

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS February 26, 2019 – 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)
- 10:05 Break
- 10:15 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 February 12, 2019 to February 25, 2019
  - B) Approve February 12, 2019 County Board Minutes
  - C) Approve Electronic Funds Transfers
  - D) Approve Auditor Warrants (Jan 2019 Sales Tax)
  - E) Approve Commissioner Warrants
  - F) Authorize Board Chair Signature on Letter of Authorization for Central Planes Aviation
  - G) Approve Extension Committee Reappointments
  - H) Adopt Resolution: Federal Recreational Trail Program Grant Application
  - I) Adopt Resolution: Snake River Watershed
  - J) Adopt Resolution: Local Road Improvement Program
- 10:17 3) Cynthia Bennett, Health & Human Services Director
- A) Leadership Leverage Certification Presentations
- 10:27 4) Ross Wagner, Economic Development & Forestry Industry Coordinator
- A) Recognize Winners of Aitkin County Walleye Tank
- 10:37 5) Terry Neff, Environmental Services Director
- A) Approve Residential Waste Electronics Collection Event
  - B) Approve Assemble an Ordinance Committee

- 10:47 6) John Welle, County Engineer**  
**A) Approve Equipment Purchase – Tractor for Mower Attachments**  
**B) Approve MnDOT Detour Agreement**
- 11:17 7) Bobbie Danielson, Human Resources Director**  
**A) Employee Recognition**  
**B) Personnel Committee Recommendations**
- 11:27 8) Committee Updates**
- 11:57 Adjourn**

The Aitkin County Board of Commissioners met this 12<sup>th</sup> day of February, 2019 at 9:01 a.m., at the Aitkin Public Library, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the February 12, 2019 amended agenda. Agenda Item 4B – Land Commissioner Update, was added and Agenda Item 6C – Organizational Structure Update, was removed.

**APPROVED AGENDA**

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: January 22, 2019 to February 11, 2019; B) Approve County Board Minutes: January 22, 2019; C) Approve Electronic Funds Transfers: \$1,623,002.18; D) Approve Fire Protection Contract – City of McGrath; E) Adopt Resolution: MN Housing Finance Agency’s Family Homeless Prevention and Assistance Program; F) Approve Motor Pool Vehicle Purchase; G) Approve Consumption & Display Permit – Larson’s Barn; H) Approve Consumption & Display Permit – Minnewawa Sportsmen’s Club; I) Adopt Resolution: LG220 Exempt Permit – Lawler Area Community Club; J) Adopt Resolution: LG220 Exempt Permit – Wealthwood Rod and Gun Club; K) Adopt Resolution: Repurchase Application – Partners in Action (PIA); L) Adopt Resolution: Set Public Hearing Date for Land Classification; M) Approve Personnel Policy Update – Lifelock; N) Approve Appointment to HHS Advisory Committee; O) Approve Auditor Warrants – 2018 Nov/Dec Apportionment: Agency \$405,036.19; P) Approve Auditor Warrants – Period 3 Tax Overpays: Taxes & Penalties \$9,811.83; Q) Approve January Manual Warrants: General Fund \$207,178.40, Road & Bridge \$186,296.55, Health & Human Services \$31,322.95, State \$104,335.84, Trust \$14,876.57, Forest Development \$8,470.00, Long Lake Conservation Center \$18,140.19 for a total of \$570,620.50; R) Approve February 8, 2019 Commissioner Warrants: General Fund \$287,288.25, Road & Bridge \$21,073.84, Special Revenue \$19,943.64, Health & Human Services \$20,461.05, Trust \$81,143.77, Forest Development \$1,734.00, Taxes & Penalties \$322.00, Capital Project \$3,954.86, Long Lake Conservation Center \$5,410.52, Parks \$89,404.51 for a total of \$530,736.44

**CONSENT AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Minnesota Housing Finance Agency’s Family Homeless Prevention and Assistance Program:

July 1, 2019 - June 30, 2021

**WHEREAS**, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide assistance to low-income families and youth to prevent homelessness; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has developed an application as an Administering Entity for the Minnesota Housing Finance Agency’s Family Homeless Prevention and Assistance program; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency’s Family

**RESOLUTION  
20190212-010  
MINNESOTA  
HOUSING  
FINANCE  
AGENCY’S  
FAMILY  
HOMELESS  
PREVENTION  
AND  
ASSISTANCE  
PROGRAM**

Homeless Prevention and Assistance Program.

**NOW, THEREFORE BE IT RESOLVED**, that Lakes and Pines Community Action Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program, in the County of Aitkin.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve budgeted Motor Pool purchase of two 2019 AWD Chevrolet Equinoxes from Brandl Chevrolet at a cost of \$23,870 each, with trade-ins of two 2014 Ford Escapes for \$17,500 combined, for a total price of \$30,240, plus taxes and fees.

**MOTOR POOL  
VEHICLE  
PURCHASE**

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following Application for Consumption & Display (Set up) Permit:

**CONSUMPTION  
& DISPLAY  
PERMIT –  
LARSON'S BARN**

Larson, Leonard and Kathy, d/b/a Larson's Barn – Workman Township

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following Application for Consumption & Display (Set up) Permit:

**CONSUMPTION  
& DISPLAY  
PERMIT –  
MINNEWAWA  
SPORTSMEN'S  
CLUB**

Minnewawa Sportsmen's Club Inc., d/b/a Minnewawa Sportsmen's Club – Shamrock Township

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – LG220 Exempt Permit – Lawler Area Community Club:

**RESOLUTION  
20190212-011  
LG220 EXEMPT  
PERMIT –  
LAWLER AREA  
COMMUNITY  
CLUB**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Lawler Area Community Club, at the following location – Jackson's Hole, which has an address of 36232 Kestrel Avenue, MN 55760 – Salo Township. (Note: Date of activity for Raffle – April 13, 2019)

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – LG220 Exempt Permit – Wealthwood Rod and Gun Club:

**RESOLUTION  
20190212-012  
LG220 EXEMPT  
PERMIT –  
WEALTHWOOD  
ROD AND GUN  
CLUB**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Wealthwood Rod & Gun Club, at the following location – Wealthwood Rod & Gun Club, which has an address of 23573 420<sup>th</sup> Place, Aitkin, MN 56431 – Hazelton Township. (Note: Date of activity for Raffle – October 5, 2019)

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution –

Repurchase Application – Partners in Action (PIA):

**WHEREAS**, Partners in Action (PIA) of Minnesota, the owners at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Quadna Mountain Vacation Club First Addition, Lot 2 Block 1  
Property ID: 57-1-087800

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

- a. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:  
 Mr. Gerber and I believed that PIA of Minnesota had sold this parcel to Mr. Gerber in 2005. That parcel was apparently left out of the sale. Mr. Gerber has made significant improvements to the property. He properly and lawfully removed an old foundation and filled in several large holes. He has invested significant time and expense into this project. I request to be allowed to redeem this parcel so I can convey it to Mr. Gerber.
- b. The repurchase of said land by me will promote and best serve the public interest, because:  
 Mr. Gerber purchased many smaller parcels near this parcel from PIA of Minnesota in 2015. It is beneficial to bring this parcel into Mr. Gerber's ownership so that the many small parcels in this area are unified in common ownership.

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

**NOW, THEREFORE BE IT RESOLVED**, that the application of Partners in Action (PIA) of Minnesota for the purchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Set Public Hearing Date for Land Classification:

**WHEREAS**, MN Statue 282.01 allows the County Board to classify tax-forfeited lands either to be retained in public ownership for public benefits or returned to private ownership, and

**WHEREAS**, MN Statute 282.01 requires that a public hearing be held to receive comments and recommendations about the pending classifications.

**THEREFORE, BE IT RESOLVED**, the Aitkin County Board of Commissioners hereby sets a public hearing for May 14, 2019 at 10:00 AM at the Aitkin County Board of Commissioners Meeting to be held at the Aitkin Public Library for the classification of the

**RESOLUTION  
20190212-013  
REPURCHASE  
APPLICATION –  
PARTNERS IN  
ACTION (PIA)**

**RESOLUTION  
20190212-014  
SET PUBLIC  
HEARING DATE  
FOR LAND  
CLASSIFICATION**

following parcels of tax-forfeited lands.

#	PIN #	LEGAL	Sec.	Twp.	Rge.	Classification Recommendation
1	01-0-037201	(NE-NE) LOT 3, (NW-NE) LOT 2, SW NE, AND (SE-NE) LOT 5 LYING SLY OF RD ROW AS IN DOC 385158 RIVERSIDE POINT 2ND	18	47	27	non-conservation
2	01-1-152900	ADDITION, LOT 68 RIVERSIDE POINT 2ND	25	136	25	conservation
3	01-1-153000	ADDITION, Lot 69 0.52 AC G LOT 1 AS IN DOC	25	136	25	conservation
4	09-0-031708	356347 2.15 AC S&W OF R/W IN SE NW	19	46	25	non-conservation
5	19-0-038100	IN B26 D P536 COUNTY AUDITORS PLAT OF	22	49	25	conservation
6	20-1-063100	SWATARA, LOT 2 BLK 4 COUNTY AUDITORS PLAT OF	20	51	26	non-conservation
7	20-1-063300	SWATARA, LOT 4 BLK 4 COUNTY AUDITORS PLAT OF	20	51	26	non-conservation
8	20-1-063400	SWATARA, LOT 5 BLK 4 COUNTY AUDITORS PLAT OF	20	51	26	non-conservation
9	20-1-063500	SWATARA, LOT 6 BLK 4	20	51	26	non-conservation
10	26-0-044000	1 AC IN NW NW LESS .48 AC HY	27	46	23	non-conservation
11	27-1-072101	LAWLER, LOTS 11 & 12 BLK 8	19	47	22	non-conservation
12	29-1-082900	INDIAN PROTAGE, LOT 11 BLK 9	20	49	23	non-conservation
13	29-1-083000	INDIAN PROTAGE, LOT 12 BLK 9	20	49	23	non-conservation
14	29-1-083100	INDIAN PROTAGE, LOT 13 BLK 9	20	49	23	non-conservation
15	29-1-086800	INDIAN PROTAGE, LOT 4 BLK 11	20	49	23	non-conservation
16	29-1-086900	INDIAN PROTAGE, LOT 5 BLK 11	20	49	23	non-conservation
17	29-1-087000	INDIAN PROTAGE, LOT 6 BLK 11	20	49	23	non-conservation
18	29-1-088400	INDIAN PROTAGE, LOT 20 BLK 11	20	49	23	non-conservation
19	29-1-088500	INDIAN PROTAGE, LOT 21 BLK 11	20	49	23	non-conservation
20	29-1-180400	SHESEBE POINT, LOT 375	21	49	23	non-conservation
21	29-1-180500	SHESEBE POINT, LOT 376	21	49	23	non-conservation
22	29-1-244000	SHESEBE POINT THIRD ADDITION, LOT 10 BLK 18	27	49	23	non-conservation
23	29-1-244100	SHESEBE POINT THIRD ADDITION, LOT 11 BLK 18	27	49	23	non-conservation
24	29-1-257400	SHESEBE POINT THIRD ADDITION, LOT 6 BLK 24	27	49	23	non-conservation
25	29-1-271000	SHESEBE POINT THIRD ADDITION, LOT 1 BLK 33	27	49	23	non-conservation
26	29-1-271100	SHESEBE POINT THIRD ADDITION, LOT 2 BLK 33	27	49	23	non-conservation
27	29-1-283700	SHESEBE POINT THIRD ADDITION, LOT 5 BLK 40	27	49	23	non-conservation

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28	29-1-289000	SHESEBE POINT THIRD ADDITION, LOTS 3 & 4 BLK 44	27	49	23	non-conservation
29	30-1-062500	EASTLAKE, LOT 3 BLK 10 EVERGREEN BEACH, OUTLOT B	20	47	23	non-conservation
30	52-1-040200	LYING NW OF TWP RD	13	49	27	non-conservation
31	57-0-003002	LOT 6 LESS 0.72 AC PLAT PART OF NW SW LYING W & N	23	52	26	non-conservation
32	57-0-003107	OF CO RD # 82 PART OF SW SW LYING W & N	24	52	26	non-conservation
33	57-0-003108	OF CO RD #82 QUADNA MOUNTAIN VACATION CLUB FIRST ADD,	24	52	26	non-conservation
34	57-1-088400	OUTLOT A QUADNA MOUNTAIN VACATION CLUB FIRST ADD,	23	52	26	non-conservation
35	57-1-088500	OUTLOT B QUADNA MOUNTAIN LODGE	26	52	26	non-conservation
36	57-1-088900	CONDO NUMBER 4, AU 120 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
37	57-1-089000	CONDO NUMBER 4, AU 121 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
38	57-1-089100	CONDO NUMBER 4, AU 122 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
39	57-1-089200	CONDO NUMBER 4, AU 123 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
40	57-1-089300	CONDO NUMBER 4, AU 124 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
41	57-1-089400	CONDO NUMBER 4, AU 125 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
42	57-1-089500	CONDO NUMBER 4, AU 126 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
43	57-1-089600	CONDO NUMBER 4, AU 127 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
44	57-1-089700	CONDO NUMBER 4, AU 130 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
45	57-1-089800	CONDO NUMBER 4, AU 131 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
46	57-1-089900	CONDO NUMBER 4, AU 132 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
47	57-1-090000	CONDO NUMBER 4, AU 133 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
48	57-1-090100	CONDO NUMBER 4, AU 134 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
49	57-1-090200	CONDO NUMBER 4, AU 135 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
50	57-1-090300	CONDO NUMBER 4, AU 136 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
51	57-1-090400	CONDO NUMBER 4, AU 137 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
52	57-1-090500	CONDO NUMBER 4, AU 140 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
53	57-1-090600	CONDO NUMBER 4, AU 141 QUADNA MOUNTAIN LODGE	23	52	26	non-conservation
54	57-1-090700	CONDO NUMBER 4, AU 142	23	52	26	non-conservation

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## February 12, 2019

55	57-1-090800	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 143	23	52	26	non-conservation
56	57-1-090900	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 144	23	52	26	non-conservation
57	57-1-091100	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 146	23	52	26	non-conservation
58	57-1-091200	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 147	23	52	26	non-conservation
59	57-1-091300	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 162	23	52	26	non-conservation
60	57-1-091400	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 163	23	52	26	non-conservation
61	57-1-091500	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 164	23	52	26	non-conservation
62	57-1-091600	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 166	23	52	26	non-conservation
63	57-1-091700	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 167	23	52	26	non-conservation
64	57-1-091800	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 170	23	52	26	non-conservation
65	57-1-091900	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 171	23	52	26	non-conservation
66	57-1-092000	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 172	23	52	26	non-conservation
67	57-1-092100	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 173	23	52	26	non-conservation
68	57-1-092200	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 174	23	52	26	non-conservation
69	57-1-092300	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 175	23	52	26	non-conservation
70	57-1-092400	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 176	23	52	26	non-conservation
71	57-1-092500	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 177	23	52	26	non-conservation
72	57-1-092600	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 180	23	52	26	non-conservation
73	57-1-092700	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 181	23	52	26	non-conservation
74	57-1-092800	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 182	23	52	26	non-conservation
75	57-1-092900	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 183	23	52	26	non-conservation
76	57-1-093000	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 184	23	52	26	non-conservation
77	57-1-093100	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 185	23	52	26	non-conservation
78	57-1-093200	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 186	23	52	26	non-conservation
79	57-1-093300	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, AU 187	23	52	26	non-conservation
80	57-1-093500	QUADNA MOUNTAIN LODGE CONDO NUMBER 4, C.E. & L.C.E.	23	52	26	non-conservation
81	58-1-005200	MCGRATH, LOTS 1-2 BLK 5	5	43	23	non-conservation

		HESPER J NEWELLS ADDITION IN MCGREGOR					
82	59-1-026200	, LOT 5 BLK 3	31	48	23	non-conservation	
		HESPER J NEWELLS ADDITION IN MCGREGOR, LOT 6 LESS W					
83	59-1-026301	12 FT OF N 100 FT BLK 3	31	48	23	non-conservation	
		TINGDALES ORIGINAL TOWNSITE OF TAMARACK,					
84	61-1-014400	LOTS 24 & 25 BLK 3	15	48	22	non-conservation	
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Personnel Policy update as presented, Article V, Section S (new) Life Lock Insurance Policy.</p>							<p><b>PERSONNEL POLICY UPDATE LIFE LOCK</b></p>
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the appointment of Jill Godfrey to the HHS Advisory Committee, representing District 1.</p>							<p><b>HHS ADVISORY COMMITTEE APPOINTMENT</b></p>
<p>Mike Dangers, County Assessor discussed with the Board when and where to schedule the 2019 County Board of Appeal and Equalization meeting. The Board agreed to schedule it on June 25, 2019 at 4:00 p.m. Staff is checking the availability of Aitkin City Hall on that date. The final scheduling of the BAE meeting will be made at the next Board meeting.</p>							<p><b>2019 BAE MEETING DISCUSSED</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to approve budgeted purchase of two 2019 Ford F150 4x4 (Ecoboost) from Aitkin Motors for a total of \$51,970, plus taxes and fees.</p>							<p><b>VEHICLE PURCHASE – LAND DEPT.</b></p>
<p>Rich Courtemanche, Land Commissioner updated the Board on the following:</p> <ul style="list-style-type: none"> <li>➤ X-Country Ski Trails             <ul style="list-style-type: none"> <li>○ Staff appreciated the opportunity to attend the A.B.R. Workshop in January, in Ironwood, Michigan. It was a great opportunity to learn grooming techniques for ski trails.</li> <li>○ Ski By The Stars Event - February 22, 2019</li> <li>○ F.R.T.P. grant application request will be coming to Board on February 26, 2019.</li> </ul> </li> <li>➤ Legislative Update – No Child Left Inside, H.F. 133</li> <li>➤ The Minnesota Chapter of The Wildlife Society (MNTWS)             <ul style="list-style-type: none"> <li>○ Will be honoring the Aitkin County Land Department (ACLD) with the prestigious Conservation Award for 2018</li> <li>○ The ceremony is scheduled for February 20<sup>th</sup> at the DECC in Duluth.</li> </ul> </li> </ul>							<p><b>LAND COMMISSIONER UPDATES</b></p>
<p>Penny Harms, Veterans Service Officer reviewed and discussed the 2019 Veterans Services Office Report with the Board.</p>							<p><b>VSO UPDATE</b></p>

<p>Steve Hughes, District Manager Aitkin County SWCD discussed the Rum River and Snake River Watersheds with the Board. Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve Memorandum of Agreement for the Rum River One Watershed, One Plan, as presented, and to authorize signatures.</p>	<p><b>WATERSHED DISCUSSION</b></p>
<p>Jessica Seibert, County Administrator gave a brief update to the Board on the 2019 Legislative Session.</p>	<p><b>2019 LEGISLATIVE SESSION</b></p>
<p>The Board discussed: NRAC, McGregor Airport Commission, JCNRB, McGregor City Council, Economic Development, HRA, P&amp;Z, CARE, Human Health Board, Extension, Mille Lacs Watershed, ECRL, HHS Advisory, MHB, and Facilities.</p>	<p><b>BOARD DISCUSSION</b></p>
<p>Break: 10:33 a.m. to 10:39 a.m.</p>	<p><b>BREAK</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to close the meeting at 10:39 a.m. under MN Statute 13D.03 Subd.1 (b) Labor Negotiations.</p>	<p><b>CLOSED MEETING</b></p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to reopen the meeting at 11:12 a.m.</p>	<p><b>REOPEN MEETING</b></p>
<p>Motion by Commissioner Wedel seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 11:12 a.m. until Tuesday, February 26, 2019 at the Aitkin Public Library.</p>	<p><b>ADJOURN</b></p>
<hr/> <p>Anne Marcotte, Board Chair Aitkin County Board of Commissioners</p>	
<hr/> <p>Jessica Seibert, County Administrator</p>	



# Board of County Commissioners Agenda Request

20  
Agenda Item #

**Requested Meeting Date:** 2/26/2019

**Title of Item:** Electronic funds transfers

- REGULAR AGENDA
- CONSENT AGENDA
- INFORMATION ONLY

**Action Requested:**

- Approve/Deny Motion
- Adopt Resolution (attach draft)

- Direction Requested
- Discussion Item
- Hold Public Hearing\*

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

**Submitted by:**  
Lori Grams

**Department:**  
County Treasurer

**Presenter (Name and Title):**  
N/A

**Estimated Time Needed:**

**Summary of Issue:**  
Electronic funds transfers thru 2/18/19

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

**Recommended Action/Motion:**

**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:*

ELECTRONIC FUNDS TRANSFERS

Thru February 18, 2019

Date	Amount	Reason
2/5/2019	\$43.41	Manual Abstract
2/6/2019	\$6,099.60	Manual Abstract
2/8/2019	\$3,713.80	Commissioner Warrants
2/8/2019	\$1,584.57	Auditor Warrants
2/8/2019	\$83,294.61	Commissioner Warrants
2/11/2019	\$32,498.19	Manual Abstract
2/13/2019	\$783.69	Manual Abstract
2/15/2019	\$1,135.81	Auditor Warrants
2/15/2019	\$534,426.89	Payroll Abstract
2/15/2019	\$2,179.51	Payroll Abstract
<hr/> <b>\$665,760.08</b>		

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 AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
40	DEPT			Auditor			
89991	Bremer Bank						
	01-040-000-0000-5840		0.06	Receipt Nbr 6891 01/16/2019		Misc Receipts	N
	01-040-021-0000-5522		0.64	Receipt Nbr 7063 01/29/2019		Motor Vehicle License/Tab Fees	N
	01-040-021-0000-5522		0.96	Receipt Nbr 7064 01/29/2019		Motor Vehicle License/Tab Fees	N
	01-040-021-0000-5840		1.29	Receipt Nbr 6765 01/09/2019		Misc Receipts	N
	01-040-021-0000-5840		0.96	Receipt Nbr 6859 01/15/2019		Misc Receipts	N
89991	Bremer Bank		3.91	5 Transactions			
40	DEPT Total:		3.91	Auditor	1 Vendors	5 Transactions	
42	DEPT			Treasurer			
89991	Bremer Bank						
	01-042-000-0000-5840		0.13	Receipt Nbr 6725 01/07/2019		Misc Receipts	N
	01-042-000-0000-5840		0.13	Receipt Nbr 6921 01/08/2019		Misc Receipts	N
	01-042-000-0000-5840		12.87	Receipt Nbr 6847 01/15/2019		Misc Receipts	N
	01-042-000-0000-5840		12.87	Receipt Nbr 6911 01/17/2019		Misc Receipts	N
89991	Bremer Bank		26.00	4 Transactions			
42	DEPT Total:		26.00	Treasurer	1 Vendors	4 Transactions	
43	DEPT			Assessor			
89991	Bremer Bank						
	01-043-000-0000-5840		0.26	Receipt Nbr 6936 01/18/2019		Misc Receipts	N
	01-043-000-0000-5840		1.03	Receipt Nbr 6936 01/18/2019		Misc Receipts	N
89991	Bremer Bank		1.29	2 Transactions			
43	DEPT Total:		1.29	Assessor	1 Vendors	2 Transactions	
49	DEPT			Information Technologies			
89991	Bremer Bank						
	01-049-000-0000-5525		22.04	Receipt Nbr 6752 01/08/2019		Label & Listing Sales	N
89991	Bremer Bank		22.04	1 Transactions			
49	DEPT Total:		22.04	Information Technologies	1 Vendors	1 Transactions	
90	DEPT			Attorney			

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
89991	Bremer Bank						
	01-090-000-0000-5840		0.64	Receipt Nbr 6704 01/03/2019		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 6705 01/03/2019		Misc Receipts	N
	01-090-000-0000-5840		1.93	Receipt Nbr 6758 01/09/2019		Misc Receipts	N
	01-090-000-0000-5840		1.93	Receipt Nbr 6877 01/16/2019		Misc Receipts	N
	01-090-000-0000-5840		1.93-	Receipt Nbr 6877 01/16/2019		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 6878 01/16/2019		Misc Receipts	N
	01-090-000-0000-5840		0.64-	Receipt Nbr 6878 01/16/2019		Misc Receipts	N
	01-090-000-0000-5840		1.93	Receipt Nbr 6885 01/16/2019		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 6886 01/16/2019		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 6933 01/18/2019		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 6973 01/22/2019		Misc Receipts	N
	01-090-000-0000-5840		2.57	Receipt Nbr 6989 01/23/2019		Misc Receipts	N
	01-090-000-0000-5840		4.50	Receipt Nbr 7059 01/29/2019		Misc Receipts	N
89991	Bremer Bank		14.13	13 Transactions			
90	DEPT Total:		14.13	Attorney	1 Vendors	13 Transactions	
100	DEPT			Recorder			
89991	Bremer Bank						
	01-100-000-0000-6311		162.00	Recorders Copies		Sales Tax	N
89991	Bremer Bank		162.00	1 Transactions			
100	DEPT Total:		162.00	Recorder	1 Vendors	1 Transactions	
252	DEPT			Corrections			
89991	Bremer Bank						
	01-252-000-0000-5861		56.38	Receipt Nbr 6879 01/16/2019		Medical Co Pay From Inmates	N
	01-252-000-0000-5861		56.38-	Receipt Nbr 6879 01/16/2019		Medical Co Pay From Inmates	N
	01-252-000-0000-5861		56.38	Receipt Nbr 6887 01/16/2019		Medical Co Pay From Inmates	N
	01-252-252-0000-5872		128.41	Receipt Nbr 6990 01/23/2019		Phone Card Prisoner Welfare(Taxable)	N
	01-252-252-0000-5885		8.93	Receipt Nbr 6703 01/03/2019		Commissary Sales Taxable	N
	01-252-252-0000-5885		33.68	Receipt Nbr 6770 01/09/2019		Commissary Sales Taxable	N
	01-252-252-0000-5885		30.44	Receipt Nbr 6879 01/16/2019		Commissary Sales Taxable	N
	01-252-252-0000-5885		30.44-	Receipt Nbr 6879 01/16/2019		Commissary Sales Taxable	N
	01-252-252-0000-5885		30.44	Receipt Nbr 6887 01/16/2019		Commissary Sales Taxable	N
	01-252-252-0000-5885		15.18	Receipt Nbr 6990 01/23/2019		Commissary Sales Taxable	N
	01-252-252-0000-5885		19.91	Receipt Nbr 7086 01/31/2019		Commissary Sales Taxable	N

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# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	89991 Bremer Bank		292.93	11 Transactions		
252	DEPT Total:		292.93	Corrections	1 Vendors	11 Transactions
1	Fund Total:		522.30	General Fund		37 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</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>
0	DEPT			Undesignated		
	89991 Bremer Bank					
	03-000-000-0000-5855		0.26	Receipt Nbr 6766 01/09/2019		Charges-Individuals N
	03-000-000-0000-5855		1.93	Receipt Nbr 6937 01/18/2019		Charges-Individuals N
	03-000-000-0000-5855		1.93	Receipt Nbr 6969 01/22/2019		Charges-Individuals N
	03-000-000-0000-5855		1.93	Receipt Nbr 7011 01/25/2019		Charges-Individuals N
	89991 Bremer Bank		6.05	4 Transactions		
0	DEPT Total:		6.05	Undesignated	1 Vendors	4 Transactions
303	DEPT			R&B Highway Maintenance		
	8410 Bremer Bank					
	03-303-000-0000-6513		1,417.88	Jan Diesel		Motor Fuel & Lubricants N
	8410 Bremer Bank		1,417.88	1 Transactions		
303	DEPT Total:		1,417.88	R&B Highway Maintenance	1 Vendors	1 Transactions
3	Fund Total:		1,423.93	Road & Bridge		5 Transactions

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 5 Health & Human Services

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
430	DEPT			Social Services			
	89991 Bremer Bank						
	05-430-700-0000-5832		0.13	Receipt Nbr 7087 01/31/2019		Ss Administrative Recoveries	N
	89991 Bremer Bank		0.13	1 Transactions			
430	DEPT Total:		0.13	Social Services	1 Vendors	1 Transactions	
5	Fund Total:		0.13	Health & Human Services		1 Transactions	

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099	On Behalf of Name
0	DEPT					Undesignated						
4580	Mn Dept Of Finance											
		09-000-000-0000-2022			800.00	Jan 2019				Birth/Death Surcharges		N
		09-000-000-0000-2024			144.00	Jan 2019				St Share Of Birth Cert.-Children		N
		09-000-000-0000-2031			36.00	Jan 2019				Real Estate Assurance (Was 5874 Anc		N
		09-000-000-0000-2036			4,176.00	Jan 2019				Recording Surcharges (Was 5871 & 6:		N
4580	Mn Dept Of Finance				5,156.00				4 Transactions			
3375	Mn Dept Of Health											
		09-000-000-0000-2027			425.00	Jan 2019				State Well Cert Fees (Was 5097 & 620		N
3375	Mn Dept Of Health				425.00				1 Transactions			
0	DEPT Total:				5,581.00	Undesignated			2 Vendors			5 Transactions
9	Fund Total:				5,581.00	State						5 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
89991	Bremer Bank					
	19-521-000-0000-5885		72.72	Receipt Nbr 6767 01/09/2019	Commissary Sales Taxable	N
	19-521-000-0000-5885		0.45	Receipt Nbr 6946 01/22/2019	Commissary Sales Taxable	N
	19-521-000-0000-5885		60.98	Receipt Nbr 7076 01/31/2019	Commissary Sales Taxable	N
89991	Bremer Bank		134.15	3 Transactions		
521	DEPT Total:		134.15	LLCC Administration	1 Vendors	3 Transactions
19	Fund Total:		134.15	Long Lake Conservation Center		3 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
520	DEPT			Parks			
89991	Bremer Bank						
	21-520-000-0000-5510		7.72	Receipt Nbr 754 01/08/2019		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 755 01/08/2019		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 756 01/08/2019		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 760 01/11/2019		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 765 01/14/2019		Co. Parks Campground Fees	N
	21-520-000-0000-5510		10.29	Receipt Nbr 765 01/14/2019		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 765 01/14/2019		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 790 01/24/2019		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 791 01/24/2019		Co. Parks Campground Fees	N
	21-520-000-0000-5510		33.45	Receipt Nbr 800 01/31/2019		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 801 01/31/2019		Co. Parks Campground Fees	N
89991	Bremer Bank		81.37	11 Transactions			
520	DEPT Total:		81.37	Parks	1 Vendors	11 Transactions	
21	Fund Total:		81.37	Parks		11 Transactions	
	Final Total:		7,742.88	14 Vendors	62 Transactions		

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	522.30	General Fund	
	3	1,423.93	Road & Bridge	
	5	0.13	Health & Human Services	
	9	5,581.00	State	
	19	134.15	Long Lake Conservation Center	
	21	81.37	Parks	
	All Funds	7,742.88	Total	Approved by, .....
				.....
				.....

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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		173.25	Synopsis 1/8/19	667674	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		173.25	1 Transactions			
10452	AT&T Mobility 01-001-000-0000-6250		65.96		287259994975	Telephone	N
10452	AT&T Mobility		65.96	1 Transactions			
1	DEPT Total:		239.21	Commissioners	2 Vendors	2 Transactions	
40	DEPT			Auditor			
86222	Aitkin Independent Age 01-040-000-0000-6230		172.61	Summary Budget Notice	669749	Printing, Publishing & Adv	N
	01-040-021-0000-6230		44.97	Service Directory	893636	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		217.58	2 Transactions			
2214	Holder/Maryann 01-040-021-0000-6301		825.00	February Rent License Center		Rentals	1
	01-040-021-0000-6301		825.00	March Rent License Center		Rentals	1
2214	Holder/Maryann		1,650.00	2 Transactions			
14892	Knutson / Jonathan 01-040-000-0000-6330		167.04	MACO		Transportation & Travel	N
	01-040-000-0000-6332		384.81	Maco Hotel		Hotels / Motels	N
14892	Knutson / Jonathan		551.85	2 Transactions			
3195	MCCC, MI 33 01-040-000-0000-6231		165.00	Update to IFS	1901470	Services, Labor, Contracts	N
3195	MCCC, MI 33		165.00	1 Transactions			
3871	People's Security Co. Inc, 01-040-021-0000-6231		251.88	Annual Monitoring 02/01/2019 01/31/2020	206205	Services, Labor, Contracts	N
3871	People's Security Co. Inc,		251.88	1 Transactions			
3267	Peysar/Kirk 01-040-000-0000-6332		384.81	MACO		Hotels / Motels	N

# 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 Descripti On Behalf of Name	1099
3267	Peysar/Kirk		384.81		1 Transactions		
14408	Stillwater Printing Company 01-040-021-0000-6405		117.86	2019 Driver's manuals	174705	Office & Computer Supplies	N
14408	Stillwater Printing Company		117.86		1 Transactions		
86235	The Office Shop Inc 01-040-000-0000-6405		8.22	Replacement pads	1058861-0	Office & Computer Supplies	N
	01-040-000-0000-6405		1.10	Correction fluid	1058957-0	Office & Computer Supplies	N
	01-040-000-0000-6405		15.45	Dymo labels	1059056-0	Office & Computer Supplies	N
	01-040-000-0000-6405		3.95	Pens	1059143-0	Office & Computer Supplies	N
	01-040-000-0000-6405		7.78	Avery Labels	303392-0	Office & Computer Supplies	N
86235	The Office Shop Inc		36.50		5 Transactions		
40	DEPT Total:		3,375.48	Auditor	8 Vendors	15 Transactions	
41	DEPT			Internal Audit			
12780	CliftonLarsonAllen, LLP 01-041-000-0000-6231		15,000.00	Progress billing #3 YE 2018	2002296	Services, Labor, Etc	Y
12780	CliftonLarsonAllen, LLP		15,000.00		1 Transactions		
41	DEPT Total:		15,000.00	Internal Audit	1 Vendors	1 Transactions	
42	DEPT			Treasurer			
86222	Aitkin Independent Age 01-042-000-0000-6231		73.50	Uncashed check ad	669748	Services, Labor, Contracts	N
86222	Aitkin Independent Age		73.50		1 Transactions		
4173	Grams/Lori 01-042-000-0000-6405		112.06	Batteries, Ipad Smart Folio		Office & Computer Supplies	N
4173	Grams/Lori		112.06		1 Transactions		
11655	Impact 01-042-000-0000-6205		3,811.00	Postage-tax statement/valuatio	09	Postage	N
11655	Impact		3,811.00		1 Transactions		
15056	The Aitkin Age 01-042-000-0000-6405		36.00	1 year subscription	TAA-113642	Office & Computer Supplies	N

# 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 Descripti On Behalf of Name	1099
15056	The Aitkin Age		36.00		1 Transactions		
86235	The Office Shop Inc 01-042-000-0000-6405		21.33	Envelope, rubberbank	1058741-0	Office & Computer Supplies	N
86235	The Office Shop Inc		21.33		1 Transactions		
14330	US Bank 01-042-000-0000-6231		117.53	Ricoh Copier	377297924	Services, Labor, Contracts	N
14330	US Bank		117.53		1 Transactions		
42	DEPT Total:		4,171.42	Treasurer	6 Vendors	6 Transactions	
43	DEPT			Assessor			
170	Aitkin Motor Company 01-043-000-0000-6511		45.76	Oil change 2012 Ford F150	21837	Gas And Oil	N
170	Aitkin Motor Company		45.76		1 Transactions		
783	Canon Financial Services, Inc 01-043-000-0000-6231		164.08	Coper contract 033	19619814	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		164.08		1 Transactions		
4641	Holiday Credit Office 01-043-000-0000-6511		372.17	Fuel	1400000147443	Gas And Oil	N
4641	Holiday Credit Office		372.17		1 Transactions		
2351	IAAO 01-043-000-0000-6240		190.00	Membership dues - Dangers	19-00129221	Dues & License Renewal	N
2351	IAAO		190.00		1 Transactions		
11655	Impact 01-043-000-0000-6205		3,811.00	Postage-tax statement/valuatio	09	Postage	N
11655	Impact		3,811.00		1 Transactions		
86235	The Office Shop Inc 01-043-000-0000-6405		21.30	AA batteries	1058702-0	Office, Film & Computer Supplies	N
86235	The Office Shop Inc		21.30		1 Transactions		
13934	Tire Barn 01-043-000-0000-6511		36.89	Oil change, Jeep Liberty	46727	Gas And Oil	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
13934	Tire Barn		36.89		1 Transactions		
6097	Verizon Wireless 01-043-000-0000-6250		149.07	Cell phone	9823319335	Telephone	N
6097	Verizon Wireless		149.07		1 Transactions		
43	DEPT Total:		4,790.27	Assessor	8 Vendors	8 Transactions	
44	DEPT			Central Services			
3336	Office Of MN. IT Services 01-044-000-0000-6231		1,300.00	Jan 2019	DV19010375	Services, Labor, Contracts	N
3336	Office Of MN. IT Services		1,300.00		1 Transactions		
3724	Performance Office Papers 01-044-000-0000-6405		2,312.00	Copy Paper	396016-00	Office & Computer Supplies	N
3724	Performance Office Papers		2,312.00		1 Transactions		
86235	The Office Shop Inc 01-044-000-0000-6231		693.08	Quarterly copy charges	303134-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		693.08		1 Transactions		
44	DEPT Total:		4,305.08	Central Services	3 Vendors	3 Transactions	
45	DEPT			Motor Pool			
50	Aitkin Body Shop, Inc 01-045-000-0000-6302		72.05	Mirror on Escape #18	10814	Car Maintenance	N
50	Aitkin Body Shop, Inc		72.05		1 Transactions		
170	Aitkin Motor Company 01-045-000-0000-6302		45.76	Oil change, #31	21611	Car Maintenance	N
	01-045-000-0000-6302		45.76	Oil change #65	21635	Car Maintenance	N
170	Aitkin Motor Company		91.52		2 Transactions		
45	DEPT Total:		163.57	Motor Pool	2 Vendors	3 Transactions	
49	DEPT			Information Technologies			
10452	AT&T Mobility 01-049-000-0000-6231		38.75	Data plan for Ipad	287279507473	Programming, Services, Contracts	N

# 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 Descripti On Behalf of Name	1099
10452	AT&T Mobility		38.75	1 Transactions			
6097	Verizon Wireless 01-049-000-0000-6231		35.01	Broadband renewal	38669511000002	Programming, Services, Contracts	N
6097	Verizon Wireless		35.01	1 Transactions			
49	DEPT Total:		73.76	Information Technologies	2 Vendors	2 Transactions	
52	DEPT			Administration			
10452	AT&T Mobility 01-052-000-0000-6250		47.28		287259994975	Telephone	N
10452	AT&T Mobility		47.28	1 Transactions			
52	DEPT Total:		47.28	Administration	1 Vendors	1 Transactions	
53	DEPT			Human Resources			
86222	Aitkin Independent Age 01-053-000-0000-6230	AP	14.00	Help wanted ads	656431	Printing, Publishing & Adv	N
	01-053-000-0000-6230	AP	28.00	Help wanted ads	658246	Printing, Publishing & Adv	N
	01-053-000-0000-6230		45.00	Help wanted ads	663074	Printing, Publishing & Adv	N
	01-053-000-0000-6230		45.00	Help wanted ads	664342	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		132.00	4 Transactions			
10452	AT&T Mobility 01-053-000-0000-6250		65.51		287259994975	Telephone	N
10452	AT&T Mobility		65.51	1 Transactions			
12048	McDowell Agency, Inc./The 01-053-000-0000-6234		309.00	Background Screenings	110835	Background Check Fees	N
12048	McDowell Agency, Inc./The		309.00	1 Transactions			
86235	The Office Shop Inc 01-053-000-0000-6405		7.78	Mailing labels	1057830-0	Office & Computer Supplies	N
86235	The Office Shop Inc		7.78	1 Transactions			
53	DEPT Total:		514.29	Human Resources	4 Vendors	7 Transactions	
60	DEPT			Elections			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1601	Election Systems & Software Inc 01-060-000-0000-6406		59.15	AutoMARK Ink	1078394	Ballots & Programming	N
1601	Election Systems & Software Inc		59.15	1 Transactions			
2099	Harmon/Elizabeth 01-060-000-0000-6205		6.70	Postage - mail election cards		Postage	N
2099	Harmon/Elizabeth		6.70	1 Transactions			
13129	SeaChange 01-060-000-0000-6406		373.09	Ballot printing for March elec	31221	Ballots & Programming	N
13129	SeaChange		373.09	1 Transactions			
60	DEPT Total:		438.94	Elections	3 Vendors	3 Transactions	
90	DEPT			Attorney			
10452	AT&T Mobility 01-090-000-0000-6250		275.88	Attorney cell phone	287287384077	Telephone	N
10452	AT&T Mobility		275.88	1 Transactions			
1180	Crow Wing Co Sheriff's Office 01-090-000-0000-6234		75.00	Subpoena 01cr18789	6704	Co Sheriff Services	N
	01-090-000-0000-6234		75.00	Subpoena 01cr18351	6754	Co Sheriff Services	N
1180	Crow Wing Co Sheriff's Office		150.00	2 Transactions			
89541	Culligan 01-090-000-0000-6213		88.80	Monthly water supplies	150X01026202	Drug & Forfeiture Ms387.213	N
89541	Culligan		88.80	1 Transactions			
2140	Hennepin County Sheriff's Office 01-090-000-0000-6234		80.00	Subpoena 01cr1871	82405	Co Sheriff Services	N
2140	Hennepin County Sheriff's Office		80.00	1 Transactions			
2390	Itasca Co Sheriff 01-090-000-0000-6234		75.00	Subpoena 01cr18282	201900092	Co Sheriff Services	N
2390	Itasca Co Sheriff		75.00	1 Transactions			
3017	Mariposa Publishing 01-090-000-0000-6406		76.26	2019 MN Atty Secy Update	IN731488	Law Publ. & Subscriptions	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
3017	Mariposa Publishing		76.26		1 Transactions		
3150	Mille Lacs Co Sheriff 01-090-000-0000-6234		77.80	Subpoena 01cr18542	9093	Co Sheriff Services	N
3150	Mille Lacs Co Sheriff		77.80		1 Transactions		
3273	Mn Co Attorneys Assn 01-090-000-0000-6208		205.00	2018 Annual Meeting Ratz	200005005	Training/Education	N
3273	Mn Co Attorneys Assn		205.00		1 Transactions		
86235	The Office Shop Inc 01-090-000-0000-6405		529.98	Envelopes, DVD's	1058107-0	Office & Computer Supplies	N
	01-090-000-0000-6405		12.48	Pens	1058219-0	Office & Computer Supplies	N
	01-090-000-0000-6405		13.86	Pens	1058219-1	Office & Computer Supplies	N
86235	The Office Shop Inc		556.32		3 Transactions		
90	DEPT Total:		1,585.06	Attorney	9 Vendors	12 Transactions	
110	DEPT			Courthouse Maintenance			
10452	AT&T Mobility 01-110-000-0000-6250		60.08		287259994975	Phone	N
10452	AT&T Mobility		60.08		1 Transactions		
2340	Hyytinen Hardware Hank 01-110-000-0000-6422		4.99	Vac Bag Hoover	1504410	Janitorial Supplies	N
2340	Hyytinen Hardware Hank		4.99		1 Transactions		
89765	Minnesota Elevator, Inc 01-110-000-0000-6231		172.27	Feb Monthly Service	787528	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		172.27		1 Transactions		
3532	Nelson Lawn & Landscaping 01-110-000-0000-6231		2,126.25	Snowplowing Jan 19	1367	Services, Labor, Contracts	Y
3532	Nelson Lawn & Landscaping		2,126.25		1 Transactions		
4070	Riley Auto Supply 01-110-000-0000-6422		240.00	Deep Cycle Batteries	605309	Janitorial Supplies	N
4070	Riley Auto Supply		240.00		1 Transactions		

# 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 Descripti On Behalf of Name	1099
110	DEPT Total:		2,603.59	Courthouse Maintenance	5 Vendors	5 Transactions	
120	DEPT			Service Officer			
4641	Holiday Credit Office 01-120-000-0000-6511		201.15	Vet's van gas	1400000136034	Gas And Oil	N
4641	Holiday Credit Office		201.15		1 Transactions		
2448	Janzen/Carroll Mark 01-120-000-0000-6350		50.00	Drive Vet Van Mpls	01/25/19	Per Diem	Y
	01-120-000-0000-6350		6.00	Vet van parking fee	1/25/19	Per Diem	Y
	01-120-000-0000-6350		50.00	Drive Vet Van Mpls	1/4/19	Per Diem	Y
2448	Janzen/Carroll Mark		106.00		3 Transactions		
5767	Lamke/Dennis 01-120-000-0000-6350		50.00	Drive vet van St Cloud	1/15/19	Per Diem	Y
5767	Lamke/Dennis		50.00		1 Transactions		
10677	Olsen/Gerald D 01-120-000-0000-6350		50.00	Drive Vet Van St Cloud	1/29/19	Per Diem	Y
10677	Olsen/Gerald D		50.00		1 Transactions		
3912	Peterson/Richard 01-120-000-0000-6350		50.00	Drive vet van Mpls	01/23/19	Per Diem	Y
	01-120-000-0000-6350		50.00	Drive vet van Mpls	01/28/19	Per Diem	Y
3912	Peterson/Richard		100.00		2 Transactions		
11362	Roscoe/Bernie 01-120-000-0000-6350		50.00	Drive Vet Van St Cloud	1/23/19	Per Diem	Y
11362	Roscoe/Bernie		50.00		1 Transactions		
86235	The Office Shop Inc 01-120-000-0000-6405		29.82	Labels	1056467-0	Office & Computer Supplies	N
86235	The Office Shop Inc		29.82		1 Transactions		
15126	Timinski/Matt 01-120-000-0000-6350		50.00	Drive vet van Mpls	1/8/19	Per Diem	N
15126	Timinski/Matt		50.00		1 Transactions		
13934	Tire Barn						

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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 Descripti On Behalf of Name	1099
13934	Tire Barn 01-120-000-0000-6302		42.94	Oil chage, tires Vet Van	46830	Car Maintenance	N
			42.94	1 Transactions			
6097	Verizon Wireless 01-120-000-0000-6250		13.29	Cell phone vet van	88069036400001	Telephone	N
6097	Verizon Wireless		13.29	1 Transactions			
3518	Voyageur Press Of Mcgregor/The 01-120-000-0000-6230		100.00	Display ad	39259	Printing, Publishing & Adv	N
3518	Voyageur Press Of Mcgregor/The		100.00	1 Transactions			
11970	Wikelius/Charles 01-120-000-0000-6350		50.00	Drive Vet Van St Cloud	1/31/19	Per Diem	Y
11970	Wikelius/Charles		50.00	1 Transactions			
5960	Wilmo/Wesley S. 01-120-000-0000-6350		50.00	Drive Vet Van St Cloud	1/9/19	Per Diem	Y
5960	Wilmo/Wesley S.		50.00	1 Transactions			
9063	Workman/Jeff 01-120-000-0000-6350		50.00	Drive Vet Van Mpls	1/16/19	Per Diem	Y
9063	Workman/Jeff		50.00	1 Transactions			
120	DEPT Total:		943.20	Service Officer	14 Vendors	17 Transactions	
122	DEPT			Planning & Zoning			
14320	Benson/Lin 01-122-000-0000-6350		50.00	BOA Meeting	2/6/19	Per Diem	Y
	01-122-038-0000-6330		40.60	BOA Mileage	70@.58	Boa/Pc Mileage	N
14320	Benson/Lin		90.60	2 Transactions			
15142	Christensen/Charles 01-122-000-0000-6350		20.00	BOA Onsites		Per Diem	N
	01-122-000-0000-6350		50.00	BOA Meeting	1/2/19	Per Diem	N
	01-122-000-0000-6350		50.00	BOA Meeting	2/6/19	Per Diem	N
	01-122-038-0000-6330		19.72	BOA mileage	34@.58	Boa/Pc Mileage	N
	01-122-038-0000-6330		39.44	BOA Mileage	68@.58	Boa/Pc Mileage	N
15142	Christensen/Charles		179.16	5 Transactions			

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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 Descripti On Behalf of Name	1099
4641	Holiday Credit Office 01-122-000-0000-6511		37.36	P&Z gas	1400000135321	Gas And Oil	N
4641	Holiday Credit Office		37.36	1 Transactions			
13339	Marsh/Marcus 01-122-000-0000-6350		20.00	BOA Onsites		Per Diem	N
	01-122-000-0000-6350		50.00	BOA Meeting	2/6/19	Per Diem	N
	01-122-038-0000-6330		11.60	BOA Mileage	20@.58	Boa/Pc Mileage	N
13339	Marsh/Marcus		81.60	3 Transactions			
5516	Paquette/Jeremy M 01-122-000-0000-6350		20.00	BOA Onsites		Per Diem	Y
	01-122-000-0000-6350		50.00	BOA Meeting	2/6/19	Per Diem	Y
	01-122-038-0000-6330		52.20	BOA Mileage	90@.58	Boa/Pc Mileage	N
5516	Paquette/Jeremy M		122.20	3 Transactions			
9261	RTVision, Inc. 01-122-000-0000-6231		4,370.91	OneGov Software Maint	2019-100614	Services, Labor, Contracts, Programm	N
9261	RTVision, Inc.		4,370.91	1 Transactions			
86235	The Office Shop Inc 01-122-000-0000-6405		19.50	Stamp	1058681-0	Office, Computer, Film, & Field Suppl	N
	01-122-000-0000-6405		59.64	Labels	1058743-0	Office, Computer, Film, & Field Suppl	N
	01-122-000-0000-6405		4.58	Air Duster	303109-0	Office, Computer, Film, & Field Suppl	N
86235	The Office Shop Inc		83.72	3 Transactions			
122	DEPT Total:		4,965.55	Planning & Zoning	7 Vendors	18 Transactions	
123	DEPT			Coroner			
988	Hennepin Co Medical Centers 01-123-000-0000-6260		80.58	ME 18-3606, Medex 024713	12/21/18	Autopsies--Pathologist, Xrays, Etc	N
988	Hennepin Co Medical Centers		80.58	1 Transactions			
3987	Ramsey County Medical Examiner 01-123-000-0000-6260		1,410.00	ME 18-3606, Medex 024713	12/21/18	Autopsies--Pathologist, Xrays, Etc	N
3987	Ramsey County Medical Examiner		1,410.00	1 Transactions			

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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 Descripti On Behalf of Name	1099
123	DEPT Total:		1,490.58	Coroner	2 Vendors	2 Transactions	
200	DEPT			Enforcement			
11960	ASAP Towing 01-200-000-0000-6359		195.00	19-0312 forfeiture	6359	Wrecker Service	N
11960	ASAP Towing		195.00		1 Transactions		
13725	Beartooth True Value 01-200-000-0000-6405		127.94	paint for admin offices	B80182	Office Supplies	N
13725	Beartooth True Value		127.94		1 Transactions		
12445	Brandl Chevrolet, Buick GMC 01-200-000-0000-6302		107.01	oil change, rotate tires #204	314330	Car Maintenance	N
	01-200-000-0000-6302		50.84	oil change #221	314447	Car Maintenance	N
	01-200-000-0000-6302		2,160.63	struts, bearing #204	314474	Car Maintenance	N
12445	Brandl Chevrolet, Buick GMC		2,318.48		3 Transactions		
783	Canon Financial Services, Inc 01-200-000-0000-6231		181.45	admin copier lease	19694031	Services & Labor (Incl Contracts)	N
783	Canon Financial Services, Inc		181.45		1 Transactions		
15144	Cellebrite 01-200-003-0000-6241		3,850.00	ILT Training #206	Q-68050-1	Registration Fee	N
15144	Cellebrite		3,850.00		1 Transactions		
1775	Galls LLC 01-200-000-0000-6410		133.52	#217 white shirts	011755158	Clothing Allowance	N
	01-200-000-0000-6410		168.72	#221 uniform shirts	011858323	Clothing Allowance	N
	01-200-000-0000-6410		146.72	#221 SS uniform shirt	011858324	Clothing Allowance	N
	01-200-000-0000-6410		142.72	#219 uniform shirts	011880822	Clothing Allowance	N
1775	Galls LLC		591.68		4 Transactions		
4641	Holiday Credit Office 01-200-000-0000-6511		61.61	#221 gas	1400-000288942	Gas And Oil	N
4641	Holiday Credit Office		61.61		1 Transactions		
2340	Hyytinen Hardware Hank 01-200-000-0000-6409		4.76	#222 keys	1504194	Deputy Supplies	N
	01-200-000-0000-6405		20.13	brush for office painting	1504409	Office Supplies	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
			Paid On Bhf #		
2340 Hyytinen Hardware Hank		1.94 26.83	key, key ring 3 Transactions	1504727 Deputy Supplies	N
3263 K&M Signs Inc.		755.00	#202 Explorer lettering 1 Transactions	12495 Car Maintenance	N
2925 L & M Supply, Inc.		46.99	dog food	90223616 Supplies	N
		53.98	batteries	9023616 Deputy Supplies	N
2925 L & M Supply, Inc.		100.97	2 Transactions		
4010 Rasley Oil Company		27.44	#220 gas 1-7-19 1 Transactions	Jan Gas And Oil	N
13864 Sandberg/Kristi		1,000.00	Insurance 1 Transactions	Health Insurance-Employer	N
4681 Streichers		31.97	#222 nametag	I1348181 Clothing Allowance	N
		89.94	sheriff collar brass	I1351158 Clothing Allowance	N
		59.97	clipboard #222, cuff mag #208	I1351503 Deputy Supplies	N
		19.90	#222 alum clipboard	I1351564 Deputy Supplies	N
4681 Streichers		786.85 988.63	ammunition 5 Transactions	I1351840 Deputy Supplies	N
13934 Tire Barn		49.08	oil change #202	46678 Car Maintenance	N
		44.05	oil change #216	46795 Car Maintenance	N
		219.95	battery #209	46855 Car Maintenance	N
13934 Tire Barn		313.08	3 Transactions		
13848 WYATT'S TOWING		350.00	19-0323 forfeiture 1 Transactions	02/11/19 Wrecker Service	Y
13848 WYATT'S TOWING		350.00			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
200	DEPT Total:		10,888.11	Enforcement	15 Vendors	29 Transactions	
206	DEPT			Forfeitures			
117	Aitkin County Sheriff 01-206-000-0000-6409		21.75	title forfeited vehicle	17-2889	Forfeiture Supplies	N
117	Aitkin County Sheriff		21.75		1 Transactions		
5892	McGregor Printing & Graphics, Inc 01-206-000-0000-6409		451.50	D.A.R.E. grad T-shirts	195073	Forfeiture Supplies	N
5892	McGregor Printing & Graphics, Inc		451.50		1 Transactions		
206	DEPT Total:		473.25	Forfeitures	2 Vendors	2 Transactions	
252	DEPT			Corrections			
86222	Aitkin Independent Age 01-252-252-0000-6405		36.00	jail subscription	02/06/19	Prisoner Welfare	N
86222	Aitkin Independent Age		36.00		1 Transactions		
12106	Antoine Electric 01-252-000-0000-6590		135.67	upgrade lights in disp bathroo	16773	Repair & Maintenance Supplies	Y
12106	Antoine Electric		135.67		1 Transactions		
14106	Cyntox LLC 01-252-000-0000-6231		60.50	add'l box	43475	Services & Labor (Incl Contracts)	N
14106	Cyntox LLC		60.50		1 Transactions		
88628	Dalco 01-252-000-0000-6590		588.00	jail vacuum	3414800	Repair & Maintenance Supplies	N
88628	Dalco		588.00		1 Transactions		
10595	Delmore/Lana 01-252-003-0000-6330		119.04	Mileage to Ramsey Co / BOA	248@.48	School Tran & Travel & Parking	N
10595	Delmore/Lana		119.04		1 Transactions		
1775	Galls LLC 01-252-000-0000-6410		109.98	Dustin uniform pants	011766493	Clothing Allowance	N
	01-252-000-0000-6410		54.99	Dustin uniform pant	011812343	Clothing Allowance	N
	01-252-000-0000-6410		242.25	Dustin uniform shirts	011836219	Clothing Allowance	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1775	Galls LLC		407.22				
				3 Transactions			
11889	Honeywell International Inc. 01-252-000-0000-6590		593.49	AHU down after dryer fire	5247165292	Repair & Maintenance Supplies	N
11889	Honeywell International Inc.		593.49				
				1 Transactions			
2340	Hyytinen Hardware Hank 01-252-000-0000-6590		40.52	paint, etc for jail upgrades	1503030	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank		40.52				
				1 Transactions			
13844	McKesson Medical Surgical 01-252-000-0000-6262		213.11	compress, test strips, lancets	45128722	Medical Expenses & Supplies - Inmat	N
	01-252-000-0000-6262		339.33	tubersol	45631926	Medical Expenses & Supplies - Inmat	N
13844	McKesson Medical Surgical		552.44				
				2 Transactions			
13691	MEEnD Correctional Care, PLLC 01-252-000-0000-6262		7,371.06	February healthcare services	3771	Medical Expenses & Supplies - Inmat	6
13691	MEEnD Correctional Care, PLLC		7,371.06				
				1 Transactions			
89765	Minnesota Elevator, Inc 01-252-000-0000-6231		179.16	February service	787015	Services & Labor (Incl Contracts)	N
89765	Minnesota Elevator, Inc		179.16				
				1 Transactions			
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418		151.80	groceries	10002419031001	Groceries	N
	01-252-000-0000-6418		115.32	groceries	10002419038023	Groceries	N
3789	Pan-O-Gold Baking Company		267.12				
				2 Transactions			
11947	Phoenix Supply 01-252-000-0000-6424		413.57	inmate supplies	16412	Inmate Supplies	N
	01-252-000-0000-6424		576.85	inmate clothing	16447	Inmate Supplies	N
11947	Phoenix Supply		990.42				
				2 Transactions			
4010	Rasley Oil Company 01-252-000-0000-6330		14.68	transport gas	Jan	Prisoner Transportation & Travel	N
4010	Rasley Oil Company		14.68				
				1 Transactions			
9295	Reinhart Foodservice 01-252-000-0000-6418		2,484.06	groceries	603534	Groceries	Y

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Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099	On Behalf of Name
9295	Reinhart Foodservice	01-252-000-0000-6418			2,617.22	groceries		611554		Groceries	Y	
					5,101.28		2 Transactions					
9499	Reliance Telephone Systems, Inc	01-252-252-0000-6406			2,400.00	camera, mounting equip		10073		Phone Card Prisoner Welfare	N	
9499	Reliance Telephone Systems, Inc				2,400.00		1 Transactions					
86235	The Office Shop Inc	01-252-000-0000-6231			323.41	dispatch copier count		303215-0		Services & Labor (Incl Contracts)	N	
86235	The Office Shop Inc				323.41		1 Transactions					
11608	Thrifty White Pharmacy-McGregor	01-252-000-0000-6262			1,665.75	inmate meds		Jan. 31, 2019		Medical Expenses & Supplies - Inmat	N	
11608	Thrifty White Pharmacy-McGregor				1,665.75		1 Transactions					
5126	White/Karla D.	01-252-000-0000-6405			10.75	Mandatory Jail Training				Office & Computer Supplies	N	
5126	White/Karla D.				10.75		1 Transactions					
252	DEPT Total:				20,856.51	Corrections		19 Vendors		25 Transactions		
253	DEPT					Sentence to Serve						
86467	Auto Value Aitkin	01-253-000-0000-6302			160.99	battery		40133912		Car Maintenance	N	
86467	Auto Value Aitkin				160.99		1 Transactions					
7525	Hometown Bldg Supply	01-253-000-0000-6405			54.09	weis toucla nickel entry		20886		Operating Supplies	N	
7525	Hometown Bldg Supply				54.09		1 Transactions					
4010	Rasley Oil Company	01-253-000-0000-6511			171.11	sts GAS		Jan		Gas And Oil	N	
4010	Rasley Oil Company				171.11		1 Transactions					
253	DEPT Total:				386.19	Sentence to Serve		3 Vendors		3 Transactions		
254	DEPT					Enhanced 911 System						
88880	Datacomm Computers & Networks Inc											

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
	01-254-000-0000-6625		740.00	dispatch replacement battery	11410	E-911 Equipment	N
88880	Datacomm Computers & Networks Inc		740.00	1 Transactions			
254	DEPT Total:		740.00	Enhanced 911 System	1 Vendors	1 Transactions	
255	DEPT			General Crime Victim Grant			
10930	Tidholm Productions						
	01-255-000-0000-6230		69.95	Business cards	0406 7952	Printing, Publishing & Adv	Y
	01-255-000-0000-6230		104.00	Envelopes	4057980	Printing, Publishing & Adv	Y
10930	Tidholm Productions		173.95	2 Transactions			
255	DEPT Total:		173.95	General Crime Victim Grant	1 Vendors	2 Transactions	
257	DEPT			Community Corrections			
87101	North Homes-Standard						
	01-257-255-0000-6204		268.89	Juvenile Detention fees	3670752	Juvenile Detention	N
87101	North Homes-Standard		268.89	1 Transactions			
14088	Patras/Michael R.						
	01-257-257-0000-6330		102.24	Jan Mileage	213@.48	Mileage	N
14088	Patras/Michael R.		102.24	1 Transactions			
9489	Redwood Toxicology Laboratory, Inc						
	01-257-267-0000-6274		136.08	Urinalysis Testing	2239920191	Drug Testing Fee	6
9489	Redwood Toxicology Laboratory, Inc		136.08	1 Transactions			
9360	Redwood Toxicology Laboratory, Inc.						
	01-257-267-0000-6274		347.03-	Credit on acct	022399	Drug Testing Fee	6
	01-257-267-0000-6274		1,205.28	Urinalysis Testing Supplies	22399	Drug Testing Fee	6
9360	Redwood Toxicology Laboratory, Inc.		858.25	2 Transactions			
86235	The Office Shop Inc						
	01-257-000-0000-6405		32.20	Office supplies	1058642-0	Office Supplies	N
86235	The Office Shop Inc		32.20	1 Transactions			
11030	Tougas/Janet						
	01-257-257-0000-6330		57.60	McGregor & Hill City check ins	120@.48	Mileage	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
11030	Tougas/Janet		57.60		1 Transactions		
6097	Verizon Wireless 01-257-257-0000-6215		108.88	Cell phone	84210569900001	Wireless Telephone Services	N
6097	Verizon Wireless		108.88		1 Transactions		
13239	Village Ranch, Inc. 01-257-255-0000-6204		6,450.48	Juvenile detention fees	054575	Juvenile Detention	N
13239	Village Ranch, Inc.		6,450.48		1 Transactions		
257	DEPT Total:		8,014.62	Community Corrections	8 Vendors	9 Transactions	
390	DEPT			Environmental Health (FBL)			
4641	Holiday Credit Office 01-390-000-0000-6511		22.78	FBL Gas	1400000135321	Gas And Oil	N
4641	Holiday Credit Office		22.78		1 Transactions		
390	DEPT Total:		22.78	Environmental Health (FBL)	1 Vendors	1 Transactions	
391	DEPT			Solid Waste			
4641	Holiday Credit Office 01-391-000-0000-6511		7.00	Solid Waste Gas	1400000135321	Gas And Oil	N
4641	Holiday Credit Office		7.00		1 Transactions		
3503	Neff/Terry B. 01-391-000-0000-6240		45.00	MDH Reg Renewal		Dues	N
3503	Neff/Terry B.		45.00		1 Transactions		
391	DEPT Total:		52.00	Solid Waste	2 Vendors	2 Transactions	
600	DEPT			Ag Society, Soil & Water, Ag Inspect			
91345	Elvecrog/Roberta C 01-600-552-0000-6350		35.00	Snake River Watershed meeting	1/28/19	SRW Per Diem	Y
91345	Elvecrog/Roberta C		35.00		1 Transactions		
2557	Kanabec County Auditor 01-600-552-0000-6836		10,079.00	2019 Appropriation		Soil & Water Snake River Watershed	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
2557	Kanabec County Auditor		10,079.00		1 Transactions		
600	DEPT Total:		10,114.00	Ag Society, Soil & Water, Ag Inspect	2 Vendors		2 Transactions
601	DEPT			Extension			
86235	The Office Shop Inc 01-601-000-0000-6405		30.45	Index cards, paper, envelopes	303056-0	Office Supplies	N
86235	The Office Shop Inc		30.45		1 Transactions		
601	DEPT Total:		30.45	Extension	1 Vendors		1 Transactions
700	DEPT			Promotion,AEOA Tran,Airport,RC&D,Tot			
86222	Aitkin Independent Age 01-700-909-0000-6800		179.28	Walleye tank ad		Tourism Miscellaneous	N
86222	Aitkin Independent Age		179.28		1 Transactions		
700	DEPT Total:		179.28	Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors		1 Transactions
711	DEPT			Economic Development			
4641	Holiday Credit Office 01-711-000-0000-6511		12.51	Admin gas	1400000135194	Gas And Oil	N
4641	Holiday Credit Office		12.51		1 Transactions		
711	DEPT Total:		12.51	Economic Development	1 Vendors		1 Transactions
1	Fund Total:		96,650.93	General Fund			184 Transactions

# 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 Descripti On Behalf of Name	1099
301	DEPT			R&B Administration			
86222	Aitkin Independent Age 03-301-000-0000-6400		66.00	2 YEARS SUBSCRIPTION		Supplies And Materials	N
86222	Aitkin Independent Age		66.00		1 Transactions		
10855	Culligan 03-301-000-0000-6400		10.50	RENTAL-FEBRUARY	STMT	Supplies And Materials	N
10855	Culligan		10.50		1 Transactions		
13037	Reserve Account 03-301-000-0000-6205		500.00	POSTAGE	2	Postage	N
13037	Reserve Account		500.00		1 Transactions		
11605	Shred Right 03-301-000-0000-6400		30.00	DOCUMENT DESTRUCTION	328395	Supplies And Materials	N
11605	Shred Right		30.00		1 Transactions		
301	DEPT Total:		606.50	R&B Administration	4 Vendors	4 Transactions	
302	DEPT			R&B Engineering/Construction			
8394	Commissioner Of Transportation 03-302-000-0000-6296		100.00	B THOMPSON 2019 SURV TECH WORK		Meeting Expense/Physicals	N
8394	Commissioner Of Transportation		100.00		1 Transactions		
2340	Hyytinen Hardware Hank 03-302-000-0000-6449		26.99	ENGINEERING SUPPLIES	1503017	Rd/Br Engr. Supplies	N
2340	Hyytinen Hardware Hank		26.99		1 Transactions		
15085	STODDARD/FRANK 03-302-000-0000-6296		29.26	DINNER		Meeting Expense/Physicals	N
	03-302-000-0000-6296		23.54	LUNCH		Meeting Expense/Physicals	N
	03-302-000-0000-6296		146.42	2 NIGHTS-ROOM-GRADING/BASE2 TR		Meeting Expense/Physicals	N
	03-302-000-0000-6296		88.52	MILEAGE	MILEAGE	Meeting Expense/Physicals	N
15085	STODDARD/FRANK		287.74		4 Transactions		
14830	Thompson / Bryce 03-302-000-0000-6296		39.28	LUNCH		Meeting Expense/Physicals	N
	03-302-000-0000-6296		200.92	2 NIGHTS-ROOM		Meeting Expense/Physicals	N
	03-302-000-0000-6296		9.11	DINNER		Meeting Expense/Physicals	N

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 3 Road & Bridge

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
14830 Thompson / Bryce		249.31	3 Transactions		
302 DEPT Total:		664.04	R&B Engineering/Construction	4 Vendors	9 Transactions
303 DEPT			R&B Highway Maintenance		
50 Aitkin Body Shop, Inc					
03-303-000-0000-6590		292.54	REPAIR PARTS	10788	Repair & Maintenance Supplies Y
03-303-000-0000-6590		103.50	REPAIR LABOR	10788	Repair & Maintenance Supplies Y
50 Aitkin Body Shop, Inc		396.04		2 Transactions	
170 Aitkin Motor Company					
03-303-000-0000-6590		4.41	REPAIR PARTS	21782	Repair & Maintenance Supplies Y
03-303-000-0000-6590		98.00	REPAIR LABOR	21782	Repair & Maintenance Supplies Y
170 Aitkin Motor Company		102.41		2 Transactions	
195 Aitkin Tire Shop					
03-303-000-0000-6590		20.00	TIRE	0-058778	Repair & Maintenance Supplies Y
195 Aitkin Tire Shop		20.00		1 Transactions	
8411 American Welding & Gas, Inc.					
03-303-000-0000-6298		672.06	AITKIN SHOP SUPPLIES	0-6126108	Shop Maintenance N
8411 American Welding & Gas, Inc.		672.06		1 Transactions	
8693 ASV, LLC					
03-303-000-0000-6590		6,408.25	REPAIR PARTS	463972	Repair & Maintenance Supplies N
03-303-000-0000-6590		404.54	REPAIR PARTS	464004	Repair & Maintenance Supplies N
03-303-000-0000-6590		150.00	REPAIR LABOR	464705	Repair & Maintenance Supplies Y
03-303-000-0000-6590		14.95	REPAIR PARTS	464705	Repair & Maintenance Supplies Y
8693 ASV, LLC		6,977.74		4 Transactions	
10452 AT&T Mobility					
03-303-000-0000-6254		32.98	PAUL'S IPAD SVC	287266104878X0	Utilities N
10452 AT&T Mobility		32.98		1 Transactions	
14887 Cintas Corporation					
03-303-000-0000-6298		19.55	SHOP LAUNDRY	4016057986	Shop Maintenance N
03-303-000-0000-6298		19.55	SHOP LAUNDRY	4016436354	Shop Maintenance N
14887 Cintas Corporation		39.10		2 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5893 Consolidated Telecommunications Co. 03-303-000-0000-6254		HIGH SPEED INTERNET-FEB/MAR	20626894	Utilities	N
5893 Consolidated Telecommunications Co.		1 Transactions			
5484 Darlow Excavating 03-303-000-0000-6521		JAN 2019 PLOWING	JANUARY	Maintenance Supplies	N
5484 Darlow Excavating		1 Transactions			
7920 Dixon Mechanical Electric, LLP 03-303-000-0000-6590		REPAIR PARTS	2368	Repair & Maintenance Supplies	N
03-303-000-0000-6590		REPAIR PARTS	2394	Repair & Maintenance Supplies	N
7920 Dixon Mechanical Electric, LLP		2 Transactions			
7060 Federated Co-Ops Inc. 03-303-000-0000-6297		MCGREGOR SHOP PROPANE	TMO-361533	Shop Fuel	N
03-303-000-0000-6297		MCGRATH SHOP PROPANE	TMO-366090	Shop Fuel	N
7060 Federated Co-Ops Inc.		2 Transactions			
9368 FirstSource 03-303-000-0000-6296		ANNUAL SUBSCRIPTION FEE	FL00275299	Meeting Expense/Physicals	Y
9368 FirstSource		1 Transactions			
1754 Garrison Disposal Company, Inc 03-303-000-0000-6254		ADOPT-A-HWY	636759	Utilities	N
03-303-000-0000-6254		JAN AITKIN SHOP	77042	Utilities	N
1754 Garrison Disposal Company, Inc		2 Transactions			
2340 Hyytinen Hardware Hank 03-303-000-0000-6590		REPAIR PARTS	1501427	Repair & Maintenance Supplies	N
03-303-000-0000-6590		REPAIR PARTS	1502387	Repair & Maintenance Supplies	N
03-303-000-0000-6516		SIGN SUPPLIES	1502406	Signs & Posts	N
03-303-000-0000-6590		REPAIR PARTS	1503432	Repair & Maintenance Supplies	N
03-303-000-0000-6298		AITKIN SHOP SUPPLIES	1504000	Shop Maintenance	N
03-303-000-0000-6298		AITKIN SHOP SUPPLIES	1504796	Shop Maintenance	N
2340 Hyytinen Hardware Hank		6 Transactions			
2763 J & H Transfer Station-Lakes Sanitary 03-303-000-0000-6254		FEBRUARY PALISADE	150661	Utilities	Y
03-303-000-0000-6254		FEBRUARY MCGREGOR	150767	Utilities	Y

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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 Descripti On Behalf of Name	1099
2763	J & H Transfer Station-Lakes Sanitary		168.80		2 Transactions		
8101	Kris Engineering Inc 03-303-000-0000-6590		1,583.96	REPAIR PARTS	31292	Repair & Maintenance Supplies	N
8101	Kris Engineering Inc		1,583.96		1 Transactions		
91187	Lake Country Power 03-303-000-0000-6254		90.33	DEC-JAN JACOBSON	1400073000	Utilities	N
	03-303-000-0000-6254		181.17	JAN-FEB SWATARA	140946401	Utilities	N
91187	Lake Country Power		271.50		2 Transactions		
2831	Little Falls Machine Inc 03-303-000-0000-6590		729.30	REPAIR PARTS	353796	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		493.27	SHOES	353796	Repair & Maintenance Supplies	N
2831	Little Falls Machine Inc		1,222.57		2 Transactions		
10824	Maney International Inc 03-303-000-0000-6590		61.99	REPAIR PARTS	803713	Repair & Maintenance Supplies	N
10824	Maney International Inc		61.99		1 Transactions		
3100	McGregor Oil 03-303-000-0000-6513		519.37	SWATARA DIESEL	3479	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		1,000.43	JACOBSON DIESEL	3532	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		1,490.35	PALISADE DIESEL	3609	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		1,065.08	SWATARA DIESEL	3637	Motor Fuel & Lubricants	N
3100	McGregor Oil		4,075.23		4 Transactions		
12927	Midwest Machinery Co. 03-303-000-0000-6590		62.97	REPAIR PARTS	1827988	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		513.64	REPAIR PARTS	1831694	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		28.28	REPAIR PARTS	1834022	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.		604.89		3 Transactions		
5917	Mike's Bobcat Service 03-303-000-0000-6521		200.00	GRADING	JAN 2019	Maintenance Supplies	N
5917	Mike's Bobcat Service		200.00		1 Transactions		
9692	Minnesota Energy Resources Corporation 03-303-000-0000-6297		1,536.03	NAT GAS: AITKIN SHOP	JAN	Shop Fuel	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099	On Behalf of Name
9692	Minnesota Energy Resources Corporation				1,536.03							
8678	Morton Salt											
		03-303-000-0000-6518			7,371.01	DE-ICING SALT		5401767564		De-Icing Salt		N
		03-303-000-0000-6518			4,161.51	DE-ICING SALT		5401767565		De-Icing Salt		N
8678	Morton Salt				11,532.52							
8446	Northern Star Coop Service											
		03-303-000-0000-6297			1,069.92	LP: SWATARA SHOP		84440		Shop Fuel		N
8446	Northern Star Coop Service				1,069.92							
10720	Nuss Truck & Equipment											
		03-303-000-0000-6590			349.16	REPAIR PARTS		3195697P		Repair & Maintenance Supplies		N
10720	Nuss Truck & Equipment				349.16							
11900	Pomp's Tire Service											
		03-303-000-0000-6590			900.00	REPAIR LABOR		530087365		Repair & Maintenance Supplies		Y
		03-303-000-0000-6590			2,200.00	TIRES		530087365		Repair & Maintenance Supplies		Y
		03-303-000-0000-6590			315.00	REPAIR PARTS		530087365		Repair & Maintenance Supplies		Y
11900	Pomp's Tire Service				3,415.00							
4010	Rasley Oil Company											
		03-303-000-0000-6513			40.28	GASOLINE		44422		Motor Fuel & Lubricants		N
4010	Rasley Oil Company				40.28							
4070	Riley Auto Supply											
		03-303-000-0000-6298		P	43.99	PALISADE SHOP SUPPLIES		603855		Shop Maintenance		N
		03-303-000-0000-6590		P	16.14	REPAIR PARTS		603871		Repair & Maintenance Supplies		N
		03-303-000-0000-6590		P	72.64	REPAIR PARTS		603887		Repair & Maintenance Supplies		N
		03-303-000-0000-6298		P	15.99	AITKIN SHOP SUPPLIES		603892		Shop Maintenance		N
		03-303-000-0000-6590		P	49.99	REPAIR PARTS		603905		Repair & Maintenance Supplies		N
		03-303-000-0000-6298		P	199.99	AITKIN SHOP SUPPLIES		603912		Shop Maintenance		N
		03-303-000-0000-6298		P	19.99	MCGRATH SHOP SUPPLIES		603937		Shop Maintenance		N
		03-303-000-0000-6590		P	7.99	REPAIR PARTS		603976		Repair & Maintenance Supplies		N
		03-303-000-0000-6298		P	125.48	JACOBSON SUPPLIES		604013		Shop Maintenance		N
		03-303-000-0000-6590		P	7.98	REPAIR PARTS		604048		Repair & Maintenance Supplies		N
		03-303-000-0000-6298		P	59.99	AITKIN SHOP SUPPLIES		604192		Shop Maintenance		N
		03-303-000-0000-6298		P	5.38	JACOBSON SUPPLIES		604246		Shop Maintenance		N
		03-303-000-0000-6298		P	31.98	JACOBSON SUPPLIES		604250		Shop Maintenance		N

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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 Descripti	1099
		03-303-000-0000-6298	P		160.66	SWATARA SHOP SUPPLIES		604284		Shop Maintenance	N
		03-303-000-0000-6590	P		2.59	REPAIR PARTS		604289		Repair & Maintenance Supplies	N
		03-303-000-0000-6590	P		5.18	REPAIR PARTS		604385		Repair & Maintenance Supplies	N
		03-303-000-0000-6298	P		139.41	AITKIN SHOP SUPPLIES		604432		Shop Maintenance	N
		03-303-000-0000-6590			8.96	REPAIR PARTS		604532		Repair & Maintenance Supplies	N
		03-303-000-0000-6590			87.99	REPAIR PARTS		604630		Repair & Maintenance Supplies	N
		03-303-000-0000-6298			104.50	AITKIN SHOP SUPPLIES		604655		Shop Maintenance	N
		03-303-000-0000-6590			104.78	REPAIR PARTS		604684		Repair & Maintenance Supplies	N
		03-303-000-0000-6590			99.88	REPAIR PARTS		604731		Repair & Maintenance Supplies	N
		03-303-000-0000-6590			18.99	REPAIR PARTS		604756		Repair & Maintenance Supplies	N
		03-303-000-0000-6590			99.98	REPAIR PARTS		604765		Repair & Maintenance Supplies	N
		03-303-000-0000-6590			136.37	REPAIR PARTS		604798		Repair & Maintenance Supplies	N
		03-303-000-0000-6298			41.99	MCGRATH SHOP SUPPLIES		604907		Shop Maintenance	N
		03-303-000-0000-6590			212.47	REPAIR PARTS		604927		Repair & Maintenance Supplies	N
		03-303-000-0000-6590			35.75	REPAIR PARTS		604928		Repair & Maintenance Supplies	N
		03-303-000-0000-6590			7.23	REPAIR PARTS		605037		Repair & Maintenance Supplies	N
		03-303-000-0000-6298			8.17	MCGRATH SHOP SUPPLIES		605040		Shop Maintenance	N
		03-303-000-0000-6298			5.99	AITKIN SHOP SUPPLIES		605041		Shop Maintenance	N
		03-303-000-0000-6298			88.95	PALISADE SHOP SUPPLIES		605173		Shop Maintenance	N
		03-303-000-0000-6298			4.38	PALISADE SHOP SUPPLIES		605175		Shop Maintenance	N
		03-303-000-0000-6590			28.95	REPAIR PARTS		605200		Repair & Maintenance Supplies	N
		03-303-000-0000-6590			5.69	REPAIR PARTS		605232		Repair & Maintenance Supplies	N
4070	Riley Auto Supply				2,066.39		35 Transactions				
10257	Sadie Llama Designs										
		03-303-000-0000-6516			36.00	E-911 SIGNS		86990.6376		Signs & Posts	Y
10257	Sadie Llama Designs				36.00		1 Transactions				
10431	Verizon Business										
		03-303-000-0000-6254			18.82	JAN-HWY OFFICE		4227948181901		Utilities	N
10431	Verizon Business				18.82		1 Transactions				
6097	Verizon Wireless										
		03-303-000-0000-6254			388.08	FEB-DEPT CELL PHONES		9823357602		Utilities	N
6097	Verizon Wireless				388.08		1 Transactions				
303	DEPT Total:				40,327.29	R&B Highway Maintenance		32 Vendors		91 Transactions	
307	DEPT					R&B Capital Infrastructure					

# 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 Descripti On Behalf of Name	1099
15139	DEGERSTROM/JEFFREY 03-307-000-0000-6362		1,500.00	LAND R-W S32-T43N-R22W	PARCEL NO 5	Right Of Way	Y
15139	DEGERSTROM/JEFFREY		1,500.00	1 Transactions			
15137	FREEMAN/DARLENE M 03-307-000-0000-6362		1,050.00	LAND R-W S22-T49N-R24W	PARCEL NO 20	Right Of Way	Y
15137	FREEMAN/DARLENE M		1,050.00	1 Transactions			
15083	NELSON/ALLAN 03-307-000-0000-6362		4,458.40	LAND R-W S36-T43N-R22W	PARC NOS 2 4 6	Right Of Way	Y
	03-307-000-0000-6362		16,191.60	DAMAGES	PARC NOS 2 4 6	Right Of Way	N
15083	NELSON/ALLAN		20,650.00	2 Transactions			
307	DEPT Total:		23,200.00	R&B Capital Infrastructure	3 Vendors	4 Transactions	
308	DEPT			R&B Equipment & Facilities			
5398	CDW Government, Inc 03-308-000-0000-6600		329.78	MONITOR-ENG TECH	QNS6541	Capital Outlay-Facilities	N
5398	CDW Government, Inc		329.78	1 Transactions			
308	DEPT Total:		329.78	R&B Equipment & Facilities	1 Vendors	1 Transactions	
3	Fund Total:		65,127.61	Road & Bridge		109 Transactions	

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 5 Health & Human Services

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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 Descripti On Behalf of Name	1099
257	DEPT			Community Corrections			
89765	Minnesota Elevator, Inc 05-257-000-0000-6300		19.71	Elevator Service - Feb '19 02/01/2019 02/28/2019	787527	Maintenance-Service Contracts	N
89765	Minnesota Elevator, Inc		19.71	1 Transactions			
257	DEPT Total:		19.71	Community Corrections	1 Vendors	1 Transactions	
390	DEPT			Environmental Health (FBL)			
89765	Minnesota Elevator, Inc 05-390-000-0000-6300		3.58	Elevator Service - Feb '19 02/01/2019 02/28/2019	787527	Maintenance-Service Contracts	N
89765	Minnesota Elevator, Inc		3.58	1 Transactions			
390	DEPT Total:		3.58	Environmental Health (FBL)	1 Vendors	1 Transactions	
400	DEPT			Public Health Department			
12106	Antoine Electric 05-400-440-0410-6231		47.99	Repair Sump Pump 02/07/2019	16785	Services/Labor/Contracts	Y
12106	Antoine Electric		47.99	1 Transactions			
89765	Minnesota Elevator, Inc 05-400-440-0410-6300		25.08	Elevator Service - Feb '19 02/01/2019 02/28/2019	787527	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		25.08	1 Transactions			
89081	North Ambulance Brainerd 05-400-401-0000-6809		2,790.00	Ambulance Runs - Jan '19 01/01/2019 01/31/2019		No. Memorial Ambulance-Aitkin	N
89081	North Ambulance Brainerd		2,790.00	1 Transactions			
11678	Plunkett's Pest Control Inc 05-400-440-0410-6231		16.00	Agency - Inspection for insect 01/23/2019 01/23/2019	6180140	Services/Labor/Contracts	N
11678	Plunkett's Pest Control Inc		16.00	1 Transactions			
88859	Spee*Dee-St Cloud						

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	05-400-440-0410-6205		86.20	PH Service	3695355	Postage	N
				12/31/2018 02/04/2019			
88859	Spee*Dee-St Cloud		86.20		1 Transactions		
86235	The Office Shop Inc						
	05-400-440-0410-6405		23.77	Agency-Paper, highlighters, glue	1057488-0	Office Supplies	N
				01/08/2019			
	05-400-440-0410-6405		8.30	Agency - 9x12 Envelopes	1057561-0	Office Supplies	N
				01/08/2019			
	05-400-440-0410-6405		10.50	Agency-Labels	1057670-0	Office Supplies	N
				01/09/2019			
	05-400-440-0410-6405		6.44	Agency-AA Batteries	1057851-0	Office Supplies	N
				01/15/2019			
	05-400-440-0410-6405		5.32	Agency-Perm Adhesive	1057995-0	Office Supplies	N
				01/16/2019			
	05-400-440-0410-6405		6.98	Agency-Removable Adhesive	1057995-1	Office Supplies	N
				01/18/2019			
	05-400-440-0410-6405		4.01	Agency-Legal Pads, 3x5 note pa	1057996-0	Office Supplies	N
				01/16/2019			
	05-400-440-0410-6405		6.37	Agency-Tape rolls, env moisten	1057996-1	Office Supplies	N
				01/17/2019			
	05-400-440-0410-6405		5.99	Agency-Verbatim CD's	1058057-0	Office Supplies	N
				01/16/2019			
	05-400-440-0410-6405		1.87	Acctg-Name Plate	1058058-0	Office Supplies	N
				01/18/2019			
	05-400-440-0410-6405		1.22	Agency-Calculator Tape	1058432-0	Office Supplies	N
				01/23/2019			
	05-400-440-0410-6300		49.41	OSS - Copier Contract IRC5550I	303218-0	Maintenance/Service Contracts	N
				01/28/2019 01/28/2019			
86235	The Office Shop Inc		130.18		12 Transactions		
400	DEPT Total:		3,095.45	Public Health Department	6 Vendors	17 Transactions	
420	DEPT			Income Maintenance			
12106	Antoine Electric						
	05-420-600-4800-6231		98.99	Repair Sump Pump	16785	Services/Labor/Contracts	Y
				02/07/2019			
12106	Antoine Electric		98.99		1 Transactions		

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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 Descripti On Behalf of Name	1099
89765	Minnesota Elevator, Inc 05-420-600-4800-6300		51.96	Elevator Service - Feb '19 02/01/2019 02/28/2019	787527	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		51.96	1 Transactions			
14333	Northwoods 05-420-600-4800-6239		4,996.00	Compass - Maintenance Support 04/01/2019 03/31/2020	INV-101493	Software Fees/License Fees	N
14333	Northwoods		4,996.00	1 Transactions			
11678	Plunkett's Pest Control Inc 05-420-600-4800-6231		33.00	Agency - Inspection for insect 01/23/2019 01/23/2019	6180140	Services/Labor/Contracts	N
11678	Plunkett's Pest Control Inc		33.00	1 Transactions			
88859	Spee*Dee-St Cloud 05-420-600-4800-6205		95.14	IM Service 12/31/2018 02/04/2019	3695355	Postage	N
88859	Spee*Dee-St Cloud		95.14	1 Transactions			
86235	The Office Shop Inc 05-420-600-4800-6405		49.03	Agency-Paper, highlighters, glue 01/08/2019	1057488-0	Office Supplies	N
	05-420-600-4800-6405		17.11	Agency - 9x12 Envelopes 01/08/2019	1057561-0	Office Supplies	N
	05-420-600-4800-6405		163.12	IM-Printer Toner (JG) 01/09/2019	1057561-0	Office Supplies	N
	05-420-600-4800-6405		21.67	Agency-Labels 01/09/2019	1057670-0	Office Supplies	N
	05-420-600-4800-6405		13.28	Agency-AA Batteries 01/15/2019	1057851-0	Office Supplies	N
	05-420-600-4800-6405		10.97	Agency-Perm Adhesive 01/16/2019	1057995-0	Office Supplies	N
	05-420-600-4800-6405		14.39	Agency-Removable Adhesive 01/18/2019	1057995-1	Office Supplies	N
	05-420-600-4800-6405		8.28	Agency-Legal Pads, 3x5 note pa 01/16/2019	1057996-0	Office Supplies	N
	05-420-600-4800-6405		13.12	Agency-Tape rolls, env moisten 01/17/2019	1057996-1	Office Supplies	N

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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 Descripti	On Behalf of Name	1099
		05-420-600-4800-6405			12.35	Agency-Verbatim CD's	01/16/2019	1058057-0		Office Supplies		N
		05-420-600-4800-6405			3.87	Acctg-Name Plate	01/18/2019	1058058-0		Office Supplies		N
		05-420-600-4800-6405			11.72	IM-Name Plate	01/18/2019	1058058-0		Office Supplies		N
		05-420-640-4800-6405			11.72	CS-Name Plates	01/18/2019	1058058-0		Office Supplies		N
		05-420-600-4800-6405			2.52	Agency-Calculator Tape	01/23/2019	1058432-0		Office Supplies		N
		05-420-600-4800-6300			101.90	OSS - Copier Contract IRC5550I	01/28/2019 01/28/2019	303218-0		Maintenance/Service Contracts		N
86235	The Office Shop Inc				455.05		15 Transactions					
420	DEPT Total:				5,730.14	Income Maintenance		6 Vendors		20 Transactions		
430	DEPT					Social Services						
12106	Antoine Electric	05-430-700-4800-6231			152.98	Repair Sump Pump	02/07/2019	16785		Services/Labor/Contracts		Y
12106	Antoine Electric				152.98		1 Transactions					
89765	Minnesota Elevator, Inc	05-430-700-4800-6300			78.83	Elevator Service - Feb '19	02/01/2019 02/28/2019	787527		Maintenance/Service Contracts		N
89765	Minnesota Elevator, Inc				78.83		1 Transactions					
11678	Plunkett's Pest Control Inc	05-430-700-4800-6231			51.00	Agency - Inspection for insect	01/23/2019 01/23/2019	6180140		Services/Labor/Contracts		N
11678	Plunkett's Pest Control Inc				51.00		1 Transactions					
86235	The Office Shop Inc	05-430-700-4800-6405			75.77	Agency-Paper, highlighters, glue	01/08/2019	1057488-0		Office Supplies		N
		05-430-700-4800-6405			26.45	Agency - 9x12 Envelopes	01/08/2019	1057561-0		Office Supplies		N
		05-430-700-4800-6405			33.49	Agency-Labels	01/09/2019	1057670-0		Office Supplies		N

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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 Descripti	On Behalf of Name	1099
		05-430-700-4800-6405			20.52	Agency-AA Batteries	01/15/2019	1057851-0		Office Supplies		N
		05-430-700-4800-6405			16.95	Agency-Perm Adhesive	01/16/2019	1057995-0		Office Supplies		N
		05-430-700-4800-6405			22.25	Agency-Removable Adhesive	01/18/2019	1057995-1		Office Supplies		N
		05-430-700-4800-6405			12.79	Agency-Legal Pads, 3x5 note pa	01/16/2019	1057996-0		Office Supplies		N
		05-430-700-4800-6405			20.28	Agency-Tape rolls, env moisten	01/17/2019	1057996-1		Office Supplies		N
		05-430-700-4800-6405			19.09	Agency-Verbatim CD's	01/16/2019	1058057-0		Office Supplies		N
		05-430-700-4800-6405			5.98	Acctg-Name Plate	01/18/2019	1058058-0		Office Supplies		N
		05-430-700-4800-6405			44.82	SS-Name Plates/holders	01/18/2019	1058058-0		Office Supplies		N
		05-430-700-4800-6405			3.89	Agency-Calculator Tape	01/23/2019	1058432-0		Office Supplies		N
		05-430-700-4800-6405			41.70	SS-Planners	01/31/2019	1058613-0		Office Supplies		N
		05-430-700-4800-6300			157.49	OSS - Copier Contract IRC5550I	01/28/2019 01/28/2019	303218-0		Maintenance/Service Contracts		N
86235	The Office Shop Inc				501.47							14 Transactions
10930	Tidholm Productions	05-430-700-4800-6405			69.95	SS-Business Cards (LC)	02/04/2019	0408 7962		Office Supplies		Y
10930	Tidholm Productions				69.95							1 Transactions
430	DEPT Total:				854.23	Social Services		5 Vendors				18 Transactions
5	Fund Total:				9,703.11	Health & Human Services						57 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	4580 Mn Dept Of Finance					
	09-000-000-0000-2030		270.00	Marriage License Fees Feb 19		State Fees, Assessments & Surcharge: N
	4580 Mn Dept Of Finance		270.00	1 Transactions		
0	DEPT Total:		270.00	Undesignated	1 Vendors	1 Transactions
9	Fund Total:		270.00	State		1 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
170	Aitkin Motor Company 10-923-000-0000-6590		427.24	Wiper Pivot Assembly #452	21454	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		71.67	Fuel saver package #799	21797	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		498.91	2 Transactions			
10452	AT&T Mobility 10-923-000-0000-6254		92.02	Cell phone	287257204209	Utilities	N
	10-923-000-0000-6254		49.08	Cell phone	287257204209	Utilities	N
10452	AT&T Mobility		141.10	2 Transactions			
86467	Auto Value Aitkin 10-923-000-0000-6590		26.99	Gal Injex Snowmobile	40133306	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		26.99	1 Transactions			
13725	Beartooth True Value 10-923-000-0000-6406		27.45	Snowbrush, de-icer, propane	B79853	Field Supplies	N
	10-923-000-0000-6406		50.98	Deck stain, screws	B80766	Field Supplies	N
	10-923-000-0000-6406		4.00-	Return deck stain,get deck oil	B80782	Field Supplies	N
13725	Beartooth True Value		74.43	3 Transactions			
919	Carlson/Bernard Agnar 10-923-000-0000-6820		1,054.00	Timber permit refund	14092	Refunds & Reimbursements	Y
919	Carlson/Bernard Agnar		1,054.00	1 Transactions			
10855	Culligan 10-923-000-0000-6254		37.20	Water cooler rental	150100464562	Utilities	N
10855	Culligan		37.20	1 Transactions			
1754	Garrison Disposal Company, Inc 10-923-000-0000-6255		280.56	Feb Waste removal	1999900	Garbage	N
1754	Garrison Disposal Company, Inc		280.56	1 Transactions			
4641	Holiday Credit Office 10-923-000-0000-6511		401.21	Jan fuel	1400000134961	Gas And Oil	N
4641	Holiday Credit Office		401.21	1 Transactions			
7525	Hometown Bldg Supply 10-923-000-0000-6590		22.64	Lockset, Hyd DR Closure	20418	Repair & Maintenance Supplies	N

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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 Descripti On Behalf of Name	1099
7525	Hometown Bldg Supply		22.64		1 Transactions		
2340	Hyytinen Hardware Hank						
	10-923-000-0000-6406		14.99	Ice melt	1501986	Field Supplies	N
	10-923-000-0000-6406		3.41	Nuts & bolts	1503066	Field Supplies	N
	10-923-000-0000-6406		17.97	Quickchange discs	1503128	Field Supplies	N
	10-923-000-0000-6406		9.99	USB Wall charger	1503213	Field Supplies	N
	10-923-000-0000-6406		3.99	Bowl brush	1503523	Field Supplies	N
	10-923-000-0000-6406		16.98	Paint thinner	1503687	Field Supplies	N
2340	Hyytinen Hardware Hank		67.33		6 Transactions		
4010	Rasley Oil Company						
	10-923-000-0000-6511		1,017.34	Jan Gas	AITCOL&PS	Gas And Oil	N
4010	Rasley Oil Company		1,017.34		1 Transactions		
86235	The Office Shop Inc						
	10-923-000-0000-6405		8.72	Mechanical pencils	1057164-1	Office Supplies	N
	10-923-000-0000-6405		27.54	OXF Guide, 5x8 cards	1058536-0	Office Supplies	N
	10-923-000-0000-6405		0.90	Rubber fingers	302772-0	Office Supplies	N
	10-923-000-0000-6231		1,104.70	Contract & toners	303214-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		1,141.86		4 Transactions		
923	DEPT Total:		4,763.57	Forfeited Tax Sales	12 Vendors	24 Transactions	
926	DEPT			Law Library			
	5173 Thomson Reuters-West Publishing						
	10-926-000-0000-6408		1,348.00	Information charges	839701689	Law Books	N
	5173 Thomson Reuters-West Publishing		1,348.00		1 Transactions		
926	DEPT Total:		1,348.00	Law Library	1 Vendors	1 Transactions	
10	Fund Total:		6,111.57	Trust		25 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
924	DEPT			Forest Resource			
12526	Bixby/James 11-924-000-0000-6350		35.00	Nat Resources Adv mtg	2/11/19	Per Diem	Y
	11-924-000-0000-6330		37.12	Nat Resources Adv mlg	64@.58	Transportation & Travel	N
12526	Bixby/James		72.12	2 Transactions			
924	DEPT Total:		72.12	Forest Resource	1 Vendors	2 Transactions	
925	DEPT			Resource Management			
1473	Future Forests, Inc 11-925-000-0000-6231		9,507.90	Site prep for planting		Services, Labor, Contracts	N
1473	Future Forests, Inc		9,507.90	1 Transactions			
13234	Western EcoSystems Technology, Inc. 11-925-000-0000-6231		120.00	DNR License Agree. LA#878		Services, Labor, Contracts	N
	11-925-000-0000-6231		5,892.21	Project 734-03.001	63382	Services, Labor, Contracts	N
	11-925-000-0000-6231		533.75	Project 734-02.003	63396	Services, Labor, Contracts	N
13234	Western EcoSystems Technology, Inc.		6,545.96	3 Transactions			
925	DEPT Total:		16,053.86	Resource Management	2 Vendors	4 Transactions	
939	DEPT			County Surveyor			
7525	Hometown Bldg Supply 11-939-000-0000-6406		32.72	Rebar #4-8	20376	Supplies	N
7525	Hometown Bldg Supply		32.72	1 Transactions			
6097	Verizon Wireless 11-939-000-0000-6250		88.18	Cell phone	58068382700001	Telephone	N
6097	Verizon Wireless		88.18	1 Transactions			
939	DEPT Total:		120.90	County Surveyor	2 Vendors	2 Transactions	
11	Fund Total:		16,246.88	Forest Development		8 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
521	DEPT			LLCC Administration			
12710	AdventureKEEN 19-521-000-0000-6400		403.16	Nature Guides & Journals	98830	Commissary Items	N
	19-521-000-0000-6400		17.88	Playing cards	98917	Commissary Items	N
12710	AdventureKEEN		421.04	2 Transactions			
8622	Frontier 19-521-000-0000-6250		240.93	Service & Long Distance	2187684653	Telephone	N
8622	Frontier		240.93	1 Transactions			
2763	J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255		92.38	Feb Garbage	150691	Garbage	Y
2763	J & H Transfer Station-Lakes Sanitary		92.38	1 Transactions			
14831	K and M International Inc 19-521-000-0000-6400		506.00	Plush animals for canteen	SI1129924	Commissary Items	N
14831	K and M International Inc		506.00	1 Transactions			
3105	McGregor Chamber Of Commerce 19-521-000-0000-6240		100.00	Chamber memebership	1457	Dues/Assoc Fees	N
3105	McGregor Chamber Of Commerce		100.00	1 Transactions			
9463	NMN,Inc 19-521-000-0000-6400		108.10	Playing cards for commissary	10060816	Commissary Items	N
9463	NMN,Inc		108.10	1 Transactions			
521	DEPT Total:		1,468.45	LLCC Administration	6 Vendors	7 Transactions	
522	DEPT			LLCC Education			
15140	St Agnes School 19-522-000-0000-6820		116.82	Refund for 1 student		Refunds & Reimbursements	N
15140	St Agnes School		116.82	1 Transactions			
15141	St Mary's School 19-522-000-0000-6820		10.89	Refund for overpayment		Refunds & Reimbursements	N
15141	St Mary's School		10.89	1 Transactions			

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</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>
522 DEPT Total:		127.71	LLCC Education	2 Vendors	2 Transactions
523 DEPT			LLCC Food		
5662 McGregor Dairy, Inc					
19-523-000-0000-6418		141.30	Groceries	29330	Groceries-Students N
5662 McGregor Dairy, Inc		141.30		1 Transactions	
4968 Upper Lakes Foods, Inc					
19-523-000-0000-6418		987.94	Groceries	418029-00	Groceries-Students N
19-523-000-0000-6420		125.09	Supplies	418029-00	Food Service Supplies N
19-523-000-0000-6418		879.84	Groceries	419273-00	Groceries-Students N
19-523-000-0000-6420		55.12	Supplies	419273-00	Food Service Supplies N
19-523-000-0000-6418		15.29	Groceries	419278-00	Groceries-Students N
19-523-000-0000-6418		18.20	Groceries	420340-00	Groceries-Students N
19-523-000-0000-6418		839.75	Groceries	422789-00	Groceries-Students N
19-523-000-0000-6420		55.42	Supplies	422789-00	Food Service Supplies N
4968 Upper Lakes Foods, Inc		2,976.65		8 Transactions	
523 DEPT Total:		3,117.95	LLCC Food	2 Vendors	9 Transactions
524 DEPT			LLCC Maintenance		
88628 Dalco					
19-524-000-0000-6422		163.99-	Refund for double payment	3287388	Janitorial Services/Supplies N
19-524-000-0000-6422		24.12-	Under applied payment	3363152	Janitorial Services/Supplies N
19-524-000-0000-6422		422.91	Floor care, paper towels, soap	3384787	Janitorial Services/Supplies N
19-524-000-0000-6422		451.39	Ice melt, softer salt, TP	3411718	Janitorial Services/Supplies N
88628 Dalco		686.19		4 Transactions	
7685 Dectra Corporation					
19-524-000-0000-6422		155.85	Filter cartridges for GARNs	190207-01	Janitorial Services/Supplies N
7685 Dectra Corporation		155.85		1 Transactions	
2340 Hyytinen Hardware Hank					
19-524-000-0000-6422		32.98	Shovels	1501463	Janitorial Services/Supplies N
19-524-000-0000-6422		43.79	Batteries, ATV Plow parts	1503143	Janitorial Services/Supplies N
19-524-000-0000-6422		15.94	Plow parts	1504109	Janitorial Services/Supplies N
19-524-000-0000-6422		18.96	Misc Hardware	1504388	Janitorial Services/Supplies N
19-524-000-0000-6422		24.99	Thermostat for schoolhouse	1505169	Janitorial Services/Supplies N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
2340	Hyytinen Hardware Hank		136.66	5 Transactions		
3760	Palisade Cooperative Oil Assoc					
	19-524-000-0000-6511		14.30	Fuel for splitter	420394	Gas And Oil N
	19-524-000-0000-6511		14.30	Fuel for splitter	421308	Gas And Oil N
3760	Palisade Cooperative Oil Assoc		28.60	2 Transactions		
524	DEPT Total:		1,007.30	LLCC Maintenance	4 Vendors	12 Transactions
19	Fund Total:		5,721.41	Long Lake Conservation Center		30 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
520	DEPT			Parks			
90628	Aitkin Co Environmental Services						
	21-520-000-0000-6243		240.75	Aitkin Campground License		License Fee	N
	21-520-000-0000-6243		240.75	Berglund Park License		License Fee	N
	21-520-000-0000-6243		284.00	Jacobson Park License		License Fee	N
	21-520-000-0000-6243		261.00	Snake River License		License Fee	N
90628	Aitkin Co Environmental Services		1,026.50	4 Transactions			
188	Aitkin Sno-Drifters Snowmobile						
	21-520-000-0000-6802		8,483.65	2nd Benchmark GIA payment		Trail Grants-State	N
188	Aitkin Sno-Drifters Snowmobile		8,483.65	1 Transactions			
10452	AT&T Mobility						
	21-520-000-0000-6250		30.68	Cell phone	287257204209	Telephone	N
10452	AT&T Mobility		30.68	1 Transactions			
14742	Berg/James						
	21-520-000-0000-6350		35.00	Nat Resources Adv mtg	2/11/19	Per Diem	N
	21-520-000-0000-6330		22.04	Nat Resources Adv mlg	38@.58	Transportation & Travel	N
14742	Berg/James		57.04	2 Transactions			
589	Blomberg/Judith						
	21-520-000-0000-6350		35.00	Nat Resources Adv mtg	2/11/19	Per Diem	Y
589	Blomberg/Judith		35.00	1 Transactions			
1805	Giese Sno-Cruisers Trail Assn.						
	21-520-000-0000-6802		4,577.16	2nd benchmark GIA payment		Trail Grants-State	N
1805	Giese Sno-Cruisers Trail Assn.		4,577.16	1 Transactions			
2060	Haypoint Jackpine Savages						
	21-520-000-0000-6802		14,496.33	2nd benchmark GIA payment		Trail Grants-State	N
2060	Haypoint Jackpine Savages		14,496.33	1 Transactions			
2270	Hoppe/Russell Peter						
	21-520-000-0000-6350		35.00	Nat Resources Adv Mtg	2/11/19	Per Diem	Y
	21-520-000-0000-6330		34.80	Nat Resources Adv Mlg	60@.58	Transportation & Travel	N
2270	Hoppe/Russell Peter		69.80	2 Transactions			
2340	Hyytinen Hardware Hank						

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Invoice #	On Behalf of Name
				Paid On Bhf #	
21-520-000-0000-6406		7.99	Ratchet Tie Down	1501676	Field Supplies N
21-520-000-0000-6406		19.42	Clevis, Hardware	1501703	Field Supplies N
21-520-000-0000-6406		37.97	Propane Cylinder, torch head	1504008	Field Supplies N
21-520-000-0000-6406		10.19	Wire pin, bolt, nut, washers	1504087	Field Supplies N
2340 Hyytinen Hardware Hank		75.57			4 Transactions
2448 Janzen/Carroll Mark					
21-520-000-0000-6350		35.00	Nat Resources Mtg	2/11/19	Per Diem Y
21-520-000-0000-6330		32.48	Nat Resources Mlg	56@.58	Transportation & Travel N
2448 Janzen/Carroll Mark		67.48			2 Transactions
5759 Kitzrow/Donald					
21-520-000-0000-6350		35.00	Nat Resources Mtg	2/11/19	Per Diem Y
21-520-000-0000-6330		38.16	Nat Resources Mlg	65.8@.58	Transportation & Travel N
5759 Kitzrow/Donald		73.16			2 Transactions
15143 Krause/Brad					
21-520-000-0000-6340		28.17	Ironwood Mi		Meals Reimbursed Non-Taxable N
15143 Krause/Brad		28.17			1 Transactions
11990 Lange/David					
21-520-000-0000-6350		35.00	Nat Resources Mtg	2/11/19	Per Diem Y
21-520-000-0000-6330		37.70	Nat Resources Mlg	65@.58	Transportation & Travel N
11990 Lange/David		72.70			2 Transactions
12512 MARCUM/ROBERT					
21-520-000-0000-6350		35.00	Nat Resources Mtg	2/11/19	Per Diem Y
21-520-000-0000-6330		27.84	Nat Resources Mlg	48@.58	Transportation & Travel N
12512 MARCUM/ROBERT		62.84			2 Transactions
3176 Mille Lacs Trails, Inc.					
21-520-000-0000-6802		12,872.55	2nd benchmark GIA payment		Trail Grants-State N
3176 Mille Lacs Trails, Inc.		12,872.55			1 Transactions
9692 Minnesota Energy Resources Corporation					
21-520-000-0000-6254		613.14	Heating gas for shop	50254456100001	Utilities N
9692 Minnesota Energy Resources Corporation		613.14			1 Transactions
3780 Palisade Supersledders Inc.					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
3780	Palisade Supersledders Inc.		8,883.71	2nd benchmark GIA payment	Trail Grants-State	N
			8,883.71	1 Transactions		
9261	RTVision, Inc.					
	21-520-000-0000-6231		2,185.45	Annual maint fee	Services, Labor, Contracts	N
9261	RTVision, Inc.		2,185.45	1 Transactions		
10906	Shipp/Dale					
	21-520-000-0000-6350		35.00	Nat Resources mtg	Per Diem	Y
	21-520-000-0000-6330		18.56	Nat Resources mlg	Transportation & Travel	N
10906	Shipp/Dale		53.56	2 Transactions		
4800	Tamarack Sno-Flyers					
	21-520-000-0000-6802		32,849.72	1st Benchmark GIA Payment	Trail Grants-State	N
	21-520-000-0000-6802		18,468.84	2nd benchmark GIA payment	Trail Grants-State	N
4800	Tamarack Sno-Flyers		51,318.56	2 Transactions		
4927	Turnock/Franklin Allen					
	21-520-000-0000-6350		35.00	Nat Resources mtg	Per Diem	Y
	21-520-000-0000-6330		34.80	Nat Resources mlg	Transportation & Travel	N
4927	Turnock/Franklin Allen		69.80	2 Transactions		
10017	Tveit/Galen					
	21-520-000-0000-6350		35.00	Nat Resources mtg	Per Diem	Y
	21-520-000-0000-6330		15.08	Nat Resources mlg	Transportation & Travel	N
10017	Tveit/Galen		50.08	2 Transactions		
10339	White Pine Riders					
	21-520-000-0000-6802		7,113.18	Solana ATV reimbursement	Trail Grants-State	N
10339	White Pine Riders		7,113.18	1 Transactions		
520	DEPT Total:		112,316.11	Parks	23 Vendors	39 Transactions
21	Fund Total:		112,316.11	Parks		39 Transactions
	Final Total:		312,147.62	253 Vendors	453 Transactions	

# Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	96,650.93	General Fund	
	3	65,127.61	Road & Bridge	
	5	9,703.11	Health & Human Services	
	9	270.00	State	
	10	6,111.57	Trust	
	11	16,246.88	Forest Development	
	19	5,721.41	Long Lake Conservation Center	
	21	112,316.11	Parks	
	All Funds	312,147.62	Total	Approved by, .....
				.....
				.....



# Board of County Commissioners Agenda Request

2F  
Agenda Item #

**Requested Meeting Date:** February 26, 2019

**Title of Item:** Central Planes Aviation

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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*

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
-----------------------------------------	--------------------------------------

<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

The County is in receipt of a request from John Ricard, CEO Central Planes Aviation Inc. to spray, by means of aerial application, to control army tent caterpillars. The County Board is being asked to authorize the County Board Chair to sign a letter authorizing the operation under a congested area permit for the FAA and Department of Agriculture.

Included for your review is a copy of the request from Mr. Ricard, along with the FAA format being followed for the permit, and a copy of the proposed authorization letter.

Since 2013 the Board has authorized this request and the County has received no complaints.

Action requested is to authorize the County Board Chair to sign the letter of authorization.

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

**Recommended Action/Motion:**  
Authorize Board Chair's signature on proposed letter.

**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:*

Central Planes Aviation Inc  
39115 Co Road 186  
Sauk Centre, Mn. 56378  
320-352-3013

Aitkin County Commissioners,

My name is John Ricard. I am the owner of Central Planes Aviation Inc. based at the Sauk Centre Airport. In the last few years, the area around some of the lakes in central Minnesota have been overrun by army worms that are quite destructive to land owners trees. Some of the lake associations have contacted us to do some spraying for these insects. We did some areas in Crow Wing Co., Stearns Co., Aitkin Co., and Todd Co., the last few years, and would like to again include Aitkin County for the year 2019.

The Chemical that we use is a BT product called Dipel DF. The DNR is using this chemical for the Gypsy moth program in northern Minnesota. This chemical is only affective on worms that eat leaves and will not harm wildlife or fish. It is also cleared on organic crops.

To do this type of control we have to operate under a congested area permit approved by the FAA and the Department of Agriculture.

We need a written approval from the governing body of each Co. that we can include in our application, and send to the Minneapolis Flight Standards District Office (612) 253-4507, for approval.

We ask that the Board review our request at your next meeting. I would need the same form that you supplied for me in 2018, signed by one of the board members.

Also Included is the FAA format that we are following for the permit. I've highlighted the area that involves the Counties approval.

Central Planes Aviation Inc. has been doing aerial application in Central Mn. since 2003, and is fully insured and licensed. Aitkin County will not be held liable for any actions of my company. Any questions please feel free to call (320) 352-3013.

Sincerely: John Ricard  
CEO - Central Planes Aviation Inc.

11/24/15

8900.1 CHG 46

**VOLUME 3 GENERAL TECHNICAL ADMINISTRATION****CHAPTER 52 PART 137 AGRICULTURAL AIRCRAFT OPERATIONS****Section 2 Evaluate a Part 137 Congested Area Operations Plan****3-4256 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. 1332.**

**3-4257 OBJECTIVE.** The objective of this task is to determine that a public aircraft or Title 14 of the Code of Federal Regulations (14 CFR) part 137 operator can conduct agricultural dispensing operations safely over a congested area, according to an approved plan. Successful completion of this task results in either approval or disapproval of an operator's proposed plan.

**3-4258 GENERAL.** Agricultural aircraft may operate over congested areas when:

- The local Flight Standards District Office (FSDO) has approved the congested area plan (CAP), and
- The appropriate official or governing body of the political subdivision over which the aircraft is to be operated has approved the operation in writing.

**A. Appropriate Officials.** An appropriate elected public official or governing body can include any of the following:

- 1) Mayor,
- 2) City Manager,
- 3) City Council,
- 4) County Board of Supervisors,
- 5) County Commissioner, or
- 6) Any other similar elected public official.

**B. Public Notice.** If time allows, the public notice required by part 137, § 137.51(b)(2) should be given at least 48 hours before dispensing operations begin. The form that the public notice takes is up to the operator. Newspaper ads, radio announcements, television announcements, or door-to-door handbills are all acceptable methods.

**NOTE:** The approving FSDO/aviation safety inspector (ASI) must verify that the applicant (whether a certificated operators or public aircraft operator) has shown with documentation the method by which they will give public notice in accordance with § 137.51(b)(2).

**C. Contents of CAP.** Consider the following when reviewing the plan of operation required by § 137.51(b)(3) and submitted by the operator.

1) The CAP must include an aerial photograph, large-scale map, or computer-generated map or diagram of the area to be worked. Whichever depiction is used, it should be appropriately marked to show all obstructions that could be expected to present a hazard during the operation and the areas that could be used for an emergency landing and dumping of agricultural materials.

2) The photograph, map, or diagram must be current, preferably within the preceding 24 months, to be considered representative of the area. If current photographs or diagrams are not available, Realtor's maps may be used to supplement. The important aspect is not to accept maps that are not drawn to scale. Maps should also be of sufficient detail to be useful in making a determination concerning the safety of the operation with regard to persons and property on the surface. Submissions that are of such a large scale that details of the area to be sprayed cannot be discerned should be discouraged.

**D. Assisting Operators.** Occasionally agricultural aircraft operators may request Federal Aviation Administration (FAA) assistance in determining whether an area is congested or not. Before the FAA can determine this, the site will have to be checked. The FAA cannot, of course, check every area an operator wants to service, but in some cases, an operator needs legitimate assistance. The inspector must use judgment in determining the status of an area as congested or not. If the inspector has any doubt, he or she should consult with other inspectors or regional counsel for any precedent.

**3-4259 SINGLE-ENGINE AIRCRAFT.** When CAPs are conducted using single-engine aircraft, the inspector shall require the operator to arrange with appropriate officials of the area concerned to take such measures as are necessary to conduct the operation safely. These may include blocking off streets and other areas that could be used in an emergency landing or similar precautionary measures required in the interest of public safety. Before approving any operator's plan of operation, the inspector shall determine that the plan complies with the emergency landing requirements contained in § 137.51(b)(4)(iii).

**3-4260 MULTI-ENGINE AIRCRAFT.**

**A. Takeoff Performance.** If the operator intends to take off over a congested area, they must show in the CAP that the airplane can meet the accelerate-stop requirements of § 137.51(b)(5)(i). If the aircraft cannot meet these requirements, the operator must state in the written plan of operation that no takeoff will be made over a congested area during dispensing operations.

**B. Critical Engine Inoperative.** The operator must show in the CAP that the airplane can meet the climb requirements specified in § 137.51(b)(5)(ii).

**3-4261 RESTRICTED CATEGORY AIRCRAFT.** Title 14 CFR part 21, or the operating limitations established for the airplane, may not require a flight manual for restricted category aircraft. Therefore, performance information may be found in the applicable military technical order, operating limitations, placards, flight test performance data established by the aircraft manufacturer, or any combination thereof. In addition, performance information provided by a Designated Engineering Representative (DER) is satisfactory. If such performance information has not previously been established for the airplane to be used or, if any doubt exists concerning the authenticity of the

information presented by the operator, a Manufacturing Inspection District Office (MIDO) should be contacted to arrange for an engineering flight test in order to obtain the required performance data.

**A. Load Jettisoning.** Aircraft, other than a helicopter, must be equipped with a device capable of jettisoning at least one-half of the aircraft's maximum authorized load of agricultural material within 45 seconds (refer to § 137.53(c)(2)).

**B. Data Not Determined.** If such data have not been determined for the aircraft or, if any doubt exists concerning meeting this requirement, the inspector should have the operator conduct an in-flight load jettisoning demonstration.

**C. Test Conditions.** The aircraft must be loaded with any suitable material (lime, sand, water, etc.), and the demonstration shall be observed by the inspector from the ground. The discharge of material from the aircraft should be timed to determine compliance with the 45-second jettisoning requirement.

**D. Preventing Inadvertent Jettisoning.** Section 137.53(c)(2) requires that aircraft conducting agricultural operations over congested areas must have a means of preventing inadvertent jettisoning of the tank or hopper. This can be accomplished with a device such as:

- 1) Spring-loaded cover over a pull lever,
- 2) "T" handle or pull ring in a spring-loaded shield,
- 3) A push-pull device fastened with frangible safety wire, or
- 4) Other equivalent devices.

### 3-4262 PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of the regulatory requirements of part 137 and FAA policies and qualification as an ASI.

**B. Coordination.** This task may require coordination with the airworthiness unit, the Regional Counsel, and state, county, or local authorities.

### 3-4263 REFERENCES, FORMS, AND JOB AIDS.

**A. References (current editions):**

- Title 14 CFR Parts 1, 61, 91, and 137.
- Advisory Circular (AC) 137-1, Certification Process for Agricultural Aircraft Operators.

**B. Forms:**

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call.
- FAA Form 8000-36, Program Tracking and Reporting System Data Sheet.

**C. Job Aids.** None.

**3-4264 PROCEDURES.** After a part 137 operator requests district office approval for a CAP, determine the need for a CAP based on location, type of operation, etc. (refer to § 137.51(b)).

**A. Plan Not Required.** If a plan is not required, record the discussion on FAA Form 1360-33 and place it in the operator's district office file. Do not open a PTRS file.

**B. Plan Required.** If a plan is required, the requirements of §§ 137.51 and 137.53 are as follows:

- 1) Instruct the operator to present the plan to the district office that has oversight authority where the operation will take place for review.
- 2) Remind the applicant of the requirement to coordinate with the appropriate state, local, or municipal authorities (refer to § 137.51(b)(1)).
- 3) Discuss with the applicant various methods of public notification, such as newspapers, radio, and handbills (refer to § 137.51(b)(2)).

**C. PTRS.** Open the PTRS file.

**D. Plan Requirements.** Upon receipt of the operator's plan, the district office with oversight for the area where the activity will take place will ensure that the operator has included the following information:

- 1) A current aerial photograph, current map, or a recently drawn diagram of the area to be worked. Any geographical representation must show:
  - All obstructions that may present hazards during operation.
  - Potential areas for emergency landing or dumping of agricultural materials.
- 2) Altitudes to be maintained, approaches, departures, and turnaround considerations during operation.
- 3) Name and type of material to be dispensed.
- 4) Type of pest or work to be accomplished.
- 5) Dates and hours of dispensing operations.
- 6) Coordination with air traffic control (ATC).
- 7) Special operating procedures or limitations to ensure safe operations.
- 8) Method of public notification (documented in the operator's file and noted on the application).
- 9) An indication of coordination with the appropriate state, local, or municipal authorities (see Figure 3-144, Sample Letters Indicating Coordination With Appropriate Authorities).
- 10) Methods for complying with §§ 137.51(b)(4) and (5) and 137.53(c)(2):

- Arrangements for blocking off streets and other areas that may be used for emergency landings.
- Observation of the load jettisoning demonstration from the ground if jettisoning test data is not available or is in doubt. For multiengine aircraft, refer to § 137.51 (b)(5).

11) Means for terminating the operation in the event it appears safety may be compromised or at the inspector's discretion.

**E. Pilot Qualifications.** The plan must indicate the qualifications (per part 61 and § 137.53) of the pilot(s) to be used in the operation.

**F. Aircraft Requirements.** The plan must include information that indicates that the aircraft meets the requirements of part 91 and §§ 137.31, 137.33, 137.51, and 137.53.

**G. Plan Approved (Local District Office When Not the Certificate-Holding District Office (CHDO)).** When the plan meets 14 CFR requirements, all safety considerations, and appropriate coordination requirements, the evaluating ASI should issue a memorandum (see Figure 3-148, Memorandum Recommending Approval of a Congested Area Plan), stating that the local district office where the operation will occur has reviewed and approved the CAP as submitted and is recommending the approval and issuance of Web-based Operations Safety System (WebOPSS) paragraph A503. This memorandum should be sent, along with any submitted documentation required to meet the requirements listed in this paragraph, to the principal operations inspector (POI) at the CHDO for final approval and issuance of WebOPSS paragraph A503.

**H. Plan Approved (CHDO).** When the plan meets 14 CFR requirements, all safety considerations, and appropriate coordination requirements, approve the plan using template A503 in WebOPSS. Each page of the plan is stamped "FAA-Approved," dated, and signed by the POI. If the approval is for Public Aircraft Operations, you do not need to issue paragraph A503 in WebOPSS.

- 1) Forward a copy of the approved plan to the operator.
- 2) Place a copy of the plan in the district office file for the operator.

**I. Plan Not Approved.** If the plan cannot be approved, issue a letter disapproving the CAP (see Figure 3-146, Letter Disapproving Congested Area Plan).

**J. PTRS.** Make the appropriate PTRS work entry.

**3-4265 TASK OUTCOMES.** Completion of this task results in either:

- An approved CAP, or
- Issuance of a letter disapproving the CAP.

**3-4266 FUTURE ACTIVITIES.**

**A. Monitoring.**

- 1) Schedule monitoring of a CAP if the task is in work program plans.

2) Monitor the CAP (see Volume 6, Chapter 6, Section 4, Monitor a Part 137 Congested Area Operation).

**B. Enforcement.** Possible enforcement investigation if the operation is not conducted according to the approved plan or is unsatisfactory in any other manner. Use the approved plan as information for a subsequent enforcement investigation.

**C. Review.** Review of any subsequent congested area operations.

**Figure 3-144. Sample Letters Indicating Coordination With Appropriate Authorities**

(To Agricultural Aircraft Operator)

<p>[Operator's name and address]</p> <p>I, [name], the [title of individual and name of town] grant permission to [name of operator] to fly over the town of [name of town] for the purpose of [state purpose of operation] from an agricultural aircraft on [date of operation].</p> <p>[official's signature]</p>
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(To Federal Aviation Administration)

<p>[Operator's Letterhead]</p> <p>[Date]</p> <p>[Name and address of district office]</p> <p>Sir/Madam:</p> <p>[Name of operator] will conduct the dispensing operation, described on the attached diagram, per Title 14 of the Code of Federal Regulations part 137, § 137.51. The aircraft used will be a [make and model of aircraft and N number].</p> <p>The dispensing operation will be conducted at no less than [altitude] feet above ground level. The airspeed will be [speed in knots or mph].</p> <p>[Chemical name] will be dispensed at the rate of [number of gallons] per acre.</p> <p>The operation will be conducted from [beginning date] to [ending date].</p> <p>The public will be notified of the operation [indicate methods of notification] on [date].</p> <p>Sincerely,</p> <p>[Operator's signature]</p>
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**Figure 3-145. Letter Approving Congested Area Plan**

Use WebOPSS template A503.

**Figure 3-146. Letter Disapproving Congested Area Plan**

<p>[FAA Letterhead]</p> <p>[Date]</p> <p>[Operator's name and address]</p> <p>Dear [operator's name]:</p> <p>This is to inform you that the congested area plan, which you submitted on [date], for agricultural aircraft operations over [congested area, city, or town] is not approved.</p> <p>The following items were unsatisfactory:</p> <p>[List the items and how they must be corrected.]</p> <p>If you have any questions concerning this matter or intend to take action to correct these items, please contact this office at [telephone number].</p> <p>Sincerely,</p> <p>[POI's signature]</p>
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**Figure 3-148. Memorandum Recommending Approval of a Congested Area Plan**

<p>[FAA Letterhead]</p> <p>[Date]</p> <p>[To: Principal Operations Inspector]</p> <p>[From: ASI conducting the local evaluation]</p> <p>Subject: Congested Area Plan (CAP) Approval for Fly Low Aviation, Dallas, TX</p> <p>This office has approved the CAP submitted by Fly Low Aviation on February 22, 2012. This plan pertains to the aerial application of insecticides for the control of mosquitoes in Dallas, Texas. All requirements specified in Volume 3, Chapter 52, Section 2 have been met.</p> <p>This office recommends approval and issuance of Web-based Operations Safety System (WebOPSS) paragraph A503.</p>
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Attachments:

Congested Area Plan  
Letter of Authorization  
Public Notice Form  
Map of Area to be sprayed  
14 CFR part 137 Operating Certificate  
Copy of Exemptions (if required)  
Performance charts for aircraft to be utilized  
Any additional information necessary for approval

**RESERVED.** Paragraphs 3-4267 through 3-4285.

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
217 Second Street N.W. Room 134  
Aitkin, MN 56431  
218-927-3093  
Fax: 218-927-7374

February 26, 2019

Mr. John Ricard  
Central Planes Aviation, Inc.  
39115 County Road 186  
Sauk Centre, MN 56378

Re: Authorization to Operate Agricultural Aircraft over Unincorporated Areas of Aitkin County to Conduct Aerial Spraying of Tent Worm Caterpillars

Central Planes Aviation, Inc. has requested permission to operate agricultural aircraft over unincorporated areas of Aitkin County to spray for tent worm caterpillars using a BT insecticide called Dipel DF.

Central Planes Aviation, Inc. is granted permission to operate agricultural aircraft over areas of Aitkin County while spraying for tent worm caterpillars per FAA waivers. Permission is granted with the following conditions:

1. It applies to only the unincorporated areas of Aitkin County;
2. Central Planes Aviation, Inc. must have a valid license to spray for tent worm caterpillars from the Minnesota Department of Agriculture;
3. This permission expires on December 31, 2019.

This authorization by Aitkin County is not an endorsement of this company. Central Planes Aviation, Inc. does not act on behalf or as an agent of Aitkin County.

Date \_\_\_\_\_

\_\_\_\_\_  
Anne M. Marcotte, Chair  
Aitkin County Board of Commissioners

Attest:

\_\_\_\_\_  
Jessica Seibert  
Aitkin County Administrator  
Clerk, Aitkin County Board of Commissioners



Aitkin  
County

# Board of County Commissioners Agenda Request

26  
Agenda Item #

**Requested Meeting Date:** February 26, 2019

**Title of Item:** Extension Committee Reappointments

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sue Bingham		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  The Extension Committee has three openings: District 1, District 3, and At Large. All three current members have applied for reappointment. Copies of their applications are attached. No others applications were received.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Reappoint Sharon Dotzler, Roberta Elvecrog, and Bonnie Mickelson to the Extension Committee, terms ending December 31, 2021.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

# NEWS RELEASE

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## AITKIN COUNTY HAS (3) OPENINGS ON THE FOLLOWING COMMITTEE:

**Extension Committee** – Terms are for three years, ending December 31, 2021

**Commissioner District 1 (one opening)**

**Commissioner District 3 (one opening)**

**At Large (one opening)**

Responsible for overseeing the County Extension Department. County Extension covers the areas of nutrition and youth leadership development, including the 4-H program. Meetings are held quarterly. Committee members receive a per diem and mileage reimbursement for each meeting. Terms runs from January 2019 through December 31, 2021.

Applications are being accepted until opening is filled.

To obtain an application please access our Aitkin County website and check for Committee Openings, pick up an application at the county courthouse, or request to have one mailed to you.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at a County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Kirk Peysar, County Auditor, at 218-927-7354.

\*\*\*\*\*

Please contact Sue Bingham for any questions concerning this news release that you will not bill to the County. Thank you.

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Extension

AITKIN COUNTY COMMISSIONER DISTRICT

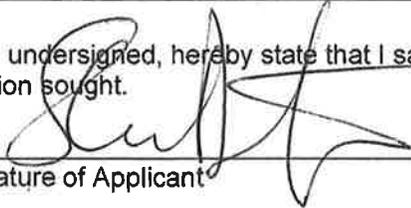
1

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 have served on the Extension Committee for the last several years and my term needs to be renewed. My involvement with 4-H and other community organizations help with connections to the Extension Committee. I would like to continue to serve on the committee for another term.

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

Signature of Applicant



Date

1/18/19

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 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT:

Shaean Dotzler

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Extension Committee

AITKIN COUNTY COMMISSIONER DISTRICT 3

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 currently serve on the Extension committee  
and am involved with Aitkin County 4-H.  
I also volunteer with many groups in the  
County of both younger and older people.

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

Roberta Elvecrog  
Signature of Applicant

12/4/18  
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 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: Roberta Elvecrog

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Bonnie Mickelson

AITKIN COUNTY COMMISSIONER DISTRICT \_\_\_\_\_

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 would like to run and be on the University of  
Minnesota Extension Committee at Large Area District  
I been a 4-H'er in the passed and now as a adult leader  
Working with children I love doing. And work for the  
future for others.

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

Bonnie Mickelson

Signature of Applicant

Dec. 12, 2018

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 2<sup>nd</sup> Street NW – Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: Bonnie Mickelson



# Board of County Commissioners Agenda Request

2H  
 Agenda Item #

**Requested Meeting Date:** February 26, 2019

**Title of Item:** Support of Grant for Grooming Equipment for X-Country Ski Trails

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Rich Courtemanche		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Aitkin County Land Department (ACLD) maintains three (3) cross country ski trails (Lang Lake, Vispo, and No Achen). The trail grooming equipment is aging and needs to be replaced. ACLD is applying for a federal grant that helps fund trail grooming equipment.  The federal grant application requires support for application from the local government unit and if awarded, Aitkin County supports accepting the award.  Application attached.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  Adopt resolution of support for trail grant application.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> Match \$8,600 from sale of old equipment and ski trail GIA monies Grant Request \$25,800 Total Project \$34,400		

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

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

**ADOPTED February 26, 2019**

By Commissioner: xx

**20190226-0xx**

**Federal Recreational Trail Program Grant Application**

**WHEREAS**, Aitkin County supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to purchase snowmobile grooming equipment for the Aitkin County Cross Country Ski Trail System. The trail systems to be groomed include Long Lake Conservation Center, Vispo, and No Achen, and

**WHEREAS**, Aitkin County recognizes the twenty-five (25) percent match requirement for the Federal Recreational Trail Program, and has secured the matching funds

**NOW, THEREFORE, BE IT RESOLVED**, if Aitkin County is awarded a grant by the Minnesota Department of Natural resources, Aitkin County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Aitkin County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

**BE IT FURTHER RESOLVED** that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

**BE IT FURTHER RESOLVED**, the Aitkin County names the fiscal agent for the Aitkin County for this project as:

Beth Haasken, Clerk  
Aitkin County Land Department  
502 Minnesota Ave N.  
Aitkin, MN 56431

**BE IT FURTHER RESOLVED**, Aitkin County hereby assures the grooming equipment acquired through this grant will be maintained for no less than twenty (20) years as required by the Federal Recreational Trail Grant Program or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of February 2019, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 26<sup>th</sup> day of February 2019**

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



## FEDERAL RECREATIONAL TRAIL PROGRAM 2019 Equipment Grant Application INSTRUCTIONS

**Delete this page before submitting Application**



**Before completing this application read and study the program manual, all information on the program website, and these instructions.**

**APPLICATION DUE DATE: February 28, 2019**

### **COMPLETING THE APPLICATION:**

- Carefully review the Project Eligibility section of the program manual to understand the different requirements and eligible expenditures.
- **Equipment purchases at or above \$75,000 require a 50% secured cash match and those purchases below \$75,000 require a 25% secured cash match.**
- Type all responses within the blank boxes associated with each question. Do not type your answers in the same box as the question. For location and site maps, you may insert these as separate pages immediately following each question.
- Replace the sample resolution page with the actual approved resolution.
- DO NOT change the format of this document.
- Respond to all of the required questions and provide all required documents, including those outlined in the Attachment Checklist. Failure to complete the application appropriately will mean that the project will not be considered for funding.
- Please keep answers as brief and concise as possible. Answers should focus on the project for which the funds will be utilized.

### **HOW TO SUBMIT THE APPLICATION:**

Applications are to be submitted electronically in a ".pdf" format by the due date above. Paper submission of applications will no longer be accepted. To submit the application, email a pdf version of the application and attachments to [Trailgrants.DNR@state.mn.us](mailto:Trailgrants.DNR@state.mn.us). This is the official submittal email box. Submitting to any other email will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½" by 11" in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation email should arrive within one business day after you have submitted your application.** Each email is opened to insure the files are readable and then followed with a confirmation email. Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application please contact the program staff below.

### **GENERAL INFORMATION:**

This is a competitive program. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by February 1, 2019 if you would like staff to provide comments. For assistance, please contact:

Daniel Golner, Grant Coordinator  
[daniel.golner@state.mn.us](mailto:daniel.golner@state.mn.us)  
(651) 259-5599



## FEDERAL RECREATIONAL TRAIL PROGRAM 2019 Equipment Grant Application

<b>Project #</b>	
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**1) GENERAL CONTACT INFORMATION:**

Grant Applicant (Unit of Government Required):	Aitkin County Land Department
Contact Person:	Brad Krause
Contact Title:	Forest Tech.
Mailing Address:	502 Minnesota Ave N Aitkin, MN 56431
Phone:	218-927-7364
Email address:	brad.krause@co.aitkin.mn.us
<i>If the project has a trail club, organization, or project partner, please include below:</i>	
Organization/Club Name:	
Contact Person:	
Contact Title:	
Mailing Address:	
Phone:	
Email address:	

**2) GENERAL PROJECT INFORMATION:**

Project Name:	Reviving Aitkin County's Winter Recreation
Project Summary <i>(30 words or less):</i>	Purchasing new ski trail grooming equipment to replace current machines that are beyond repair.
Project Completion Date:	November 2019
Trail Name:	No Achen, Vispo and Long Lake Ski trails
Website with Trail Info:	<a href="http://www.co.aitkin.mn.us/departments/Land/recreation/winter.html">http://www.co.aitkin.mn.us/departments/Land/recreation/winter.html</a>

**3) FINANCIAL INFORMATION:**

Grant Request:	<b>\$25,800.00</b>	Source of Cash Match (describe below in the box next to \$ amount):	Are match funds secured? (Yes/No)	Grant-in-Aid Funds (Yes/No)
<b>Matching Funds (25% match required for purchases &lt;\$75k; = or &gt; \$75k, match is 50%):</b>	\$ 8,600.00	Sale of old equipment	No	No
	\$			
	\$			
<b>Total Purchase Cost:</b>	<b>\$34,400.00</b>	(Grant Request + Matching Funds must = Total Purchase Cost)		
If this project has received federal funding through the Enhancements Program or Transportation Alternative Program, please indicate which year the project is programmed for construction?			FFY:	

**4) PURCHASE LOCATION:**

County Equipment will be Located:	502 Minnesota Ave N Aitkin, MN 56431
State Legislative (House) District:	10B
State Senate District:	10
State House Representative: (name)	Dale Lueck
State Senator: (name)	Carrie Ruud
Congressional District:	8

**5) RECREATIONAL USES FOR EQUIPMENT PURCHASE:**

**5A) Indicate the existing or proposed uses of the trail under primary use and the secondary recreation uses which will directly benefit from the proposed equipment purchase:**

Primary Use	Secondary Use	
	X	Walking/Hiking
	X	Bicycling
		Mountain Bicycling
		Horseback Riding
x		Cross-Country Skiing
		In-Line Skating
		Snowmobiling
		ATV Riding
		Off-Highway Motorcycling
		Off-Road Vehicles (4x4, Jeep, etc.)
	x	Other (specify): Sledding

**5B) Describe/Justify how each of the above identified primary and/or secondary trail user groups will benefit from the project. Response required for each identified use above. Letters of support attached to this application for both primary and secondary usage strongly encouraged. See manual for secondary usage criteria.**

-Primary use will be cross country skiing. Skiers will benefit by having a consistently maintained trail base and properly groomed track for both classic and skate ski trails.  
 - Secondary uses include walking/hiking, snowshoeing, fat tire bicycling, and sledding. A groomed surface will allow for ease of walking, hiking, and snowshoeing, along with fat tire bicycling. All of these activities are allowed on Aitkin County ski trails. Aitkin County also has the only publicly maintained sledding hill in the county, which is located at the Vispo Ski Trail.

**6) EQUIPMENT PURCHASE DESCRIPTION:**

Provide a description sufficient enough to understand the purchase. Provide specifications of the equipment for which you are seeking assistance. Include make and model of equipment, as well as an invoice showing estimate of cost as an attachment (see attachment checklist). Use the box below.

**Tidd Tech G2 7' groomer**  
**John Deere XUV 835M HVAC**  
**UP manufacturing 8' (ABR roller)**

# Tidd Tech

ALM2, LLC  
 1100 Roundhouse Road  
 Spooner, WI 54801  
 1-877-843-3832

## Quote

Date	Quote #
1/29/2019	70286

Name / Address
Aitkin County Land Department Brad Krause 502 Minnesota Av. North Aitkin, MN 56431

Ship To
WILL PICK UP

P.O. No.	Terms	FOB
	Prepaid	Spooner, WI

Item	Qty	Description	Cost	Total
012366-04	1	G2-7, Seven Foot Generation 2 Groomer, (Rev 2014), ea.  Includes: Logo hitch gussett; Depth Control System; adjustable weight; posts; <del>slotted side flap arms</del>	5,549.00	5,549.00
012315-02	1	G2-TS, G2 Tracksetter with electric actuator, ea.	1,599.00	1,599.00
012368-01	1	Wheel IGT, G2, ea.	360.00	360.00
		Subtotal		7,508.00
Shipping		WILL PICK UP	0.00	0.00
Payment		Product will be shipped upon payment in full.	0.00	0.00
		Accepted forms of payment: check, credit card, ACH, wire transfer Please note: check must clear bank before product will be shipped. Credit card payment will be charged a 2% courtesy fee - American Express 2.81%		
		Out-of-state sale, exempt from sales tax	0.00%	0.00

This quote is valid for 30 days unless otherwise noted in description. All funds are USD \$

<b>Total</b>	<b>\$7,508.00</b>
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**Quote Summary**

**Prepared For:**

Aitkin County Land Department  
Brad Krause  
502 Mn Ave. N  
Aitkin, MN 56431  
Home: 218-232-5270  
brad.krause@co.aitkin.mn.us

**Prepared By:**

Gary Miller  
Midwest Machinery Co.  
1120 2nd Street Nw  
Aitkin, MN 56431  
Phone: 218-927-2140  
Mobile: 218-851-3737  
gmiller@mmcjd.com

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**Quote Id:** 18795200  
**Created On:** 11 January 2019  
**Last Modified On:** 29 January 2019  
**Expiration Date:** 31 January 2019

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<b>Equipment Summary</b>	<b>Suggested List</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
SOUCY WSS4 Tracks	\$ 6,149.00	\$ 4,795.00 X	1 =	\$ 4,795.00
JOHN DEERE XUV835M HVAC (MY19)	\$ 24,723.00	\$ 20,500.00 X	1 =	\$ 20,500.00
<b>Equipment Total</b>				<b>\$ 25,295.00</b>

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**Quote Summary**

Equipment Total	\$ 25,295.00
SubTotal	\$ 25,295.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 25,295.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 25,295.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

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*Confidential*

# ABR TRAILS

## ROLLER PRICE LIST

*6 ½ foot roller (24 inch ID diameter) shown with compactor*

Our rollers are manufactured locally here in Michigan. We use an open design with a HD double pillow block bearing that has a grease fitting. Our finish is a durable blue powder coat, that snow does not stick to. The rollers come with an ice cutter that keeps the roller clean. Attached compactors are an option and can leave a skiable surface for skating.

The prices revised October 20, 2018

Description	frame width	roller width	compactor width	Unit Price
24 inch ID diameter				
4 foot roller	45.5 in	41.5 in	NA	\$950
4 foot roller	45.5 in	41.5 in	40.75 in	\$1,400
5 ½ foot roller	64.25 in	55.5 in	NA	\$1,000
5 ½ foot roller	64.25 in	55.5 in	59.5 in	\$1,500
6 ½ foot roller	78.5 in	70 in	NA	\$1050
6 ½ foot roller	78.5 in	70 in	73.75 in	\$1,650
<b>8 foot roller</b>	<b>102.5 in</b>	<b>93.5 in</b>	<b>NA</b>	<b>\$1,300</b>
8 foot roller	102.5 in	93.5 in	97.75 in	\$1,950
36 inch ID diameter				
6 ½ foot roller	78.5 in	70 in	NA	call
6 ½ foot roller	78.5 in	70 in	73.75 in	call
8 foot roller	102.5 in	93.5 in	NA	call
8 foot roller	102.5 in	93.5 in	97.75 in	call

**7) EQUIPMENT PURCHASE COST BREAKDOWN:**

Identify each recreational trail/facility being proposed for funding. Provide a short quantitative description of the purchase, the total estimated cost and the expected purchase date for each piece of equipment. Add or delete rows in the text boxes below as appropriate.

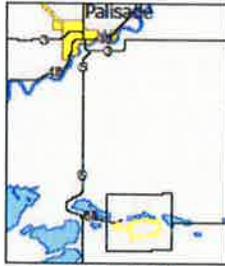
Equipment Name	Description	Estimated Cost	Expected Purchase Date
UTV	825I John Deere	25,500	11-04-19
Groomer /Track setter	Tidd Tech 7' Ginzu 108"	7,600	11-04-19
Roller	ABR Roller	1,300	11-04-19
<b>Total</b>		<b>\$34,400</b>	

**8) EQUIPMENT WORK AREA LOCATION MAP:**

It is important for reviewers to have an idea of where in the state and/or your region the purchase being proposed will be utilized. This map is to be 8 ½ X 11 in size **ONLY, in color** and able to show where the purchase will generally be utilized within the state or region. So typically the scale of this map is large. Insert the map here.

# LONG LAKE CONSERVATION CENTER 5K XC-SKI TRAIL

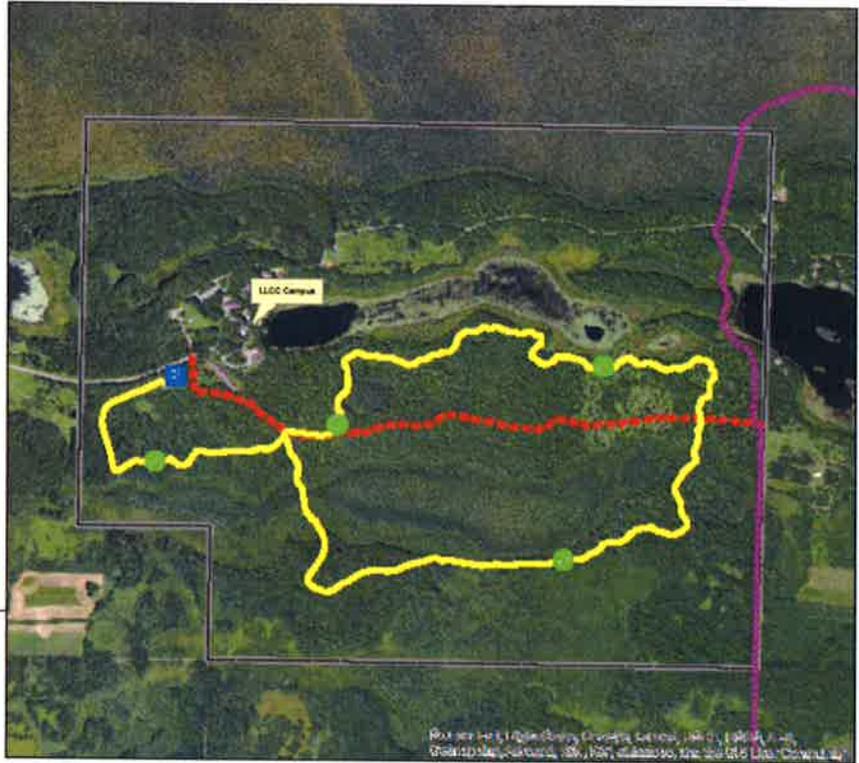
-  LLCC Boundary
-  Private easement Road
-  Classic Sking Only
-  Snowmobile Trail
-  Parking
-  Day



Trail is located approximately 6 miles South of the City of Palisades on County Road 8B (436th Ln.)

For additional information please contact:  
 Adair County Land Department @ 730-617-7364  
 adl@adair.mn.us  
 www.co.adair.mn.us

Trail provided and maintained by the Adair County Land Department.



Map uses 2011 Aerial Imagery, Copyright © 2011, Esri, Inc. All rights reserved. Trail is provided by Adair County, MN. All other trademarks and registered trademarks are the property of their respective owners.

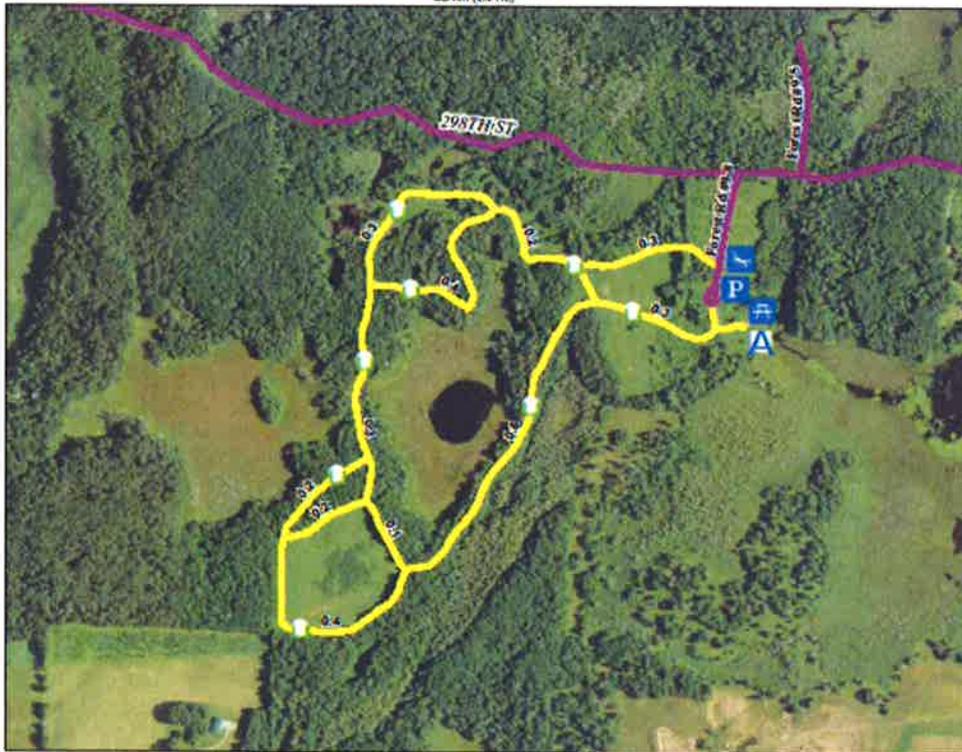
Map prepared by Adair County GIS for general public purposes only. Adair County assumes no liability for any errors, omissions or inaccuracies herein contained.



Adair 124  
 Date: 1/20/18

# Vispo Cross-Country Ski Trail & Sledding HHI

3.5 Km (2.1 Mi.)



Trail is located approximately 1.3 miles Southeast of Alton, 1.5 miles West of State Hwy 47 on 298th St.

- Parking
- Picnic Area
- Overlook
- Sledding Hill
- Classic Skiing Only
- Maintained Road
- Easy

Distances shown are in Kilometers.



Trail provided and maintained by the Alton County Land Department.



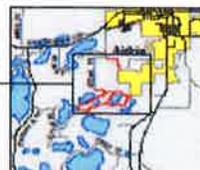
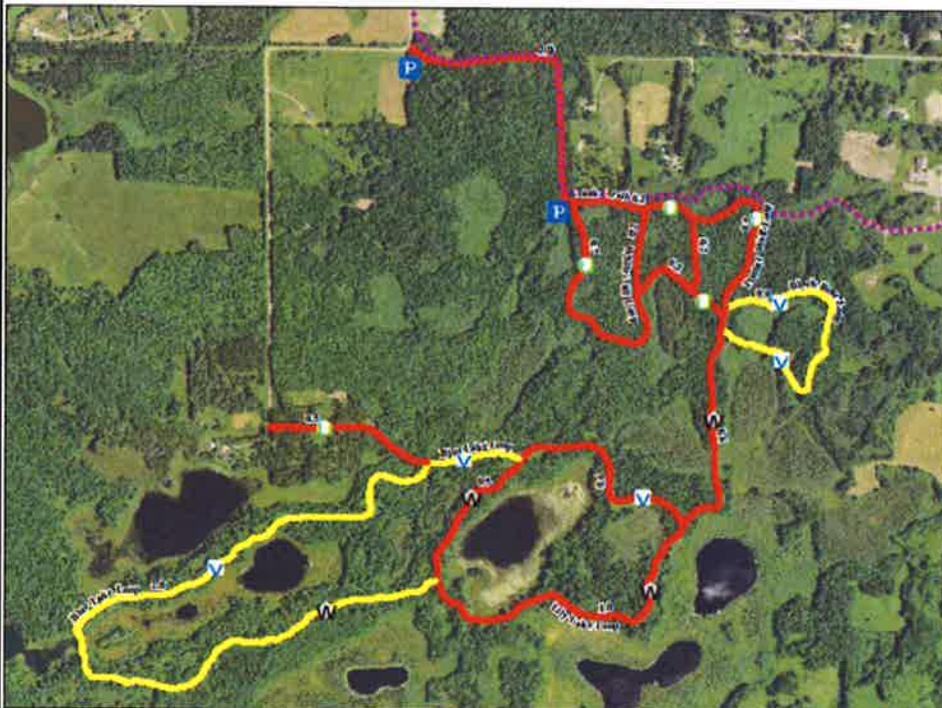
Author: DM  
Date: 07/2018

Please stay on designated trails and respect private property.

For additional information please contact:  
Alton County Land Department © 218-927-7364  
ack@co.alton.mn.us  
www.co.alton.mn.us

# No Achen Bicentennial XC-Ski Trail (Tank Trails)

0.2 Km (5.9 MI.)



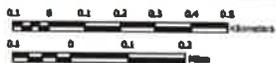
Trail is located approximately 1.5 miles West of US 169 and State Hwy 210 intersection in Achen, then South on CR 41 (402nd Pk) .75 miles South to parking lot.

- W** Difficult - 3.3 Km, 2.1 MI.
- V** Intermediate - 3.1 Km, 2 MI.
- E** Easy - 2.8 Km, 1.8 MI.
- P** Parking
- Red Line** State & Classic Skiing
- Yellow Line** Classic Skiing Only
- Red Line** Access Road - 0.9 Km, 0.5 MI.
- Pink Dotted Line** Snowmobile Trail

Trail distances shown are in kilometers and are measured between trail intersections.



Trail provided and maintained by the Achen County Land Department.



10' Elevation Contour Interval

Trail access courtesy of private property owners. Please stay on designated trails and respect private property.

Trails maintained using local Grant in Aid funding.

For additional information please contact:  
Achen County Land Department @ 218-927-7364  
ack@co.achen.mn.us  
www.co.achen.mn.us

Author: GH  
Date: 3/7/2018

**9) CURRENT ABILITY TO MAINTAIN TRAILS:**

**9A)** If within the Grant-in-Aid Program, how many miles of trail are groomed / maintained AND how much GIA funding was awarded in the most recent year? Use the box below.

19K Classic ski trails  
6 K Skate ski lanes

GIA Funding for 2017 was \$3,080

**9B)** Provide the following information for each piece of grooming / maintenance equipment you presently own. Use the boxes below.

Description of equipment (type, make, model, year manufactured):	Total operating hours for each piece of grooming/ maintenance equipment you presently own:	Condition of each piece of equipment and estimated value:
Tracked Groomer Piston Bully canyon 2005	930 hours	Fair, Engine issues as well as electric control issues. \$20,000
2003Ginzu Tube drag	16 years of trail grooming	Poor, many broken pieces. \$0

**9C)** Does your club/organization maintain trails not in the GIA Program, and if so, how many miles? Are any trails maintained through contracts (other than GIA), and if so, how many miles? Use the box below.

4K classic ski trails      No Contracts  
4K skate ski lanes  
Groomed sledding hill  
1k Learn to skate at Long lake Conservation center.

**10) EVIDENCE OF APPLICANT CAPABILITY:**

Demonstrate your ability to complete the purchase, subsequently operate and maintain it, and protect the equipment after purchase. Specifically provide evidence of successful and timely completion of other such purchases. Discuss where and how the equipment will be housed. Use the box below.

Through this grant and the sale of the current grooming equipment, funds will be adequate to purchase the new grooming equipment. I took the time to do research on different options for grooming ski trails in order to get the best performing equipment for the lowest cost. Consideration revolved around local dealers that will be available to work on grooming equipment in a timely manner. Consideration was also given to the grooming equipment that allows operators easy and efficient maneuverability. Equipment will be stored at our main shop which is staffed 5 days a week during skiing season. In the offseason, the equipment will be stored at our locked cold storage facility a quarter mile from our shop.

**11) PUBLIC NEED FOR AND BENEFIT OF PURCHASE:**

Why should this project be funded? What safety concerns will be addressed with this project? Is there urgency to move ahead with this project now, and what consequences are looming? Demonstrate the benefit from this purchase compared to the total cost? How many people would be expected to use the trail maintained with this equipment over the course of one year? Use the box below.

The state of Aitkin County's ski trail grooming equipment is at a breaking point where minor repairs are no longer a viable option, and major repairs cannot be done locally or feasibly. The constant break down of equipment leaves trails in poor conditions and local skiers frustrated with inconsistently groomed trails. Proper functioning grooming equipment allows for a smoother and more solid trail base. Without working ice cleavers, we were unable to break up ice pack and create a better, safer skiing surface this winter after freezing rain conditions. Proper sized grooming equipment also allows for fewer passes to create a smooth consistent skate lane as well as classic track.

**12) CONTEXT OF PURCHASE IN A WIDER PLAN:**

Demonstrate compatibility with local/area/state trail plans, and compatibility with plans guiding management of trail systems, etc. What relationship does the proposed purchase have to other outdoor recreation facilities and trails? Use the box below.

Aitkin County grooms trails in cooperative agreement for the City of Aitkin (No Achen) and Long Lake Conservation Center (Environmental Learning Center). The Aitkin County recreational plan outlines the importance of the varied recreational experiences provided by the Aitkin County Parks and Trails program and includes snowmobile, ATV, hunter/walking trails, water trails, equestrian, birding and wildlife, biking, and Cross Country ski trails.

<http://www.co.aitkin.mn.us/Departments/Land/pdf/ACLDRcPlanFinal2010.pdf>

Aitkin County is the sole provider in the 1.2 million acre county and serves 16,000 residents. The North Central Landscape plan [https://mn.gov/frc/docs/NC\\_Landscape\\_Plan.pdf](https://mn.gov/frc/docs/NC_Landscape_Plan.pdf) recognizes that the rural nature of Aitkin and other Greater Minnesota Counties depend on recreation as a means of attracting tourism of Metro visitors and helps define the quality of life for its own residents.

**13) IDENTIFY ADVERSE IMPACTS THAT MIGHT BE REALIZED AS A RESULT OF PURCHASE:**

Will the purchase result in increased use? What possible conflict situation may arise? Use the box below.

Having new equipment will most likely increase the trails use. The skiing community is very particular on how trails are maintained. Having equipment that is functioning properly will improve trail conditions and allow ski trails to be groomed in a more timely fashion. The combination of better maintained trails and better advertising will help grow a positive reputation and higher attendance for Aitkin County ski trails.

## ATTACHMENT CHECKLIST

<b>REQUIRED ATTACHMENTS (All attachments MUST be 8 ½ by 11 ONLY)</b>	
	<p><b>Attachment A – Required Certifications</b>            The first signature block is to be signed by the proper authority for the grant applicant (Unit of Government). A representative of the trail organization or club that is purchasing the equipment should sign the second section. If the proposed purchase will primarily be utilized public land that is not under the jurisdiction of the applicant, the proper authority must sign the final section in order to assure that they are both aware and supportive of the project.</p>
	<p><b>Attachment B – Resolution Supporting Application</b>            The application must be accompanied by either a copy of a resolution, council minutes or some other official documentation that demonstrates that the local unit of government supports the proposed project and the consequent application. The resolution does not need to have a specific form or specific language, as long as it satisfies what was outlined in the previous sentence. A sample resolution has been included. The sample resolution is a combination type resolution example. It shows support of the grant application (as required above), and if the project is awarded, it includes language to support accepting the grant award, names the fiscal agent, and states that the facility or trail will be maintained for no less than twenty years. This combination resolution helps eliminate the need for an additional resolution for this project in the future, if awarded a grant. If the applicant is awarded, <u>all three items must be mentioned in the resolution in order to accept the grant.</u></p>
	<p><b>Attachment C – Estimated Value/Cost Invoice</b>            If there is a specific piece of equipment that is being proposed for purchase, please contact the appropriate equipment vendor and obtain an estimate of cost sheet.</p>
<b>ADDITIONAL ATTACHMENTS (if applicable)</b>	
	<p><b>Attachment D – Letters of Support</b>            Letters of support are an important factor for reviewers when selecting projects. There should be an effort to solicit letters from specific groups that will derive a direct benefit from the project, especially from the primary and secondary user groups you identify in Question 5. The applicant is also welcome to provide letters of support from all other sources as well. There is no limit on how many letters may be submitted, and diversity is favorable</p>
	<p><b>Attachment E – Grant-in-Aid Award Letter</b>            If the applicant or partnering trail association is receiving funding from one of the DNR grant-in-aid programs (snowmobile, cross-country ski, all-terrain vehicle, off-highway motorcycle, or off-road vehicles), typically the recipients are notified by the DNR, Parks and Trails Area Supervisor with an award letter. Copy the letter and provide as Attachment E if applicable.</p>

**Attachment A – REQUIRED CERTIFICATIONS**

Complete the Required Certifications form below with original signatures.

**For Grant Applicants:**

“I hereby certify that all of the information provided in this application is true and accurate to the best of my knowledge. I recognize that in the event of the proposed project being funded, this document will be used as an addendum to the agreement between the sponsoring unit of government and the state to guide project scope and reimbursement. I also acknowledge that all work must be completed by **June 30, 2021**, and no reimbursement will be sought for an in-house labor services and/or to meet existing payroll.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

**For Trail and Park Administrators (if applicable):**

“I substantially agree that the proposed trail related project will be mutually beneficial to the local community, as well as to the goals and purposes for which this recreation unit was established. I will cooperate in its provision if the project proposal should be funded.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

**For All Administrators of Public Lands Crossed/Utilized in the Proposed Linkage**

(Required only if the proposed project will utilize public land that is not under the jurisdiction of the grant applicant):

“I preliminarily agree with plans to develop the proposed trail related project on land administered by my agency, and I will cooperate in seeking more formal authorization in the event the project proposal is authorized for reimbursement.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

**Attachment B – RESOLUTION SUPPORTING APPLICATION**

## **SAMPLE RESOLUTION**

**DELETE THIS PAGE AND REPLACE WITH ACTUAL RESOLUTION**

WHEREAS, the City of Sunnybrook supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to purchase snowmobile grooming equipment for the Sunnybrook Recreational Trail System. The trail system is located within 30 acres of Sunnybrook Park, and

WHEREAS, the City of Sunnybrook recognizes the twenty-five (25) percent match requirement for the Federal Recreational Trail Program, and has secured the matching funds

NOW, THEREFORE, BE IT RESOLVED, if the City of Sunnybrook is awarded a grant by the Minnesota Department of Natural resources, the City of Sunnybrook agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Sunnybrook will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of Sunnybrook names the fiscal agent for the City of Sunnybrook for this project as:

Jane Doe  
Director of Finance/Treasurer  
City of Sunnybrook  
1111 Happy Trails Avenue  
Sunnybrook, MN 59985

BE IT FURTHER RESOLVED, the City of Sunnybrook hereby assures the grooming equipment acquired through this grant will be maintained for no less than twenty (20) years as required by the Federal Recreational Trail Grant Program or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SUNNYBROOK  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
JOHN DOE - MAYOR  
ATTEST:

\_\_\_\_\_  
MARY DOE - CITY CLERK



# Board of County Commissioners Agenda Request

21

Agenda Item #

**Requested Meeting Date:** February 26, 2019

**Title of Item:** Snake River Watershed

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**  
 Aitkin County supports a 2019 application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and the Snake River Watershed Management Board within the Snake River Watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.

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

**Recommended Action/Motion:**  
 Adopt resolution.

**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:*

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

ADOPTED February 26, 2019

By Commissioner: xx

20190226-0xx

Support Snake River Watershed - One Watershed, One Plan project.

**WHEREAS**, the Minnesota Board of Water and Soil Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and,

**WHEREAS**, the counties, soil and water conservation districts and the Snake River Watershed Management Board within the Snake River Watershed (HUC 8-0703004), as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

**NOW, THEREFORE, BE IT RESOLVED**, that the Aitkin County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

**BE IT FURTHER RESOLVED** that the Aitkin County welcomes the opportunity to collaborate with the counties, soil and water conservation districts and the Snake River Watershed Management Board within the Snake River Watershed for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED**, that the Aitkin County supports a 2019 application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and the Snake River Watershed Management Board within the Snake River Watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of February 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26<sup>th</sup> day of February 2019

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



# Board of County Commissioners Agenda Request

2J  
Agenda Item #

Requested Meeting Date: 2-26-19

Title of Item: Local Road Improvement Program Resolution

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> NA	<b>Estimated Time Needed:</b> NA
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**Summary of Issue:**  
In anticipation of funding being provided by the legislature for the Local Road Improvement Program, the State-Aid Office of MnDOT is soliciting projects for consideration of this program in the event that funds become available. Two applications are proposed for submittal: \$850,000 for the CSAH 40 resurfacing project and \$1,000,000 for the CSAH 17 resurfacing project. These projects are both scheduled in our Capital Improvement Program for construction in 2021. The following resolution is needed as part of the grant application.

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

**Recommended Action/Motion:**  
Adopt resolution.

**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:*

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

**ADOPTED February 26, 2019**

By Commissioner: xx

**20190226-0xx**

**Local Road Improvement Program Resolution**

**WHEREAS**, grant applications are currently being solicited by the Minnesota Department of Transportation for eligible local projects for the Local Road Improvement Program, and

**WHEREAS**, SAP 01-640-003 and SAP 001-617-004 are eligible local projects.

**NOW, THEREFORE, BE IT RESOLVED**, that Aitkin County hereby supports the submission of SAP 01-640-003 and SAP 001-617-004 for consideration of future Local Road Improvement Program funding.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of February 2019, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 26<sup>th</sup> day of February 2019**

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



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** February 26th 2019

**Title of Item:** Leadership Leverage Certification Presentations

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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*

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

<b>Submitted by:</b> Health And Human Services	<b>Department:</b> HHS
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<b>Presenter (Name and Title):</b> Cynthia Bennett	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**

The first Cohort group to attend the Leadership Leverage training course offered by Aitkin County has completed their studies and will come before the board to be awarded their certifications of completion. This is an opportunity for Commissioners to see who has completed the training and hear the benefits experienced by those who attended this training.

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

**Recommended Action/Motion:**

**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:*



# Board of County Commissioners Agenda Request

4A  
 Agenda Item #

**Requested Meeting Date:** February 26, 2019

**Title of Item:** Recognize Winners of Aitkin County Walleye Tank

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Ross Wagner	<b>Department:</b> Economic Development & Forest Ind
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<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator	<b>Estimated Time Needed:</b> 20 Minutes
-------------------------------------------------------------------------------------------------------	---------------------------------------------

**Summary of Issue:**  
 With the recently held Aitkin County Walleye Tank competition now complete, we would like to recognize the winners, judges and all the folks who submitted applications. All told, 16 separate ideas were submitted by 15 different individuals and businesses. Judges graded each entry and provided comments and suggestions and possible referrals which were then given to the entrants. Which are attached.

Top Finishers

- Forester Pontoons, Hill City for upgrades to their facility to increase production and energy efficiency, \$1,000.00.
- Aitkin Health Services, improvements to existing facility to for an extended hours child day-care facility, \$500.00.
- Butler Building/Sylvia Allen, convert part of Butler Building into Shared Office Space, \$250.00.
- Honorable mention to; Start a Flea Market at the County Fairgrounds; A.R.E.A. Rental Homes and New products for DAC.

A special thanks to our judges,

- Greg Bergman, Central Lakes SBDC, Brainerd, MN
- Harlan & Elaine Kingsley, retired small business owners, Hill City, MN
- Mike Korte, Northeast Entrepreneur Fund, Grand Rapids, MN
- Al Raushel, Savanna Pallets, McGregor, MN
- Christine Nelson, Minnewawa Lake, Coldwell Banker Realty
- Ross Wagner, Aitkin County

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

**Recommended Action/Motion:**

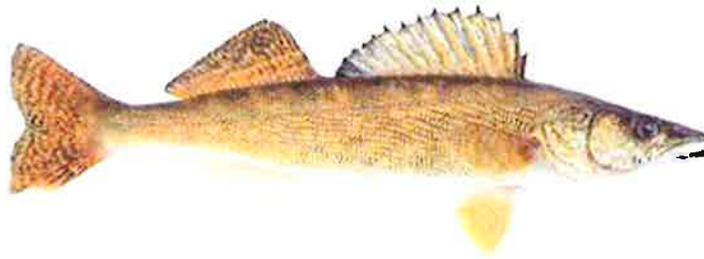
**Financial Impact:**

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:

\$1,500.00 in total from the Tourism and Development Fund



## *Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

### **Forester Pontoons Expansion, Chad Christenson, Hill City, MN**

- Upgrades to Forester Pontoon's facility to make it more efficient in terms of energy and production. Upgrades to equipment to enhance productivity.

Increasing efficiency and cost savings is extremely helpful in a business's bottom line. With a growing company such as yours any new gained profits or efficiency's would go directly back into the business. This allows for more expansion and jobs.

Existing business with an identified market and business model. They are going to execute it.

A business of this magnitude is needed in the Hill City area and northern Aitkin County. Hill City has lost Quadna, Hilltop Sports, and a Liquor store in the past few years. Residents drive to Grand Rapids for job opportunities. If this succeeds and grows, the potential of 60 new jobs would be huge to this area. Consider having a "Engineered Cost Segregation Review" since the property and upgrades have been done in <2 years. There could be real \$\$'s recovered upon making your first \$1.00. These cost savings are considered "engineer based" so there is a lower risk of audit from IRS. \$\$'s can be returned to the business for investment in the facilities, equipment or employees. It is also an additional legitimate write-off; cost will be recovered by having an outside consultant perform the Cost Segregation Review estimate. (Many businesses do not understand the new tax laws and in many cases, tax accountants are not current on the laws as well, so how would they know about what you're missing? -- It doesn't cost anything to pick up the phone and have that conversation with a professional that actually wrote the IRS laws. Craig Wannamaker - 651-2164744 [Craig.wanamaker@gmail.com](mailto:Craig.wanamaker@gmail.com)

In reality, expansion of this facility probably would have the biggest economic impact for Aitkin County. The proposal however was a little light on detail. It would have been helpful if the applicant could have identified a specific item or process that needed some assistance to get started which would then help propel his overall concept.



**BURNET**

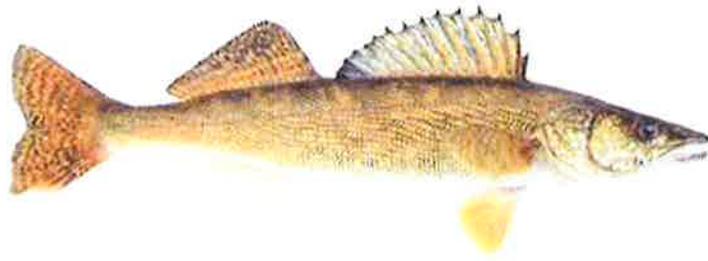
CHRISTINE NELSON

651-470-5853

[Christine.Nelson@CBBurnet.com](mailto:Christine.Nelson@CBBurnet.com)



**SAVANNA  
PALLETTS**



## *Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

### **Extended Hours Daycare, Shelly Hanneken, Aitkin Health Services, Aitkin, MN**

- Renovations to Aitkin Health Services building to accommodate a Day Care. Day Care would provide extended hours beyond traditional day care providers. Goal is to fulfill need for expanded hour's day care especially for workers in the medical health fields.

Extended hours Daycare is a need in many places and Aitkin County is no different. Especially when you consider how much the health industry contributes to our economy in the number of jobs provided, many of which require 24/7 workers.

Plan is well thought out with identified market and they have identified who will implement the project. Excellent idea. One of the biggest downfalls to bringing in outside employees to a community is daycare facilities. It is not just an issue in Aitkin County, it is statewide. A clean safe environment for children while the parents are working is the dream of every working adult with a family.

Consider having an "Engineered Cost Segregation Review" prior to the purchase of the property. If the property has already been purchased or leased, and improvements have been made to the property in <2 years, there could be real \$\$'s recovered upon making your first \$1.00. These cost savings are considered "engineer based" so there is a lower risk of audit from IRS. \$\$'s can be returned to the business for investment in the facilities, equipment or employees. It is also an additional legitimate write-off; cost will be recovered by having an outside consultant perform the Cost Segregation Review estimate.

Craig.wanamaker@gmail.com

I really liked this idea and it certainly fulfill a need within the community.



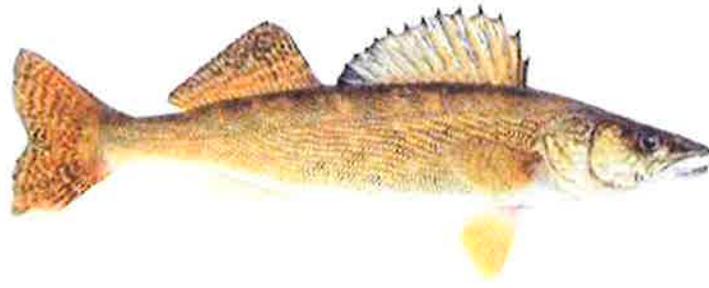
**BURNET**

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651-470-5853

Christine.Nelson@CBBurnet.com





## *Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

### **Shared Office Space Butler Building, Sylvia Allen, Aitkin, MN**

- Create a Shared Office Space (SOS) in the Butler Building downtown Aitkin. SOS would have space/office setting available at various times and rates. Allows for seasonal residents and business to do work and have a presence in town on a low cost short to long term basis.

These are successful in many areas for a variety of reasons. With such sporadic broadband in our area, this would fill a need. In other successful SOS's, young professionals are key tenants. This would be a nice addition to the community.

This is a well thought out project with specific details, identified market, someone who will implement it and sounds ready to go.

Well researched and planned out. Would love to see where this heads in the future.

This submission should most definitely be explored. There are SOS facilities popping up around the country.

For consideration on how one location in the metro area is being set-up:

<https://wellworthcowork.com/en>

Since the concept is still fairly new and there is not a whole lot of information on how well they are being embraced, it is encouraged as an R&D project to understand:

- How much total finished square feet would a short term renter need?
- Could the property be rented by the hour, day, month?
- Would the office space include internet access?
- Would the space have a computer readily available?
- Would there be an I.T. professional readily accessible if there are technical difficulties in gaining access to the technologies that are believed to be readily available?
- Would the lease include access to a printer?
- Could a consumer access the property 24/7?
- Could access be done via a web App that allowed for a person to enter a credit card that then provided a digital code access or simply a credit card swipe to gain access?
- How would this be advertised?
- The biggest struggle will be determining a price point that is profitable for the Landlord and affordable for the consumer.
- Could this be implemented as an extension to an existing restaurant?
- Will this create more jobs? - If so, how many?

- People gather where other people appear to be gathering. This project could possibly work well if the office/collaboration spaces are located in such a way that allows for the general public passing by and sees that there is human activity engaging. (Windows that allow for the outside world to see into the building.)

Are you sure it would get 40 hrs a wk?

I think this is a really good idea for the Butler Building and would be a great opportunity for them to increase revenues. At first review I was concerned with the limited expansion opportunities but I could see it grow into a full service office cooperative for small business such as insurance agents, realtors, etc.



**BURNET**

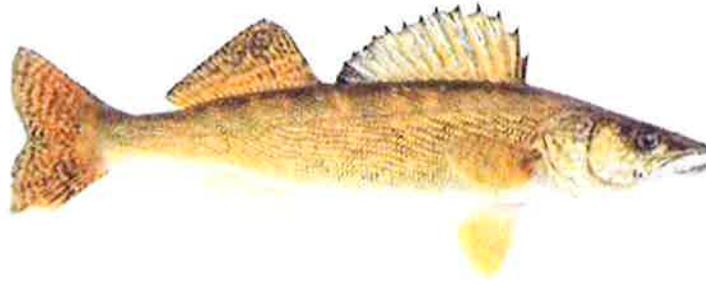
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**SAVANNA  
PALLETS**



*Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

**Aitkin County Development Achievement Center, Tammy Jo Johnson, McGregor, MN**

- In addition to the facility in McGregor, a site in Aitkin will increase the reach for certain individuals. New services/programs would be TOOLMART and night crawler sales and development for the fishing and ag markets.

Sounds like potential markets have already been established and a ready workforce maybe available. You might want to contact local bankers to see if there are existing buildings that they have had come back to them and would be willing to work with you as a potential buyer or Lessor of the building. Grants or low interest loans could be available and should be researched.

Clearly identified project, identified market and they are willing to do it.

Nice idea. The need for such a business increases every day. Funding and Grants are going to be essential for the expansion into new market areas. Please check with the city clerk to see if they have someone who writes their grant proposals and would be willing to help out a non-profit organization.

1) DAC would like to expand its net to help a larger population within Aitkin County but they need additional real estate to create education/training spaces for mental, physical and cogitatively challenged.

- It would be recommended that Tammy launch a LinkedIn profile (one did not appear in search engine) and look for talent

- A possible resource would be [linkedin.com/in/paul-force-emery-mackie-06142b62](https://www.linkedin.com/in/paul-force-emery-mackie-06142b62)



Welcome to Aitkin County...



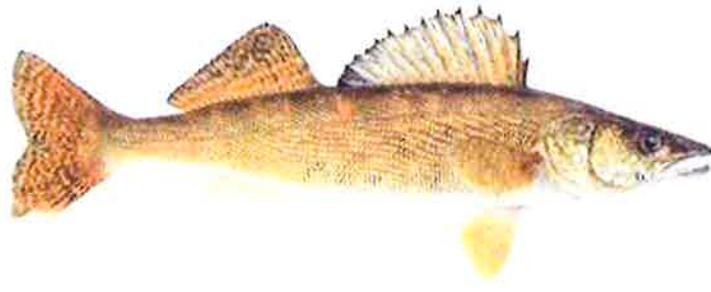
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## *Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

### **Aitkin Flea Market, Martha Ehman, Aitkin, MN.**

- Start a Flea Market at the Aitkin Fairgrounds, summer months, fee for vendors, free admission. People like Flea Markets and this could bring people to town and local vendors could earn \$.

Flea Markets are popular and draw people. Being a tourist area, one would think a flea market would work. If this is not something you are planning to undertake yourself, other organizations may be willing to pitch in, such as the Chamber or Farmer's Market. Planning should include cost to rent fairgrounds, if there is one as well as insurance and promotions.

It sounds like a good idea but it does not sound like the person who wrote it wants to do the project. Maybe something the FFA clubs would want to take on or the current operator of the farmer's market. Addresses an identified need, some thought on how it would work but does not identify who would do it.

Great idea. The concept should work, and would also bring people to the Aitkin area. The biggest issue that I have seen with similar ideas is that nobody takes charge and follows thru with it. May want to discuss this with the people running the Farmers Market to see if they would take on the duties of overseeing the Flea Market also. Marketing will be a big part of being successful. Vendors want customers if they are going to continue to show up.

Former write-ups about the use of the grounds for garage sale appeared to be positive.

Determining "who" to contact to find out if a Flea Market could be routinely implemented was not an easy task via internet. It would appear that sending an email might be most efficient to find out who the characters are that oversee the maintenance and grant such events.

<http://aitkincountyfair.com/aitkin-county-fair-board/>

AitkinCountyFairFoundation@Gmail.com  
AitkinCountyFairFoundation.com

Will there be an oversight committee to assure that fees are collected from the vendors?  
How much will it cost to assure that bathroom facilities are open to the public and garbage removal expense.

What would be the hours?

Would the facilities be open every weekend, and which months?

Would vendors sign a contract agreeing to show up for % of days during the year to assure that there

are vendors present to meet the advertising objectives?

**PROS:**

- Encourage entrepreneurship
- Engage people to participate in commerce
- Great launch pad to try out business ideas prior to a full-blown execution with real estate purchases/leases



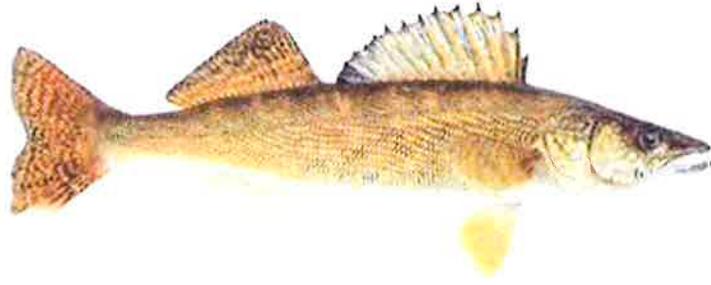
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## *Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

### **A.R.E.A. Property Rental, Ashley & Andrew Gustafson, Aitkin, MN**

- Start a property rental business in the Aitkin area. Start with one or two rentals then possibly expand with additional rentals and multi-family units

There is a need for good clean affordable rentals in the county. Starting small and building on success is a good idea, especially if this is a sideline or second job. Be sure to recognize all your costs when setting your rents.

The project does identify a specific need and who will do the project. Housing affordable to workers can be a challenge so they will want to analyze closer whether the project would ultimately cash flow on its own. Hopefully the Homeline training will help address that.

Rental properties can be an excellent source of retirement income. Although you may not see immediate return, you hopefully are building equity in the properties. It sounds as though you are in a unique position with both parties having outside income and also the ability to do some of the maintenance yourselves. Rental properties would need to be set up as commercial loans with the bank. The bank would normally require 30% down on each unit acquired. Background check of the potential renters is very important along with a strong understanding of your legal rights as a landlord.

This business idea certainly serves a market need in Aitkin County. The proposed plan starts out small but does provide an opportunity for meaningful growth.



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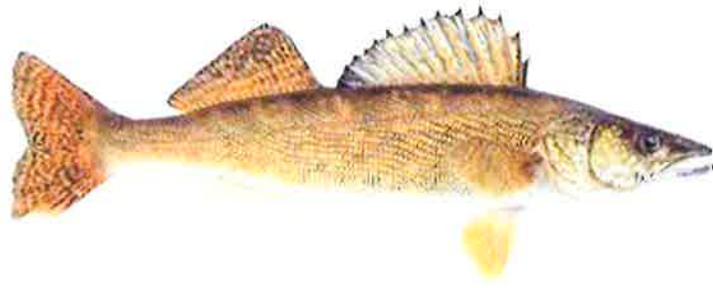
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**SAVANNA  
PALLETS**



## *Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

### **Tour of Opportunities, Kasey James, Aitkin, MN**

- A tour of open and empty buildings to showcase them to other businesses, community members, entrepreneurs and others. Provide history and other information on the buildings. Tour can help streamline the process for folks interested in bringing a business to town.

Kind of like the "Parade of Homes" you see in larger areas. This could be done monthly, quarterly etc. and on set dates. Banks and Realtors could coordinate it as they could gain potential new buyers. Chamber Downtown Committee could also be involved. Small cost but potential big gains. Project sounds beneficial and would have economic impact but they are not going to do it and suggests someone else. One time or periodic project rather than ongoing. Might be good chamber project as suggested but then they should get any prize money if they do it.

I agree that this, if done as you suggest, could help spur the economy of the town by potentially bringing in new businesses. I think it would all depend on if the Chamber could get all of the building owners to participate. If it works, I would think it could be done once or twice a year.

An OPEN HOUSE event that is exclusive to showcase available commercial real estate could be done, however there was no indication as to whether or not these properties will already be listed with Realtor(s). Building owners will need to have a "valuation" performed prior to an OPEN HOUSE event to address asking price/rent, disclosure of current condition. (Properties will not sell to a customer based on fictitious businesses future earnings unless it is stated as a part of the sale.)

Would there be "engineered cost segregation" reviews done prior to a tour to help potential Buyers understand how properties would be valued upon taking possession and make modifications that are specific for the owner/renter?

Are there business owners in the area that want to expand or move their businesses, which would find this of value?

Will the properties be in condition for immediate occupancy?

Is there an application process via the City/County?

Is there financing available?

- Consider inviting local banks to engage in this activity
- Consider inviting Grant writers to assist with possible grant availability

Has there been a defined group of business owners who might be interested in moving into the area?

Who is the audience that is going to be marketed to?

Does the County and Township entities have current data to explain to potential Buyers the readily

available talent base that would be interested in working in their businesses?

Will building owners be generating videographer to help with promoting of this event or will the listing agents?

Could any of the commercial real estate be converted into housing for low income?



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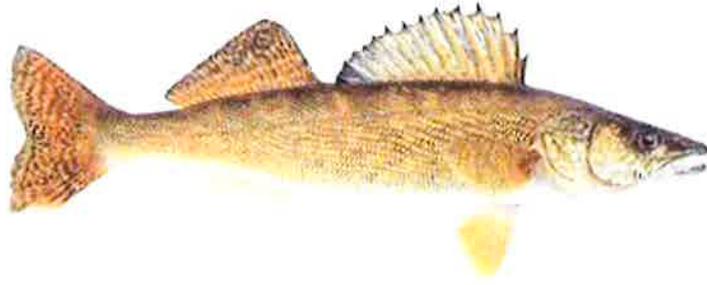
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**SAVANNA  
PALLETS**



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**New Business Mentorship Program, Jim Zdon, Aitkin, MN**

- Establish a county wide volunteer pool of retired business people for mentoring individuals interested in starting a new business.

A SCORE Chapter, through the Brainerd Lakes does cover Aitkin County and is always looking for new volunteers/counselors. No doubt a needed service and an important one. Mentors are huge. Perhaps a presentation on SCORE to the community would be a good start.

SCORE is always looking for new mentors in the area. There is a SCORE mentor who lives in the McGregor area but it would be nice to have more.

This is pretty much the job of the Aitkin Co Econ Dev Corp. I don't know that past business owners would volunteer their time and knowledge. I understand what you are trying to accomplish, just don't know if it could happen.

How will the solicitation of talent take place?

What is in it for retired business owners?



**BURNET**

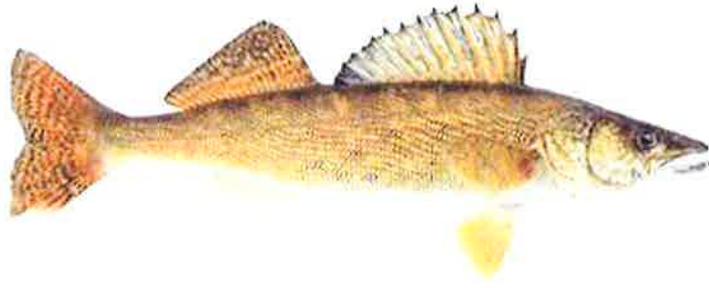
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**SAVANNA  
PALLETTS**



## *Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

### **Cost Segregation, Craig Wanamaker, Mendota Heights, MN**

- Provide cost segregation studies for county businesses that own real-estate or are lease holders. These studies create more cash flow opportunities and potential investments in business or communities from cost savings.

Not sure of the size of market for this service. If you feel there is a need, and could very well be, perhaps working with a local Bank or Realtor to put on a workshop or seminar would be a good way to present the service.

While the project may benefit some businesses in the area it seems that these services are available to them right now.

Not quite sure where to go with this. Basically, if I am reading this correctly, it would be a consultant that helps businesses get every penny out of the current tax system by having a business analysis done by an outside source. I would need to know more about how this is completed to throw my support behind it.

This submission could potentially be significant for current and future commercial real estate holders.

- Current real estate holders whom have owned property for <4 years may want to seek out this vendor to see what they might have missed out in tax law opportunities.
- If current commercial real estate holders have made any improvements to the property, they may very well be depreciating incorrectly because IRS laws have changed significantly over the last few years and not all tax accounts are cognizant of those changes.
- These are "engineered cost segregation studies" which are tax deductible. They also provide significant documentation assuring less risk of audits via IRS.
- This submission could be a key to helping local commercial real estate holders where they may wish to invest in their own properties; or why their properties are not valued as they might believe them to be.
- As business owners consider leasing or purchasing commercial real estate, such studies could help them do a better job of seeing why investing in Aitkin County could be profitable for the current and future!
- These studies could also help the governing entities understand why they might want to bring to the table "financial incentives" to encourage business to move to the area.
- If this submission was enacted by the commercial real estate owners PRIOR to an OPEN HOUSE EVENT this could help promote what is actively taking place in Aitkin County

- Submitter has stated that he has the ability to hold a seminar for all business owners, lease holders, commercial real estate holder to participate in to better understand what this means to them.
  - Tax preparers for businesses/commercial real estate holders can participate and obtain "hour accreditation" to fulfill their annual education requirements -- in other words, this person is bringing significant value to the table for the area because the accredited hours do not necessarily need to be charged. They can be FREE to tax professionals.
  - It appears that there is an opportunity for a local person to be hired on with this company, if someone is willing to step-up and commit to learning how these engineered studies are performed.
- This type of service is widely available from national or state wide firms



**BURNET**

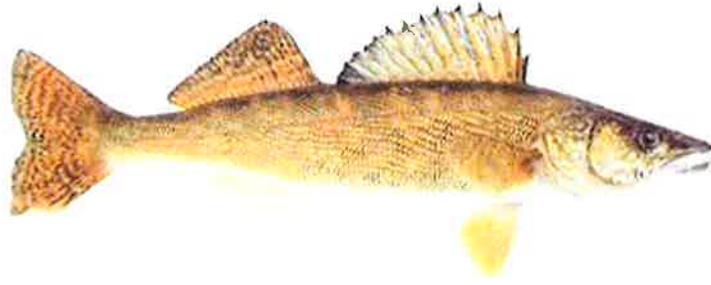
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**SAVANNA  
PALLETTS**



*Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

**Experience Aitkin Banner Project, Pamela Andell, Aitkin, MN**

- Identify key sites to display banners/murals throughout town to maximize exposure to visitors and tourists.

Nice concept, take advantage of all the visual marketing areas in town and utilize them but in a tasteful way. Downtown Committee & Chamber should be involved, tourism and promotion type of grants could be available or perhaps local civic organizations could help with financing.

Nice project idea but a bit light on specifics and does not say specifically who would do the project.

I agree that this is not really an income based idea, but more of a support to the city concept. You are correct that making a town look attractive is very important to a community's survival. With support from the city, chamber, etc., this could really be a way to liven up the town.

Would this be a find-and-see promotion or a celebration of the area artists? Not clear how this submission would create long-term sustainable jobs. Maybe this could be tied somehow to the Barn/Quilt tour program.



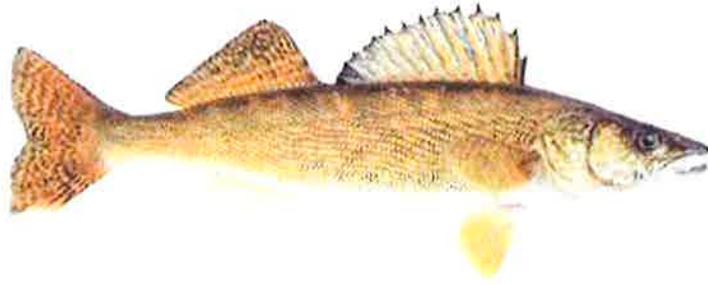
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## *Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

### **Job Broker for Telecommuting Employees, Judy Cirilli, McGregor, MN**

- A broker to match telecommuting jobs with potential employees in Aitkin County. Could utilize the senior population and others looking to work from home.

I like the idea of a more centralized broker to set up individuals who would be interested in performing this type of work. The proposal however was a little light on details as to how that was going to be accomplished.

A great idea, could very well be a supply and demand for this so it should be successful. Perhaps a website that potential employers and employees can access and update their information could fill this need. Aitkin Workforce Center, Aitkin Growth or Aitkin County could be good potentials to host and or promote this website.

While the project meets an identified need it does not sound like the applicant is planning on doing this so it is a nice idea but not developed enough yet.

This is tough to judge without a lot of research being completed. I think you are correct in that it needs to be something set up thru a government office.

This may be a big project, it could have huge returns for the entire county if it is executed collaboratively:

- Chamber(s) should consider soliciting several contract houses or Human Resource professional(s) to start such contract houses to solicit area businesses (including farms) to find skill sets.
- Mayors and leadership of the various townships should be ready to roll out the red-carpet and be prepared to have facts and supporting data to demonstrate the available educated personnel and skill sets that are fully ready to be utilized and how future skills will be obtained and retained.
- Another applicant was looking to open shared office space. This type of role might utilize this space for interviews or to hold classes to teach technology prior to on-boarding with local businesses.

**COLDWELL  
BANKER**

**BURNET**

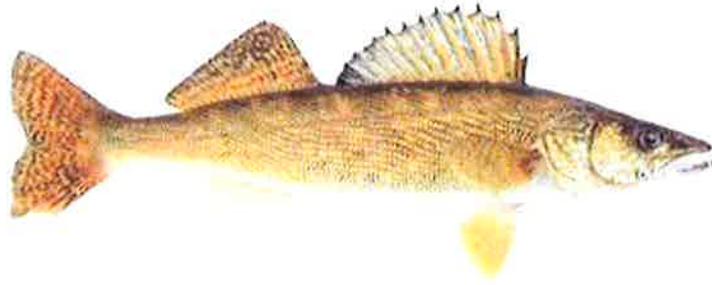
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**SAVANNA  
PALLET**



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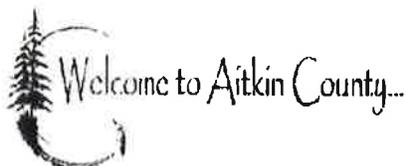
**Increase Economic Development in Aitkin County, Steve Rorem, McGregor, MN**

- Various suggestions for economic development in Aitkin County. Including business counseling, low cost loans and promoting the area.

Good ideas to help the Aitkin County Economy, some may already be in place and some should be implemented. Suggestions will be provided to Aitkin Growth, Area Chamber of Commerce's and the County.

Pretty much a laundry list of some reasonably good ideas. It would be nice if the applicant could pick one and implement it.

You have a number of great ideas. Hopefully we can pass these on to our government officials to see if any of them are financially viable for the city, county, etc.



**BURNET**

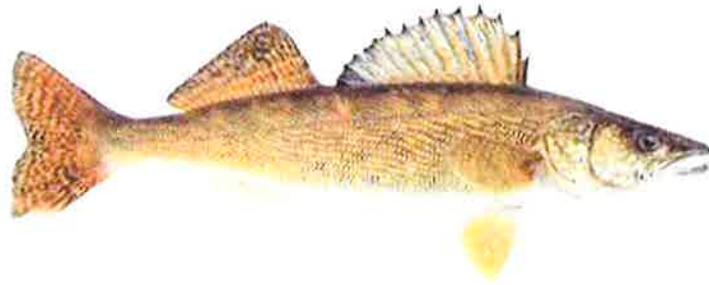
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**SAVANNA  
PALLETTS**



## *Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

### **Riverboat Paddlers, Frank & Sally Bowser, Aitkin, MN**

- Provide paddle boats for folks to paddle/float the Ripple and Mississippi Rivers. Connects community to the Mississippi River and provides outdoor activities.

There has been quite a bit of effort to utilize the Ripple and Mississippi Rivers lately by the City and Chamber. The sport is also gaining in popularity. It could be a matter of time until some business or entrepreneur offers this service. There might not be enough demand for this quite yet. They have an idea but have not thought it out as a business venture. Does not sound like they want to do it. No identified market.

I have been involved with a business in Grand Rapids working on a similar concept. They actually sell or rent kayaks, paddle boards, etc and are located right on the Mississippi river. Depending on how far you take this, it could be just the paddle boats for enjoyment or you could take the risk and expand.

- Where would this business launch their customers?
- where would customers drop off equipment?
- would there be a service to return customers to the vehicles?
- Would the DNR need to issue permits or regulate this?

[https://www.dnr.state.mn.us/permits/water/water\\_permit\\_contacts.html](https://www.dnr.state.mn.us/permits/water/water_permit_contacts.html)

<https://www.dnr.state.mn.us/permits/water/needpermit.html>

Start here: Contact via LinkedIn: [linkedin.com/in/terry-neff-48911743](https://www.linkedin.com/in/terry-neff-48911743)

#### **PROS:**

- This could provide summer employment that could also be married up to camping and music festival events
  - Average fees charged in other communities is \$10-\$12 per person; unlimited floating per day (Cost per person X # potential people that would utilize the service = annual income)
  - Bring in new population
  - Excellent opportunity to promote other businesses via this business (advertising handed out to customers upon pick-up; on transportation vehicles, receipts)
  - Could be open for business 7 days week for at least 3 months out of year
  - Seasonal bonus opportunity for employees if Cash Flow exceeds initial cost to run business, minus future business investment = Retention Bonus pay-out for employees who remain through season.
- This could be put in place on a monthly basis to encourage employees to actively engage in

promoting the business via word-of-mouth or digital platforms.

Matters to be addressed:

- Would the city allow for launching or pick-up to take place in their city park?
- Are there other premier locations along the Ripple River that would allow for launch/pick-up?
- Are there premier locations along the Mississippi River that would allow for launch/pick-up?
- What would the cost of insurance be?
- Would the local population be tolerant to noise on the river(s)
- Would there be a "green" policy to encourage people to not pollute? (Can't only, can counting prior to launch and at pick-up with a small fine for not returning back with what was brought on the tubing adventure)
- Would there be medical emergency personnel on call?
- Would there be alternative transportation services could be added such as limo rides to local taverns or restaurants (Apple River's taverns provide free limo service to their patrons from various locations along the river or camp grounds to local taverns and return rides to launch/pick-up pads and camp grounds from noon until 2 a.m.)
- Would one location provide paddle boats and other provide tubing or alternative floating devices?
- How many business permits would be allotted?
- Is there enough parking locations?
- What is the expected usage of the river (# people per day)?
- How would river banks be protected to assure erosion is minimal?
- What would be the initial costs for paddle boats, tubes or other floating devices?
- What would the # of employees needed?
- Would there be employees needed with specific skills sets? (Job descriptions)

Look at how other communities are conducting this business <https://minnesota.cbslocal.com/top-lists/best-rafting-and-tubing-near-minnesota/>

This business could easily be promoted by the employees that work there via Facebook, Twitter, other digital platforms as well radio, etc.

Some potential but needs detail.



**BURNET**

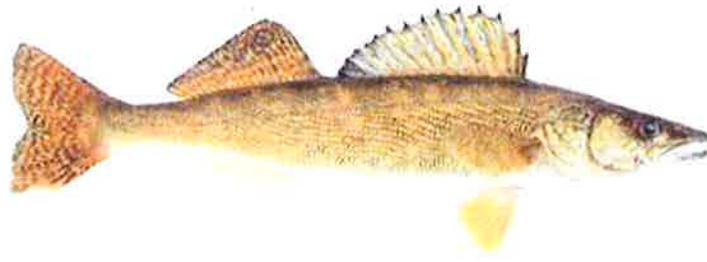
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**SAVANNA  
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## *Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

### **Sustainable and Durable Local Economy, Kevin Hagen, Aitkin, MN**

- Promote year round ag production and sustainability through specialty greenhouses. Enhance transportation options in the county through Uber.

Supply and demand are the ultimate deciders on success. I am familiar with the Greater Mille Lacs Chapter of the Sustainable Farming Association. There was a recent article in the Aitkin Age on a workshop they recently hosted on sustainable ag, <https://www.sfa-mn.org/greater-mille-lacs> has a lot of info. I would think there is demand for a Uber or Lyft service in Aitkin County.

Kevin, this is not just a problem in Aitkin, it is a problem in a lot of small rural communities where new ideas and change, are the something the "old Guards" of the community do not want to see.

- 1) Specialty Greenhouses
- More sustainability opportunities need to be reviewed and possibly exercised. This submission includes contacting [greenhouseinthesnow.com](http://greenhouseinthesnow.com)
  - Make connection via LinkedIn with: [linkedin.com/in/russ-finch-7788b96b](https://www.linkedin.com/in/russ-finch-7788b96b)
  - Consider finding out more about the costs and implementation
  - Are there funds/grants for start-up if the property being utilized for such tunnel projects <10 acres?
  - Are there farmers in the area that would be willing to mentor those that have never farmed? -- This answer alone could potential engage people to step-up.

It appears that this submission was 2 separate ideas. Each will be addressed separately:  
Submission 2 of 2...

- 2) Alternative Transportation
- While Uber & Lyft are existing businesses that can literally be launched by human with a driver's license with a vehicle; it is important to inform rural areas that they too can be part of the solution.
  - Drivers in the Aitkin County Area may wish to join their local Chamber and let the area businesses, hospital, medical facilities and other outreach area know that they are present and encourage people to try utilizing the service in lieu of struggle for transportation assistance from friends and neighbors; eliminating "burn-out" for those that lend a helping hand
  - Unknown cost per mile is not readily available so it will be difficult to understand if this could be a full-time business opportunity whereas someone could calculate earnings
  - If drivers don't have a reliable vehicle, they can coordinate a purchase/lease via Lyft or Uber or the driver could coordinate such a purchase from local car dealerships.
- Consider reading: <https://www.npr.org/sections/alltechconsidered/2016/04/09/473422686/the-newest-public-transportation-in-town-uber>

#### **PRO:**

- There is no additional cost outside of gas, insurance, and a running vehicle

- As an independent contractor, one can be in business at any hours that work for them.
- It is easy for anyone to become an Uber or Lyft drive by simply going to:  
[www.uber.com](http://www.uber.com)  
[www.lyft.com/drive-with-lyft](http://www.lyft.com/drive-with-lyft)
- Drivers are automatically paid on each and every drive; automated payment to a bank account. No physical cash is exchanged by/between driver and client unless the client wishes. Most tips are dispersed on their digital apps that are loaded on to the general public's phone
- Drivers could be utilized as a delivery service for other businesses -- people are not the only thing that can be moved from point A:B
- Excellent source for Seniors without cars; sober driver alternative

**CONS:**

- General public, in rural areas, may not have enough drivers that are willing to operate 24-7
- Distances from point A:B are not necessarily short distance so there could be empty return drives if the driver accepts a drive one-way
- As a business owner, this is a business! Learn how to track business vs. personal travel. Consider utilizing an App call MileIQ.com by downloading on to a phone to track the mileage for IRS purposes.



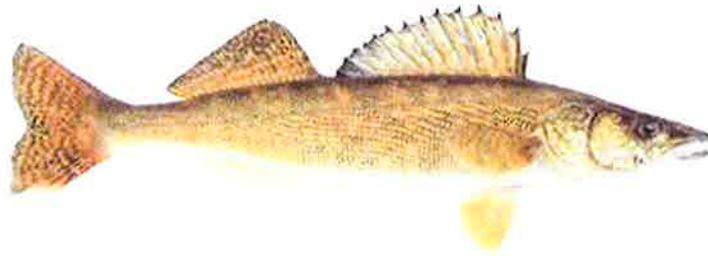
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*Aitkin County Walleye Tank, helping to bring your business idea to life and win cash.*

**Aitkin County Barn Quilt Project, Jeanette Smith, Palisade, MN**

- Create a Barn Quilt tour in Aitkin County. Form a committee to promote and capitalize on a growing trend that has been successful in other communities in attracting tourists.

A quick Google search shows barn quilts are indeed popular. The key to almost any project or event is finding the right volunteers to form a committee and then get it done. This is especially challenging in a small community such as ours. Since it appears that the cost of making and displaying the Barn Quilts are taken on by the property owner an active and committed group could get this done relatively quickly and inexpensively.

I am not quite sure what the project is and who will lead it. It sounds like they need someone to step up and take a leadership role in making this project happen. If that happens they might have a good project.

Like any successful business or organization, finding the right people to get it going is the key to success.

How routinely would these tours take place?

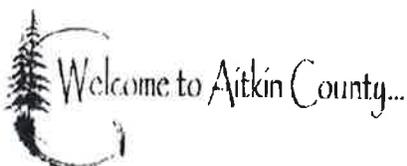
Will there be opportunities along the route to purchase local arts, canned goods, etc or will this be exclusive to quilts?

How many jobs will this create?

Will the tour touch upon all the townships in Aitkin County?

Has anyone contacted <https://barnquiltsforcarvercountymn.com/order-barn-quilt/> to see what the return on the project has been?

Find out what "snags" they ran into to help eliminate them on the front end and save yourself some hassles



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# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** February 26, 2019

**Title of Item:** Residential Waste Electronics Collection Event

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input 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>

<b>Submitted by:</b> Terry Neff, Environmental Services Director	<b>Department:</b> Environmental Services
---------------------------------------------------------------------	----------------------------------------------

<b>Presenter (Name and Title):</b> Terry Neff, Environmental Services Director	<b>Estimated Time Needed:</b> 5 minutes
-----------------------------------------------------------------------------------	--------------------------------------------

**Summary of Issue:**

Last year we held a residential waste electronics collection on Saturday, June 16, 2018, from 10:00am - 2:00pm. The event was free to the public. We collected over 36,000 pounds of materials with a cost of \$7,752.50 (\$1,000.00 event fee and \$6,752.50 recycling fee). I propose we hold a similar event this year on June 8, 2019, from 10:00am - 1:00pm, but charge \$5.00 per screened item (TV, computer monitors, etc). All other counties in the area charge a fee per item or per pound. The \$5.00 fee should cover about 50% of the recycling fee.

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

Not hold the event this year.

**Recommended Action/Motion:**

Hold a residential waste electronics event on June 8, 2019 with a fee of \$5.00 per screened item. If approved, will need approval of start up funds from the Auditors Office.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 3,000 to \$8,000

Is this budgeted?  Yes  No *Please Explain:*

Solid waste reserves to cover the remaining cost of the event.



Aitkin  
County

# Board of County Commissioners Agenda Request

5B  
Agenda Item #

**Requested Meeting Date:** February 26, 2019

**Title of Item:** Assemble an Ordinance Committee

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input 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>

<b>Submitted by:</b> Terry Neff, Environmental Services Director	<b>Department:</b> Environmental Services
---------------------------------------------------------------------	----------------------------------------------

<b>Presenter (Name and Title):</b> Terry Neff, Environmental Services Director	<b>Estimated Time Needed:</b> 5 minutes
-----------------------------------------------------------------------------------	--------------------------------------------

**Summary of Issue:**

I am requesting to assemble an ordinance review committee to review proposed amendments to the zoning ordinance and review a proposed new solid waste ordinance (see attached memorandum).

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

Do not assemble the ordinance committee. However, the present solid waste ordinance is 30 years old and outdated.

**Recommended Action/Motion:**

Approve to assemble the ordinance committee to review the proposed amendments and ordinance.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ Minimal cost in public notices.

Is this budgeted?  Yes  No *Please Explain:*

The public notices will have minimal impact to the budgets.

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



**MEMORANDUM**

**DATE:** February 19, 2019  
**TO:** Aitkin County Board of Commissioners  
**FROM:** Terry Neff, Environmental Services Director   
**RE:** Assemble Ordinance Committee

I would like to assemble an ordinance committee to review a proposed new solid waste ordinance and amendments to the general zoning ordinance. The committee would consist of Commissioner Marcotte, Commissioner Pratt, BOA Representative, Planning Commission Representative, Garrison Disposal Representative, Lakes Sanitation Representative and myself.

The proposed solid waste ordinance would be a complete rewrite of the existing 1990 solid waste ordinance. It is based on a model solid waste ordinance the Solid Waste Administrators Association created in 2011. The proposed ordinance is lengthy but much of the language pertains to permitting new facilities.

The proposed amendments to the general zoning ordinance are updates to the vacation/private home rental and adding additional language to address MN Statute on enforcement of solid waste violations (see attached - red is new language and strikethrough is language to be deleted).

If you have any questions, please feel free to contact me at 218-927-7342 or by e-mail at [tneff@co.aitkin.mn.us](mailto:tneff@co.aitkin.mn.us).

enclosure

c:\ctybrd\ctybrd2019

February 19, 2019

**(SECTION 3)**

**DEFINITIONS**

3.40 Overnight Occupant: “Overnight Occupant” means anyone present at the vacation/private home rental between the hours of 10:00pm and 8:00am.

**[SECTION 13]**

**VIOLATIONS AND PENALTIES**

- 13.0 Complaints Regarding Violations: Whenever a violation of this ordinance occurs or is alleged to have occurred, any person may file a written complaint with the Zoning Administrator, stating fully the causes and basis thereof. The Zoning Administrator shall maintain a record of such complaints and shall take appropriate action pursuant to the provisions of this ordinance.
- 13.01 Any unauthorized change in the official Zoning Map shall be considered a violation of the provisions of this ordinance.
- 13.02 No building, structure, or land shall hereafter be used or occupied and no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved, or structurally altered unless in conformity with the provisions of this ordinance.
- 13.03 The county shall have power to bring action for injunctive relief to enforce the provisions of this ordinance.
- 13.04 Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who resists the enforcement of any other provisions of this ordinance shall be guilty of a misdemeanor, punishable by \$1,000.00 and 90 days imprisonment, or both. Each day that a violation is permitted to exist shall constitute a separate offense. The County Attorney shall have the authority to prosecute any and all violations of this Ordinance.
- 13.05 In the event of a violation or threatened violation of this ordinance, Aitkin County, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, or abate such violations or threatened violations. The Department may and is empowered to issue citations and/or cease and desist orders to halt the progress of any ongoing violation. When the work has been stopped by the Department for any valid reason whatsoever, it shall not again be resumed until the reason for the work stoppage has been completely satisfied and the cease and desist order lifted.
- 13.06 After two or more attempts to achieve compliance, the Department may charge for the enforcement of violations of this Ordinance to recover actual costs for staff time, mileage

and supplies. This cost shall be above and beyond any other fee imposed by this Ordinance.

- 13.07 In the event the Department discovers an unauthorized deposit of solid waste, the Department shall issue a notice of violation requiring the property owner(s) to remove the solid waste and to provide evidence establishing that the solid waste was properly disposed of. If the property owner does not comply with the notice of violation the Department may abate the violations. The Department has the authority to enter the property, to perform the Corrective Actions, and to recover the costs of the same from the property owner through MN Statute section 375.18, Subp.14. The county may also seek civil penalties and damages from persons responsible for unauthorized deposit of solid waste under MN Statutes section 115A.99, which, if unpaid, may be imposed as a lien on property owned by the responsible persons and collected as a special assessment.

## [SECTION 17]

### 17.0 Vacation/Private Home Rental

The following standards apply to vacation/private homes renting for thirty (30) days or less except those located within Planned Unit Developments whose legal documents regulate unit rentals.

- (1) The owner of a vacation/private home rental must apply for and receive an Interim Use Permit from the County. The initial Interim Use Permit will be valid for five (5) years in order to determine the compliance level of the owner with the conditions of approval.

For vacation/private home rentals with compliance issues during the initial term of their IUP, subsequent renewals shall be for five (5) years or less as established by the Aitkin County Planning Commission. ~~The County will establish fees for the application and renewal.~~

For vacation/private home rentals with no compliance issues during the term of the IUP, subsequent renewals will be through obtaining a Lodging License from Aitkin County Environmental Services Department and future compliance will be monitored through the licensing and inspection. All existing IUP requirements and ordinance performance standards remain in effect. The conditions in Appendix D must be complied with during the lodging license period(s). Termination of the IUP will be when there is a change in ownership of the vacation/private home rental property; or if compliance issues occur during the lodging license period, the IUP may be revoked or amended after a hearing before the Planning Commission. If the IUP is revoked the lodging license will be terminated.

- (2) The application for an Interim Use Permit shall include:

- a. All information required for a conditional use permit,

- b. Floor plan of the structure drawn to scale, including the number of bedrooms with dimensions and all other sleeping accommodations, smoke detector and carbon monoxide detector locations,
- c. A to-scale site plan which shows locations and dimensions of property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities (docking plan, fire pit area, swim beach, etc) and sewage treatment systems.
- d. Emergency contact information (police, fire, hospital, septic tank pumper) be posted in the home.
- e. Current compliance inspection on the septic system.
- f. Current water test from an accredited laboratory with test results for nitrate-nitrogen and coliform bacteria.
- g. Plan for garbage disposal.
- h. Applicant must submit a pet policy.
- i. In each bedroom and any room used for sleeping, show the dimensions of egress windows on the drawing and the style (double hung, sliding or casement).
- j. Provide a detailed list of all advertising sources pertaining to the vacation/private home rental and notify Environmental Services with any changes to the advertising within 30 days.

- (3) The occupancy (overnight occupants) of a vacation/private home rental shall be limited to no more than two (2) persons per bedroom plus two (2) additional persons per building, or no more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle, whichever is less. The maximum number of occupants, including both overnight and non-overnight occupants shall not exceed twice the approved overnight occupancy.
- (4) The vacation/private home rental shall be connected to an approved SSTS. The SSTS shall be designed and constructed with a design flow of seventy-five (75) gallons of water per person per day to handle the maximum number of guests for which the facility is permitted. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and records shall be made available to the Department upon request. The use of holding tanks for vacation/private home rental units shall be prohibited.
- (5) On-site parking shall be provided which is sufficient to accommodate the occupants of the vacation/private home rental. Public streets and septic systems may not be used for calculating parking by renters or guests. Parking areas must be setback a minimum distance of five (5) feet from the property lines.
- (6) Attempting to obtain additional occupancy by use of recreational vehicles, tents, accessory structures or fish houses is prohibited.

- (7) Rooms used for sleeping shall be provided with egress windows that comply with the Minnesota State Building Code and with smoke detectors in locations that comply with ~~the Minnesota State Building Code~~ MN Statute chapter 299F or the requirements of the Department, whichever is ~~stricter~~ more restrictive. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof. Carbon monoxide detectors shall be installed in locations that comply with MN Statute section 299F.51.
- (8) On premise advertising signs are prohibited.
- (9) The owner shall provide a visual demarcation of the property lines.
- (10) The owner shall keep a report, detailing use of the home by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Department upon request.
- (11) No more than two (2) vacation/private home rentals will be allowed on a parcel. More than two (2) vacation/private home rentals on the same parcel or on contiguous parcels under common ownership shall constitute a resort and must meet the standards set forth in Section 15 and/or 16 of this ordinance and Section 7 of the Aitkin County Shoreland Management Ordinance.
- (12) The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, and nearby water bodies as well as other concerns including, but not limited to, public safety, and safety of guests. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of guests.
- (13) A vacation/private home rental shall be licensed by the County and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, Aitkin County's Lodging Ordinance, if applicable.
- (14) The Planning Commission may impose noise standards in order to assist in reducing potential impacts on neighboring properties.
- (15) Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved application.
- (16) Vacation/private home rentals may not be rented or leased to more than one separate party in a seven day period, unless licensed to do so by the Aitkin County Environmental Services Department.
- (17) The applicant/owner shall keep on file with the County Environmental Services Department the name and telephone number of a contact person who shall be responsible

for responding to questions or concerns regarding the operation of the vacation/private home rental. This information must be kept current. This information shall also be posted in a conspicuous location within the dwelling unit. The contact person must be available to accept telephone calls on a 24 hour basis at all times that the vacation/private homes is rented and occupied. The contact person must have a key to the vacation/private home rental and be able to respond to the vacation/private home rental within 60 minutes to address issues or must have arranged for another person to address issues within the same timeframe.

(18) Each vacation rental must have a property information handbook available for renters that includes the name and contact information for the owner and/or caretaker; quiet hours as per approved IUP; maximum number of overnight occupants; maximum number of non-overnight occupants; property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities; list of the conditions that were placed on the approved IUP; and a notice that all ordinances and IUP conditions will be enforced by the Aitkin County Sheriff's Office and the Aitkin County Environmental Services Department.

## **APPENDIX D**

### **Sample Conditions for Application # 20XX-00XXXX**

1. Must comply with all local, state and federal regulations that pertain to this type of operation.
2. No launching of guests motorized watercraft from this property.
3. Quiet hours are from 10:00pm to 8:00am. IUP occupants must refrain from loud party noises, music, etc.
4. Maximum number of occupants allowed under this IUP is 4.
5. A flow measuring device must be installed on the septic system and/or well.
6. Websites and all other advertising of the rental property must be in compliance with the occupancy allowance per approved Application #2017-002341.
7. Install carbon monoxide detectors as per MN Statute section 299F.51.
8. Install smoke detectors as required by the MN Statute chapter 299F.
9. All watercraft are to be moored at the dock.
10. Must obtain lodging license from Aitkin County Environmental Services for rental periods of less than one week.
11. Conditions #5, 6, 7, and 8 must be met prior to renting under the terms of this IUP.
12. No discharge of firearms under the terms of this IUP.
13. Upon request, the IUP holder must submit to the Environmental Services Department the record book with the dates, names, addresses, telephone number, and vehicle license number of the guests using the property.
14. This IUP is issued to the present landowners and expires with the change of ownership.
15. No use of fireworks under the terms of this IUP.



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** 2-26-19

**Title of Item:** Equipment Purchase - Tractor for Mower Attachments

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input 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>

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> John Welle	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**  
One of three fleet tractor mowers, Unit #394, is programmed and budgeted for replacement in the 2019 Capital Equipment Replacement Program. The budgeted cost of \$110,000 reflects the anticipated purchase amount of a new tractor with mower attachments less the trade-in value of the existing tractor with mower attachments.

The mower attachments for the new machine was previously authorized for purchase on 1-22-19.

Quotes for the tractor, with trade-in value for Unit #394, were solicited from Midwest Machinery Co. and Timmer Implement, Inc., both from Aitkin, Minnesota. Quotes are listed below:

Midwest Machinery - John Deere 6120E - \$68,583.47 - \$20,583.47 (trade-in) = \$48,000  
Timmer Implement - New Holland TS6.120 - \$64,196 - \$17,500 (trade-in) = \$46,696

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

**Recommended Action/Motion:**  
Based on the quotes, authorization is requested to purchase the New Holland TS6.120 from Timmer Implement for \$46,696. This purchase, combined with the previous mower attachment purchase of \$57,142.50, results in a total cost for the tractor and mower attachments of \$103,838.50.

**Financial Impact:**  
Is there a cost associated with this request?  Yes  No  
What is the total cost, with tax and shipping? \$ 46,696  
Is this budgeted?  Yes  No *Please Explain:*  
\$110,000 is budgeted in 2018/2019.



# Board of County Commissioners Agenda Request

LB  
Agenda Item #

**Requested Meeting Date:** 2-26-19

**Title of Item:** MnDot Detour Agreement

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 20 minutes
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**Summary of Issue:**  
MnDOT will be replacing two (culvert) bridges near Malmo on TH 47 and TH 18 beginning on July 8, 2019 and continuing through October 21, 2019. For the TH 18 project, the road will be closed with traffic detoured to TH 47 - CSAH 12- CSAH 28 - US Hwy 169 - TH 18 as shown on the attached map. For the TH 47 project, the road will be closed with traffic detoured to TH 18 - US Hwy 169 - CSAH 28 - CSAH 12 - TH 47 as shown on the attached map. The proposed duration of the each detour is 62 days and 50 days, respectively.

To allow MnDOT to pay for use of CSAH 12 and CSAH 28 as part of these detours, they have provided the attached agreement.

The purpose of this agenda item is to discuss this agreement and to determine if further information is requested from MnDOT regarding these projects and associated detours.

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

**Recommended Action/Motion:**

**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:*

January 16, 2019

John Welle  
 Aitkin County Engineer  
 1211 Air Park Drive  
 Aitkin, MN 56431

Re: Official Detour Route  
 S.P. 0102-25 (TH 18 & 47)  
 T.H. 18 and T.H. 47 Box Culvert Replacements  
 Replace Br. No. 0729 on T.H. 18 west of Malmo and Replace Br. No. 01001 on T.H. 47 north of Malmo.

Dear Mr. Welle:

A project has been scheduled to replace Br. No. 0729 on T.H. 18 west of Malmo and replace Br. No. 01001 on T.H. 47 north of Malmo. The project is scheduled to be constructed during the 2019 construction season. To accomplish the proposed work, T.H. 18 and T.H. 47 traffic will need to be detoured during the project. I would like to notify you of the proposed official detour route, route specific limitations, and to outline the associated compensation owed to Aitkin County.

We are planning to utilize Aitkin County's C.S.A.H. 12 and C.S.A.H. 28 as part of the official detour route for the project. It is anticipated that the detour will need to be in place from approximately July 8, 2019 thru October 20, 2019. A map indicating the proposed official detour route has been attached.

The calculations that accompany this letter are estimates only and the actual dates that the detour is in effect may shift due to the Contactor's schedule. The developed method used to calculate detour compensation is The Gas Tax Method from the "Detour Management Study" of 1991. The formula used to calculate detour compensation is as follows:

$$\text{Compensation} = 0.00513 \times \text{Trunk Highway ADT} \times \text{Length in miles} \times \text{Duration in days}$$

The derived ADT values are from MNDOT traffic counts and the segment length has been measured in Google Earth. The final amount of compensation will depend on the actual duration of the detour.

**COMPENSATION SUMMARY FOR THE COUNTY OF AITKIN**

Detour Route		ADT	Miles	Days					
T.H. 18 Br.	C.S.A.H. 12	0.00513	x 920	x 5.60	x 62	=			\$1,638.65
	C.S.A.H. 28	0.00513	x 920	x 5.80	x 62	=			\$1,697.17
T.H. 47 Br.	C.S.A.H. 12	0.00513	x 1400	x 5.60	x 50	=			\$2,010.96
	C.S.A.H. 28	0.00513	x 1400	x 5.80	x 50	=			\$2,082.78

**Total Agreement Amount = \$7,429.56**

A formal detour agreement will be forwarded to you once it is prepared. The agreement will specify the responsibilities of all parties involved. MnDOT will maintain the official detour route as we have during previous contracts.

Thank you for your cooperation. If you have any questions, please feel free to give me a call at (218) 828-5800.

Sincerely,

A handwritten signature in black ink that reads "Scott Zeidler". The signature is written in a cursive style with a large, sweeping initial "S".

Scott Zeidler  
Engineering Specialist Senior

Enclosures: Official Detour Map

Cc: Calvin Puttbrese  
Claudia Dumont  
Malaki Ruranika  
Tony Hughes

**STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
And  
AITKIN COUNTY  
DETOUR AGREEMENT**

**For Trunk Highway No. 18 & 47 Detour**

<b>State Project Number (S.P.):</b>	<u>0102-25</u>	<b>Original Amount Encumbered</b>
<b>Trunk Highway Number (T.H.):</b>	<u>18=157</u>	<u>\$7,492.56</u>
<b>State Project Number (S.P.):</b>	<u>0108-27</u>	
<b>Trunk Highway Number (T.H.):</b>	<u>47=110</u>	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and Aitkin County acting through its Board of Commissioners ("County").

**Recitals**

1. The State is about to perform grading, bituminous surfacing and box culvert construction upon, along and adjacent to Trunk Highway (T.H.) No. 18 from 3.9 miles east of 360<sup>th</sup> Avenue to 1.0 miles west of T.H. No. 47 under State Project No. 0102-25 (T.H. 18=157) and upon, along and adjacent to T.H. No. 47 from 1.1 miles north of T.H. No. 18 to 0.4 miles south of 235<sup>th</sup> Street under State Project No. 0108-27 (T.H. 47=110); and
2. The State requires a detour to carry T.H. No. 18 and No. 47 traffic on County State Aid Highway (C.S.A.H.) No. 12 and No. 28 during the construction; and
3. The State is willing to reimburse the County for the road life consumed by the detour as hereinafter set forth; and
4. Minnesota Statutes § 471.59, subdivision 10, § 161.25, and § 161.20, subdivision 2(b), authorize the parties to enter into this Agreement.

**Agreement**

**1. Term of Agreement**

- 1.1 **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement will expire when the State removes all detour signs, returns the temporary Trunk Highway detour to the County, and pays for the detour compensation.

**2. Agreement Between the Parties**

**2.1 Detour.**

**A. Location.** The State will establish the T.H. No. 18 and No. 47 detour route on the following County roads as detailed in the project plans or Special Provisions:

T.H. 18 Detour – C.S.A.H. 12 and C.S.A.H. 28 for a total distance of 11.40 miles.

T.H. 47 Detour – C.S.A.H. 12 and C.S.A.H. 28 for a total distance of 11.40 miles.

**B. Modification of the Detour Route.** The State may modify the detour route or may add additional roadways to the official detour during construction. The State will request concurrence from the County for changes to the detour route. If such change increases the States obligation over Article 3.3B, the Agreement will be amended.

- C. **Axle Loads and Over-Dimension Loads.** The County will permit 10-ton axle loads on the detour route. Over-dimension loads will not be permitted except in cases of extreme emergency.
- D. **Traffic Control Devices.** The State may install, maintain and remove any traffic control devices it considers necessary to properly control the detoured traffic. The State may paint roadway markings, such as the centerline, edge lines and necessary messages.
- E. **Detour Maintenance.** The State will perform any necessary bituminous patching and ordinary maintenance on the roadway or shoulder of the County roads used for the detour, at no cost or expense to the County. Bituminous patching is defined as any work, including continuous full width overlays, less than 100 feet in length. All State expenditures beyond those required for bituminous patching and ordinary maintenance will be credited against the road life consumed reimbursement due the County.
- F. **Duration.** The State will provide the County with advance notice identifying the dates the State intends to place and remove the detour signing.

2.2 **Basis of State Cost (Road Life Consumed).** The State will reimburse the County for the road life consumed by the detour using the following methods, as set forth in the Detour Management Study Final Report dated January 1991, and updated by MnDOT's Policy on Cost Participation for Cooperative Construction Projects and Maintenance Responsibilities between MnDOT and Local Units of Government.

- A. The "Gas Tax Method" formula, multiplies the Combined Tax Factor per mile times the Average Daily Traffic ("ADT") count of vehicles diverted from the Trunk Highway times the county road length in miles times the duration of the detour in days to determine the State's cost for the road life consumed by the detour.
- B. The County may, at its option, perform an "Equivalent Overlay Method" analysis. A State-approved firm, at no cost or expense to the State, must perform the testing and analysis. The County will keep records and accounts to verify any claim it might bring against the State for additional costs using the "Equivalent Overlay Method".

### 3. Payment

3.1 **For Road Life Consumed.** \$7,492.56 is the State's estimated cost for the road life consumed by the detour based on the data below:

	<u>Tax Factor</u>	<u>ADT</u>	<u>Road Length</u> <u>(Miles)</u>	<u>Duration (Days)</u>	<u>Cost</u>
T.H. 18 Detour	0.00513	920	11.40	62	\$3,335.82
T.H. 47 Detour	0.00513	1,400	11.40	50	\$4,093.74
Total Road Life Consumed					\$7,492.56

The State's total payment for the road life consumed by the detour is equal to the amount computed by using the "Gas Tax Method" formula plus any amount determined by using the "Equivalent Overlay Method" analysis that is in excess of twice the "Gas Tax Method" amount.

3.2 **Maximum Obligation.** \$18,000.00 is the maximum obligation of the State under this Agreement and must not be exceeded unless the maximum obligation is increased by execution of an amendment to this Agreement.

3.3 **Conditions of Payment.** The State will pay the County the State's total road life consumed payment amount after performing the following conditions.

- A. Execution of this Agreement and the County's receipt of the executed Agreement.
- B. State's encumbrance of the State's total payment amount.

- C. State's removal of all detour signs.
- D. State notifies the County of the removal of the detour signs, and the number of days the detour was in effect.
- E. State's receipt of a written request from the County for payment.

**4. Release of Road Restoration Obligations**

By accepting the State's road life consumed payment plan and total payment amount, the County releases the State of its obligation, under Minnesota Statutes § 161.25, to restore the county roads used as a T.H. 18 & 47 detour to as good of condition as they were before designation as temporary trunk highways.

**5. Authorized Representatives**

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

**5.1** The State's Authorized Representative will be:

Name/Title: Scott Zeidler, Engineering Specialist Senior (or successor)  
Address: 7694 Industrial Park Road, Baxter, MN 56425  
Telephone: 218-828-5800  
E-Mail: scott.zeidler@state.mn.us

**5.2** The County's Authorized Representative will be:

Name/Title: John Welle, Aitkin County Engineer (or successor)  
Address: 1211 Air Park Drive, Aitkin, MN 56431  
Telephone: 218-927-3741  
E-Mail: jwelle@co.aitkin.mn.us

**6. Assignment; Amendments; Waiver; Contract Complete**

- 6.1 Assignment.** Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 6.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3 Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4 Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**7. Liability**

The County and State will be responsible for their own acts and omissions, to the extent authorized by law. Minnesota Statutes § 3.736 governs the State's liability. Minnesota Statutes, Chapter 466 governs the liability of the County.

**8. State Audits**

Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

**9. Government Data Practices**

The County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the County or the State.

**10. Governing Law; Jurisdiction; Venue**

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**11. Termination; Suspension**

- 11.1 *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.
- 11.2 *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the County. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the County will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.
- 11.3 *Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

**12. Force Majeure**

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and § 16C.05.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Purchase Order: \_\_\_\_\_

**AITKIN COUNTY**

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

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

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

Date: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

Approved:

By: \_\_\_\_\_  
(District Engineer)

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_  
(With Delegated Authority)

Date: \_\_\_\_\_

**INCLUDE COPY OF THE RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.**

**AITKIN COUNTY**

**RESOLUTION**

IT IS RESOLVED that Aitkin County enter into MnDOT Agreement No. 1033184 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 12 and No. 28 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway (T.H.) No. 18 from 3.9 miles east of 360<sup>th</sup> Avenue to 1.0 miles west of T.H. No. 47 under State Project No. 0102-25 (T.H. 18=157) and upon, along and adjacent to T.H. No. 47 from 1.1 miles north of T.H. No. 18 to 0.4 miles south of 235<sup>th</sup> Street under State Project No. 0108-27 (T.H. 47=110).

IT IS FURTHER RESOLVED that the \_\_\_\_\_ and the \_\_\_\_\_  
(Title) are authorized to execute the Agreement and any amendments to the Agreement.

**CERTIFICATION**

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Aitkin County at an authorized meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

NOTARY  
STAMP

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Title)

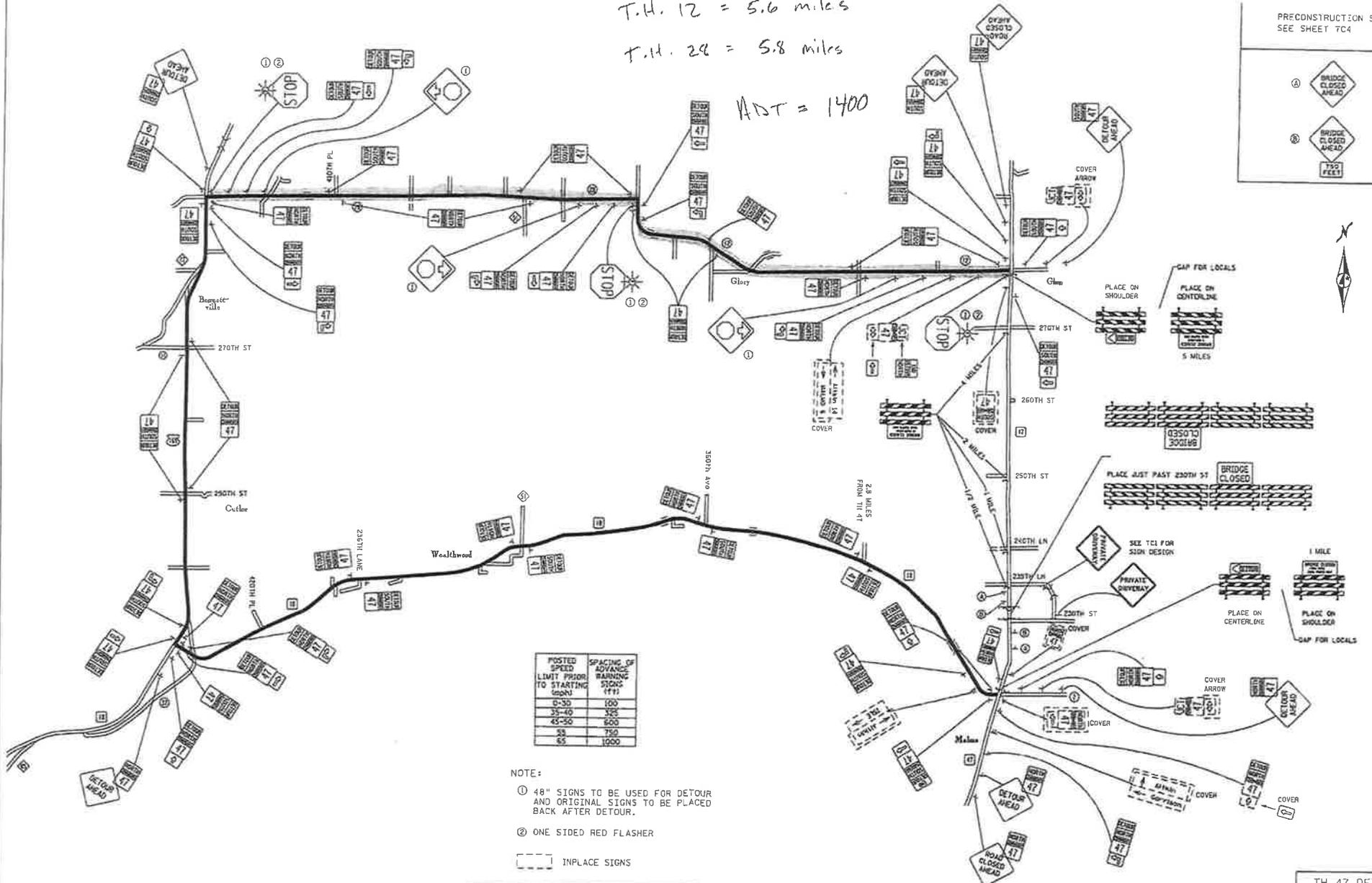


T.H. 12 = 5.6 miles

T.H. 24 = 5.8 miles

ADT = 1400

PRECONSTRUCTION SIGNS  
SEE SHEET TC4



POSTED SPEED LIMIT PRIOR TO STARTING SIGNS	SPACING OF ADVANCE WARNING SIGNS (FT)
0-30	100
35-40	325
45-50	500
55	750
65	1000

- NOTE:
- ① 48" SIGNS TO BE USED FOR DETOUR AND ORIGINAL SIGNS TO BE PLACED BACK AFTER DETOUR.
  - ② ONE SIDED RED FLASHER
  - INPLACE SIGNS



# Board of County Commissioners Agenda Request

7A  
Agenda Item #

**Requested Meeting Date:** February 26, 2019

**Title of Item:** Employee Recognition

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> Bobbie Danielson, Human Resources Director	<b>Department:</b> Human Resources Office
--------------------------------------------------------------------	----------------------------------------------

<b>Presenter (Name and Title):</b> Bobbie Danielson, Human Resources Director	<i>Bobbie Danielson</i>	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**  
Employees who have completed 25 years of service or more (in 5 year increments) are formally recognized by presenting them with an award for their achievement. The following employees reached milestones during the 4th quarter of 2018:

- Kirk Peysar, 30 years of service, County Auditor in the Auditor's Office.

**Alternatives, Options, Effects on Others/Comments:**  
None

**Recommended Action/Motion:**

**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:*



# Board of County Commissioners Agenda Request

7B  
Agenda Item #

Requested Meeting Date: 2/26/2019

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> Bobbie Danielson	<b>Department:</b> HR Department
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<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b> 5-10
---------------------------------------------------------------------	---------------------------------------

**Summary of Issue:**

The Personnel Committee met on February 12, 2019, and unanimously recommends the following:

Create a Licensed Court Bailiff position (temporary position not to exceed 67 days per calendar year). Grade 4, non-union position. Pay rate \$17.24/hour or higher as determined by Administration, depending on qualifications. Funds are available in the Sheriff's 2019 budget to cover this expense. A job description is attached.

Create a Sr. Forester position. Grade 7, Afscome Courthouse union position. Pay range attached. Funds are available in the Land Department 2019 budget to cover this expense. A job description is attached. This job will be posted internally and we anticipate internal candidates from the Afscome Courthouse union will apply.

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

**Recommended Action/Motion:**

Motion to create and authorize filling a (new) Grade 4 Licensed Court Bailiff position (67 day per calendar year temporary position).

Motion to create and authorize filling a (new) Grade 7 Sr. Forester 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:**

Both positions can be fit into the current 2019 budget, due to vacancies and reorganization.



## **BAILIFF – COURT SECURITY (P.O.S.T. BOARD LICENSED)**

**Department** Sheriff's Office  
**Grade** Grade 4  
**Reports to** Undersheriff  
**FLSA Status** Non-exempt / Paid Hourly  
**Union Status** Non-union Position

### **Final Appointing Authority**

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

### **Job Summary**

To maintain order and decorum and provide security functions within courtrooms and adjacent public areas to ensure the personal protection of judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public.

### **Supervision Received**

Employees working in this position usually work under general supervision and 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. Provides a conspicuous security presence in courthouses and courtrooms in order to maintain order and control.
2. Removes, restrains or contains disruptive individuals as necessary.
3. Conducts regular searches of courtrooms and adjacent areas to detect and confiscate contraband and items posing a security risk. Observes, investigates, and resolves risks; reporting unusual security threats to sworn staff.
4. Screens individuals and items entering the courthouse and courtrooms visually or electronically, and assists with security during high-risk proceedings.
5. Escorts non-combative custodial defendants from the courtrooms to probation, court administration offices, and detention facilities located within the courthouse as required. Assists with the escort of non-combative custodial defendants between detention facilities located within the courthouse and various courtrooms.



## ***Position Description***

6. Obtains fingerprints, photographs, and DNA samples from non-custodial defendants as required by law.
  7. As necessary, provides information and responds to questions from individuals accessing the courthouse; assists individuals in locating appropriate areas within the building; interacts with each individual in a courteous, respectful, and pleasant manner.
  8. Escorts and provides security to sequestered jurors inside and outside the courthouse, preventing contact with outside influences.
  9. Renders first aid and summons medical personnel to the courtroom when appropriate, provides assistance/direction during potential or actual emergency situations.
  10. Writes reports and documents activity as necessary.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Licensed or eligible to be licensed by the Minnesota P.O.S.T. Board, which includes two years post-secondary education or more; and continues to receive education credits to be licensed.

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

Must be First Aid, CPR/AED certified or obtain within 30 days of hire.

Candidates with related training in law enforcement, military law enforcement or private security training and/or experience are preferred.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices to safely and effectively accomplish the needs of the department.
1. Considerable knowledge of courtroom procedures and security equipment, methods, procedures and techniques.
2. Knowledge of applicable local, state and federal laws relevant to the work performed in the position, including the Civil Rights of individuals.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the public sufficient to exchange or convey information and to receive work direction.
2. Tactics for law enforcement.
3. Proper care and use of firearms. Use of intermediate weapons such as soft hand, hard hand, Taser, asp, baton, and mace.
4. Reading, writing, and speaking English.
5. Working as a team and contributing to building a positive team spirit.



## ***Position Description***

6. Demonstrated skill in the use of self-defense, physical confrontation, restraint and constraint techniques.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all staff and guests with respect, honesty, and consideration.
2. Respond to emergencies in a safe, efficient manner; record activities and proceedings in order to prepare clear, concise, and accurate reports.
3. Interpret statutes and apply them to the crimes in order to determine if a suspect should be arrested for a specific offense.
4. Operate security equipment, computer terminals, fingerprint equipment, and obtain DNA specimens.
5. Provide first aid and CPR/AED procedures.
6. Exercise sound judgment and maintain composure in response to stressful situations.
7. Effectively diffuse confrontational situations using tact and minimal force when interacting with disruptive or combative persons.
8. React to emergency situations and use physical force as necessary to defend oneself and others.
9. Deal with frequent change, delays, or unexpected events, including extended work hours.
10. Communicate effectively in oral and written form.
11. Interact effectively at various social levels and across diverse cultures.
12. Remain visually and mentally alert in order to rapidly identify and respond to security hazards and take appropriate action to intervene.
13. Establish and maintain effective working relationships with Judges, Court Administration staff, Probation Officers, Attorneys and the general public.

### **Language Skills**

**High Skills** – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

**Basic 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**

**Intermediate Skills** – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

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

County Payroll Software, E-time, Microsoft Word, Outlook, and other job-related software.



## **Position Description**

### **Ability to Travel**

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

### **Competencies**

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

### **Work Environment**

The noise level in the work environment is usually moderate to loud.

### **Equipment and Tools as Assigned, which may include:**

Personal protective equipment, squad car and equipment, portable radios, firearms, Taser, asp, baton, mace, handcuffs, first aid, AED units, audio and video equipment, computer and software, printer, telephone, copier, fax, county-owned vehicles, and other job-related equipment.

### **Physical Activities/Requirements**

**CONSTANT:** Stand; hearing up to 20 feet; vision; work around others; customer/public contact and work inside.

**FREQUENT:** Lift and carry up to 10 pounds; push/pull up to 20 pounds; bend neck; climb stairs; feel/use fingers; grasp/handle; maintain posture; move about; reach; rotate neck; talk/speak; twist at waist; walk; hear within 5 feet; use an earphone; near, midrange and far vision; depth perception; visual accommodation; work with others; and clients with behavioral challenges.

**OCCASIONAL:** Push/pull up to 70 pounds; balance; crouch/squat; reach above shoulder; sit; static neck position; stoop/bend; taste/smell; right and left wrist turn; color vision; exposure to blood-borne pathogens; work alone; extended days; work outside and drive.

**RARE:** Restrain individuals.

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.



## ***Position Description***

### **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.

2/26/2019

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*“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”*

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/O
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



## ***Position Description***

### **Sr. Forester**

**Department** Land Department  
**Grade** Grade 7  
**Reports to** Assistant Land Commissioner  
**FLSA Status** Non-exempt  
**Union Status** AFSCME Courthouse Unit

#### **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 manage county tax-forfeited lands using multiple-use practices to enhance wildlife, recreational, and forestry interests. To collect and maintain accurate forest resource information/field inventories used by the department for forest planning activities. This includes forest inventory, hardwood inventory, wildlife data, invasive species, and road and trail updates. Also monitors and maintains accurate GIS layers, timber management databases, timber scales, site level evaluations, performance measurements, and best management practices. Works in collaboration with the GIS Coordinator. Assists in developing management plans and allowable cuts, conducts field forestry audits, and verifies that forestry staff is meeting planning and harvest goals. Oversees the forest development program including but not limited to tree planting, site preparation, herbicide program, wildlife brushing, timber stand improvement (TSI).

#### **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**

Serves as a work leader with forestry staff in planning, implementing, and verification of the forestry program including silvicultural prescriptions and timber sale administration. Has oversight of the forest road program. Also serves as a work leader over seasonal, part time, and/or temporary employees to assist in the timely accomplishment of workloads related to department activities. Elements of direct control over these positions may include prioritizing and assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, establishing work standards, coordinating work schedules, and providing input into supervisor's actions.

#### **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.



## ***Position Description***

1. Performs forest inventory to determine productivity and vegetative/physical characteristics of Aitkin County managed lands via field inspections to assist with department planning activities.
  2. Plans, coordinates, and monitors forest development, and other projects on County lands. Prepares contracts, ensures accurate records of costs, project reports, and projects.
  3. Oversees timber harvest plans, verifies timber drain reports. Assists Assistant Land Commissioner on developing and implementing 5 year tactical plan and timber drain.
  4. Serves as a work leader to 3-4 district foresters, providing verification and feedback on work quality and accuracy in silvicultural prescriptions and timber sale administration. Verifies accuracy of cruise information, wood utilization, and best management practices.
  5. Gathers information for department administration and assists with FSC audit preparation.
  6. Monitors ACLD lands to determine planting, release, insect and disease problems, harvesting needs and then develops management prescriptions to address those needs.
  7. Develops and revises multi-table information system through tabular data entry and related alterations of spatial data (maps) as a major component of the department GIS.
  8. Assists GIS Coordinator with data/information issues. Ensures data integrity of all collected data and makes yearly archive of files at year's end.
  9. Oversees management and monitoring of wildlife habitat information based on field observations and makes recommendations when needed.
  10. Maintains master copy of ACLD road and trail files and associated GIS applications. Confers with GIS Coordinator on a regular basis throughout the year.
  11. Assists with the development of strategic and tactical planning activities by providing analysis of raw data.
  12. Assists in boundary determinations using established surveying techniques, appraisals of timber volume and value, related to county administered lands. (from F/P T)
  13. Serves as a work leader over seasonal, part time, and/or temporary employees to assist in the timely accomplishment of workloads related to department activities. (from F/P T)
  14. Makes public presentations to various groups.
  15. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Bachelor's degree or higher in Forestry, Natural Resource Management, or a related field, plus two or more years related experience and/or training, or an equivalent combination of education and experience sufficient to perform the essential functions of the position. Must have considerable experience reading maps and legal descriptions and using geographic information systems (GIS) and global positioning systems (GPS) for navigation and electronic data recorders to collect and input forest inventory data.

Must have considerable knowledge of the Ecological Classification System developed by the Minnesota Department of Natural Resources and the U.S. Forest Service for ecological mapping and landscape classification in Minnesota, which follows the National Hierarchical Framework of Ecological Units.



## ***Position Description***

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

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Silviculture practices.
3. Forest inventory systems, forest sampling methods and sampling statistics.
4. Best practices for land management activities.
5. General office work such as filing and recording information.

Skill in:

1. Written and oral communication skills sufficient to communicate the policies and procedures of the department to land owners and the general public.
2. Strong computer and analytical skills.
3. Proficient GPS and compass orienteering.
4. Reading, writing, and speaking English proficiently.
5. Effectively organizing and prioritizing workload.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Pass tests on the quality and accuracy of collected field data to ensure quality information.
3. Serve as a technical resource to staff on complex programmatic and technical issues, including preparing technical reports and other technical documents and providing recommendations to upper management.
4. Effectively perform calculations and data analysis.
5. Read legal descriptions and several different types of maps.
6. Clearly understand the technical and policy aspects of issues.
7. Work in all types of weather and conditions
8. Physically walk on/pass through variable and uneven terrain.
9. Demonstrate a high degree of self-motivation and the ability to work independently
10. Endure hazardous insect, animals, and plants.
11. Maintain accurate daily logs.

### **Language Skills**

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

### **Mathematical Skills**

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.



## **Position Description**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **Reasoning Skills**

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

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

County Payroll Software, E-time, Link, Microsoft Word, Excel, Outlook, Access, ESRI ArcMap, GIS software, SQL database management system, and other job-related software.

### **Ability to Travel**

Daily travel is typically required, on average about 15,000 miles per year.

### **Competencies**

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

### **Work Environment**

The noise level in the work environment is usually moderate.

This position requires outdoor work in a variety of weather conditions on variable terrain. Good physical condition is necessary as is the ability to endure annoying and hazardous insects and animals/plants.

### **Equipment and Tools**

Forest inventory field equipment, GPS, computer, copier, telephone, printer, and county-owned vehicles.



## **Position Description**

### **Physical Activities/Requirements**

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. Position requires walking long distances in sometimes difficult terrain.

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.

2/26/2019

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*“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”*



# Aitkin County Board of Commissioners Agenda Request Form

8  
 Agenda Item #

**Requested Meeting Date:** February 26, 2019  
**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 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	3 <sup>rd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	Monthly	3 <sup>rd</sup> Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 <sup>rd</sup> Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Wednesday	Pratt, Alt. Marcotte
Budget Committee	Most months	1 <sup>st</sup> Tuesday	Wedel and Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> or 4 <sup>th</sup> Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 <sup>st</sup> 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 <sup>st</sup> Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 <sup>th</sup> Monday	Pratt and Land Cmr Courtemanche
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	10x year	3 <sup>rd</sup> Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> Friday	Marcotte, Alt. Pratt
MN Rural Caucus	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 <sup>nd</sup> Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Pratt and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 <sup>th</sup> Thursday	Marcotte, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed	2 <sup>nd</sup> Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Pratt
Sobriety Court	Bi-Monthly	3 <sup>rd</sup> Thursday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund

# Aitkin County Board of Commissioners Board Meeting Attendance Record

Date: February 26, 2019

Name	Please check the boxes that apply.		
	Aitkin County Citizen	Aitkin County Employee	Company Representative – please list.
Joel Hoppe	✓	✓	HHSAC
Brene Breitsten	✓		Age
Dan Guide		✓	ACSO
Kim Larson		✓	HHS
Wendy Carlson		✓	LCC
Courtney Dowell		✓	LCC
Jessi Goble		✓	ACHHS
Kathryn Beatty	✓		ANGELS, McGregor
Tony Neff		✓	Env. Services
Lori Tibbetts		✓	Assr Office
Mike Dangers		✓	Assessor



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

ADOPTED February 26, 2019

By Commissioner: Wedel

20190226-015

**Federal Recreational Trail Program Grant Application**

**WHEREAS**, Aitkin County supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to purchase snowmobile grooming equipment for the Aitkin County Cross Country Ski Trail System. The trail systems to be groomed include Long Lake Conservation Center, Vispo, and No Achen, and

**WHEREAS**, Aitkin County recognizes the twenty-five (25) percent match requirement for the Federal Recreational Trail Program, and has secured the matching funds

**NOW, THEREFORE, BE IT RESOLVED**, if Aitkin County is awarded a grant by the Minnesota Department of Natural resources, Aitkin County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Aitkin County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

**BE IT FURTHER RESOLVED** that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

**BE IT FURTHER RESOLVED**, the Aitkin County names the fiscal agent for the Aitkin County for this project as:

Beth Haasken, Clerk  
Aitkin County Land Department  
502 Minnesota Ave N.  
Aitkin, MN 56431

**BE IT FURTHER RESOLVED**, Aitkin County hereby assures the grooming equipment acquired through this grant will be maintained for no less than twenty (20) years as required by the Federal Recreational Trail Grant Program or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of February 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26<sup>th</sup> day of February 2019

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

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

ADOPTED February 26, 2019

By Commissioner: Wedel

20190226-016

**Support Snake River Watershed - One Watershed, One Plan Project.**

**WHEREAS**, the Minnesota Board of Water and Soil Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and,

**WHEREAS**, the counties, soil and water conservation districts and the Snake River Watershed Management Board within the Snake River Watershed (HUC 8-0703004), as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

**NOW, THEREFORE, BE IT RESOLVED**, that the Aitkin County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

**BE IT FURTHER RESOLVED** that the Aitkin County welcomes the opportunity to collaborate with the counties, soil and water conservation districts and the Snake River Watershed Management Board within the Snake River Watershed for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED**, that the Aitkin County supports a 2019 application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and the Snake River Watershed Management Board within the Snake River Watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of February 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26<sup>th</sup> day of February 2019

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

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

**ADOPTED February 26, 2019**

By Commissioner: Wedel

**20190226-017**

**Local Road Improvement Program**

**WHEREAS**, grant applications are currently being solicited by the Minnesota Department of Transportation for eligible local projects for the Local Road Improvement Program, and

**WHEREAS**, SAP 01-640-003 and SAP 001-617-004 are eligible local projects.

**NOW, THEREFORE, BE IT RESOLVED**, that Aitkin County hereby supports the submission of SAP 01-640-003 and SAP 001-617-004 for consideration of future Local Road Improvement Program funding.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of February 2019, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 26<sup>th</sup> day of February 2019**

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