 218-927-7374 jessica.seibert@co.aitkin.mn.us</p> <p><i>Designees:</i></p> <p><u>Assessor's Office</u> Mike Dangers, County Assessor 209 2nd Street NW, Room 111, Aitkin, MN 56431 218-927-7327, Fax 218-927-7379 mike.dangers@co.aitkin.mn.us</p> <p><u>Community Corrections</u> Kami Genz, Director 204 1st Street NW, Aitkin, MN 56431 218-927-7281, Fax 218-927-2142</p>

All other County offices, cont.

Environmental Services / Planning & Zoning Department

Terry Neff, Environmental Services Director
209 2nd Street NW, Room 100, Aitkin, MN 56431
218-927-7342; Fax 218-927-4372
tneff@co.aitkin.mn.us

Economic Development

Ross Wagner, Economic Development/Forestry Industry Coord.
217 2nd Street NW, Room 131, Aitkin, MN 56431
218-927-7305; Fax 218-927-7374
rwagner@co.aitkin.mn.us

Health and Human Services Department

~~Tom Burke~~ Cynthia Bennett, HHS Director
204 1st Street NW, Aitkin, MN 56431
218-927-7200; Fax 218-927-7461
cynthia.bennett@co.aitkin.mn.us

Highway Department

John Welle, County Engineer
1211 Air Park Drive, Aitkin, MN 56431
218-927-3741; Fax 218-927-2356
jwelle@co.aitkin.mn.us

Human Resources Department

Bobbie Danielson, HR ~~Manager~~ Director
217 2nd Street NW, Room 134, Aitkin, MN 56431
218-927-7306; Fax 218-927-7374
bobbie.danielson@co.aitkin.mn.us

Information Technology

Steve Bennett, IT Director
209 2nd Street NW, Room 118, Aitkin, MN 56431
218-927-7345; Fax 218-927-7369
sbennett@co.aitkin.mn.us

Land & Parks Department and Long Lake Conservation Center

~~Mark Jacobs~~ Rich Courtemanche, Land Commissioner
209 2nd Street NW, Room 206, Aitkin, MN 56431
218-927-7364; Fax 218-927-7249
rich.courtemanche@co.aitkin.mn.us

Veterans Services Office

Penny Harms, Veterans Services Officer
217 2nd Street NW, Room 130, Aitkin, MN 56431
218-927-7320; Fax 218-927-737409
penny.harms@co.aitkin.mn.us

AITKIN COUNTY

DATA REQUEST FORM
Subject of Data

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity. To request data on behalf of the data subject, you must present proper written permission granting you such access.

Data Subject Name: _____

Address: _____

Phone number: _____ Email: _____

Parent/Guardian Name (if applicable): _____

Signature of Data Subject or Parent/Guardian: _____

Aitkin County will respond to your request within 10 days.

<i>(For office use)</i>	
ID provided:	
Department name:	Request handled by:
Method of response:	
Charges:	
Amt Due:	Received by:
Notes	

Aitkin County
Draft Fee Schedule 2019
Approved by the Board on November 27, 2018
Effective January 1, 2019

Postage expenses shall be borne by requestor.

COMMON FEES

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.25 per page (single or double sided)
	\$ 3.00 per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.50 per page (single or double sided)
	\$ 6.00 per page (single or double sided)
FAX, per page	\$ 1.00
International Fax Fee	\$ 7.00 first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 25.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 25.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each

ASSESSOR'S OFFICE

FIELD CARDS	
Fax of Field Cards	\$ 4.00 per parcel
Email of Field Cards	\$ 4.00 per parcel
SIMPLE SALES QUERY	\$ 5.00 per query
PARCEL DATA REQUESTS (Large Quantity)	\$ 25.00 or \$0.04 per parcel, whichever is greater
LINK GIS Subscription	\$ 180.00 per year

ATTORNEY'S OFFICE

AUDIO/VIDEO	
Audio CD's	\$ 10.00
Video Recordings - DVD	\$ 10.00

AUDITOR'S OFFICE

ASSESSMENT (SPECIAL)	
Admin Set-up	\$7.00 per parcel
ASSEMBLY LICENSE	\$500.00 plus \$25,000 bond
AUCTIONEER	\$20.00
BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$250.00 each
COPIES See Common Fees Section	
Maps, Black and White, 8 1/2" x 11"	\$2.00
Maps, Color, 8 1/2" x 11"	\$3.00
DANGEROUS DOGS	\$25.00
DITCH AND HWY LIEN RELEASES	\$15.00
FAXES See Common Fees Section	
FIREWORKS	\$2.00 Auditor's fee \$8.00 Sheriff's fee
GAMBLING	Varies State
JUDGMENT - CONFESSION OF	
Initial Fee	\$25.00 per description
Payments on	\$2.00 per statement
JUDGMENT COST - Publication	\$20.00 per parcel
LIQUOR LICENSES:	
Consumption & Display/Set-Ups	\$250.00 each (paid to State)
Temporary Consumption & Display Permit	\$25.00 per each date
3.2% Beer License	\$40.00 off sale \$10.00 on sale \$50.00 on & off sale
Wine License	\$100.00 yearly
Temporary Wine License	\$50.00 per each date
Combination Wine/Strong Beer License	\$500.00

Liquor License	\$100.00 club \$1,500.00 on sale \$360.00 off sale \$120.00 Sunday
PLATS (NEW) - AUDITOR'S FEE	\$75.00 plus \$2.00 per lot
PLAT (NEW) - SURVEYORS FEE	\$150.00 after 5 lots, \$5.00 per lot
PRECIOUS METALS	\$25.00
REPURCHASE - COST OF FORF. FEE	\$100.00
REPURCHASE - SHERIFF'S COST	\$40.00
TAX/ASSESSMENT SEARCH	\$5.00 per parcel
TRANSIENT MERCHANTS, PEDDLERS, HAWKERS	\$150.00
TRUTH IN TAXATION 1/3 COST TO CITIES, TOWNS & SCHOOLS	
TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF	\$100.00 and \$16.00 per parcel for maint (splits, etc.)
TIF - CERTIFICATION OF ORIGINAL VALUE	\$150.00
VOTER'S CERTIFICATION	\$ 2.00

COMMUNITY CORRECTIONS

SUPERVISION FEES

Felony and Supervised Release (with over one year supervision) Case Fee	\$ 400.00
Supervised Release (under one year supervision) Case Fee	\$ 200.00
Gross Misdemeanor Case Fee	\$ 300.00
Misdemeanor Case Fee	\$ 200.00
Short-Term Supervision Case Fee	\$ 50.00
Non Resident Supervision Fee	\$ 200.00
Juvenile Client Fee	\$ 50.00
Juvenile Diversion Client Fee	\$ 25.00

URINALYSIS FEES \$ 15.00 Per Drug Lab Screened

ELECTRONIC HOME MONITORING FEES \$ 22.00 Per Day

DRIVING WITH CARE CLASS FEES

Level I Class	\$ 75.00
Level II Class	\$ 150.00

ECONOMIC DEVELOPMENT

APPLICATION FEE

Tax Abatement	\$ 500.00
TIF	\$ 500.00

ENVIRONMENTAL SERVICES

FOOD BEVERAGE LODGING (FBL)

FOOD (if both food & alcoholic beverages are served then a separate fee is charged for each)

Base Fee	\$ 180.00
Plus:	
Limited	\$ 28.50
Small Establishment	\$ 171.50
Medium	\$ 228.50
Large	\$ 343.50
For each "Satellite"	\$ 57.00
Schools - includes two annual inspections	\$ 360.00

Example: One base fee is paid if you own a small restaurant & resort, but it must be located on the same

BEVERAGE

Plus:	
Beer or wine served at the table	\$ 58.00
Full bar service	\$ 150.00

MOBILE FOOD UNIT, PUSH CARTS, SEASONAL AND PERMANENT FOOD STANDS, ETC.

Base Fee	\$ 180.00
Plus:	\$ 10.00 Per unit

TEMPORARY FOOD SERVICE (MAXIMUM 3 TIMES PER YEAR AND 21 DAYS AT A SITE)

Base Fee	\$
Plus:	\$ 35.00 Per 3 events

Note: all 3 events must be applied for at the same time to receive the \$35.00 per 3

LODGING AND RECREATION

Base Fee	\$ 180.00
Plus:	
Motel, Hotel or Lodge Room per unit (a room is a unit)	\$ 11.50
Resort Cabin or Vacation Home Rental per unit (a cabin is a unit)	\$ 11.50
Camper Cabin or Bunk House within Resort per unit	\$ 6.75
Mobile Home Park/Recreational Camping Area per site	\$ 6.75
Fish House campsite per site	\$ 3.50

YOUTH CAMP	
Base Fee	\$ 180.00
Plus:	\$ 114.50 1 - 99 campers
	\$ 229.00 100 - 199 campers
	\$ 343.00 > 200 campers

POOLS AND SPAS	
Base Fee	\$ 180.00
Plus:	\$ 130.00 Each pool
	\$ 130.00 Each spa

DRINKING WATER	
Annual testing for those who are not a NCPW supply of > 25 people for 60 days or more	\$ 40.00 includes sampling, testing and reporting of results

ADMINISTRATIVE FEES	
1/2 the annual license fee	Re-inspection fee after the 2nd inspection
1/2 the annual license fee	Operating without a license for the first 30 days after license is due
Double the annual license fee	Operating without a license for day 30 - 60 after license is due
License Suspension	Operating without a license after day 60

Please make checks payable to: Aitkin County Environmental Services

FBL PLAN REVIEW FEES

New Construction/Conversion

Food Service	\$ 250.00
Lodging-Resort/Motel/Hotel	\$ 165.00
Bed and Breakfast	\$ 165.00
Mobile Food Unit	\$ 250.00
Youth Camp	\$ 165.00
Vacation Home Rental	\$ 165.00
Campground/Mobile Home Park	\$ 165.00

Remodel

Food Service	\$ 165.00
Lodging-Resort/Motel/Hotel	\$ 165.00
Bed and Breakfast	\$ 165.00
Mobile Food Unit	\$ 165.00
Youth Camp	\$ 165.00
Vacation Home Rental	\$ 165.00
Campground/Mobile Home Park	\$ 165.00

WATER LAB TESTING FEES

Bacteria Water Analysis (Coliform and E. Coli)	\$ 25.00
Nitrate Water Analysis	\$ 25.00
Bacteria AND Nitrate Analysis	\$ 40.00
Fee if Aitkin County Collects the Sample for You	\$ 50.00

All water test fees must be paid in advance - no invoicing will be accepted

ZONING

ACCESSORY BUILDINGS/SIGN

Accessory Buildings/Sign <239 sq.ft.(no pre-onsite)	\$ 50.00
Accessory Buildings 240 sq.ft. to 1000 sq.ft and/or Water-Oriented	\$ 150.00
Accessory Buildings 1001 sq.ft. and larger	\$ 250.00

FENCE (8 feet or greater in height)	\$ 50.00
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COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)

<500sq.ft.	\$ 250.00
501 - 2500 sq.ft.	\$ 400.00
2501 sq. ft. and larger	\$ 600.00

RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH)

Additions (decks, porches and patios are separate permit fees)		
<500 SQ.FT.	\$ 250.00	\$300.00
501 - 2000 sq.ft.	\$ 350.00	\$400.00
2001 sq. ft. and larger sq.ft.	\$ 500.00	\$550.00

DECK/PATIO

<199 sq.ft	\$ 100.00
200 sq. ft. and larger	\$ 150.00

(Patios are those within the required building setback to the lake)

LAND ALTERATIONS	\$ 200.00
VEGETATION ALTERATION	No fee
PLANNING CALL/SITE REVIEW	\$ 100.00
CONDITIONAL/INTERIM USE PERMIT	\$ 650.00
AMENDMENT TO EXISTING CUP	\$ 650.00
RENEWAL OF INTERIM USE PERMIT	\$ 650.00
VARIANCE (DOES NOT INCLUDE PERMIT FEE)	\$ 650.00
APPEAL TO BOA	\$ 650.00
REPUBLICATION OF VARIANCE OR CUP	\$ 50.00
REZONING	\$ 650.00
ORDINANCE AMENDMENT	\$ 500.00
TOWER / WECC APPLICATION	\$ 650.00
PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units)	\$ 650.00
(6 or more lots/units an additional \$50.00/lot/unit)	
FINAL PLATS AND RESIDENTIAL PUD'S	\$ 650.00
(6 or more lots/units an additional \$50.00/lot/unit)	
NEW ROAD SIGN AND POST (each sign and post in new plat)	\$ 175.00

COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots --no CUP)	\$ 300.00
SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots)	\$ 150.00
(6 or more lots/units an additional \$20.00 per lot/unit)	
ENGINEERS REVIEW FEE	\$ 150.00
REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee)	\$ 200.00
ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval)	\$ 75.00 \$100.00 per lot
-If wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'n'l	\$ 100.00
COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee)	\$ 200.00
REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL	\$ 100.00
911 ADDRESSING (includes assignment of number, sign, and post)	\$ 55.00

AFTER THE FACT FEE'S - 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances, IUP's and CUP's)

RESIDENTIAL SEWERS FEES	
Drainfield/Bed	\$ 250.00
MoundAt-Grade	\$ 300.00
Other//Performance Systems	\$ 350.00
Tank Replacement/Outhouse/Privy	\$ 150.00
Holding Tank (requires onsite)	\$ 150.00
Operating Permits	\$ 100.00
Late Operating Permit Renewal Fee	\$ 150.00
Indemnification Form (homeowner installed systems) in addition to permit fee	\$ 100.00

COMMERCIAL and CLUSTER SEWERS	
Gallons/Day	
1-500	\$ 500.00
501-1,000	\$ 600.00
1,001-2,500	\$ 1,000.00
2,501-10,000	\$ 1,200.00
	plus any additional costs for design review and inspections (5)

WETLAND CONSERVATION ACT FEES	
Wetland/Banking/Offsite-Mitigation Application	\$ 1,000.00
Wetland Replacement Plan	\$ 400.00
Wetland Site Review	\$ 100.00
Appeal of LGU Decision	\$ 50.00 per hour, + any additional costs to County

OTHER CHARGES	
Ordinances (excluding Shoreland and General Zoning)	\$ 10.00
Shoreland and General Zoning Ordinances	\$ 25.00
Comprehensive Land Use Plan	\$ 25.00
EAW Fees	\$ 50.00 per hour, + any additional costs to County
Administrative Fee	\$ 50.00 per hour, + mileage, min charge of 1/2 hr

Copies of Meeting Recordings \$ 25.00

GIS

MAP SETUP/DATA EXTRACTION/DATA CONVERSION	\$ 50.00 per hour
Plotting Existing Map or Graphic	
8.5" x 11" Black and White	\$ 2.00 per copy
8.5" x 11" Color	\$ 3.00 per copy
11" x 17"	\$ 5.00 per copy
18" x 24"	\$ 10.00 per copy
24" x 36"	\$ 15.00 per copy
36" x 48"	\$ 30.00 per copy
PARCEL BOUNDARIES (~ 43,000 parcels) Shapefile	*\$0.10 per parcel (\$50 minimum), license required**
TAX ATTRIBUTES - AS400 dBase	*\$0.04 per parcel (\$50 minimum), license required**
ROAD CENTERLINES Shapefile	*\$0.25 per feature, license required**
ADDRESS POINTS Shapefile	*\$0.25 per feature, license required**
OTHER GEOSPATIAL DATA Shapefile	\$50 per dataset
GIS WEBSITE ACCESS, Standard Level	Free

**Geospatial data shall not be released until a proper license agreement is on file with this office.
*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour.
Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.

HEALTH AND HUMAN SERVICES

INCOME-MAINTENANCE

LICENSING	
Child Care Initial Licensing Fee	\$ 30.00
Child Care Renewal Licensing Fee	\$ 50.00

BACKGROUND-CHECK	
Initial Processing Fee	\$ 50.00
Fees per HH member over Age 13 (total fees not to exceed \$100.00 annually)	\$ 10.00

SOCIAL SERVICE (STAFF HOURLY EXPENSE = ~~\$73.00~~ \$78.00)

LICENSING

Child Care Initial Licensing Fee	\$30.00 \$50.00
Child Care Renewal Licensing Fee	\$50.00 \$100.00

BACKGROUND CHECK

Initial Processing Fee (Non-NetStudy)	\$ 50.00
Fees per HH member over Age 13 (total fees not to exceed \$100.00 annually) (Non-NetStudy)	\$ 10.00

CD ASSESSMENTS

Ordered by the Court (DUI or DWI)	\$ 200.00	May be subject to sliding fee scale.
All Other	\$ 200.00	May be subject to sliding fee scale.

CUSTODY STUDIES

Ordered by the Court	\$1,000.00	Each parent responsible for half.
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VISITATION EXPEDITOR/VISITATION SUPERVISOR

Fee based on what Remica House charges. Ordered by the Court	\$ 25.00	per hour, per family.
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ADOPTION FINALIZING

Fingerprint Process for Licensing	\$ 10.00	per person
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COMMUNITY EDUCATION

\$400.00	per month, registration fee
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CORPORATE FOSTER CARE

\$ 250.00	per home, per licensing year
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PUBLIC HEALTH

SAFETY SEATS

Convertible	\$48.00 \$55.00
Combo	\$55.00 \$65.00
No Back Booster	\$ 25.00

NIPPLE SHIELDS

**for NON WIC or Home Visiting Clients	\$10.00 \$7.00
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HYDROGEL PADS

**for NON WIC or Home Visiting Clients	\$ 9.00
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THERASHELLS

**for NON WIC or Home Visiting Clients	\$11.00 \$13.00
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LEAD DRAW

\$ 19.00

IMMUNIZATIONS (prices subject to change based on price of serum)

Hepatitis A (1st in Series)	\$ 52.00
Hepatitis A (2nd in Series)	\$ 52.00
Hepatitis B (1st in Series)	\$ 59.00
Hepatitis B (2nd in Series)	\$ 59.00
Hepatitis B (3rd in Series) **15% discount for no outstanding balance, cash payment and complete series given by PH	\$ 59.00
Td	\$ 39.00
Tdap	\$ 54.00
Varicella	\$ 127.00
Pneumonia	\$ 66.00
Fluzone Influenza-Quad 90688	\$ 35.00
Fluzone High-dose (90662)	\$60.00 \$65.00
Fluzone Influenza-Quad 90687 < 36 mo. And 90688 > 36 mo.	\$ 35.00
MNVFC Immunizations (Child and Adult)	\$ 19.00
Mantoux (Serum, Admin, and Read)	\$ 31.00
Mantoux (Admin and Read Only)	\$ 19.00
MMR-II	\$ 90.00

CHILD SUPPORT AND OTHER COLLECTIONS

IV-D, CASE OPENING FOR NON-PUBLIC ASSISTANCE CLIENTS	\$25.00
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IV-E FOSTER CARE	Varies
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ADMIN FOSTER CARE / NON SED	Varies
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SED FOSTER CARE, PARENTAL FEE WORKSHEET	Varies
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DETOX, use sliding fee scale when financial info is supplied	Varies
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HIGHWAY DEPARTMENT

EQUIPMENT (including Operator):

Motor Grader	\$90.00 \$100.00 per hour
Tandem Truck	\$100.00 \$105.00 per hour
Single Axle Truck	\$95.00 \$100.00 per hour
3 Cubic Yard Articulating Loader	\$85.00 \$90.00 per hour
Dozer	\$85.00 \$95.00 per hour
Tractor	\$ 55.00 per hour
Tractor/Loader/Backhoe	\$75.00 \$80.00 per hour
Track Backhoe	\$85.00 \$95.00 per hour
ASV Posi Track with Brush Head	\$80.00 \$85.00 per hour
Tractor/Mower	\$75.00 \$80.00 per hour

Sioux Steamer w/Truck	\$ 45.00 \$50.00 per hour
Self Propelled Steel Drum Roller	\$ 55.00 \$60.00 per hour

MATERIALS (for Other Governmental Units Only):	
Deicing Salt/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring bid unit price

MATERIAL (for Private Sale):	
E-911 Address (includes sign and post)	\$ 30.00 each
Mailbox Supports	\$ 53.44 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	60% of Inventory Cost

MISCELLANEOUS:	
Driveway Approach Deposits	\$ 500.00 Refundable
Utility Permit	\$ 50.00 \$100.00 each up to 1 mile, additional \$50.00 per mile

IT DEPARTMENT

REPORTS OR LABELS	See Common Fees Section
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CD OR EMAIL FILE	\$ 50.00 minimum or \$0.04 per parcel, whichever is greater
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LAND DEPARTMENT AND COUNTY SURVEYOR

PROFESSIONAL SERVICES	\$ 50.00 per hour
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RECORDER'S OFFICE

Rates established by the State are subject to change without notice.

RECORDING FEE	\$ 46.00 per document
RECORDING WELL CERTIFICATE	\$ 50.00
OVERSIZE COPIES (up to 36 inches)	\$ 5.00
COPY OF OFFICIAL PLAT	\$ 10.00
Certification on Official Plat	\$ 5.00
CERTIFIED COPIES OF DOCUMENTS	\$ 10.00
COPIES OF RECORDED DOCUMENTS	\$ 1.00 per page
FAX FEE	Refer to Common Fees Section
FAX OR EMAIL FEE FOR RECORDED DOCUMENTS	\$5.00 base fee, plus \$1.00 per page
FILING FEES	
Credentials of Minister	\$ 20.00
Notary Commission	\$ 20.00
VITAL RECORDS	
Birth Certificates	\$ 26.00
Additional Birth Certificate at same time	\$ 19.00
Death Certificates	\$ 13.00
Additional Death Certificates at same time	\$ 6.00

SHERIFF'S OFFICE

ALARM FEES	
Initial	\$ 20.00
Renewal	\$ 5.00
Non-compliance Fee	\$ 50.00
False Alarms - Per each after third	\$ 50.00
GUN PERMIT TO CARRY	
New	\$ 100.00
Renewal	\$ 75.00
BACKGROUND CHECKS	\$ 10.00
REPORTS AND ICR'S	
Victim	No charge
Walk-in	\$ 0.25 per page (single or double sided)
By mail	\$ 0.25 per page plus postage costs
AUDIO/VIDEO/PHOTOGRAPHY	
Audio CD's	\$ 10.00
Transcript of audio recordings	\$ 4.00 per page
Photographs/Digital by disk	\$ 10.00
Booking photos	\$ 5.00
Video Recordings - VHS	\$ 16.00
Video Recordings - DVD	\$ 10.00

FINGERPRINTING	
Aitkin County Resident	No charge
Non-resident	\$ 10.00
BOAT & WATER	
Raft Permits	\$ 2.00 per year (renewed in 5 year increments)
CIVIL PROCESS	
¹ For Paper Service, \$100.00 Deposit is required.	
Charge per person served/Not found	\$ 30.00 plus mileage noted below
Mileage charge per attempt (round trip)	\$ 0.60 per mile
Mileage charge for City of Aitkin	\$ 1.00
Charge for Real Estate Sales	\$ 50.00
Mechanics Lien Sale	\$ 50.00 plus mileage
Cancelled real estate sale w/no notification	\$ 50.00
Redemption fee on redeemed real estate	\$ 250.00 plus \$30.00 for each rescheduling of redemption date
Posting three notices of sale	\$ 45.00 plus mileage
Charge for sending a fax	See Common Fees Section
Levy fee on a Writ of Execution	\$ 20.00
Commission on Writ \$ Levied upon Deputy Time	5% actual cost plus mileage
STORAGE FEES	
Vehicle	\$ 5.00 per day
Boat	\$ 1.00 per foot, per day
Snowmobile	\$ 5.00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$5.00 per day storage

¹ If the actual fee exceeds the amount of deposit, you will be billed for the additional amount. When the actual amount of the fee is less than your deposit, you will receive a refund with your affidavit.

Securing and safety keeping property in replevin, attachment or an execution \$ based on time spent and hourly rate of pay for Deputy executing the process.

Contact the Sheriff's Office for Writ of Execution Instructions.

SHERIFF'S OFFICE (JAIL)

BOARDING OF PRISONERS	per Sheriff
BOOKING FEE	\$ 20.00
FINGERPRINTING	\$ 10.00 for out of county
HUBER FEES	\$ 20.00 per day
JAIL NURSE	
Co-pay	\$ 5.00
Medication Co-Pay	\$ 5.00
PAY TO STAY	\$ 20.00 per day
URINALYSIS	
STS	\$ 10.00
Huber	\$ 10.00

TREASURER'S OFFICE

MARRIAGE LICENSE	
(with Premarital Education)	\$ 40.00
(without Premarital Education)	\$ 115.00
MARRIAGE CERTIFICATE	\$ 9.00
PASSPORT	Varies
RESEARCH FEE	\$ 25.00 per hour
TAX STATEMENTS - Duplicate	\$ 2.00

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230		89.25	synopsis	644921	Printing, Publishing & Adv
86222	Aitkin Independent Age		89.25	1 Transactions		
248	Association of Mn Counties 01-001-000-0000-6241		1,500.00	AMC Annual Conf	51316	Registration Fee
248	Association of Mn Counties		1,500.00	1 Transactions		
10452	AT&T Mobility 01-001-000-0000-6250		65.96	cell service	04858263	Telephone
10452	AT&T Mobility		65.96	1 Transactions		
14289	Pratt/Bill 01-001-000-0000-6330		507.40	october mileage		Transportation & Travel & Parking
14289	Pratt/Bill		507.40	1 Transactions		
1	DEPT Total:		2,162.61	Commissioners	4 Vendors	4 Transactions
12	DEPT			Court Administration		
1976	Haberkorn Law Offices,Ltd 01-012-000-0000-6232		5,415.00	attorney services		Attorney Services
1976	Haberkorn Law Offices,Ltd		5,415.00	1 Transactions		
2650	Kingsley/Marlene E 01-012-000-0000-6232		75.00	01- pr- 18- 812		Attorney Services
			33.00	01- pr- 18- 812		Attorney Services
2650	Kingsley/Marlene E		108.00	2 Transactions		
5176	Wetzel Law Firm 01-012-000-0000-6232		45.00	01- px- 99- 99		Attorney Services
5176	Wetzel Law Firm		45.00	1 Transactions		
12	DEPT Total:		5,568.00	Court Administration	3 Vendors	4 Transactions
40	DEPT			Auditor		
86222	Aitkin Independent Age 01-040-021-0000-6230		45.00	directory		Printing, Publishing & Adv

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
86222 Aitkin Independent Age				
		1 Transactions		
2214 Holder/Maryann				
01-040-021-0000-6301		825.00 Dec Rent		Rentals
2214 Holder/Maryann		825.00		
		1 Transactions		
40 DEPT Total:		870.00 Auditor	2 Vendors	2 Transactions
41 DEPT		Internal Audit		
12780 CliftonLarsonAllen, LLP				
01-041-000-0000-6231		1,000.00 final billing ye 2017 audit	1939210	Services, Labor, Etc
12780 CliftonLarsonAllen, LLP		1,000.00		
		1 Transactions		
41 DEPT Total:		1,000.00 Internal Audit	1 Vendors	1 Transactions
43 DEPT		Assessor		
783 Canon Financial Services, Inc				
01-043-000-0000-6231		164.08 copier contract	19289390	Services, Labor, Contracts
783 Canon Financial Services, Inc		164.08		
		1 Transactions		
43 DEPT Total:		164.08 Assessor	1 Vendors	1 Transactions
44 DEPT		Central Services		
14945 Bobcat Properties				
01-044-000-0000-6231		50.00 dec rent		Services, Labor, Contracts
14945 Bobcat Properties		50.00		
		1 Transactions		
3724 Performance Office Papers				
01-044-000-0000-6405		2,096.00 paper		Office & Computer Supplies
3724 Performance Office Papers		2,096.00		
		1 Transactions		
86235 The Office Shop Inc				
01-044-000-0000-6231		50.14 Account #927 Overpayment		Services, Labor, Contracts
01-044-000-0000-6231		540.27 copier contract	301603	Services, Labor, Contracts
86235 The Office Shop Inc		490.13		
		2 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
44 DEPT Total:		2,636.13	Central Services	3 Vendors 4 Transactions
45 DEPT			Motor Pool	
12445 Brandl Chevrolet, Buick GMC				
01-045-000-0000-6302		45.60	#21 oil change / rotate	312258 Car Maintenance
12445 Brandl Chevrolet, Buick GMC		45.60		1 Transactions
45 DEPT Total:		45.60	Motor Pool	1 Vendors 1 Transactions
49 DEPT			Information Technologies	
88880 Datacomm Computers & Networks Inc				
01-049-000-0000-6402		65.00	APC RB5	11181 Computer Supplies & Software
88880 Datacomm Computers & Networks Inc		65.00		1 Transactions
49 DEPT Total:		65.00	Information Technologies	1 Vendors 1 Transactions
52 DEPT			Administration	
248 Association of Mn Counties				
01-052-000-0000-6241		375.00	AMC Annual Conf	51316 Registration Fee
248 Association of Mn Counties		375.00		1 Transactions
10452 AT&T Mobility				
01-052-000-0000-6250		112.79	cell service	04858263 Telephone
10452 AT&T Mobility		112.79		1 Transactions
9542 Seibert/Jessica				
01-052-000-0000-6330		483.27	may - oct	Transportation & Travel & Parking
9542 Seibert/Jessica		483.27		1 Transactions
13243 Shred-N-Go, Inc				
01-052-000-0000-6231		24.83	1 console recycling	Services, Labor, Contracts
13243 Shred-N-Go, Inc		24.83		1 Transactions
86235 The Office Shop Inc				
01-052-000-0000-6405		7.12	labels	1053761 Office & Computer Supplies
86235 The Office Shop Inc		7.12		1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
52 DEPT Total:		Administration	5 Vendors	5 Transactions
60 DEPT		Elections		
86222 Aitkin Independent Age		ab ballot notice		Printing, Publishing & Adv
01-060-000-0000-6230	74.64	ballot notices		Printing, Publishing & Adv
01-060-000-0000-6230	3,713.34			
86222 Aitkin Independent Age	3,787.98		2 Transactions	
2099 Harmon/Elizabeth				Transportation & Travel
01-060-000-0000-6330	82.77			Office & Computer Supplies
01-060-000-0000-6405	68.15			
2099 Harmon/Elizabeth	150.92		2 Transactions	
14892 Knutson / Jonathan		Mileage - General Election		Transportation & Travel
01-060-000-0000-6330	82.80			
14892 Knutson / Jonathan	82.80		1 Transactions	
4150 Rosallini's		Rosallinis		Ballots & Programming
01-060-000-0000-6406	88.90			
4150 Rosallini's	88.90		1 Transactions	
13129 SeaChange		general election ballots/codin		Ballots & Programming
01-060-000-0000-6406	764.80	Write- in Tally Sheets	503883	Ballots & Programming
01-060-000-0000-6406	375.00			
13129 SeaChange	1,139.80		2 Transactions	
86235 The Office Shop Inc		Ship Carton	301583	Postage
01-060-000-0000-6205	2.56			
86235 The Office Shop Inc	2.56		1 Transactions	
60 DEPT Total:	5,252.96	Elections	6 Vendors	9 Transactions
90 DEPT		Attorney		
88284 Aitkin Co Recorder		lisa stays notary	59598	Office & Computer Supplies
01-090-000-0000-6405	20.00			
88284 Aitkin Co Recorder	20.00		1 Transactions	
10452 AT&T Mobility				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-090-000-0000-6250	245.60	monthly cell	287287284077X1	Telephone
10452	AT&T Mobility	245.60			1 Transactions
5582	Burnett County Sheriffs Department				
	01-090-000-0000-6234	40.00	subpoena	CV18-0475	Co Sheriff Services
5582	Burnett County Sheriffs Department	40.00			1 Transactions
4036	Ratz/James				
	01-090-000-0000-6208	32.70	property law training		Training/Education
4036	Ratz/James	32.70			1 Transactions
3578	Skaj/Karen				
	01-090-000-0000-6233	33.75	reporting	2018-12	Court Reporter Services
3578	Skaj/Karen	33.75			1 Transactions
86235	The Office Shop Inc				
	01-090-000-0000-6405	0.08-	Account #927 Overpayment		Office & Computer Supplies
	01-090-000-0000-6405	351.07	office supplies	1054027/105376	Office & Computer Supplies
	01-090-000-0000-6625	1,203.16	copier contract	301140	Office Equipment
86235	The Office Shop Inc	1,554.15			3 Transactions
90	DEPT Total:	1,926.20	Attorney	6 Vendors	8 Transactions
100	DEPT		Recorder		
2386	Information Systems Corp				
	01-100-195-0000-6231	1,605.00	Mint cont microfilm	0000100009	Services, Labor, Contracts- Land Records
2386	Information Systems Corp	1,605.00			1 Transactions
86235	The Office Shop Inc				
	01-100-000-0000-6405	440.93	office supplies	1053820	Office & Computer Supplies
	01-100-000-0000-6405	45.29	Office Supplies	1053950	Office & Computer Supplies
86235	The Office Shop Inc	486.22			2 Transactions
100	DEPT Total:	2,091.22	Recorder	2 Vendors	3 Transactions
110	DEPT		Courthouse Maintenance		
10452	AT&T Mobility				
	01-110-000-0000-6250	74.33	cell service	04858263	Phone

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1 General Fund

Vendor Name	<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>
10452 AT&T Mobility		74.33			
			1 Transactions		
88628 Dalco					
01-110-000-0000-6422		13.94	batteries	3377606	Janitorial Supplies
88628 Dalco		13.94			
			1 Transactions		
2340 Hyytinen Hardware Hank					
01-110-000-0000-6422		31.34	harware and supplies	CRT HSE MAINT	Janitorial Supplies
2340 Hyytinen Hardware Hank		31.34			
			1 Transactions		
89765 Minnesota Elevator, Inc					
01-110-000-0000-6231		172.27	november service	774754	Services, Labor, Contracts
89765 Minnesota Elevator, Inc		172.27			
			1 Transactions		
4070 Riley Auto Supply					
01-110-000-0000-6422		24.99	FHP Powerated Belt	603053	Janitorial Supplies
4070 Riley Auto Supply		24.99			
			1 Transactions		
110 DEPT Total:		316.87	Courthouse Maintenance	5 Vendors	5 Transactions
120 DEPT			Service Officer		
10452 AT&T Mobility					
01-120-000-0000-6250		60.09	Sept/Oct Cell	287270539560	Telephone
10452 AT&T Mobility		60.09			
			1 Transactions		
11256 NACVSO					
01-120-000-0000-6240		100.00	2019 membership		Dues
11256 NACVSO		100.00			
			1 Transactions		
6097 Verizon Wireless					
01-120-000-0000-6250		13.00	vet van cell	880690364	Telephone
6097 Verizon Wireless		13.00			
			1 Transactions		
3518 Voyageur Press Of Mcgregor/The					
01-120-000-0000-6230		225.00	display ad	37592	Printing, Publishing & Adv
3518 Voyageur Press Of Mcgregor/The		225.00			
			1 Transactions		

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
120 DEPT Total:		Service Officer	4 Vendors	4 Transactions
122 DEPT		Planning & Zoning		
86222 Aitkin Independent Age				
01- 122- 000- 0000- 6230	152.25	Notice of hearing	633409/643175	Printing, Publishing & Adv
01- 122- 000- 0000- 6230	126.00	notice of hearing	644927	Printing, Publishing & Adv
86222 Aitkin Independent Age	278.25			2 Transactions
9373 ESRI				
01- 122- 000- 0000- 6231	500.00	arc gis	93539684	Services, Labor, Contracts, Programming
9373 ESRI	500.00			1 Transactions
9992 Gansen/Peter				
01- 122- 000- 0000- 6330	122.82	MACPZA Conf		Transportation & Travel
01- 122- 000- 0000- 6332	199.72	MACPZA Conf		Hotel / Motel Lodging
9992 Gansen/Peter	322.54			2 Transactions
15001 Haapanen/Dwayne				
01- 122- 000- 0000- 6820	100.00	Full Refund App 2018- 003936		Refunds & Reimbursements
15001 Haapanen/Dwayne	100.00			1 Transactions
13066 Hargrave/Bryan				
01- 122- 000- 0000- 6231	3,500.00	10/29- 11/19		Services, Labor, Contracts, Programming
13066 Hargrave/Bryan	3,500.00			1 Transactions
4641 Holiday Credit Office				
01- 122- 000- 0000- 6511	25.01	monthly fuel charges	1400000135321	Gas And Oil
4641 Holiday Credit Office	25.01			1 Transactions
14776 Lange's Nursery & Landscaping Inc				
01- 122- 029- 0000- 6304	13,800.00	ISTS Fix- up Grant		MPCA SSTS Upgrade Grant Expenses
14776 Lange's Nursery & Landscaping Inc	13,800.00			1 Transactions
4010 Rasley Oil Company				
01- 122- 000- 0000- 6511	19.66			Gas And Oil
4010 Rasley Oil Company	19.66			1 Transactions
4400 Security State Bank				
01- 122- 052- 0000- 6304	10,000.00	Ag- BMP Loan - K. Olson		ISTS AG BMP EXPENSES

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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
4400 Security State Bank		10,000.00	1 Transactions	
86235 The Office Shop Inc				
01-122-000-0000-6231		838.80	Copier Contract	301692-0 Services, Labor, Contracts, Programming
86235 The Office Shop Inc		838.80	1 Transactions	
122 DEPT Total:		29,384.26	Planning & Zoning	10 Vendors 12 Transactions
123 DEPT			Coroner	
988 Hennepin Co Medical Centers				
01-123-000-0000-6260		78.00	2018-02705, Medex 024022	09-30-18 Autopsies- - Pathologist, Xrays, Etc
988 Hennepin Co Medical Centers		78.00	1 Transactions	
3987 Ramsey County Medical Examiner				
01-123-000-0000-6260		1,460.00	2018-02705 Medex 024022	09-30-18 Autopsies- - Pathologist, Xrays, Etc
3987 Ramsey County Medical Examiner		1,460.00	1 Transactions	
123 DEPT Total:		1,538.00	Coroner	2 Vendors 2 Transactions
200 DEPT			Enforcement	
50 Aitkin Body Shop, Inc				
01-200-000-0000-6302		6,685.52	#216 vs deer - insured	10516 Car Maintenance
50 Aitkin Body Shop, Inc		6,685.52	1 Transactions	
86359 Aitkin Co Attorney				
01-200-039-0000-6425		1,275.00	3rd quarter consultations	Gun Permit Expenses
86359 Aitkin Co Attorney		1,275.00	1 Transactions	
87615 Aitkin Medical Supply				
01-200-000-0000-6409		1,333.00	vest emergency kits IFAK	1829170 Deputy Supplies
87615 Aitkin Medical Supply		1,333.00	1 Transactions	
170 Aitkin Motor Company				
01-200-000-0000-6302		45.76	oil change #220	20688 Car Maintenance
170 Aitkin Motor Company		45.76	1 Transactions	
11960 ASAP Towing				
01-200-000-0000-6359		255.00	18-3119 Dodge pickup recovered	6296 Wrecker Service

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11960 ASAP Towing		255.00			
			1 Transactions		
10452 AT&T Mobility					
01- 200- 000- 0000- 6250		964.36	cell phones	10/25/18	Telephone
10452 AT&T Mobility		964.36			
			1 Transactions		
12445 Brandl Chevrolet, Buick GMC					
01- 200- 000- 0000- 6302		549.75	oil change, rotor #221	312178	Car Maintenance
12445 Brandl Chevrolet, Buick GMC		549.75			
			1 Transactions		
13325 Bruggman/Paul					
01- 200- 040- 0000- 6304		767.62	TZD - October Expenses		TZD Grant Expenses
13325 Bruggman/Paul		767.62			
			1 Transactions		
783 Canon Financial Services, Inc					
01- 200- 000- 0000- 6231		164.95	monthly lease admin copier	19361216	Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc		164.95			
			1 Transactions		
1010 City Of Aitkin					
01- 200- 000- 0000- 6231		340.00	dog board Scarlett 18- 2052	PD2018007	Services & Labor (Incl Contracts)
1010 City Of Aitkin		340.00			
			1 Transactions		
10715 Civil Air Patrol Magazine					
01- 200- 000- 0000- 6230		245.00	1/9 page	2705738	Printing, Publishing & Adv
10715 Civil Air Patrol Magazine		245.00			
			1 Transactions		
1339 Dennis' Towing					
01- 200- 000- 0000- 6359		175.00	tow Polaris ATV 18- 3125	11- 02- 18	Wrecker Service
1339 Dennis' Towing		175.00			
			1 Transactions		
4641 Holiday Credit Office					
01- 200- 000- 0000- 6511		190.29	October gas #221	11- 01- 18	Gas And Oil
4641 Holiday Credit Office		190.29			
			1 Transactions		
5756 KEEPRS, Inc					
01- 200- 000- 0000- 6410		210.41	uniform shirts deputies	387698	Clothing Allowance
5756 KEEPRS, Inc		210.41			
			1 Transactions		
3760 Palisade Cooperative Oil Assoc					

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
3760 Palisade Cooperative Oil Assoc		24.30	#217 gas	414164 Gas And Oil
		24.30	1 Transactions	
4010 Rasley Oil Company				
01-200-000-0000-6511		172.65	Sept Gas	Gas And Oil
01-200-000-0000-6511		234.16	October gas	10-31-18 Gas And Oil
4010 Rasley Oil Company		406.81	2 Transactions	
13864 Sandberg/Kristi				
01-200-000-0000-6150		1,000.00	Dec Health	Health Insurance- Employer
13864 Sandberg/Kristi		1,000.00	1 Transactions	
4681 Streichers				
01-200-000-0000-6410		150.97	belts	I1336550 Clothing Allowance
01-200-000-0000-6410		25.99	belt	I1336580 Clothing Allowance
01-200-000-0000-6410		19.98	nameplate #225, #206	I1336895 Clothing Allowance
4681 Streichers		196.94	3 Transactions	
86235 The Office Shop Inc				
01-200-000-0000-6405		43.25	office supplies	1053893-0 Office Supplies
01-200-000-0000-6405		8.70	office supplies	1053893-1 Office Supplies
01-200-000-0000-6231		211.20	dep room copier contract	301733-0 Services & Labor (Incl Contracts)
86235 The Office Shop Inc		263.15	3 Transactions	
13934 Tire Barn				
01-200-000-0000-6302		49.08	oil change #211	45665 Car Maintenance
13934 Tire Barn		49.08	1 Transactions	
9642 WEX BANK				
01-200-000-0000-6511		5,080.18	gas	10-15-18 Gas And Oil
9642 WEX BANK		5,080.18	1 Transactions	
13848 WYATT'S TOWING				
01-200-000-0000-6359		157.00	18-3127 Honda ATV	11-2-18 Wrecker Service
01-200-000-0000-6359		157.00	18-3121 Econ Trailer recovered	11-2-18 Wrecker Service
13848 WYATT'S TOWING		314.00	2 Transactions	
200 DEPT Total:		20,536.12	Enforcement	22 Vendors 28 Transactions

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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
202 DEPT		Boat & Water		
13934 Tire Barn		B&W trailer tires	45360	B&W Maintenance
01-202-000-0000-6302				
13934 Tire Barn			1 Transactions	
145.98				
9642 WEX BANK		gas	10-15-18	Gas And Oil
01-202-000-0000-6511				
9642 WEX BANK			1 Transactions	
61.64				
61.64				
13847 WHITES LEGACY GARAGE		'11 Lund 90ELPT Mercwinterize		B&W Maintenance
01-202-000-0000-6302				
13847 WHITES LEGACY GARAGE			1 Transactions	
160.42				
160.42				
202 DEPT Total:		Boat & Water	3 Vendors	3 Transactions
368.04				
204 DEPT		ATV		
10452 AT&T Mobility		cell & squad computer	10/25/18	Telephone
01-204-000-0000-6250				
10452 AT&T Mobility			1 Transactions	
48.92				
48.92				
13934 Tire Barn		tire repair '16 Ford F150	44645	Car Maintenance
01-204-000-0000-6302				
13934 Tire Barn			1 Transactions	
25.00				
25.00				
9642 WEX BANK		gas	10-15-18	Gas And Oil
01-204-000-0000-6511				
9642 WEX BANK			1 Transactions	
429.22				
429.22				
204 DEPT Total:		ATV	3 Vendors	3 Transactions
503.14				
206 DEPT		Forfeitures		
86359 Aitkin Co Attorney		16-0579 20% currency		Forfeiture Supplies
01-206-000-0000-6409				
01-206-000-0000-6409		16-1013 20% currency		Forfeiture Supplies
01-206-000-0000-6409		16-3291 20% currency		Forfeiture Supplies
01-206-000-0000-6409		16-3769 20% currency		Forfeiture Supplies
01-206-000-0000-6409		16-3825 20% currency		Forfeiture Supplies
01-206-000-0000-6409		17-1240 20% currency		Forfeiture Supplies
269.81				
40.00				
99.00				
71.40				
111.20				
58.20				

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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
01-206-000-0000-6409		17-1765 20% currency		Forfeiture Supplies
01-206-000-0000-6409		17-2285 20% currency		Forfeiture Supplies
01-206-000-0000-6409		18-0673 20% currency		Forfeiture Supplies
01-206-000-0000-6409		18-0752 30% currency		Forfeiture Supplies
86359 Aitkin Co Attorney		720.91		10 Transactions
9429 State Treasurer's Office General Acct.				
01-206-000-0000-6409		16-0579 10% currency		Forfeiture Supplies
01-206-000-0000-6409		16-1013 10% currency		Forfeiture Supplies
01-206-000-0000-6409		16-3291 10% currency		Forfeiture Supplies
01-206-000-0000-6409		16-3769 10% currency		Forfeiture Supplies
01-206-000-0000-6409		16-3825 10% currency		Forfeiture Supplies
01-206-000-0000-6409		17-1240 10% currency		Forfeiture Supplies
01-206-000-0000-6409		17-1765 10% currency		Forfeiture Supplies
01-206-000-0000-6409		17-2285 10% currency		Forfeiture Supplies
01-206-000-0000-6409		18-0673 10% currency		Forfeiture Supplies
9429 State Treasurer's Office General Acct.		338.70		9 Transactions
5171 Willey's Marine Inc				
01-206-000-0000-6409		ATV roof, doors, windshield	44045	Forfeiture Supplies
5171 Willey's Marine Inc		3,725.95		1 Transactions
206 DEPT Total:		4,785.56	3 Vendors	20 Transactions
252 DEPT		Corrections		
14005 American Tower Corporation				
01-252-000-0000-6231		Jacobson Tower Sept	405414173	Services & Labor (Incl Contracts)
01-252-000-0000-6231		Jacobson Tower November	405595376	Services & Labor (Incl Contracts)
14005 American Tower Corporation		671.96		2 Transactions
10452 AT&T Mobility				
01-252-000-0000-6250		cell phones	10/25/18	Telephone
10452 AT&T Mobility		45.80		1 Transactions
5583 Crawford Supply Company				
01-252-252-0000-6405		commissary supplies	1058422	Prisoner Welfare
5583 Crawford Supply Company		104.40		1 Transactions
8694 Department of Transportation				

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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.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-252-000-0000-6231	300.00	White Pine Tower	110024	Services & Labor (Incl Contracts)
01-252-000-0000-6231	400.00	Glen Tower	110150	Services & Labor (Incl Contracts)
01-252-000-0000-6231	300.00	Lawler Tower	110197	Services & Labor (Incl Contracts)
01-252-000-0000-6231	300.00	Logan Tower	110237	Services & Labor (Incl Contracts)
01-252-000-0000-6231	300.00	Quadna Tower	110341	Services & Labor (Incl Contracts)
01-252-000-0000-6231	300.00	Sandy Lake Tower	110354	Services & Labor (Incl Contracts)
8694 Department of Transportation	1,900.00		6 Transactions	
9524 Hudrlik Carpet & Tile				
01-252-000-0000-6590	283.70	Azrock VCT tile for booking	23435	Repair & Maintenance Supplies
01-252-000-0000-6590	218.47	Azrock VCT tile for booking	23454	Repair & Maintenance Supplies
9524 Hudrlik Carpet & Tile	502.17		2 Transactions	
2340 Hyytinen Hardware Hank				
01-252-000-0000-6590	49.96	jail floor grout	1487333	Repair & Maintenance Supplies
01-252-000-0000-6590	181.75	jail floor grout, etc.	1487893	Repair & Maintenance Supplies
01-252-000-0000-6424	15.96	plastic hooks	1490225	Inmate Supplies
01-252-000-0000-6590	20.97	duct tape jail floor	1491674	Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank	268.64		4 Transactions	
13079 Karns Services, Inc.				
01-252-000-0000-6625	117.36	CPU cabinet cooling fans	97628	Office Equipment
13079 Karns Services, Inc.	117.36		1 Transactions	
5503 Keefe Supply Company				
01-252-252-0000-6405	487.92	commissary supplies	1058421	Prisoner Welfare
5503 Keefe Supply Company	487.92		1 Transactions	
5756 KEEPRS, Inc				
01-252-000-0000-6410	179.27	uniform shirts 302, 304	386703-01	Clothing Allowance
01-252-000-0000-6410	405.33	uniform shirts jail	387058	Clothing Allowance
5756 KEEPRS, Inc	584.60		2 Transactions	
12777 Lammers Appliance Repair				
01-252-000-0000-6231	272.00	service washer & dryer	2596	Services & Labor (Incl Contracts)
12777 Lammers Appliance Repair	272.00		1 Transactions	
13844 McKesson Medical Surgical				
01-252-000-0000-6262	191.36	OTC meds, lancets, etc	39324863	Medical Expenses & Supplies - Inmates

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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
	Amount			
13844 McKesson Medical Surgical	880.99	Aplisol, test strips, compress	39327150	Medical Expenses & Supplies - Inmates
		2 Transactions		
13691 MEND Correctional Care, PLLC	7,371.06	Healthcare Services Nov. 2018	3572	Medical Expenses & Supplies - Inmates
13691 MEND Correctional Care, PLLC	7,371.06		1 Transactions	
89765 Minnesota Elevator, Inc	172.27	November monthly service	774286	Services & Labor (Incl Contracts)
89765 Minnesota Elevator, Inc	172.27		1 Transactions	
3712 Office Depot	55.34	black toner	219802496001	Office & Computer Supplies
3712 Office Depot	55.34		1 Transactions	
3789 Pan- O- Gold Baking Company	141.40	groceries	10002418298015	Groceries
	146.36	groceries	10002418305017	Groceries
3789 Pan- O- Gold Baking Company	287.76		2 Transactions	
4010 Rasley Oil Company	44.61	October transport gas	10- 31- 18	Prisoner Transportation & Travel
4010 Rasley Oil Company	44.61		1 Transactions	
9295 Reinhart Foodservice	16.72	groceries	444498	Groceries
	58.13	groceries	453192	Groceries
	34.36	groceries	469970	Groceries
	95.96	groceries	470765	Groceries
	20.38	groceries	478781	Groceries
	34.36	groceries	485952	Groceries
	37.18	groceries	487004	Groceries
	28.38-	return groceries	492567	Groceries
	22.76-	return groceries	492568	Groceries
	2,531.66	groceries	494037	Groceries
	2,511.91	groceries	501826	Groceries
9295 Reinhart Foodservice	5,289.52		11 Transactions	
4070 Riley Auto Supply				

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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
	01-252-000-0000-6590		air handler belts	602931	Repair & Maintenance Supplies
	01-252-000-0000-6590		air handler belts	602976	Repair & Maintenance Supplies
4070	Riley Auto Supply				2 Transactions
4761	Sysco Minnesota Inc				
	01-252-000-0000-6418		groceries	153412014	Groceries
4761	Sysco Minnesota Inc				1 Transactions
90805	Temco				
	01-252-000-0000-6590		repair kitchen sink frame	23249	Repair & Maintenance Supplies
90805	Temco				1 Transactions
86235	The Office Shop Inc				
	01-252-000-0000-6405		office supplies	1053893-0	Office & Computer Supplies
	01-252-000-0000-6405		office supplies	1053893-1	Office & Computer Supplies
	01-252-000-0000-6231		dispatch copy count	301687-0	Services & Labor (Incl Contracts)
	01-252-000-0000-6231		booking copier contract	301733-0	Services & Labor (Incl Contracts)
86235	The Office Shop Inc				4 Transactions
11608	Thrifty White Pharmacy- McGregor				
	01-252-000-0000-6262		inmate meds	10-31-18	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy- McGregor				1 Transactions
9642	WEX BANK				
	01-252-000-0000-6330		transport gas	10-15-18	Prisoner Transportation & Travel
9642	WEX BANK				1 Transactions
252	DEPT Total:		Corrections	23 Vendors	50 Transactions
253	DEPT		Sentence to Serve		
10452	AT&T Mobility				
	01-253-000-0000-6250		squad computer	10/25/18	Telephone
10452	AT&T Mobility				1 Transactions
12844	Department of Corrections				
	01-253-003-0000-6241		2018 Adv Crew Leader Conf	509504	Registration Fee
12844	Department of Corrections				1 Transactions
2340	Hyytinen Hardware Hank				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
01-253-000-0000-6405		23.98	Gorilla tape	1469182 7- 2- 18 Operating Supplies
01-253-000-0000-6405		13.49	straight 1/2 diameter	1473270 7- 20- 1 Operating Supplies
01-253-000-0000-6405		18.98	multi- tool, 7 1/2 diagonal	1481658 8- 30- 1 Operating Supplies
01-253-000-0000-6405		20.67	blk paint marker, bimetal 5 pc	1485086 9- 18- 1 Operating Supplies
01-253-000-0000-6405		29.78	shark hole saw, 7/16 hex	14854669- 20- 18 Operating Supplies
01-253-000-0000-6405		1.69	teflon T	1487378 10- 1- 1 Operating Supplies
01-253-000-0000-6405		14.58	glove	1488997 10- 10- Operating Supplies
01-253-000-0000-6405		74.99	chest waders	1489184 10- 11- Operating Supplies
2340 Hyytinen Hardware Hank		198.16		8 Transactions
2925 L & M Supply, Inc.				
01-253-000-0000-6405		149.99	jump pack	8887946 Operating Supplies
2925 L & M Supply, Inc.		149.99		1 Transactions
4010 Rasley Oil Company				
01-253-000-0000-6511		395.55	Sept gas	Gas And Oil
01-253-000-0000-6511		274.12	October gas	10- 31- 18 Gas And Oil
4010 Rasley Oil Company		669.67		2 Transactions
253 DEPT Total:		1,290.80	Sentence to Serve	5-Vendors 13 Transactions
257 DEPT			Community Corrections	
10495 Arrowhead Juvenile Center				
01-257-255-0000-6204		900.00	DMT Secure Detention	OC201844 Juvenile Detention
10495 Arrowhead Juvenile Center		900.00		1 Transactions
783 Canon Financial Services, Inc				
01-257-000-0000-6342		140.67	copier contract	19289392 Office Equipment Rental/Contracts
783 Canon Financial Services, Inc		140.67		1 Transactions
86235 The Office Shop Inc				
01-257-000-0000-6405		121.51	office supplies	1052061 Office Supplies
86235 The Office Shop Inc		121.51		1 Transactions
13934 Tire Barn				
01-257-258-0000-6302		467.58	Car Maint	45167/45518 Car Maintenance
13934 Tire Barn		467.58		1 Transactions
6097 Verizon Wireless				

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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
6097	Verizon Wireless		october cell	842105699-0001	Wireless Telephone Services
		127.00			
		127.00			
257	DEPT Total:	1,756.76	Community Corrections	5 Vendors	5 Transactions
280	DEPT		Emergency Management		
361	Arrowhead EMS Association				
	01-280-000-0000-6240	85.00	EMS Dues 10/1/18 - 09/30/19	11212	Dues
361	Arrowhead EMS Association	85.00		1 Transactions	
1333	Dell Marketing L.P.				
	01-280-000-0000-6625	2,241.38	Dell Latitude 5414 Patrice	2006896567323	Office Equipment
1333	Dell Marketing L.P.	2,241.38		1 Transactions	
280	DEPT Total:	2,326.38	Emergency Management	2 Vendors	2 Transactions
390	DEPT		Environmental Health (FBL)		
4641	Holiday Credit Office				
	01-390-000-0000-6511	111.46	monthly fuel charges	1400000135321	Gas And Oil
4641	Holiday Credit Office	111.46		1 Transactions	
15000	Johnson/Lin				
	01-390-000-0000-6820	90.00	partial refund - p'd incorrect		Refunds
15000	Johnson/Lin	90.00		1 Transactions	
390	DEPT Total:	201.46	Environmental Health (FBL)	2 Vendors	2 Transactions
391	DEPT		Solid Waste		
86222	Aitkin Independent Age				
	01-391-000-0000-6230	168.00	yard waste ad		Printing, Publishing & Adv
86222	Aitkin Independent Age	168.00		1 Transactions	
1754	Garrison Disposal Company, Inc				
	01-391-060-0000-6360	8,877.73	monthly recycling		Recycling Contract
	01-391-060-0000-6360	8,740.28	recycling contract		Recycling Contract
1754	Garrison Disposal Company, Inc	17,618.01		2 Transactions	
4641	Holiday Credit Office				

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01-391-000-0000-6511	22.87	monthly fuel charges	1400000135321	Gas And Oil
4641 Holiday Credit Office	22.87			
7525 Hometown Bldg Supply				
01-391-000-0000-6405	226.50	treated plywood	17286	Office & Film Supplies
7525 Hometown Bldg Supply	226.50			
2340 Hyytinen Hardware Hank				
01-391-000-0000-6625	139.98	heater / zip ties	9277342	Office Equipment
2340 Hyytinen Hardware Hank	139.98			
2763 J & H Transfer Station- Lakes Sanitary				
01-391-060-0000-6360	3,863.50	recycling contract		Recycling Contract
2763 J & H Transfer Station- Lakes Sanitary	3,863.50			
2880 Long Lake Conservation Ctr				
01-391-036-0000-6416	4,057.90	Aitkin Co EE days	533	EED Expenses/Supplies
2880 Long Lake Conservation Ctr	4,057.90			
3503 Neff/Terry B.				
01-391-000-0000-6340	27.16			Meals
3503 Neff/Terry B.	27.16			
4010 Rasley Oil Company				
01-391-000-0000-6511	20.59	october gas charges		Gas And Oil
4010 Rasley Oil Company	20.59			
4370 Science Museum Of Minnesota				
01-391-036-0000-6416	1,100.00	EED programs LLCC	19-0156	EED Expenses/Supplies
4370 Science Museum Of Minnesota	1,100.00			
391 DEPT Total:	27,244.51	Solid Waste	10 Vendors	11 Transactions
392 DEPT		Water Wells		
12214 Shopko Store Operating Co. LLC				
01-392-000-0000-6405	17.55	Alcohol Swabs		Office & Film Supplies
12214 Shopko Store Operating Co. LLC	17.55			

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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>
392 DEPT Total:		17.55	Water Wells	1 Vendors 1 Transactions
500 DEPT			Library And Historical Society	
15003 Groulx/Bruce			library bd meeting	Library Per Diem
01- 500- 500- 0000- 6350		105.00		
15003 Groulx/Bruce		105.00		1 Transactions
500 DEPT Total:		105.00	Library And Historical Society	1 Vendors 1 Transactions
601 DEPT			Extension	
11187 Regents Of The University of Minnesota				
01- 601- 000- 0000- 6231		300.00		300054541 Services & Charges
11187 Regents Of The University of Minnesota		300.00		1 Transactions
86235 The Office Shop Inc				
01- 601- 000- 0000- 6405		44.55	Office Supplies	301790 Office Supplies
86235 The Office Shop Inc		44.55		1 Transactions
601 DEPT Total:		344.55	Extension	2 Vendors 2 Transactions
1 Fund Total:		136,675.81	General Fund	207 Transactions

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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
0	DEPT		Undesignated		
14994	Montgomery/Mark				
	03-000-000-0000-5857		DEPOSIT REFUND		Culverts
14994	Montgomery/Mark				
		500.00			
		500.00		1 Transactions	
0	DEPT Total:	500.00	Undesignated	1 Vendors	1 Transactions
301	DEPT		R&B Administration		
10855	Culligan				
	03-301-000-0000-6400		RENTAL- NOVEMBER	STMT	Supplies And Materials
10855	Culligan				
		10.50		1 Transactions	
		10.50			
11406	Innovative Office Solutions				
	03-301-000-0000-6400		OFFICE SUPPLIES	IN2269671	Supplies And Materials
11406	Innovative Office Solutions				
		74.06		1 Transactions	
		74.06			
4343	Schwaab, Inc.				
	03-301-000-0000-6241		NOTARY STAMP- JOHNSON	C011886	Fees/Prof/Misc
4343	Schwaab, Inc.				
		32.50		1 Transactions	
		32.50			
301	DEPT Total:	117.06	R&B Administration	3 Vendors	3 Transactions
302	DEPT		R&B Engineering/Construction		
1701	Forestry Suppliers Inc				
	03-302-000-0000-6449		ENGINEERING SUPPLIES	433129-00	Rd/Br Engr. Supplies
1701	Forestry Suppliers Inc				
		1,605.04		1 Transactions	
		1,605.04			
11985	Kazmerzak/Paul				
	03-302-000-0000-6411		WORK BOOTS REIMBURSEMENT	FLEET FARM	Safety Footwear
11985	Kazmerzak/Paul				
		144.99		1 Transactions	
		144.99			
302	DEPT Total:	1,750.03	R&B Engineering/Construction	2 Vendors	2 Transactions
303	DEPT		R&B Highway Maintenance		
50	Aitkin Body Shop, Inc				
	03-303-000-0000-6590		REPAIR LABOR	1454	Repair & Maintenance Supplies
50	Aitkin Body Shop, Inc				
		174.00		1 Transactions	
		174.00			

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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
		Amount			
13649	Aitkin Rental Center		MINI- EX- CLEAN WASH BAY		Shop Maintenance
	03- 303- 000- 0000- 6298	145.00			
13649	Aitkin Rental Center	145.00	1 Transactions		
10452	AT&T Mobility		PAUL'S IPAD SVC	287266104878X1	Utilities
	03- 303- 000- 0000- 6254	32.98			
10452	AT&T Mobility	32.98	1 Transactions		
86467	Auto Value Aitkin		REPAIR PARTS	40128123	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	217.49			
	03- 303- 000- 0000- 6590	39.96	REPAIR PARTS	40128295	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6298	289.62	AITKIN SHOP SUPPLIES	40128296	Shop Maintenance
86467	Auto Value Aitkin	547.07	3 Transactions		
14052	Best Oil Company		PALISADE DIESEL	10128	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513	888.00			
	03- 303- 000- 0000- 6513	1,970.25	SWATARA DIESEL	10128	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513	1,248.75	JACOBSON DIESEL	10128	Motor Fuel & Lubricants
14052	Best Oil Company	4,107.00	3 Transactions		
13842	BLUNT/RANDY		WORK BOOTS REIMBURSEMENT	10/12/18	Safety Footwear
	03- 303- 000- 0000- 6411	145.00			
13842	BLUNT/RANDY	145.00	1 Transactions		
8544	Brock White		BRIDGE REPAIR	12985780- 00	Maintenance Supplies
	03- 303- 000- 0000- 6521	2,114.27			
8544	Brock White	2,114.27	1 Transactions		
14887	Cintas Corporation		SHOP LAUNDRY	4011194336	Shop Maintenance
	03- 303- 000- 0000- 6298	19.55			
	03- 303- 000- 0000- 6298	19.55	SHOP LAUNDRY	4011480306	Shop Maintenance
	03- 303- 000- 0000- 6298	19.55	SHOP LAUNDRY	4011782196	Shop Maintenance
14887	Cintas Corporation	58.65	3 Transactions		
13892	COURIER/DON		WORK BOOTS REIMBURSEMENT	57721943001	Safety Footwear
	03- 303- 000- 0000- 6411	94.99			
13892	COURIER/DON	94.99	1 Transactions		
7935	East Central Energy				

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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.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7935 East Central Energy		SEPT- OCT- POWER- MCGRATH	34376157	Utilities
	137.87			
	137.87		1 Transactions	
9368 FirstSource		DRUG SCREEN	FL00256877	Meeting Expense/Physicals
	104.40			
9368 FirstSource				
	104.40		1 Transactions	
8622 Frontier		JACOBSON	218- 752- 6591	Utilities
	67.22			
	67.22	MCGREGOR	218- 768- 4481	Utilities
	67.22	PALISADE	218- 845- 2607	Utilities
	87.22	MCGRATH	320- 592- 3580	Utilities
8622 Frontier				
	288.88		4 Transactions	
1818 Glen's Sign Dezine		BLACK LOGO		Repair & Maintenance Supplies
	62.00			
1818 Glen's Sign Dezine				
	62.00		1 Transactions	
2340 Hyytinen Hardware Hank		AITKIN SHOP SUPPLIES	1487712	Shop Maintenance
	11.05			
	2.32	AITKIN SHOP SUPPLIES	1492298	Shop Maintenance
2340 Hyytinen Hardware Hank				
	13.37		2 Transactions	
2763 J & H Transfer Station- Lakes Sanitary		NOVEMBER- PALISADE	146552	Utilities
	57.65			
2763 J & H Transfer Station- Lakes Sanitary				
	57.65		1 Transactions	
91187 Lake Country Power		SEPT- OCT CSAH 14	141979801	Utilities
	59.72			
	60.74	SEPT- OCT CSAH 6	141979901	Utilities
91187 Lake Country Power				
	120.46		2 Transactions	
14776 Lange's Nursery & Landscaping Inc		HYDROSEEDING	18- 267	Maintenance Supplies
	3,000.00			
14776 Lange's Nursery & Landscaping Inc				
	3,000.00		1 Transactions	
11557 Liberty Tire Recycling		TIRE RECYCLING	1461496	Shop Maintenance
	1,453.73			

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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>
11557 Liberty Tire Recycling		1,453.73	1 Transactions		
7899 Locators & Supplies, Inc					
03- 303- 000- 0000- 6298		51.79	AITKIN SHOP SUPPLIES	0271061- IN	Shop Maintenance
03- 303- 000- 0000- 6298		51.79	AITKIN SHOP SUPPLIES	0271296- IN	Shop Maintenance
7899 Locators & Supplies, Inc		103.58	2 Transactions		
2991 Malmo Market					
03- 303- 000- 0000- 6513		37.19	GASOLINE	1014266	Motor Fuel & Lubricants
2991 Malmo Market		37.19	1 Transactions		
10824 Maney International Inc					
03- 303- 000- 0000- 6298		294.45	AITKIN SHOP SUPPLIES	795046X1	Shop Maintenance
10824 Maney International Inc		294.45	1 Transactions		
12927 Midwest Machinery Co.					
03- 303- 000- 0000- 6590		76.84	REPAIR PARTS	1778059	Repair & Maintenance Supplies
12927 Midwest Machinery Co.		76.84	1 Transactions		
5917 Mike's Bobcat Service					
03- 303- 000- 0000- 6825		300.00	GRADING	AUG/SEPT/OCT	Maintenance Agreements
5917 Mike's Bobcat Service		300.00	1 Transactions		
9692 Minnesota Energy Resources Corporation					
03- 303- 000- 0000- 6297		502.50	NAT GAS: AITKIN SHOP	OCT	Shop Fuel
9692 Minnesota Energy Resources Corporation		502.50	1 Transactions		
12219 MINNESOTA TRUCK LEASING INC					
03- 303- 000- 0000- 6521		637.50	TRUCK RENTAL- CONT GRAV	R7046	Maintenance Supplies
12219 MINNESOTA TRUCK LEASING INC		637.50	1 Transactions		
8678 Morton Salt					
03- 303- 000- 0000- 6518		2,669.19	DE- ICING SALT	5401679593	De- Icing Salt
03- 303- 000- 0000- 6518		2,673.70	DE- ICING SALT	5401680135	De- Icing Salt
03- 303- 000- 0000- 6518		2,672.01	DE- ICING SALT	5401680855	De- Icing Salt
8678 Morton Salt		8,014.90	3 Transactions		
8691 Northland Hydraulic Service					
03- 303- 000- 0000- 6590		125.72	REPAIR PARTS	0- 03808	Repair & Maintenance Supplies

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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
8691	Northland Hydraulic Service				
		125.72		1 Transactions	
8436	Northland Parts				
	03-303-000-0000-6590	22.99	REPAIR PARTS	370892	Repair & Maintenance Supplies
	03-303-000-0000-6590	51.99	REPAIR PARTS	371854	Repair & Maintenance Supplies
8436	Northland Parts	74.98		2 Transactions	
10720	Nuss Truck & Equipment				
	03-303-000-0000-6590	78.90	REPAIR PARTS	3191573P	Repair & Maintenance Supplies
	03-303-000-0000-6590	1,118.00	REPAIR PARTS	6112482P	Repair & Maintenance Supplies
10720	Nuss Truck & Equipment	1,196.90		2 Transactions	
3760	Palisade Cooperative Oil Assoc				
	03-303-000-0000-6513	50.33	GASOLINE	413988	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc	50.33		1 Transactions	
14861	Parman Energy Group				
	03-303-000-0000-6298	203.66	AITKIN SHOP SUPPLIES	0732264- IN	Shop Maintenance
14861	Parman Energy Group	203.66		1 Transactions	
13116	Rally Snares				
	03-303-000-0000-6521	877.30	BEAVER MILEAGE	OCT 2018	Maintenance Supplies
	03-303-000-0000-6521	2,100.00	BEAVER REMOVAL	OCT 2018	Maintenance Supplies
	03-303-000-0000-6521	3,225.00	DAM REMOVAL LABOR	OCT 2018	Maintenance Supplies
13116	Rally Snares	6,202.30		3 Transactions	
4010	Rasley Oil Company				
	03-303-000-0000-6513	37.42	GASOLINE	40395	Motor Fuel & Lubricants
	03-303-000-0000-6513	61.02	GASOLINE	40417	Motor Fuel & Lubricants
	03-303-000-0000-6513	71.10	GASOLINE	40440	Motor Fuel & Lubricants
	03-303-000-0000-6513	57.08	GASOLINE	40567	Motor Fuel & Lubricants
	03-303-000-0000-6513	16.73	GASOLINE	40985	Motor Fuel & Lubricants
	03-303-000-0000-6513	56.99	GASOLINE	40991	Motor Fuel & Lubricants
4010	Rasley Oil Company	300.34		6 Transactions	
4070	Riley Auto Supply				
	03-303-000-0000-6590	59.97	REPAIR PARTS	602253	Repair & Maintenance Supplies
	03-303-000-0000-6590	74.94	REPAIR PARTS	602271	Repair & Maintenance Supplies
	03-303-000-0000-6590	18.93	REPAIR PARTS	602290	Repair & Maintenance Supplies

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<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>					
03-303-000-0000-6590		83.99	REPAIR PARTS	602316	Repair & Maintenance Supplies
03-303-000-0000-6298		335.99	AITKIN SHOP SUPPLIES	602337	Shop Maintenance
03-303-000-0000-6590		219.99	REPAIR PARTS	602337	Repair & Maintenance Supplies
03-303-000-0000-6590		128.15	REPAIR PARTS	602398	Repair & Maintenance Supplies
03-303-000-0000-6590		26.99	REPAIR PARTS	602440	Repair & Maintenance Supplies
03-303-000-0000-6590		44.97	REPAIR PARTS	602485	Repair & Maintenance Supplies
03-303-000-0000-6590		19.78	REPAIR PARTS	602507	Repair & Maintenance Supplies
03-303-000-0000-6590		47.77	REPAIR PARTS	602517	Repair & Maintenance Supplies
03-303-000-0000-6590		18.99	REPAIR PARTS	602522	Repair & Maintenance Supplies
03-303-000-0000-6590		89.98	REPAIR PARTS	602551	Repair & Maintenance Supplies
03-303-000-0000-6590		64.76	REPAIR PARTS	602572	Repair & Maintenance Supplies
03-303-000-0000-6590		62.45	REPAIR PARTS	602641	Repair & Maintenance Supplies
03-303-000-0000-6590		41.80	REPAIR PARTS	602655	Repair & Maintenance Supplies
03-303-000-0000-6298		69.90	AITKIN SHOP SUPPLIES	602693	Shop Maintenance
03-303-000-0000-6590		3.29	REPAIR PARTS	602702	Repair & Maintenance Supplies
03-303-000-0000-6590		168.89	REPAIR PARTS	602719	Repair & Maintenance Supplies
03-303-000-0000-6590		61.98	REPAIR PARTS	602744	Repair & Maintenance Supplies
03-303-000-0000-6590		39.98	REPAIR PARTS	602783	Repair & Maintenance Supplies
03-303-000-0000-6590		4.90	REPAIR PARTS	602784	Repair & Maintenance Supplies
03-303-000-0000-6590		39.96	REPAIR PARTS	602887	Repair & Maintenance Supplies
03-303-000-0000-6590		151.92	REPAIR PARTS	602965	Repair & Maintenance Supplies
03-303-000-0000-6590		47.96	REPAIR PARTS	603014	Repair & Maintenance Supplies
03-303-000-0000-6298		128.35	AITKIN SHOP SUPPLIES	603054	Shop Maintenance
4070 Riley Auto Supply		2,056.58		26 Transactions	
84172 Riverwood Healthcare Center					
03-303-000-0000-6296		100.00	pre-employment		Meeting Expense/Physicals
84172 Riverwood Healthcare Center		100.00		1 Transactions	
9285 Rocon Paving					
03-303-000-0000-6521		4,250.00	PATCH FOR FLOOD DAMAGE		Maintenance Supplies
9285 Rocon Paving		4,250.00		1 Transactions	
13114 Stepp Manufacturing					
03-303-000-0000-6590		222.98	REPAIR PARTS	0-54746	Repair & Maintenance Supplies
13114 Stepp Manufacturing		222.98		1 Transactions	
8364 Towmaster, Inc					
03-303-000-0000-6590		225.42	REPAIR PARTS	409131	Repair & Maintenance Supplies

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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
8364	Towmaster, Inc				
		225.42	1 Transactions		
10431	Verizon Business				
	03-303-000-0000-6254	19.58	OCT-HWY OFFICE	42279481818180	Utilities
10431	Verizon Business				
		19.58	1 Transactions		
5295	Ziegler Inc				
	03-303-000-0000-6590	555.24	REPAIR PARTS	PC190080665	Repair & Maintenance Supplies
	03-303-000-0000-6590	426.81	FILTERS	PC190080709	Repair & Maintenance Supplies
5295	Ziegler Inc				
		982.05	2 Transactions		
303	DEPT Total:	38,635.12	R&B Highway Maintenance	40 Vendors	89 Transactions
307	DEPT		R&B Capital Infrastructure		
48	Aitkin Co Abstract Company				
	03-307-000-0000-6260	25.00	EXAMINATION	53799	Professional Services
48	Aitkin Co Abstract Company				
		25.00	1 Transactions		
14663	Blondo Consulting, LLC				
	03-307-000-0000-6260	5,000.00	ARCHAEOLOGICAL RESEARCH/FIELDW	2018-0065	Professional Services
14663	Blondo Consulting, LLC				
		5,000.00	1 Transactions		
9468	Johanneck Appraisals				
	03-307-000-0000-6260	14,450.00	APPRAISALS		Professional Services
9468	Johanneck Appraisals				
		14,450.00	1 Transactions		
9802	Kragness/Conrad				
	03-307-000-0000-6362	111.00	PAID DEED TAX ON PROP ACQ	MULTIPLE PARCE	Right Of Way
9802	Kragness/Conrad				
		111.00	1 Transactions		
14998	WSB & Associates, Inc.				
	03-307-000-0000-6260	2,403.39	WETLAND DELINEATION	R-012745-000-1	Professional Services
14998	WSB & Associates, Inc.				
		2,403.39	1 Transactions		
307	DEPT Total:	21,989.39	R&B Capital Infrastructure	5 Vendors	5 Transactions
308	DEPT		R&B Equipment & Facilities		
5398	CDW Government, Inc				

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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-308-000-0000-6600		MONITOR- ENG TECH	PSN8288	Capital Outlay- Facilities
5398	CDW Government, Inc			1 Transactions	
308	DEPT Total:		174.59 R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		63,166.19 Road & Bridge		101 Transactions

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5 Health & Human Services

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>
257	DEPT			Community Corrections		
8239	Ameripride Linen & Apparel Services		4.67	Cleaning Supplies	2201116605	Janitorial Services/Supplies
	05- 257- 000- 0000- 6422			11/06/2018		
8239	Ameripride Linen & Apparel Services		4.67	1 Transactions		
10855	Culligan		16.19	Cooler Rental Service	150- 10016285- 1	Office Equipment Rental/Contracts
	05- 257- 000- 0000- 6342			10/31/2018		
10855	Culligan		16.19	1 Transactions		
2186	Hillyard Inc - Kansas City		6.66	Cleaning/Bathroom Supplies	603192026	Janitorial Services/Supplies
	05- 257- 000- 0000- 6422			10/22/2018		
2186	Hillyard Inc - Kansas City		6.66	1 Transactions		
11946	McGuire Mechanical		641.20	Circulation Pump change out	8784	Building & Structure Related Expenditure
	05- 257- 000- 0000- 6605			10/30/2018		
11946	McGuire Mechanical		641.20	1 Transactions		
89765	Minnesota Elevator, Inc		18.95	Elevator Service - Nov'18	774753	Maintenance- Service Contracts
	05- 257- 000- 0000- 6300			11/01/2018 11/30/2018		
89765	Minnesota Elevator, Inc		18.95	1 Transactions		
257	DEPT Total:		687.67	Community Corrections	5 Vendors	5 Transactions
390	DEPT			Environmental Health (FBL)		
8239	Ameripride Linen & Apparel Services		0.85	Cleaning Supplies	2201116605	Janitorial Services/Supplies
	05- 390- 000- 0000- 6422			11/06/2018		
8239	Ameripride Linen & Apparel Services		0.85	1 Transactions		
10855	Culligan		2.94	Cooler Rental Service	150- 10016285- 1	Office Equipment Rental/Contracts
	05- 390- 000- 0000- 6342			10/31/2018		
10855	Culligan		2.94	1 Transactions		

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JKK1
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5 Health & Human Services

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
2186	Hillyard Inc - Kansas City 05-390-000-0000-6422		1.21	Cleaning/Bathroom Supplies 10/22/2018	603192026	Janitorial Services/Supplies
2186	Hillyard Inc - Kansas City		1.21	1 Transactions		
11946	McGuire Mechanical 05-390-000-0000-6605		116.58	Circulation Pump change out 10/30/2018	8784	Building & Structure Related Expenditure
11946	McGuire Mechanical		116.58	1 Transactions		
89765	Minnesota Elevator, Inc 05-390-000-0000-6300		3.45	Elevator Service - Nov'18 11/01/2018 11/30/2018	774753	Maintenance-Service Contracts
89765	Minnesota Elevator, Inc		3.45	1 Transactions		
390	DEPT Total:		125.03	Environmental Health (FBL)	5 Vendors	5 Transactions
400	DEPT			Public Health Department		
8239	Ameripride Linen & Apparel Services 05-400-440-0410-6422		5.94	Cleaning Supplies 11/06/2018	220116605	Janitorial Services/Supplies
8239	Ameripride Linen & Apparel Services		5.94	1 Transactions		
12106	Antoine Electric 05-400-440-0410-6231		20.87	Light Fixture retrofit (Rm 123) 10/11/2018	16702	Services/Labor/Contracts
12106	Antoine Electric		20.87	1 Transactions		
246	Brothers Fire & Security 05-400-440-0410-6300		17.60	Annual Sprinkler Inspecton 10/31/2018	27901	Maintenance/Service Contracts
246	Brothers Fire & Security		17.60	1 Transactions		
783	Canon Financial Services, Inc 05-400-440-0410-6301		413.03	PH Contract Charge- Nov'18 11/20/2018	19361213	Equipment Lease/Space Rental
783	Canon Financial Services, Inc		413.03	1 Transactions		
944	Channing Bete Co Inc					

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5 Health & Human Services

<u>Vendor 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>
05- 400- 430- 0408- 6406		267.29	TANF - Flip Charts 10/24/2018	53593623	PH Program Related Supplies
944 Channing Bete Co Inc		267.29			1 Transactions
10855 Culligan 05- 400- 440- 0410- 6301		20.61	Cooler Rental Service 10/31/2018	150- 10016285- 1	Equipment Lease/Space Rental
10855 Culligan		20.61			1 Transactions
89084 Glaxosmithkline Pharmaceuticals 05- 400- 400- 0402- 6401		751.38	Flu Vaccine 10/24/2018	8252617265	Vaccine Cost
05- 400- 400- 0402- 6401		751.38	Flu Vaccine 10/29/2018	8252620396	Vaccine Cost
89084 Glaxosmithkline Pharmaceuticals		1,502.76			2 Transactions
2186 Hillyard Inc - Kansas City 05- 400- 440- 0410- 6422		8.48	Cleaning/Bathroom Supplies 10/22/2018	603192026	Janitorial Services/Supplies
2186 Hillyard Inc - Kansas City		8.48			1 Transactions
2340 Hyytinen Hardware Hank 05- 400- 440- 0410- 6405		1.76	Agency- Carpet Cleaner/Putty Kn 10/01/2018	1487334	Office Supplies
05- 400- 440- 0410- 6405		16.47	Agency- Paint & Supplies 10/09/2018	1488815	Office Supplies
05- 400- 440- 0410- 6405		1.20	Agency- Carpet Cleaner 10/15/2018	1489927	Office Supplies
2340 Hyytinen Hardware Hank		19.43			3 Transactions
11946 McGuire Mechanical 05- 400- 440- 0410- 6605		816.09	Circulation Pump change out 10/30/2018	8784	Building & Structure Related Expenditure
11946 McGuire Mechanical		816.09			1 Transactions
11222 McMahon Counseling & Consultation Svc 05- 400- 440- 0410- 6208		240.00	Trauma Informed Care Training 10/24/2018	1403	Staff Development/Training

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<u>Vendor 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>
11222 McMahan Counseling & Consultation Svc		240.00		1 Transactions	
89765 Minnesota Elevator, Inc		24.11	Elevator Service - Nov'18	774753	Maintenance/Service Contracts
05- 400- 440- 0410- 6300			11/01/2018 11/30/2018		
89765 Minnesota Elevator, Inc		24.11		1 Transactions	
89081 North Ambulance Brainerd		1,910.00	Ambulance Runs for Oct'18		No. Memorial Ambulance- Aitkin
05- 400- 401- 0000- 6809			10/31/2018		
89081 North Ambulance Brainerd		1,910.00		1 Transactions	
4010 Rasley Oil Company		61.79	IMM- Gas Charges Oct'18		Gas/Vehicle Fuel Charges
05- 400- 400- 0402- 6335			10/01/2018 10/31/2018		
05- 400- 400- 0402- 6335		18.31	DPC- Gas Charges Oct'18		Gas/Vehicle Fuel Charges
05- 400- 400- 0402- 6335		23.49	PHEP- Gas Charges Oct'18		Gas/Vehicle Fuel Charges
05- 400- 410- 0413- 6335		56.21	WIC- Gas Charges Oct'18		Gas/Vehicle Fuel Charges
05- 400- 430- 0408- 6335		15.66	FAP- Gas Charges Oct'18		Gas/Vehicle Fuel Charges
05- 400- 450- 0451- 6335		22.43	SHIP- HC- Gas Charges Oct'18		Gas/Vehicle Fuel Charges
4010 Rasley Oil Company		197.89		6 Transactions	
86235 The Office Shop Inc		7.74	Acctg- Bank Stamps	1052608- 0	Office Supplies
05- 400- 440- 0410- 6405			10/01/2018		
05- 400- 440- 0410- 6405		25.07	Agency- OSS Toner/Tape/Pens	1052966- 0	Office Supplies
05- 400- 440- 0410- 6450		57.28	Acctg- Chairs	1053064- 0	Small Equipment: Telephones,Chairs, etc.
05- 400- 440- 0410- 6405		29.28	PH- Copy Holder	1053172- 0	Office Supplies
05- 400- 440- 0410- 6405		24.40	Agency- Battery/Binders/Report	1053172- 0	Office Supplies
05- 400- 440- 0410- 6405		11.78	Acctg- Toner (CG)	1053187- 0	Office Supplies

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5 Health & Human Services

<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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		10/11/2018		
05-400-440-0410-6405	1.19	Agency- Pens	1053235-0	Office Supplies
		10/11/2018		
05-400-440-0410-6405	7.76	Agency- Dustoff	1053235-1	Office Supplies
		10/16/2018		
05-400-440-0410-6405	1.26	Agency- Paper Clips	1053431-0	Office Supplies
		10/16/2018		
05-400-450-0451-6405	167.59	PH- Toner	1053431-0	Office Supplies
		10/16/2018		
05-400-440-0410-6405	1.18	Agency- Paper Clips	1053431-1	Office Supplies
		10/17/2018		
05-400-440-0410-6405	17.59	Agency- Copy Holder/Mailers	1053529-0	Office Supplies
		10/18/2018		
05-400-430-0403-6405	29.44	C&TC- Laser Labels	1053592-0	Office Supplies
		10/19/2018		
05-400-440-0410-6405	30.76	Agency- Paper/Steno Pads/Pens	1053592-0	Office Supplies
		10/19/2018		
05-400-440-0410-6405	4.46	Agency- Labels	1053681-0	Office Supplies
		10/23/2018		
05-400-440-0410-6405	11.31	PH- 2 Pkt Folders	1053681-1	Office Supplies
		10/24/2018		
05-400-440-0410-6405	8.16	Agency- Paper/Highlighters	1053868-0	Office Supplies
		10/25/2018		
05-400-440-0410-6405	10.37	Agency- File Basket	1053868-1	Office Supplies
		10/31/2018		
05-400-440-0410-6405	5.57	Agency- Highlighter/Flags/Tape	1054085-0	Office Supplies
		10/30/2018		
05-400-440-0410-6300	46.80	OSS- Copier Contract IRC5550I	301690-0	Maintenance/Service Contracts
		10/29/2018		
05-400-440-0410-6300	92.93	Mailrm- Copier Contract IR6265	301690-0	Maintenance/Service Contracts
		10/29/2018		
86235 The Office Shop Inc	591.92	21 Transactions		
400 DEPT Total:	6,056.02	Public Health Department	15 Vendors	43 Transactions
420 DEPT		Income Maintenance		
8239 Ameripride Linen & Apparel Services				
05-420-600-4800-6422	12.30	Cleaning Supplies	220116605	Janitorial Services/Supplies
		11/06/2018		

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5 Health & Human Services

<u>Vendor 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>
8239 Ameripride Linen & Apparel Services		12.30			
			1 Transactions		
12106 Antoine Electric					
05-420-600-4800-6231		43.07	Light Fixture retrofit (Rm 123	16702	Services/Labor/Contracts
			10/11/2018		
12106 Antoine Electric		43.07			
			1 Transactions		
246 Brothers Fire & Security					
05-420-600-4800-6300		36.30	Annual Sprinkler Inspecton	27901	Maintenance/Service Contracts
			10/31/2018		
246 Brothers Fire & Security		36.30			
			1 Transactions		
783 Canon Financial Services, Inc					
05-420-640-4800-6301		194.87	CS Contract Charge- Nov'18	19361213	Equipment Lease/Space Rental
			11/20/2018		
783 Canon Financial Services, Inc		194.87			
			1 Transactions		
10855 Culligan					
05-420-600-4800-6301		42.69	Cooler Rental Service	150-10016285-1	Equipment Lease/Space Rental
			10/31/2018		
10855 Culligan		42.69			
			1 Transactions		
2186 Hillyard Inc - Kansas City					
05-420-600-4800-6422		17.55	Cleaning/Bathroom Supplies	603192026	Janitorial Services/Supplies
			10/22/2018		
2186 Hillyard Inc - Kansas City		17.55			
			1 Transactions		
2340 Hyytinen Hardware Hank					
05-420-600-4800-6405		3.62	Agency- Carpet Cleaner/Putty Kn	1487334	Office Supplies
			10/01/2018		
05-420-600-4800-6405		33.97	Agency- Paint & Supplies	1488815	Office Supplies
			10/09/2018		
05-420-600-4800-6405		2.47	Agency- Carpet Cleaner	1489927	Office Supplies
			10/15/2018		
2340 Hyytinen Hardware Hank		40.06			
			3 Transactions		
11946 McGuire Mechanical					
05-420-600-4800-6605		1,690.44	Circulation Pump change out	8784	Building & Structure Related Expenditure
			10/30/2018		

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 5 Health & Human Services

<u>Vendor 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>
11946 McGuire Mechanical		1,690.44			
			1 Transactions		
11222 McMahan Counseling & Consultation Svc		495.00	Trauma Informed Care Training	1403	Staff Development/Training
05- 420- 600- 4800- 6208			10/24/2018		
11222 McMahan Counseling & Consultation Svc		495.00			
			1 Transactions		
89765 Minnesota Elevator, Inc		49.96	Elevator Service - Nov'18	774753	Maintenance/Service Contracts
05- 420- 600- 4800- 6300			11/01/2018 11/30/2018		
89765 Minnesota Elevator, Inc		49.96			
			1 Transactions		
4010 Rasley Oil Company		41.17	IM- Gas Charges Oct'18		Gas/Vehicle Fuel Charges
05- 420- 600- 4800- 6335			10/01/2018 10/31/2018		
4010 Rasley Oil Company		41.17			
			1 Transactions		
86235 The Office Shop Inc		15.97	Acctg- Bank Stamps	1052608- 0	Office Supplies
05- 420- 600- 4800- 6405			10/01/2018		
05- 420- 600- 4800- 6405		51.69	Agency- OSS Toner/Tape/Pens	1052966- 0	Office Supplies
			10/08/2018		
05- 420- 600- 4800- 6450		118.14	Acctg- Chairs	1053064- 0	Small Equipment: Telephones,Chairs, etc.
			10/09/2018		
05- 420- 600- 4800- 6450		537.00	IM- Chairs	1053064- 0	Small Equipment: Telephones,Chairs, etc.
			10/09/2018		
05- 420- 600- 4800- 6405		50.33	Agency- Battery/Binders/Report	1053172- 0	Office Supplies
			10/10/2018		
05- 420- 600- 4800- 6405		24.29	Acctg- Toner (CG)	1053187- 0	Office Supplies
			10/11/2018		
05- 420- 600- 4800- 6405		2.47	Agency- Pens	1053235- 0	Office Supplies
			10/11/2018		
05- 420- 600- 4800- 6405		16.01	Agency- Dustoff	1053235- 1	Office Supplies
			10/16/2018		
05- 420- 600- 4800- 6405		2.58	Agency- Paper Clips	1053431- 0	Office Supplies
			10/16/2018		
05- 420- 600- 4800- 6405		2.45	Agency- Paper Clips	1053431- 1	Office Supplies
			10/17/2018		
05- 420- 600- 4800- 6405		36.27	Agency- Copy Holder/Mailers	1053529- 0	Office Supplies

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5 Health & Human Services

<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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		10/18/2018		
05-420-600-4800-6405	63.46	Agency- Paper/Steno Pads/Pens	1053592-0	Office Supplies
		10/19/2018		
05-420-600-4800-6405	9.18	Agency- Labels	1053681-0	Office Supplies
		10/23/2018		
05-420-600-4800-6405	16.82	Agency- Paper/Highlighters	1053868-0	Office Supplies
		10/25/2018		
05-420-600-4800-6405	21.38	Agency- File Basket	1053868-1	Office Supplies
		10/31/2018		
05-420-600-4800-6405	11.49	Agency- Highlighter/Flags/Tape	1054085-0	Office Supplies
		10/30/2018		
05-420-600-4800-6300	96.53	OSS- Copier Contract IRC5550I	301690-0	Maintenance/Service Contracts
		10/29/2018		
05-420-600-4800-6300	191.66	Mailrm- Copier Contract IR6265	301690-0	Maintenance/Service Contracts
		10/29/2018		
86235 The Office Shop Inc	1,267.72			
		18 Transactions		
420 DEPT Total:	3,931.13	Income Maintenance	12 Vendors	31 Transactions
430 DEPT		Social Services		
8239 Ameripride Linen & Apparel Services				
05-430-700-4800-6422	18.66	Cleaning Supplies	2201116605	Janitorial Services/Supplies
		11/06/2018		
8239 Ameripride Linen & Apparel Services	18.66			
		1 Transactions		
12106 Antoine Electric				
05-430-700-4800-6231	66.56	Light Fixture retrofit (Rm 123	16702	Services/Labor/Contracts
		10/11/2018		
12106 Antoine Electric	66.56			
		1 Transactions		
246 Brothers Fire & Security				
05-430-700-4800-6300	56.10	Annual Sprinkler Inspecton	27901	Maintenance/Service Contracts
		10/31/2018		
246 Brothers Fire & Security	56.10			
		1 Transactions		
10855 Culligan				
05-430-700-4800-6301	64.77	Cooler Rental Service	150-10016285-1	Equipment Lease/Space Rental
		10/31/2018		

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10855 Culligan		64.77			
			1 Transactions		
2186 Hillyard Inc - Kansas City 05- 430- 700- 4800- 6422		26.63	Cleaning/Bathroom Supplies 10/22/2018	603192026	Janitorial Services/Supplies
2186 Hillyard Inc - Kansas City		26.63		1 Transactions	
2340 Hyytinen Hardware Hank 05- 430- 700- 4800- 6405		5.60	Agency- Carpet Cleaner/Putty Kn 10/01/2018	1487334	Office Supplies
05- 430- 700- 4800- 6405		52.50	Agency- Paint & Supplies 10/09/2018	1488815	Office Supplies
05- 430- 700- 4800- 6405		3.82	Agency- Carpet Cleaner 10/15/2018	1489927	Office Supplies
2340 Hyytinen Hardware Hank		61.92		3 Transactions	
11946 McGuire Mechanical 05- 430- 700- 4800- 6605		2,564.81	Circulation Pump change out 10/30/2018	8784	Building & Structure Related Expenditure
11946 McGuire Mechanical		2,564.81		1 Transactions	
11222 McMahan Counseling & Consultation Svc 05- 430- 700- 4800- 6208		765.00	Trauma Informed Care Training 10/24/2018	1403	Staff Development/Training
11222 McMahan Counseling & Consultation Svc		765.00		1 Transactions	
89765 Minnesota Elevator, Inc 05- 430- 700- 4800- 6300		75.80	Elevator Service - Nov'18 11/01/2018	774753	Maintenance/Service Contracts
89765 Minnesota Elevator, Inc		75.80		11/30/2018 1 Transactions	
4010 Rasley Oil Company 05- 430- 700- 4800- 6335		285.38	SS- Gas Charges Oct'18 10/01/2018		Gas/Vehicle Fuel Charges
4010 Rasley Oil Company		285.38		10/31/2018 1 Transactions	
86235 The Office Shop Inc 05- 430- 700- 4800- 6405		24.67	Acctg- Bank Stamps 10/01/2018	1052608- 0	Office Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
 11/14/18 11:47AM
 5 Health & Human Services

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
05- 430- 700- 4800- 6405		79.89	Agency- OSS Toner/Tape/Pens 10/08/2018	1052966- 0	Office Supplies
05- 430- 700- 4800- 6450		182.58	Acctg- Chairs 10/09/2018	1053064- 0	Small Equipment: Telephones,Chairs, etc.
05- 430- 700- 4800- 6450		358.00	SS- Chairs 10/09/2018	1053064- 0	Small Equipment: Telephones,Chairs, etc.
05- 430- 700- 4800- 6405		77.78	Agency- Battery/Binders/Report 10/10/2018	1053172- 0	Office Supplies
05- 430- 700- 4800- 6405		37.55	Acctg- Toner (CG) 10/11/2018	1053187- 0	Office Supplies
05- 430- 700- 4800- 6405		3.81	Agency- Pens 10/11/2018	1053235- 0	Office Supplies
05- 430- 700- 4800- 6405		24.74	Agency- Dustoff 10/16/2018	1053235- 1	Office Supplies
05- 430- 700- 4800- 6450		249.00	SS- Bookshelf 10/16/2018	1053372- 0	Small Equipment: Telephones,Chairs, etc.
05- 430- 700- 4800- 6405		3.99	Agency- Paper Clips 10/16/2018	1053431- 0	Office Supplies
05- 430- 700- 4800- 6405		3.78	Agency- Paper Clips 10/17/2018	1053431- 1	Office Supplies
05- 430- 700- 4800- 6405		56.06	Agency- Copy Holder/Mailers 10/18/2018	1053529- 0	Office Supplies
05- 430- 700- 4800- 6405		98.07	Agency- Paper/Steno Pads/Pens 10/19/2018	1053592- 0	Office Supplies
05- 430- 700- 4800- 6450		179.00	SS- Chair 10/22/2018	1053619- 0	Small Equipment: Telephones,Chairs, etc.
05- 430- 700- 4800- 6405		14.19	Agency- Labels 10/23/2018	1053681- 0	Office Supplies
05- 430- 700- 4800- 6405		26.00	Agency- Paper/Highlighters 10/25/2018	1053868- 0	Office Supplies
05- 430- 700- 4800- 6405		33.05	Agency- File Basket 10/31/2018	1053868- 1	Office Supplies
05- 430- 700- 4800- 6405		17.75	Agency- Highlighter/Flags/Tape 10/30/2018	1054085- 0	Office Supplies
05- 430- 700- 4800- 6300		149.19	OSS- Copier Contract IRC5550I 10/29/2018	301690- 0	Maintenance/Service Contracts
05- 430- 700- 4800- 6300		296.21	Mailrm- Copier Contract IR6265 10/29/2018	301690- 0	Maintenance/Service Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
11/14/18 11:47AM
5 Health & Human Services

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
86235 The Office Shop Inc		1,915.31			
			20 Transactions		
9077 Thoroughbred Carpets,Ltd 05- 430- 700- 4800- 6605		381.00	SS- Office Carpet (NA) 10/15/2018	CG803134	Building & Structure Related Expenditure
9077 Thoroughbred Carpets,Ltd		381.00			
			1 Transactions		
10930 Tidholm Productions 05- 430- 700- 4800- 6405		49.95	Business Cards (JH) 10/30/2018	0235 7748	Office Supplies
10930 Tidholm Productions		49.95			
			1 Transactions		
430 DEPT Total:		6,331.89	Social Services	13 Vendors	34 Transactions
5 Fund Total:		17,131.74	Health & Human Services		118 Transactions

JKK1
 11/14/18 11:47AM
 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
921	DEPT			Co. Development		
11441	Booth/Dwaine					
	10- 921- 000- 0000- 6231		150.00	5 beavers @ 30		Services, Labor, Contracts
11441	Booth/Dwaine		150.00		1 Transactions	
13617	Landrus/Matthew John					
	10- 921- 000- 0000- 6231		650.00	13 beavers @ \$50		Services, Labor, Contracts
13617	Landrus/Matthew John		650.00		1 Transactions	
921	DEPT Total:		800.00	Co. Development	2 Vendors	2 Transactions
923	DEPT			Forfeited Tax Sales		
10452	AT&T Mobility					
	10- 923- 000- 0000- 6254		116.57	sept - oct cell	287257204209	Utilities
10452	AT&T Mobility		116.57		1 Transactions	
86467	Auto Value Aitkin					
	10- 923- 000- 0000- 6590		61.38	Fuel Pump Inv 40129234	40128767	Repair & Maintenance Supplies
86467	Auto Value Aitkin		61.38		1 Transactions	
10083	Cedarbrook Lumber Comp					
	10- 923- 000- 0000- 6590		199.99	Milwaukee Gease Gun	96714	Repair & Maintenance Supplies
10083	Cedarbrook Lumber Comp		199.99		1 Transactions	
10855	Culligan					
	10- 923- 000- 0000- 6254		35.61	water cooler	460062	Utilities
10855	Culligan		35.61		1 Transactions	
2340	Hyytinen Hardware Hank					
	10- 923- 000- 0000- 6406		74.15	supplies	Land Dept	Field Supplies
2340	Hyytinen Hardware Hank		74.15		1 Transactions	
12927	Midwest Machinery Co.					
	10- 923- 000- 0000- 6590		248.48	replace tie rod end	303700	Repair & Maintenance Supplies
12927	Midwest Machinery Co.		248.48		1 Transactions	
8436	Northland Parts					
	10- 923- 000- 0000- 6590		4.29	starter fluid	370507	Repair & Maintenance Supplies

JKK1
 11/14/18 11:47AM
 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
8436	Northland Parts		4.29			
				1 Transactions		
3810	Paulbeck's County Market					
	10-923-000-0000-6511		67.85	gas and car wash	10002521508	Gas And Oil
3810	Paulbeck's County Market		67.85			
				1 Transactions		
4010	Rasley Oil Company					
	10-923-000-0000-6511		2,330.66	october gas		Gas And Oil
4010	Rasley Oil Company		2,330.66			
				1 Transactions		
11187	Regents Of The University of Minnesota					
	10-923-000-0000-6208		150.00	SFEC Workshop	230031822	Training/Education
11187	Regents Of The University of Minnesota		150.00			
				1 Transactions		
4711	Sunnys Citgo					
	10-923-000-0000-6511		225.00	oct gas	101874/1012221	Gas And Oil
4711	Sunnys Citgo		225.00			
				1 Transactions		
90805	Temco					
	10-923-000-0000-6590		61.00	GA SHT / Shim Lock Washer	23181/23189	Repair & Maintenance Supplies
90805	Temco		61.00			
				1 Transactions		
86235	The Office Shop Inc					
	10-923-000-0000-6405		711.49	copier contract	301686	Office Supplies
86235	The Office Shop Inc		711.49			
				1 Transactions		
12788	Timmer Implement of Aitkin					
	10-923-000-0000-6590		178.86	window	IA14210	Repair & Maintenance Supplies
	10-923-000-0000-6511		87.54	hyd oil	IA14251	Gas And Oil
12788	Timmer Implement of Aitkin		266.40			
				2 Transactions		
923	DEPT Total:		4,552.87	Forfeited Tax Sales	14 Vendors	15 Transactions
926	DEPT			Law Library		
	1976 Haberkorn Law Offices,Ltd					
	10-926-000-0000-6232		110.00	law library self help		Attorney Services
	1976 Haberkorn Law Offices,Ltd		110.00			
				1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
11/14/18 11:47AM
10 Trust

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
926 DEPT Total:		110.00	Law Library	1 Vendors	1 Transactions
10 Fund Total:		5,462.87	Trust		18 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
11/14/18 11:47AM
11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
10452	AT&T Mobility 11-924-000-0000-6250		62.17		287257204209	Telephone
10452	AT&T Mobility		62.17	1 Transactions		
12500	Frontier Precision, Inc 11-924-000-0000-6590		85.50	Nivo Battery	183703	Repair & Maintenance Supplies
12500	Frontier Precision, Inc		85.50	1 Transactions		
2340	Hyytinen Hardware Hank 11-924-000-0000-6590		15.99	supplies	Land Dept	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		15.99	1 Transactions		
11187	Regents Of The University of Minnesota 11-924-000-0000-6231		1,500.00	2018 Bird Survey	280027777	Services, Labor, Contracts
11187	Regents Of The University of Minnesota		1,500.00	1 Transactions		
924	DEPT Total:		1,663.66	Forest Resource	4 Vendors	4 Transactions
925	DEPT			Resource Management		
14999	Bolton & Menk, Inc. 11-925-000-0000-6231		1,750.00	aitkin/wawina pres project	224138	Services, Labor, Contracts
14999	Bolton & Menk, Inc.		1,750.00	1 Transactions		
13234	Western EcoSystems Technology, Inc. 11-925-000-0000-6231		4,786.25	bat surveys 61309 / 61635	57043/61761	Services, Labor, Contracts
13234	Western EcoSystems Technology, Inc.		4,786.25	1 Transactions		
925	DEPT Total:		6,536.25	Resource Management	2 Vendors	2 Transactions
11	Fund Total:		8,199.91	Forest Development		6 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
 11/14/18 11:47AM
 19 Long Lake Conservation Co

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		
9270	FRESHWATER SOCIETY		weatherguide calendars	613	Commissary Items
	19- 521- 000- 0000- 6400				
	9270	FRESHWATER SOCIETY	1 Transactions		
	8622	Frontier			
	19- 521- 000- 0000- 6250		218- 768- 4653		Telephone
	8622	Frontier	1 Transactions		
	3810	Paulbeck's County Market			
	19- 521- 000- 0000- 6400		pop for canteen		Commissary Items
	3810	Paulbeck's County Market	1 Transactions		
	4425	Shirts Plus			
	19- 521- 000- 0000- 6400		logo hoodies		Commissary Items
	4425	Shirts Plus	1 Transactions		
521	DEPT Total:		LLCC Administration	4 Vendors	4 Transactions
		1,692.34			
522	DEPT		LLCC Education		
86235	The Office Shop Inc		metal fstners	301589	Education Supplies
	19- 522- 000- 0000- 6416				
	86235	The Office Shop Inc	1 Transactions		
522	DEPT Total:		LLCC Education	1 Vendors	1 Transactions
		2.99			
523	DEPT		LLCC Food		
5814	Hagen/Christine		groceries		Groceries- Students
	19- 523- 000- 0000- 6418				
	5814	Hagen/Christine	1 Transactions		
	5662	McGregor Dairy,Inc			
	19- 523- 000- 0000- 6418		groceries	28955	Groceries- Students
	5662	McGregor Dairy,Inc	1 Transactions		
	3810	Paulbeck's County Market			
	19- 523- 000- 0000- 6418		pop for canteen		Groceries- Students
		36.94			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
11/14/18 11:47AM
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
3810 Paulbeck's County Market				
	36.94		1 Transactions	
4968 Upper Lakes Foods, Inc				
19- 523- 000- 0000- 6418	2,543.03	groceries	364186	Groceries- Students
19- 523- 000- 0000- 6420	180.62	groceries	368222	Food Service Supplies
4968 Upper Lakes Foods, Inc	2,723.65		2 Transactions	
523 DEPT Total:	3,372.45	LLCC Food	4 Vendors	5 Transactions
524 DEPT		LLCC Maintenance		
88628 Dalco				
19- 524- 000- 0000- 6422	774.83	supplies		Janitorial Services/Supplies
88628 Dalco	774.83		1 Transactions	
2340 Hyytinen Hardware Hank				
19- 524- 000- 0000- 6422	150.46	supplies	7684653	Janitorial Services/Supplies
2340 Hyytinen Hardware Hank	150.46		1 Transactions	
11946 McGuire Mechanical				
19- 524- 000- 0000- 6590	483.87	freezer door repair	8801	Repair & Maintenance Supplies
11946 McGuire Mechanical	483.87		1 Transactions	
3760 Palisade Cooperative Oil Assoc				
19- 524- 000- 0000- 6511	70.40	fuel/sea foam	414253/416567	Gas And Oil
3760 Palisade Cooperative Oil Assoc	70.40		1 Transactions	
524 DEPT Total:	1,479.56	LLCC Maintenance	4 Vendors	4 Transactions
19 Fund Total:	6,547.34	Long Lake Conservation Center		14 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1
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21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
10452	AT&T Mobility				
	21- 520- 000- 0000- 6250			287257204209	Telephone
10452	AT&T Mobility				
		38.86			
		38.86	1 Transactions		
1829	Goble's Sewer Service Inc.				
	21- 520- 000- 0000- 6231		aitkin/berglund park dump stat	11056/11057	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.				
		250.00			
		250.00	1 Transactions		
8534	Gophersign Company				
	21- 520- 000- 0000- 6231		snake river camp signs	104716	Services, Labor, Contracts
8534	Gophersign Company				
		1,998.04			
		1,998.04	1 Transactions		
2340	Hyytinen Hardware Hank				
	21- 520- 000- 0000- 6406		supplies	Land Dept	Field Supplies
2340	Hyytinen Hardware Hank				
		91.22			
		91.22	1 Transactions		
9692	Minnesota Energy Resources Corporation				
	21- 520- 000- 0000- 6254		heating gas for shop	0502544561	Utilities
9692	Minnesota Energy Resources Corporation				
		218.07			
		218.07	1 Transactions		
13116	Rally Snares				
	21- 520- 000- 0000- 6231		beaver trapping dam removal		Services, Labor, Contracts
13116	Rally Snares				
		1,656.60			
		1,656.60	1 Transactions		
14921	Welle/Kalvin				
	21- 520- 000- 0000- 6231		Mowing	890	Services, Labor, Contracts
14921	Welle/Kalvin				
		890.00			
		890.00	1 Transactions		
520	DEPT Total:		Parks	7 Vendors	7 Transactions
		5,142.79			
21	Fund Total:		Parks		7 Transactions
		5,142.79			
	Final Total:		283 Vendors	471 Transactions	
		242,326.65			

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	136,675.81	General Fund
3	63,166.19	Road & Bridge
5	17,131.74	Health & Human Services
10	5,462.87	Trust
11	8,199.91	Forest Development
19	6,547.34	Long Lake Conservation Center
21	5,142.79	Parks
All Funds	242,326.65	Total

Approved by,

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JKK1
11/14/18 3:34PM

Aitkin County

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Contegrity

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1
11/14/18 3:34PM
14 Capital Project

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
949	DEPT					
13725	Beartooth True Value					
	14- 949- 000- 0000- 6231		81.16	Aitkin Co Gov't Center	B72147	Services, Labor, Contracts
13725	Beartooth True Value		81.16		1 Transactions	
14044	Boarman Kroos Vogel Group Inc					
	14- 949- 000- 0000- 6231		5,001.46	Aitkin County	48866	Services, Labor, Contracts
14044	Boarman Kroos Vogel Group Inc		5,001.46		1 Transactions	
13545	Contegrity Group, Inc.					
	14- 949- 000- 0000- 6231		17,450.00	2018243		Services, Labor, Contracts
	14- 949- 000- 0000- 6231		7,858.34	2018242		Services, Labor, Contracts
13545	Contegrity Group, Inc.		25,308.34		2 Transactions	
10855	Culligan					
	14- 949- 000- 0000- 6231		10.50	Aitkin Co Gov't Center	150- 10046092- 5	Services, Labor, Contracts
	14- 949- 000- 0000- 6231		113.70	Aitkin Co Gov't Center	150- 10046118- 8	Services, Labor, Contracts
10855	Culligan		124.20		2 Transactions	
12150	Eagle Construction Inc.					
	14- 949- 000- 0000- 6231		20,160.90	Aitkin Co Gov't Center	#6	Services, Labor, Contracts
12150	Eagle Construction Inc.		20,160.90		1 Transactions	
1754	Garrison Disposal Company, Inc					
	14- 949- 000- 0000- 6231		500.00	Aitkin Co Gov't Center	68536	Services, Labor, Contracts
1754	Garrison Disposal Company, Inc		500.00		1 Transactions	
5845	Goble Portable Toilets					
	14- 949- 000- 0000- 6231		230.00	Aitkin Co Gov't Center	I1352	Services, Labor, Contracts
	14- 949- 000- 0000- 6231		250.00	Aitkin Co Gov't Center	I1353	Services, Labor, Contracts
5845	Goble Portable Toilets		480.00		2 Transactions	
12755	Harbor City Masonry Inc.					
	14- 949- 000- 0000- 6231		68,875.00	Aitkin Co Gov't Center	3	Services, Labor, Contracts
12755	Harbor City Masonry Inc.		68,875.00		1 Transactions	
14958	Holden Electric Co.					
	14- 949- 000- 0000- 6231		59,375.00	Aitkin Co Gov't Center	5	Services, Labor, Contracts
	14- 949- 000- 0000- 6231		7,700.66	Aitkin Co Gov't Center	Temp Offices	Services, Labor, Contracts

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1
11/14/18 3:34PM
14 Capital Project

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
14958	Holden Electric Co.		67,075.66		2 Transactions	
15004	LVC (Low Voltage Contractors)					
	14- 949- 000- 0000- 6231		73,150.00	Aitkin Co Gov't Center	1/2	Services, Labor, Contracts
15004	LVC (Low Voltage Contractors)		73,150.00		1 Transactions	
14926	Masters Plumbing Heating & Cooling					
	14- 949- 000- 0000- 6231		98,306.00	Aitkin Co Gov't Center	6	Services, Labor, Contracts
14926	Masters Plumbing Heating & Cooling		98,306.00		1 Transactions	
9274	Progressive Bldg Systems					
	14- 949- 000- 0000- 6231		2,565.00	Aitkin Co Gov't Center	2	Services, Labor, Contracts
9274	Progressive Bldg Systems		2,565.00		1 Transactions	
3950	Public Utilities					
	14- 949- 000- 0000- 6231		256.76	Aitkin Co Gov't Center	19.OCT.18	Services, Labor, Contracts
3950	Public Utilities		256.76		1 Transactions	
12758	Roden Iron Inc,					
	14- 949- 000- 0000- 6231		4,290.00	Aitkin Co Gov't Center	cable - safety	Services, Labor, Contracts
12758	Roden Iron Inc,		4,290.00		1 Transactions	
14924	Thompson Construction of Princeton, Inc					
	14- 949- 000- 0000- 6231		50,492.50	Aitkin Co Gov't Center	4	Services, Labor, Contracts
14924	Thompson Construction of Princeton, Inc		50,492.50		1 Transactions	
8302	Twin Ports Testing Inc					
	14- 949- 000- 0000- 6231		6,764.00	Aitkin Co Gov't Center	78471	Services, Labor, Contracts
	14- 949- 000- 0000- 6231		1,526.25	Aitkin Co Gov't Center	78587	Services, Labor, Contracts
8302	Twin Ports Testing Inc		8,290.25		2 Transactions	
949	DEPT Total:		424,957.23	Courthouse Addition	16 Vendors	21 Transactions
14	Fund Total:		424,957.23	Capital Project		21 Transactions
	Final Total:		424,957.23	16 Vendors	21 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	14	424,957.23	Capital Project
All Funds		424,957.23	Total

Approved by,

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JKK1
11/16/18 12:30PM

Aitkin County

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sales + Use Tax

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1
11/16/18 12:30PM
1 General Fund

	<u>Vendor Name</u>	<u>Amount</u>			
	<u>No.</u>				
40	DEPT 89991 Bremer Bank	2.37	Auditor	6 Transactions	
40	DEPT Total:	2.37	Auditor	1 Vendors	6 Transactions
42	DEPT 89991 Bremer Bank	4.26	Treasurer	15 Transactions	
42	DEPT Total:	4.26	Treasurer	1 Vendors	15 Transactions
43	DEPT 89991 Bremer Bank	1.03	Assessor	2 Transactions	
43	DEPT Total:	1.03	Assessor	1 Vendors	2 Transactions
90	DEPT 89991 Bremer Bank	18.53	Attorney	11 Transactions	
90	DEPT Total:	18.53	Attorney	1 Vendors	11 Transactions
100	DEPT 89991 Bremer Bank	45.22	Recorder	1 Transactions	
100	DEPT Total:	45.22	Recorder	1 Vendors	1 Transactions
252	DEPT 89991 Bremer Bank	392.79	Corrections	6 Transactions	
252	DEPT Total:	392.79	Corrections	1 Vendors	6 Transactions
1	Fund Total:	464.20	General Fund		41 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



JKK1
 11/16/18 12:30PM
 3 Road & Bridge

<u>Vendor Name</u>		<u>Amount</u>			
	<u>No.</u>				
0	DEPT 89991 Bremer Bank	71.37	Undesignated	13 Transactions	
0	DEPT Total:	71.37	Undesignated	1 Vendors	13 Transactions
303	DEPT 8410 Bremer Bank	1,098.68	R&B Highway Maintenance	1 Transactions	
303	DEPT Total:	1,098.68	R&B Highway Maintenance	1 Vendors	1 Transactions
3	Fund Total:	1,170.05	Road & Bridge		14 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1
11/16/18 12:30PM
9 State

	<u>Vendor Name</u>	<u>Amount</u>			
	<u>No.</u>				
0	DEPT		Undesignated		
	4580 Mn Dept Of Finance	7,574.00		4 Transactions	
	3375 Mn Dept Of Health	1,487.50		1 Transactions	
0	DEPT Total:	9,061.50	Undesignated	2 Vendors	5 Transactions
9	Fund Total:	9,061.50	State		5 Transactions

JKK1
11/16/18 12:30PM
10 Trust

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



	<u>Vendor Name</u>		<u>Amount</u>			
	<u>No.</u>					
923	DEPT			Forfeited Tax Sales		
	89991 Bremer Bank		27.41		3 Transactions	
923	DEPT Total:		27.41	Forfeited Tax Sales	1 Vendors	3 Transactions
10	Fund Total:		27.41	Trust		3 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



JKK1
11/16/18 12:30PM
19 Long Lake Conservation C

	<u>Vendor Name</u>	<u>No.</u>	<u>Amount</u>			
521	DEPT			LLCC Administration		
	89991	Bremer Bank	82.22		8 Transactions	
521	DEPT Total:		82.22	LLCC Administration	1 Vendors	8 Transactions
19	Fund Total:		82.22	Long Lake Conservation Center		8 Transactions

JKK1
11/16/18 12:30PM
21 Parks

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>No.</u>	<u>Amount</u>			
520	DEPT			Parks		
	89991 Bremer Bank		58.80		11 Transactions	
520	DEPT Total:		58.80	Parks	1 Vendors	11 Transactions
21	Fund Total:		58.80	Parks		11 Transactions
	Final Total:		10,864.18		13 Vendors	82 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	464.20	General Fund
3	1,170.05	Road & Bridge
9	9,061.50	State
10	27.41	Trust
19	82.22	Long Lake Conservation Center
21	58.80	Parks
All Funds	10,864.18	Total

Approved by,

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JKK1
11/19/18 12:40PM

Aitkin County

22



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Page Break By: 1
1 - Page Break by Fund
2 - Page Break by Dept

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S - Condensed Audit List

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Period 2 Tax Settlement

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 12 Agency

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Amount</u>		
931	DEPT		Towns	
	1010 City Of Aitkin	510,786.29		2 Transactions
	173 City Of Hill City	201,845.39		1 Transactions
	1025 City Of McGrath- Treasurer	4,101.84		2 Transactions
	175 City Of Mcgregor	150,976.11		2 Transactions
	176 City Of Palisade	41,276.60		1 Transactions
	178 City Of Tamarack	20,938.65		4 Transactions
13110	Lake Minnewawa Lake Improvement Distric	13,713.66		1 Transactions
	7000 Town Of Aitkin Treasurer	63,907.45		2 Transactions
	7001 Town Of Ball Bluff Treasurer	35,283.28		2 Transactions
	7002 Town Of Balsam Treasurer	15,865.42		3 Transactions
	7003 Town Of Beaver Treasurer	20,178.90		2 Transactions
	7004 Town Of Clark Treasurer	33,669.83		6 Transactions
	7005 Town Of Cornish Treasurer	11,300.35		2 Transactions
	7006 Town Of Farm Island Treasurer	108,024.59		3 Transactions
	7007 Town Of Fleming Treasurer	52,353.67		3 Transactions
	7008 Town Of Glen Treasurer	42,675.86		3 Transactions
	7009 Town Of Haugen Treasurer	63,019.44		5 Transactions
	7010 Town Of Hazelton Treasurer	80,265.72		4 Transactions
4879	Town Of Hill Lake Clerk- Treas	41,219.95		3 Transactions

JKK1
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12 Agency

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
7011	Town Of Idun Treasurer	25,506.84	2 Transactions
7012	Town Of Jevne Treasurer	41,054.69	3 Transactions
7013	Town Of Kimberly Treasurer	45,017.20	4 Transactions
7014	Town Of Lakeside Treasurer	115,746.59	2 Transactions
7015	Town Of Lee Treasurer	6,642.96	4 Transactions
7016	Town Of Libby Treasurer	8,623.98	2 Transactions
7017	Town Of Logan Treasurer	22,942.20	3 Transactions
7018	Town Of Macville Treasurer	16,248.01	4 Transactions
7019	Town Of Malmo Treasurer	34,287.68	2 Transactions
7020	Town Of Mcgregor - Treasurer	8,204.66	4 Transactions
7021	Town Of Millward Treasurer	15,601.48	3 Transactions
7022	Town Of Morrison Treasurer	15,756.36	4 Transactions
7023	Town Of Nordland Treasurer	121,406.93	4 Transactions
7024	Town Of Pliny Treasurer	9,462.78	4 Transactions
7025	Town Of Rice River Treasurer	15,565.66	3 Transactions
7026	Town Of Salo Treasurer	10,820.21	4 Transactions
7027	Town Of Seavey Treasurer	12,782.27	3 Transactions
7028	Town Of Shamrock Treasurer	278,267.80	4 Transactions
7029	Town Of Spalding Treasurer	20,505.04	5 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



JKK1
11/19/18 12:40PM
12 Agency

<u>Vendor Name</u>		<u>Amount</u>			
<u>No.</u>					
7030	Town Of Spencer Treasurer	39,853.17		4	Transactions
7031	Town Of Turner Treasurer	44,455.81		3	Transactions
7032	Town Of Verdon Treasurer	10,487.19		3	Transactions
7033	Town Of Wagner Treasurer	35,791.73		2	Transactions
7034	Town Of Waukenabo Treasurer	39,575.79		4	Transactions
7035	Town Of Wealthwood Treasurer	21,938.68		4	Transactions
7036	Town Of White Pine Treasurer	5,397.45		3	Transactions
7037	Town Of Williams Treasurer	11,697.28		2	Transactions
7038	Town Of Workman - Treasurer	25,852.89		4	Transactions
931	DEPT Total:	2,570,896.33	Towns	47	Vendors
					144 Transactions
932	DEPT		Schools		
393	Isd 1 Aitkin- Treasurer	90,497.02		4	Transactions
1985	Isd 182 Crosby- Treasurer	0.38		1	Transactions
392	Isd 2 Hill City- Treasurer	58,249.48		3	Transactions
1983	Isd 2165 Hinckley Finlayson- Treasurer	6,525.16		1	Transactions
1979	ISD 2580 East Central- Treasurer	1,762.44		1	Transactions
395	ISD 4 McGregor- Treasurer	294,232.11		6	Transactions
1982	Isd 473 Isle- Treasurer	7,321.99		1	Transactions
1981	Isd 577 Willow River- Treasurer	561.84		2	Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



JKK1
 11/19/18 12:40PM
 12 Agency

<u>Vendor Name</u>		<u>Amount</u>			
<u>No.</u>					
394	Isd 698 Floodwood- Treasurer	510.23		1 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer	4.56		1 Transactions	
932	DEPT Total:	459,665.21	Schools	10 Vendors	21 Transactions
12	Fund Total:	3,030,561.54	Agency		165 Transactions
	Final Total:	3,030,561.54	57 Vendors	165 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	3,030,561.54	Agency
All Funds		3,030,561.54	Total

Approved by,

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Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: November 27, 2018

Title of Item: Afscmc Courthouse Unit CBA 2019-2021

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

Presenter (Name and Title): Bobbie Danielson, Human Resources Director	Estimated Time Needed: 5 minutes
--	--

Summary of Issue:

The employer and Afscmc Courthouse union reached a tentative agreement in October 2018. The union voted to ratify the Agreement. A red-lined copy is attached. Seeking ratification from the Board.

Following are settlement highlights:

- Increase employer paid life insurance from \$15k to \$25k and spouse/dependent from \$10k to \$15k.
- Provide a monthly LTD reimbursement for full-time employees.
- Increase employee's monthly contribution rates by \$20/month each year of the Agreement for S+1 and Family Ins.
- Amend funeral leave to bereavement leave.
- Wages:
 - 1/1/2019 – One-half percent (1/2%) general adjustment, plus one step increase for eligible employees (not to exceed the scale maximum).
 - 1/1/2020 – 1% general adjustment, plus one step increase for eligible employees (not to exceed the scale maximum).
 - 1/1/2021 - One-half percent (1/2%) general adjustment, plus one step increase for eligible employees (not to exceed the scale maximum). Plus special one-time adjustments valuing up to \$9,754 (custodians, jail cook, safety footwear).
- Misc language changes, including MSRS HCSP (new), and early retirement incentive MOA.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to ratify the Afscmc Courthouse unit 2019-2021 Agreement and authorize the Chair and staff to sign.

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:*

Wage and health insurance increases are included in the 2019 budget.

2017 - 2018 AFSCME COURTHOUSE AGREEMENT

A G R E E M E N T

between

COUNTY OF AITKIN, MINNESOTA

and

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

JANUARY 1, 2019 - DECEMBER 31, 2021

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2017 - 2018 AFSCME COURTHOUSE AGREEMENT

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APPENDIX B	2019-2021 SALARY SCHEDULE	18
MOA	EARLY RETIREMENT INCENTIVE MOA	19

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2017 - 2018 AFSCME COURTHOUSE AGREEMENT

AGREEMENT

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

ARTICLE 1 **PURPOSE**

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

ARTICLE 2 **RECOGNITION**

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

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

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

ARTICLE 3 **DEFINITIONS**

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

Employer: County of Aitkin

Employee: A member of the exclusively recognized bargaining unit.

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

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

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

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

2017 - 2018 AFSCME COURTHOUSE AGREEMENT

ARTICLE 4 EMPLOYEE RIGHTS

Section A.

In Recognition of the Union as the Exclusive Representative

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

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

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

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

Deleted: The Union may collect a Fair Share Fee, in an amount determined by the Union, from bargaining unit members who choose not to become members of the Union. However, any such fees so collected by the Union shall be accomplished in accordance with the applicable terms of Minn. Stat. Sec. 179A.06, Subd. 3.

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

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

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

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

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

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

2017 - 2018 AFSCME COURTHOUSE AGREEMENT

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

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

ARTICLE 5 MANAGEMENT RIGHTS

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

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

ARTICLE 6 HOURS OF WORK

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

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

No further comp time shall be accrued.

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

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

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

2017 - 2018 AFSCME COURTHOUSE AGREEMENT

ARTICLE 7 HOLIDAY PROVISIONS

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

Deleted: eight hour

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

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

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

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

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

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

ARTICLE 8 VACATIONS

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

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

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

Deleted: Probationary part-time employees, new to County employment, shall accumulate vacation days on a pro-rated basis, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period.

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A part-time probationary employee, new to County employment, shall accumulate vacation days on a pro-rated basis, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period ¶

2017 - 2018 AFSCME COURTHOUSE AGREEMENT

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

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

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

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

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

Deleted: Section E. A full-time probationary employee, new to County employment, shall accumulate vacation days at the rate of one (1) day (8 hours) per month, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period. Permanent employees in a trial period due to a transfer shall be entitled to normal vacation accumulation use.

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

ARTICLE 9

SICK LEAVE / CARE OF RELATIVES

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

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

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

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

2017 - 2018 AFSCME COURTHOUSE AGREEMENT

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

ARTICLE 10 EDUCATIONAL TUITION

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

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

1. That the course is germane to the duties of the employee's job.
2. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
3. That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
4. That the course be approved by the Department Head and the County Board prior to taking the course.
5. It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

ARTICLE 11 LEAVES OF ABSENCE

Section A. Paid Leave:

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

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

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

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

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

Subd. 3. Jury Duty: Employees required to serve on jury duty shall be paid the difference between pay

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for such jury duty and their normal earnings for all full days' absence. Employees shall keep expenses reimbursed to them by the court for jury duty services. If an employee is excused from jury duty after reporting and returning to work, they shall suffer no loss in pay for the day.

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

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

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

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

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

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

Section C. Family and Medical Leave:

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

ARTICLE 12

SENIORITY

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

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

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

Section C. In the event a general layoff is contemplated, the Board agrees to call the Union President

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and to discuss the problem before any action is taken.

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

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

Section E. Seniority lists shall be brought up to date on January 1 of each calendar year and posted on employee bulletin boards. Copies of seniority lists shall be sent to the Secretary and President of the Union. Full and part time employees shall be on the same seniority list. Part-time seniority shall be based and accumulated at the rate of 2080 hours and receive step increases as defined in Article 12, Section A, above.

Section F. Seniority: Step increases will be granted on compensated hours and based on full-time hours of 2,080 hours for any office of 40 hours a week per year.

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

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

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

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

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

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ARTICLE 13

DISCIPLINE

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

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

Deleted: The Employer shall not take disciplinary action against an employee unless the employee has been given the opportunity to have a Union representative present.

Section B. An employee may be temporarily suspended without pay for just cause. The employee shall be notified of the reasons for their suspension, in writing, at the time of suspension. If the employee feels they have been suspended without just cause or that the period of the suspension is unwarranted, the employee shall have the right of appeal by invoking the normal grievance procedure within ten (10) days of the date of suspension. If it is determined that the suspension was made without just cause, the employee shall be reinstated immediately and shall receive full pay for any time lost as a result of the suspension.

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

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

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

ARTICLE 14

GRIEVANCE PROCEDURE

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

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

Section C. Processing of a Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is

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investigated and presented to the Employer during normal working hours, provided the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

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

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

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

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

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

Section E. Arbitrator's Authority:

Subd. 1. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the

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terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue submitted.

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

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

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

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

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ARTICLE 15 INSURANCE

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Section A. Group Health Insurance and HSA

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

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

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

HSA Compatible Plan	Employer's Share of the Premium per month	Employee's Share of the Premium per month
Single	\$528.02 per month for 2019. To be determined for 2020-2021.	\$0/month for 2019. \$0/month for 2020. \$0/month for 2021.
Single + 1	\$1,043.96 per month for 2019. To be determined for 2020-2021.	\$170.00/month for 2019. \$190.00/month for 2020. \$210.00/month for 2021.
Family	\$1,195.80 per month for 2019. To be determined for 2020-2021.	\$320.00/month for 2019. \$340.00/month for 2020. \$360.00/month for 2021.

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

The employer may offer a waiver plan by county policy.

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

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

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

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

The Employer shall be obligated to make only one (1) HSA account contribution on behalf of an

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employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

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

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

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ARTICLE 16 TEMPORARY OR SEASONAL POSITIONS

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

ARTICLE 17 WAGE ADMINISTRATION

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

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

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

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

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

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

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

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

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1/1/2017 \$575.00 one-time lump sum payment (taxable income) to all full-time employees who ¶ have 15 or more years of service with Aitkin County as of 12/31/2016. ¶~~

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

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1/1/2020 1% general adjustment. Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on January 1, 2020.

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

Effective January 1, 2021, employees covered by this Agreement shall be paid in accordance with Appendix B.

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

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

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

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

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

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

ARTICLE 18 SAVINGS CLAUSE

In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be null and void and the parties may, if they mutually agree, negotiate language to replace the voided provision. All other provisions shall continue in full force and effect.

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ARTICLE 19 **DURATION OF AGREEMENT**

This Agreement shall continue in full force and effect from January 1, 2019 to December 31, 2021, and from year to year thereafter unless either party hereto shall give written notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said Agreement.

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IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above stated.

BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA
COUNTY OF AITKIN

LOCAL UNION NO. 667
AFSCME, AFL-CIO

Board Chair

AFSCME Staff Representative

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County Administrator

AFSCME #667

Human Resources Director

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APPENDIX A

JOB CLASSIFICATIONS

<u>CLASSIFICATION LIST</u>	<u>GRADE</u>
COOK-SHERIFF	1
CUSTODIAN	2
OFFICE ASSISTANT I (FORMERLY CLERICAL-ASSESSOR)	2
OFFICE ASSISTANT II (FORMERLY CLERK-ASSESSOR)	3
ASSISTANT LAND SURVEY TECHNICIAN (DC, LAND DEPT.)	3
LICENSE TECHNICIAN	3
RECORDS TECHICIAN-SHERIFF	3
DEPUTY RECORDER	4
UTILITY MAINTENANCE CUSTODIAN	4
CERTIFIED APPRAISER	4
<u>OFFICE ASSISTANT IV (FORMERLY DEPUTY LAND CMSR)</u>	<u>4</u>
<u>OFFICE ASSISTANT V (FORMERLY DEPUTY LAND</u>	<u>4</u>
<u>COMMISSIONER AND MODIFIED TO INCLUDE COUNTY</u>	<u>4</u>
<u>ADMINISTERED LAND ASSET MANAGEMENT DUTIES)</u>	<u>5</u>
DEPUTY TREASURER	4
FORESTRY/PARKS TECHNICIAN	4
SR. LICENSE TECHNICIAN	4
ACCOUNT TECHNICIAN (AUDITOR'S OFFICE)	5
CERTIFIED APPRAISER, SR.	5
CHIEF DEPUTY TREASURER	5
FOREST INVENTORY SPEC. (GT, LAND DEPT., FORMERLY TIMBER INV SPEC.)	5
LAND RECORDS TECHNICIAN (LH, AUDITOR'S OFFICE)	5
LAND SURVEY TECHNICIAN (TF, LAND DEPT.)	5
LEGAL SECRETARY	5
OFFICE ASSISTANT V (FORMERLY SEC/CLERK/BKPR, ZONING)	5
CHIEF DEPUTY RECORDER	6
COMMERICAL APPRAISER	6
FORESTER	6
PARALEGAL	6
RECREATION SPECIALIST	6
ZONING OFFICER	6

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PARKS FOREMAN)
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APPENDIX B
WAGE SCHEDULES

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2017						
Grade	Minimum/A	B	C	D	E	F
20	\$ 41.87	\$43.11	\$44.38	\$45.69	\$47.04	\$48.43
19	\$ 40.32	\$41.51	\$42.74	\$44.00	\$45.30	\$46.64
18	\$ 38.78	\$39.92	\$41.10	\$42.31	\$43.56	\$44.85
17	\$ 37.23	\$38.33	\$39.46	\$40.63	\$41.82	\$43.05
16	\$ 35.69	\$36.74	\$37.82	\$38.94	\$40.08	\$41.27
15	\$ 34.14	\$35.15	\$36.18	\$37.25	\$38.35	\$39.48
14	\$ 32.60	\$33.56	\$34.54	\$35.56	\$36.61	\$37.69
13	\$ 31.05	\$31.97	\$32.90	\$33.87	\$34.87	\$35.89
12	\$ 29.51	\$30.37	\$31.27	\$32.18	\$33.13	\$34.10
11	\$ 27.96	\$28.78	\$29.63	\$30.50	\$31.39	\$32.31
10	\$ 26.42	\$27.19	\$27.99	\$28.81	\$29.65	\$30.52
9	\$ 24.87	\$25.60	\$26.35	\$27.12	\$27.91	\$28.73
8	\$ 23.33	\$24.01	\$24.71	\$25.43	\$26.17	\$26.94
7	\$ 21.78	\$22.42	\$23.07	\$23.74	\$24.43	\$25.15
6	\$ 20.24	\$20.83	\$21.43	\$22.05	\$22.70	\$23.36
5	\$ 18.69	\$19.24	\$19.79	\$20.37	\$20.96	\$21.57
4	\$ 17.15	\$17.64	\$18.15	\$18.68	\$19.22	\$19.77
3	\$ 15.60	\$16.05	\$16.51	\$16.99	\$17.48	\$17.98
2	\$ 14.06	\$14.46	\$14.87	\$15.30	\$15.74	\$16.19
1	\$ 12.51	\$12.87	\$13.24	\$13.61	\$14.00	\$14.40

2018						
Grade	Minimum/A	B	C	D	E	F
20	\$ 41.87	\$43.11	\$44.38	\$45.69	\$47.04	\$48.43
19	\$ 40.32	\$41.51	\$42.74	\$44.00	\$45.30	\$46.64
18	\$ 38.78	\$39.92	\$41.10	\$42.31	\$43.56	\$44.85
17	\$ 37.23	\$38.33	\$39.46	\$40.63	\$41.82	\$43.05
16	\$ 35.69	\$36.74	\$37.82	\$38.94	\$40.08	\$41.27
15	\$ 34.14	\$35.15	\$36.18	\$37.25	\$38.35	\$39.48
14	\$ 32.60	\$33.56	\$34.54	\$35.56	\$36.61	\$37.69
13	\$ 31.05	\$31.97	\$32.90	\$33.87	\$34.87	\$35.89
12	\$ 29.51	\$30.37	\$31.27	\$32.18	\$33.13	\$34.10
11	\$ 27.96	\$28.78	\$29.63	\$30.50	\$31.39	\$32.31
10	\$ 26.42	\$27.19	\$27.99	\$28.81	\$29.65	\$30.52
9	\$ 24.87	\$25.60	\$26.35	\$27.12	\$27.91	\$28.73
8	\$ 23.33	\$24.01	\$24.71	\$25.43	\$26.17	\$26.94
7	\$ 21.78	\$22.42	\$23.07	\$23.74	\$24.43	\$25.15
6	\$ 20.24	\$20.83	\$21.43	\$22.05	\$22.70	\$23.36
5	\$ 18.69	\$19.24	\$19.79	\$20.37	\$20.96	\$21.57
4	\$ 17.15	\$17.64	\$18.15	\$18.68	\$19.22	\$19.77
3	\$ 15.60	\$16.05	\$16.51	\$16.99	\$17.48	\$17.98
2	\$ 14.06	\$14.46	\$14.87	\$15.30	\$15.74	\$16.19
1	\$ 12.51	\$12.87	\$13.24	\$13.61	\$14.00	\$14.40

Page Break

2019 One-half percent (0.5%) General Adjustment 1/1/2019																
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/	
20	\$ 42.08	\$ 43.32	\$ 44.60	\$ 45.92	\$ 47.28	\$ 48.67	\$ 50.11	\$ 51.60	\$ 53.12	\$ 54.70	\$ 56.32	\$ 57.99	\$ 59.71	\$ 61.48	\$ 62.78	
19	\$ 40.53	\$ 41.77	\$ 43.05	\$ 44.37	\$ 45.73	\$ 47.12	\$ 48.56	\$ 50.04	\$ 51.56	\$ 53.12	\$ 54.73	\$ 56.38	\$ 58.07	\$ 59.80	\$ 60.45	
18	\$ 38.97	\$ 40.12	\$ 41.31	\$ 42.52	\$ 43.78	\$ 45.07	\$ 46.41	\$ 47.78	\$ 49.19	\$ 50.65	\$ 52.15	\$ 53.69	\$ 55.28	\$ 56.92	\$ 58.12	
17	\$ 37.42	\$ 38.52	\$ 39.66	\$ 40.83	\$ 42.03	\$ 43.27	\$ 44.55	\$ 45.87	\$ 47.22	\$ 48.62	\$ 50.06	\$ 51.54	\$ 53.07	\$ 54.64	\$ 55.79	
16	\$ 35.87	\$ 36.92	\$ 38.01	\$ 39.13	\$ 40.29	\$ 41.47	\$ 42.70	\$ 43.96	\$ 45.26	\$ 46.59	\$ 47.97	\$ 49.39	\$ 50.85	\$ 52.36	\$ 53.47	
15	\$ 34.32	\$ 35.32	\$ 36.36	\$ 37.43	\$ 38.54	\$ 39.67	\$ 40.84	\$ 42.05	\$ 43.29	\$ 44.57	\$ 45.89	\$ 47.24	\$ 48.64	\$ 50.08	\$ 51.14	
14	\$ 32.76	\$ 33.73	\$ 34.72	\$ 35.74	\$ 36.79	\$ 37.87	\$ 38.99	\$ 40.14	\$ 41.32	\$ 42.54	\$ 43.80	\$ 45.09	\$ 46.43	\$ 47.80	\$ 48.81	
13	\$ 31.21	\$ 32.13	\$ 33.07	\$ 34.04	\$ 35.04	\$ 36.07	\$ 37.14	\$ 38.23	\$ 39.36	\$ 40.52	\$ 41.71	\$ 42.94	\$ 44.21	\$ 45.52	\$ 46.48	
12	\$ 29.66	\$ 30.53	\$ 31.42	\$ 32.34	\$ 33.29	\$ 34.27	\$ 35.28	\$ 36.32	\$ 37.39	\$ 38.49	\$ 39.63	\$ 40.79	\$ 42.00	\$ 43.24	\$ 44.15	
11	\$ 28.10	\$ 28.93	\$ 29.77	\$ 30.65	\$ 31.55	\$ 32.47	\$ 33.43	\$ 34.41	\$ 35.42	\$ 36.46	\$ 37.54	\$ 38.64	\$ 39.78	\$ 40.96	\$ 41.82	
10	\$ 26.55	\$ 27.33	\$ 28.13	\$ 28.95	\$ 29.80	\$ 30.67	\$ 31.57	\$ 32.50	\$ 33.46	\$ 34.44	\$ 35.45	\$ 36.50	\$ 37.57	\$ 38.68	\$ 39.49	
9	\$ 25.00	\$ 25.73	\$ 26.48	\$ 27.25	\$ 28.05	\$ 28.87	\$ 29.72	\$ 30.59	\$ 31.49	\$ 32.41	\$ 33.36	\$ 34.35	\$ 35.36	\$ 36.40	\$ 37.16	
8	\$ 23.45	\$ 24.13	\$ 24.83	\$ 25.56	\$ 26.30	\$ 27.07	\$ 27.87	\$ 28.68	\$ 29.52	\$ 30.39	\$ 31.28	\$ 32.20	\$ 33.14	\$ 34.12	\$ 34.83	
7	\$ 21.89	\$ 22.53	\$ 23.19	\$ 23.86	\$ 24.56	\$ 25.27	\$ 26.01	\$ 26.77	\$ 27.55	\$ 28.36	\$ 29.19	\$ 30.05	\$ 30.93	\$ 31.84	\$ 32.50	
6	\$ 20.34	\$ 20.93	\$ 21.54	\$ 22.16	\$ 22.81	\$ 23.47	\$ 24.16	\$ 24.86	\$ 25.59	\$ 26.33	\$ 27.10	\$ 27.90	\$ 28.71	\$ 29.56	\$ 30.17	
5	\$ 18.79	\$ 19.33	\$ 19.89	\$ 20.47	\$ 21.06	\$ 21.67	\$ 22.30	\$ 22.95	\$ 23.62	\$ 24.31	\$ 25.02	\$ 25.75	\$ 26.50	\$ 27.28	\$ 27.85	
4	\$ 17.24	\$ 17.73	\$ 18.24	\$ 18.77	\$ 19.31	\$ 19.87	\$ 20.45	\$ 21.04	\$ 21.65	\$ 22.28	\$ 22.93	\$ 23.60	\$ 24.29	\$ 25.00	\$ 25.52	
3	\$ 15.68	\$ 16.13	\$ 16.60	\$ 17.07	\$ 17.57	\$ 18.07	\$ 18.60	\$ 19.13	\$ 19.69	\$ 20.26	\$ 20.84	\$ 21.45	\$ 22.07	\$ 22.72	\$ 23.19	
2	\$ 14.13	\$ 14.53	\$ 14.95	\$ 15.38	\$ 15.82	\$ 16.27	\$ 16.74	\$ 17.22	\$ 17.72	\$ 18.23	\$ 18.76	\$ 19.30	\$ 19.86	\$ 20.43	\$ 20.86	
1	\$ 12.58	\$ 12.93	\$ 13.30	\$ 13.68	\$ 14.07	\$ 14.47	\$ 14.89	\$ 15.31	\$ 15.75	\$ 16.21	\$ 16.67	\$ 17.15	\$ 17.65	\$ 18.15	\$ 18.53	

2020 1% General Adjustment 1/1/2020																
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/	
20	\$ 42.50	\$ 43.75	\$ 45.05	\$ 46.38	\$ 47.75	\$ 49.16	\$ 50.61	\$ 52.11	\$ 53.66	\$ 55.25	\$ 56.88	\$ 58.57	\$ 60.30	\$ 62.09	\$ 63.41	
19	\$ 40.93	\$ 42.14	\$ 43.38	\$ 44.66	\$ 45.98	\$ 47.34	\$ 48.74	\$ 50.18	\$ 51.67	\$ 53.20	\$ 54.77	\$ 56.40	\$ 58.07	\$ 59.79	\$ 61.06	
18	\$ 39.36	\$ 40.52	\$ 41.72	\$ 42.95	\$ 44.22	\$ 45.52	\$ 46.87	\$ 48.26	\$ 49.68	\$ 51.15	\$ 52.67	\$ 54.23	\$ 55.83	\$ 57.40	\$ 58.70	
17	\$ 37.79	\$ 38.91	\$ 40.06	\$ 41.24	\$ 42.45	\$ 43.71	\$ 45.00	\$ 46.33	\$ 47.70	\$ 49.11	\$ 50.56	\$ 52.06	\$ 53.60	\$ 55.18	\$ 56.35	
16	\$ 36.23	\$ 37.29	\$ 38.39	\$ 39.52	\$ 40.69	\$ 41.89	\$ 43.12	\$ 44.40	\$ 45.71	\$ 47.06	\$ 48.45	\$ 49.89	\$ 51.36	\$ 52.88	\$ 54.00	
15	\$ 34.66	\$ 35.68	\$ 36.73	\$ 37.81	\$ 38.92	\$ 40.07	\$ 41.25	\$ 42.47	\$ 43.72	\$ 45.01	\$ 46.34	\$ 47.71	\$ 49.13	\$ 50.58	\$ 51.65	
14	\$ 33.09	\$ 34.06	\$ 35.06	\$ 36.10	\$ 37.16	\$ 38.25	\$ 39.38	\$ 40.54	\$ 41.74	\$ 42.97	\$ 44.24	\$ 45.54	\$ 46.89	\$ 48.28	\$ 49.30	
13	\$ 31.52	\$ 32.45	\$ 33.40	\$ 34.38	\$ 35.39	\$ 36.43	\$ 37.51	\$ 38.61	\$ 39.75	\$ 40.92	\$ 42.13	\$ 43.37	\$ 44.65	\$ 45.97	\$ 46.94	
12	\$ 29.95	\$ 30.83	\$ 31.74	\$ 32.67	\$ 33.63	\$ 34.62	\$ 35.63	\$ 36.68	\$ 37.76	\$ 38.88	\$ 40.02	\$ 41.20	\$ 42.42	\$ 43.67	\$ 44.59	
11	\$ 28.39	\$ 29.22	\$ 30.07	\$ 30.95	\$ 31.86	\$ 32.80	\$ 33.76	\$ 34.75	\$ 35.78	\$ 36.83	\$ 37.91	\$ 39.03	\$ 40.18	\$ 41.37	\$ 42.24	
10	\$ 26.82	\$ 27.60	\$ 28.41	\$ 29.24	\$ 30.10	\$ 30.98	\$ 31.89	\$ 32.83	\$ 33.79	\$ 34.78	\$ 35.81	\$ 36.86	\$ 37.95	\$ 39.06	\$ 39.89	
9	\$ 25.25	\$ 25.99	\$ 26.75	\$ 27.53	\$ 28.33	\$ 29.16	\$ 30.02	\$ 30.90	\$ 31.80	\$ 32.74	\$ 33.70	\$ 34.69	\$ 35.71	\$ 36.76	\$ 37.53	
8	\$ 23.68	\$ 24.37	\$ 25.08	\$ 25.81	\$ 26.57	\$ 27.34	\$ 28.14	\$ 28.97	\$ 29.82	\$ 30.69	\$ 31.59	\$ 32.52	\$ 33.47	\$ 34.46	\$ 35.18	
7	\$ 22.11	\$ 22.76	\$ 23.42	\$ 24.10	\$ 24.80	\$ 25.53	\$ 26.27	\$ 27.04	\$ 27.83	\$ 28.64	\$ 29.48	\$ 30.35	\$ 31.24	\$ 32.15	\$ 32.83	
6	\$ 20.54	\$ 21.14	\$ 21.75	\$ 22.39	\$ 23.04	\$ 23.71	\$ 24.40	\$ 25.11	\$ 25.84	\$ 26.60	\$ 27.38	\$ 28.18	\$ 29.00	\$ 29.85	\$ 30.48	
5	\$ 18.97	\$ 19.52	\$ 20.09	\$ 20.67	\$ 21.27	\$ 21.89	\$ 22.53	\$ 23.18	\$ 23.86	\$ 24.55	\$ 25.27	\$ 26.01	\$ 26.77	\$ 27.55	\$ 28.12	
4	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.96	\$ 19.51	\$ 20.07	\$ 20.65	\$ 21.25	\$ 21.87	\$ 22.51	\$ 23.16	\$ 23.84	\$ 24.53	\$ 25.25	\$ 25.77	
3	\$ 15.84	\$ 16.29	\$ 16.76	\$ 17.25	\$ 17.74	\$ 18.25	\$ 18.78	\$ 19.32	\$ 19.88	\$ 20.46	\$ 21.05	\$ 21.66	\$ 22.29	\$ 22.94	\$ 23.42	
2	\$ 14.27	\$ 14.68	\$ 15.10	\$ 15.53	\$ 15.98	\$ 16.44	\$ 16.91	\$ 17.40	\$ 17.90	\$ 18.41	\$ 18.95	\$ 19.49	\$ 20.05	\$ 20.54	\$ 21.07	
1	\$ 12.70	\$ 13.06	\$ 13.44	\$ 13.82	\$ 14.21	\$ 14.62	\$ 15.04	\$ 15.47	\$ 15.91	\$ 16.37	\$ 16.84	\$ 17.32	\$ 17.82	\$ 18.34	\$ 18.71	

2021 One-half percent (0.5%) General Adjustment 1/1/2021																
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/	
20	\$ 42.71	\$ 43.97	\$ 45.27	\$ 46.61	\$ 47.99	\$ 49.41	\$ 50.87	\$ 52.37	\$ 53.92	\$ 55.52	\$ 57.17	\$ 58.86	\$ 60.61	\$ 62.40	\$ 63.73	
19	\$ 41.14</															

2017 - 2018 AFSCME COURTHOUSE AGREEMENT

MEMORANDUM OF AGREEMENT (EARLY RETIREMENT INCENTIVE)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 667, AFSCME Council 65, AFL-CIO (hereafter "Union")

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2019-2021 collective bargaining agreement, the parties discussed early retirement incentives; and

WHEREAS, the employer plans to incorporate an early retirement incentive provision into the Aitkin County Personnel Policy manual in January 2019.

NOW, THEREFORE, the parties agree as follows:

1. Employees of this bargaining unit who meet the criteria defined in the Aitkin County Personnel Policy for participation in the early retirement incentive, in 2019, 2020, and 2021 will have the opportunity to participate.
2. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this MOA to be executed this 13th day of November, 2019.

BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA
COUNTY OF AITKIN

LOCAL UNION NO. 667
AFSCME, AFL-CIO

Board Chair

AFSCME Staff Representative

Deleted: CHRISTMAS EVE
Deleted: ¶
Deleted: 2017-2018
Deleted: Union requested Christmas Eve be added as a holiday with the intent that when the holiday falls on a Sunday, the following day shall be observed as a holiday
Deleted: when the holiday falls on a Saturday, it shall be observed on the previous Friday; and
Deleted: is not interested
Deleted: adding a new holiday to the collective bargaining agreement; and
Deleted: WHEREAS, December 24, 2017 falls on a Sunday and the courthouse is already closed the following day for the Christmas holiday; and¶
¶
WHEREAS, December 24, 2018 falls on a Monday when the courthouse is open for business and courts are in session; and¶
¶
WHEREAS, the union shared the importance of Christmas Eve to its membership and expressed an understanding that some employees may be required to work on December 24, 2017 and/or December 24, 2018 as assigned; ¶
Deleted: 1. The parties agree that employees under
Deleted: offices will not be closed. Employees who are required to work on said date(s) will be allowed to take a different day off with pay (or remaining hours with pay
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Deleted: may be absent from their duties with pay, with department head approval, on Friday, December 22, 2017 (in recognition of Christmas Eve on December 24, 2017), and on Monday, December 24, 2018. ¶
2. The parties agree
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Deleted: hours will not be stacked in any way to generate overtime pay.¶
3. The parties understand some employees will be required to work a full or partial day, as
Formatted: Font: 12 pt
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Deleted: partial day(s), as approved
Formatted: Font: 12 pt
Deleted: advance by their department head.
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Deleted: MEMORANDUM OF AGREEMENT (TERRY AMERHEIN SICK LEAVE BANK)¶
.....Section Break (Next Page).....
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Board of County Commissioners Agenda Request

3B
Agenda Item #

Requested Meeting Date: 11/27/2018

Title of Item: Personnel Committee Recommendation, Update PHN Job Description

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Bobbie Danielson	Department: Human Resources Dept.
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 2
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Summary of Issue:

11/13/2018 Personnel Committee unanimously recommends:

Update the PHN job description to include providing direct case management services to medically-fragile individuals within any of the HHS program areas.

Changes are underlined on Page 1 of the attached job description.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

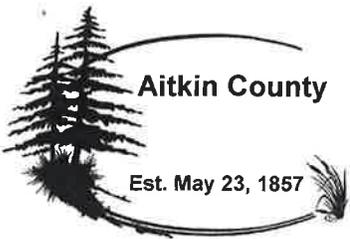
Motion to approve the revised PHN job description as proposed.

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:



Position Description

*f-cmte -
unanimous
OK 11/13/18*

PUBLIC HEALTH NURSE

Department Health and Human Services Department, Public Health Division
Grade Grade 10
Reports to Public Health Nursing Supervisor
FLSA Status Exempt
Union Status Non-union

Final Appointing Authority

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

Job Summary

To perform professional public health nursing services to ensure proper administration and coordination of established public health programs. To prevent disease and promote health and wellness to individuals, families, groups and all citizens of Aitkin County.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

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 and punctuality are essential requirements of this position.

1. Researches, assesses and makes recommendations concerning a diverse population of clients and families in a variety of settings by conducting health assessments in client homes and at public health clinics. Utilizes comprehensive assessment techniques to include a review of physical, functional, mental and socioeconomic status; family dynamics, roles and support systems; and educational needs. Interprets health screening findings to the client and or/family. Makes or assists with referrals to local health providers and community agencies.
2. May be assigned to provide direct case management services to medically-fragile individuals within any of the Health and Human Services programmatic areas. Case management services include assessment of need, care planning and implementation, collaboration with interdisciplinary teams, authorization of client service agreements, community referrals, supportive services and service coordination.



Position Description

3. Performs ongoing evaluation of client and family status and meets public health nursing care needs of a selected case load. Provides comprehensive case management and coordinates services provided through a multidisciplinary approach collaborating extensively with multiple community agencies.
4. Provides public health education in the community. Meets with physicians, school personnel, Health & Human Services personnel and other interested parties to promote optimum health practices and develops health education classes and programs throughout the county for various community groups and public health programs.
5. Reviews documentation in charts to ensure compliance with federal, state and contracted provider rules and regulations for the specific program area. Initiates, maintains and updates various records and prepares reports of work activities, communicable diseases and other subjects for physicians and department, grant and program administrators at a county and/or state level.
6. Investigates and monitors reports of communicable diseases and undertakes disease prevention and control activities in accordance with public health policies, including adult and child immunization clinics. Coordinates efforts with physicians, school personnel and others regarding spread and treatment of the disease.
7. Participates with other members of the community in assessing, planning, implementing and evaluating health services including the promotion of a broad continuum of primary, secondary and tertiary prevention of illness. Represents the department on various advisory committees and at community activities throughout the county to determine community needs and assist with goal implementation and activities related to the promotion of health and the prevention of disease.
8. Ensures that clinical documentation and department billing, such as vouchering, invoicing and time recording, is timely, accurately completed, kept secure and confidential and maintained consistent with Public Health policies and procedures.
9. Pursues professional growth experiences, opportunities and trainings.
10. Participates in the development, planning, reassessing, implementation and evaluation of an emergency preparedness plan for the county. May be required to report for specialized assigned duties or perform emergency response roles.
11. Attends training and meetings as needed.
12. Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree from an accredited school of Nursing, Registered Nurse License and Public Health Nurse Certificate, both issued by the Minnesota Board of Nursing, and CPR Certification.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. Knowledge of County and departmental policies, procedures, and practices.
2. Public health nursing and case management practices.
3. Current medical trends and evidence based nursing practice.



Position Description

4. Emergency procedures.
5. Family and group dynamics.
6. Community resources and referral processes.
7. Federal, state, county and contracted provider health-related laws and regulations of various program areas.
8. The role of Health & Human Services workers in the population served.
9. The Public Health Division's mission, policies and procedures.
10. Legal responsibility for the standards of practice in the area of public health nursing.
11. The third-party payer system.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, coworkers, and the general public sufficient to exchange or convey information and to receive work direction.
2. Computer and typing skill sufficient to complete 30 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Organizing and prioritizing work.
5. Use and operation of a variety of medical and laboratory tools and equipment.
6. Operating modern office equipment.
7. Operating a motor vehicle safely.
8. Weighing and measuring adults and children accurately.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Communicate effectively, both verbally and in writing with clients, families, physicians and other professionals and coworkers.
4. Implement plans of care, evaluate and revise the plans on an ongoing basis.
5. Make independent decisions in altering plans of care to fit individual situations.
6. Advocate for and make care plan recommendations to clients, families and professionals based on the client's and/or family's needs and characteristics.
7. Establish and maintain effective and supportive public relations sufficient to interpret and convey information, policies and legal requirements to inquiring individuals and organizations.
8. Integrate knowledge of public policy and resource management into program development.
9. Determine applicant eligibility based on demographics & health status.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.



Position Description

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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, Publisher, PowerPoint, Public Health Activity Tracking (PHAT), SSIS, MMIS, HuBERT, MIIC, FAP, and Internet.

Ability to Travel

Frequent travel is required to client home visits, public health clinics, trainings, and meetings throughout the county, region and state.

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, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including deteriorating housing, aggressive and/or threatening clients, unrestrained and/or aggressive animals and pets, infection and chronic disease exposure, and inadequate and/or poorly maintained roadways / driveways.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, lab and clinical equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements



Position Description

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

While performing the duties of this job, the employee performs medium 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.

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

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

10/16/2018 - revised

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



Board of County Commissioners Agenda Request

3c
Agenda Item #

Requested Meeting Date: 11/27/2018

Title of Item: Personnel Committee Recommendation, Authorize FT Custodian Position

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

Submitted by: Bobbie Danielson	Department: Human Resources Dept.
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 3
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Summary of Issue:

11/13/2018 Personnel Committee unanimously recommends:

Amend one part-time 29 hr/week Custodian position (J.R. retired 9/24/2018) to full-time 40 hr/week.

A part-time Custodian is budgeted in 2019 at \$29,097. This full-time position if paid at \$15/hour will be an increase of \$16,859 (if single ins) or \$25,094 (if family ins). Administrator Seibert indicated funds will be reserved from the 2018 budget to cover the increase.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to create and authorizing filling a full-time Custodian position.

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:*

Partially budgeted, as outlined above.



Aitkin County Board of Commissioners Agenda Request Form

4

Agenda Item #

Requested Meeting Date: November 27, 2018
Title of Item: Committee Reports

<input checked="" type="checkbox"/> 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 Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	2 nd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
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	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Monthly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Pratt, Alt. Marcotte
Budget Committee 2019			Wedel, Westerlund
Development Achievement Center	Monthly	3 rd Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 st Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Wedel and Pratt
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA (Liaison)	Monthly	4 th Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Pratt 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	Pratt
Mille Lacs Fisheries Input Group	Monthly		Westerlund
Mille Lacs Watershed	10x year	4 th Thursday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Pratt
MN Rural Counties	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 nd Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
NE MN ATP	Quarterly		Pratt, Alt. Niemi and Engineer Welle
NE MN Regional ECB	5x year	4 th Thursday	Marcotte, Alt. Sheriff Turner
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
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		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund